

**PUBLICATIONS DIVISION  
MINISTRY OF INFORMATION & BROADCASTING  
SOOCHANA BHAWAN, CGO COMPLEX  
NEW DELHI**

No.D-29012/1/2011-12/A&G

Dated 10.11.2014

To,

**Sub:- Contract for Binding of Library Books, Journals, Office Registers/Records etc.**

Sealed quotations in envelope super-scribed "quotations for contract for binding of library books, Journals, office registers, records etc." are invited from the interested firm/parties for the above said work of this Division. The contract will be for one year. The interested firm/parties are requested to quote the rates for each of the following items separately.

S.No.	Name of the items	Size in inch	Rates
<b>1.</b>	<b>Paper Binding (with or without black ink)</b>		
a.	Small Size	510/2x8-1/2	
b.	Medium size	7x10	
c.	Foolscap size		
d.	Double Foolscap size		
<b>2.</b>	<b>Cloth Leather (with gold printing) Magazine</b>		
a.	Small size		
b.	Medium size	7-1/4x9-1/2 8-1/2x11	
c.	Foolscap size		
d.	Double Foolscap size		
<b>3.</b>	<b>Half Leather (with golden printing )</b>		
a.	Small size		
b.	Medium size		
c.	Foolscap size		
d.	Double Foolscap size		
<b>4.</b>	<b>Mounting of Maps (as per squire foot)</b>		
a.	Small size		
b.	Medium size		
c.	Foolscap size		
<b>5.</b>	<b>Binding of Office Record like pay bills TA bills etc.</b>		
a.	Ordinary binding		
b.	Half Cloth binding		
c.	Full Rexin binding		
d.	Half Rexin binding		
e.	Half Leather with gold printing		
<b>6.</b>	<b>Binding of Service Books etc.</b>		
a.	Full Rexene binding	13x9	
b.	Half Rexene binding	13x10	
<b>7.</b>	<b>Stitching of Files/Records.</b>		
<b>8.</b>	<b>Lamination of Accession &amp; Issue Registers of Library</b>		
<b>9.</b>	<b>Spiral Binding (1-200 pages) with cover pages</b>		
<b>10.</b>	<b>Dust-proof cover on books</b>		
a.	Small size	5-1/2x8-1/2	
b.	Medium size	7x10	
c.	Foolscap size		
d.	Double Foolscap size		

Cont.....2/-


2. While mentioning the cost of items, it may be mentioned specifically as to whether these are inclusive of Vat/Sales Tax. If this information is not given, it will be presumed that the price quoted includes all the taxes.

3. The quotations in sealed envelope may be sent to **Deputy Director (Admn.), Publications Division, Ministry of I&B, Room No.240, Sochna Bhawan, CGO Complex, Lodhi Road, New Delhi - 110003** so as to reach latest by **3.00 PM** till **09/12/2014** It is reiterated that the quotations received after the due date and time will not be entertained. The quotations will be opened on the same day at **3.30 PM** in the presence of tenders or their representatives present at that time. Kindly note that the opening of the tender will not be delayed just because the tenderers or their representative are not present.

4. The quotations should be accompanied with an **earnest money of Rs.1000/-** in the form of Bank Draft/Banker's cheque in the name of Additional Director General, Publications Division. No tender would be accepted, if it is not accompanied with earnest money in the form of Draft/Pay order. The earnest money deposited by the tenderers, whose rates are not approved, will be returned to them in due course.

5. The firm, which is awarded the job, shall be required to deposit a performance security of **Rs.5000/=** with this Division in the form of Bank Draft/FDR for a period of 1½ years from the date of inception of the contract duly pledged in favour of **Additional Director General, Publications Division, New Delhi**. The performance security will be refunded after the satisfactory completion of the Contract.

6. This Division reserves the right to accept or reject any or all quotations without assigning any reason thereof. This Division also reserves the right to terminate the contract at any time during its currency without assigning any reason. No request for revision of rates on accounts of fluctuations, if any, will not be considered during the period of contract. Subject to satisfactory performance by the firm during their contract period, contract may be extended for another one year on existing rates, terms & conditions. The said tender/quotation may be see on the website of this Division ([www.publicationsdivision.nic.in](http://www.publicationsdivision.nic.in)).

  
(LALITA T. HEDAOO)  
SECTION OFFICER  
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