

**National Institute of Fashion Technology**  
**(Resource Centre)**  
**(Delhi Centre)**  
**NIFT Campus, Hauz Khas,**  
**Near Gulmohar Park, New Delhi - 110016**

File No. NIFT/RC/Cont-Bind/2018-

Date: 11/02/2019

**INVITATION TO QUOTE FOR BINDING OF BOOKS AND PERIODICALS**

The National Institute of Fashion Technology (NIFT), Delhi Centre, invites sealed quotations for Binding of books and periodicals of the Resource Centre for three years. The approx. quantity would be as per below:

Books & Periodicals for binding 1,000 approx. per year.

**Terms & conditions for awarding of contract for binding:**

1. The binding assignment shall be for three years in total w.e.f. date of award of contract. The contract will be initially awarded for one year and extendable for two more years (one year at a time) on the basis of review of performance by the Library Advisory Committee.
2. The binder should quote flat rates, irrespective of size and number of pages, for books and periodicals separately. The rates have to be submitted in the prescribed proforma (may be downloaded from (<https://www.nift.ac.in/delhi/tenders>)). The contract for binding work will be awarded on the basis of the total amount quoted by the party.
3. The rates will not be revised during the period of contract of three years.
4. All binding will be in half-leather only. Paper of good quality and proper thickness must be used. The sample may be seen in the library.
5. Gold printing and standard materials should be used.
6. The Binder must handover bound books and journals within a specified duration. Maximum 30 days will be allowed for the delivery of bound books and periodicals. In case the bound materials are not delivered on the 30<sup>th</sup> day a penalty of Rs.50/- per day for each day of delay will be imposed.
7. The binder will have to undertake re-binding and correction work, if any.
8. The binder will replace a lost/damaged title of the same edition/issue number. Three times the price of a title should be paid if it is not replaced within 30 days of reporting of loss.
9. The party will have to submit on demand at least one copy of award of contract for binding job undertaken in any Govt./Semi-Govt./Autonomous/ College/University / Research Libraries during the last two years.
10. One dummy sample of required quality has to be also submitted on demand.
11. The binder has to mention her/his PAN No. and GST No. on the proforma for quotations. The party has to submit a photocopy of the PAN card and GST registration card/copy along with quotation.
12. If the party fails to offer quality service, NIFT Delhi Centre reserves the right to terminate the contract at any time.

The binder has to submit sealed quotation as per terms and conditions mentioned above. The quotation in the prescribed format may be dropped in the Tender box at 1st Floor, near Room no.106, Delhi Centre by 3:00 p.m. on 25-02-2019. The quotations will be opened at 3:30 p.m. on the same day.

Please superscribe on the top of the envelope of the quotation "Quotations for Binding". NIFT-Delhi Centre reserve the right to accept or reject any or part or whole quotation without assigning any reason thereof.

  
**(Head Resource Centre)**

**National Institute of Fashion Technology**

राष्ट्रीय फैशन तकनीकी संस्थान

Delhi Centre, New Delhi

संसाधन केंद्र, नई दिल्ली

**Proforma for Submission of Quotations for Binding of Books and Periodicals**

पुस्तकों एवं पत्रिकाओं की बाइंडिंग के अनुबंध के लिए निविदा प्रस्तुत करने का प्रारूप

**(To be submitted in sealed envelope)**

(सीलबंद लिफाफे में जमा करें)

Name of the Binder

बाइंडर का नाम : \_\_\_\_\_

PAN No. / पैन नंबर : \_\_\_\_\_

GST No. / जी.एस.टी. नंबर : \_\_\_\_\_

Address / पता : \_\_\_\_\_

\_\_\_\_\_

Telephone No. / दूरभाष नंबर : \_\_\_\_\_ (Landline / स्थाई)

\_\_\_\_\_ (Mobile / मोबाइल)

Email / ईमेल : \_\_\_\_\_

**Quoted Rates for Binding / बाइंडिंग की निविदा के लिए मूल्य :**

| Sr. No.<br>क्रम संख्या | Category / श्रेणी                              | Rates (in Rs.) / मूल्य (रूपये) |
|------------------------|--|--------------------------------|
| 1.                     | Binding of Books / पुस्तकों की बाइंडिंग        |                                |
| 2.                     | Binding of Periodicals / पत्रिकाओं की बाइंडिंग |                                |
| 3.                     | Taxes, if applicable / कर, यदि कोई हो          |                                |
| 4.                     | Total / कुल मूल्य                              |                                |

**Signature & Seal of the Binder**

बाइंडर के हस्ताक्षर एवं मोहर

Date / दिनांक: \_\_\_\_\_