

Subject: Binding Contract for Books and Journals for the period 2012- 2014

Dear Sir,

14/3/2012

You are requested to submit tenders for binding of books and journals latest by 4/4/2012_at 11 AM. The tenders will be opened on 4/4/2012 at 4 PM. in the presence of tenderers.

Please quote flat rate for all sizes of books in full rexine and journals, which have to be bound in half leather binding.

You are requested to enclose three(3) dummy samples I) for half leather (journals) with gold printing ii) for full rexine (books) with gold printing and iii) for repair and replacement of spine of journals with gold printing for examination. Please enclose samples of the following material to be used in binding.

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|-----------|------------|-----------|
| 1. Rexine | 2. Leather | 3. Board |
| 4. Tapes | 5. Siraja | 6. Thread |

Please mention names of the libraries for whom you are undertaking the bindery job. If you do not have a bindery of your own, you need not submit your tenders. A certificate should be attached with the tender, stating that you own a bindery of your own giving detailed address of the location of bindery along with telephone No., if any. Also enclose a list of equipment being used in your bindery.

Please write on the sealed cover “Tender for Binding” and address it to the:

Prof i/c(Library)
Central Library
Indian Institute of Technology
Hauz Khas, New Delhi –110 016

The Firms whose tenders are accepted shall have to enter into an agreement with the Institute and furnish a refundable security deposit of Rs.1000/- each.

Thanking you,

(Dr Shujat Husain)
Sr. Lib. Inf. Officer