

No.5-1/2017-Library
Government of India
National Centre for Disease Control
(Directorate General of Health Services)
22, Sham Nath Marg, Delhi - 110 054.

To,

Sub: Quotation for binding of journals and books for the year 2017-18 -reg.

Dear Sir,

Please send the quotation for the following types of binding of journals and books for the year 2017-18 on the below mentioned terms & condition for the year 2017-18. The quotation, which could remain valid for at least 3 months may be sent in duly wax, sealed cover and prominently super scribed on the envelope “**Quotation for binding of journals and books for the year 2017-18.**”

Sr. No.	Types of Binding	No of sets to be bound.
1.	Half Leather Binding with Gold Print	1000 (approx)
2.	Cheap (simple) Binding	200 (approx)

Quotation should be addressed to the Director, NCDC, 22-Sham Nath Marg, Delhi-110 054 and should reach this library on or before 04.07.2017 upto 2.30 pm.

Before dropping the quotation in tender box, an entry should be made by the firm in the register in the Library. It is the responsibility of the firm to ensure timely delivery of quotation. Late receipt of quotations, by hand or by courier will not be entertained. **The owner of the firm must attach a self-attested copy of his Aadhar Card/Pan Card, as ID proof, with the quotation.** The terms and conditions of the quotations are as under:-

Terms & conditions for binding of journals/books:

1.	The rates shall remain valid for one year from the date of approval of quotation.
2.	The delivery from and to the NCDC library should be at the binder's cost.
3.	Unless otherwise mentioned the binder is to cut edges of books accurately and to take care to leave margins as wide as possible. If text is damaged, the binder will have to pay the cost of the volume(s)/book or replace the book/volume(s) duly bound.
4.	The whole binding work is to be carried out with regard to the fact that the book will be subjected to hard wear and tear. Special instructions, if any, given with reference to particular volumes sent for binding should be carried out. All bound books/journals should open freely and lie flat.

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5.	Threads, tapes, glue, board, cloth, golden printing ink and other material to be used for binding should be of best texture, stuff and quality.
6.	The books/journals should be returned duly bound within 30 days of the receipt of the lot unless called earlier. A penalty of 5% of bill amount will be levied for the material kept beyond 30 days. In case binder is unable to bind the books within the specified period due to unavoidable circumstances/ justified reasons, he should apply to the Director of this institute well in time before expiry of the specified date for extension of time, which is at the discretion of the Director, NCDC, Delhi.
7.	If the work is not according to the specification and as per the sample approved, no payment will be made for the binding job.
8.	In case of failure in returning the books/volumes duly bound as per the terms & conditions, the institute shall be free to cancel the order and get the work done from the next lower binder.
9.	All the books/journals received by the binder are to be examined and counted and if any item is found to be imperfect or seriously damaged, are to be returned unbound for the library. All the issues/parts of volumes are to be bound in correct sequence of pagination and usual title and consent pages and indexes are to be inserted in the proper places.

Yours sincerely,

(P. S. HADA)

Asstt Library & Information Officer
For Director