

INDIAN INSTITUTE OF TECHNOLOGY DELHI
CENTRAL LIBRARY
Hauz Khas, New Delhi-110016

June 29, 2018

Notice Inviting Quotation

Tender No: IITD/LIB/Binding/2018/1

Tender Document for "Binding of Books for Central Library, IIT Delhi"

Bid Start Date	June 29 (Friday), 2018
Last Date of Submission of Bid	July 20 (Friday), 2018 at 3:00 PM
Date of Opening of Bid	July 20 (Friday), 2018 at 4:00 PM
Place of Opening of Bid (Technical & Financial Both)	Seminar Room, Central Library, IIT Delhi
Name & Address of the Tenderer	The Librarian, Central Library Indian Institute of Technology Delhi Hauz Khas, New Delhi- 110 016
Telephone Number	011-26591496, 26591451, Fax No. 26596759
E-mail Address of the Tenderer	vanita@library.iitd.ac.in
Website	http://www.iitd.ac.in/tenders http://library.iitd.ac.in/

INDIAN INSTITUTE OF TECHNOLOGY DELHI
CENTRAL LIBRARY
Hauz Khas, New Delhi-110016

Tender No: IITD/LIB/Binding/2018/1

Dated: June 29, 2018

Subject: - Quotations for Binding of Books for Central Library, IIT Delhi

Sealed quotations under two bid system are invited by the Central Library, IIT Delhi in prescribed format to engage commercial binder(s) to carry out the binding work for the library of IIT Delhi during the financial years, 2018-19 and 2019-20 on the terms and conditions mentioned below so as to reach.....

The Librarian, Central Library
Indian Institute of Technology Delhi
Hauz Khas, New Delhi- 110 016

The last date for receipt of sealed quotations in the office of the Librarian, Central Library is **July 20 (Friday), 2018 till 3.00 P.M.** The bids should be in two parts i.e., (i) technical bid (ii) financial bid. The technical bid and the financial bid should be sealed in separate covers duly superscribed as **Technical Bid** and **Financial Bid** and both these sealed covers should be put in a bigger cover which should also be sealed and superscribed. The technical bid will be opened first in the presence of the bidders or their authorized representatives in the office of the undersigned on **July 20 (Friday), 2018 at 4:00 PM.** At the second stage, the financial bid of only those bidders will be opened who will be declared technically qualified. No separate notice will be issued for this purpose. The technically qualified bidders may remain present at the time of opening of financial bid.

Technical Bid:

The following documents should be submitted under technical bid:

- 1) Copy of PAN/TAN and GST registration.
- 2) Enclose dummy sample of full rexine (books) with gold tooling. Also enclose the samples of materials which will be used in binding:
(i) Rexine (ii) Board (iii) Tapes (iv) Siaja (v) Thread
- 3) The bidder should have executed successfully at least 2 assignments of carrying out binding work during last financial year. These orders should be from Government Departments/Autonomous Bodies/ Public Sector Units. Provide copy of work orders & successful completion certificates as the proof.
- 4) A certificate should be attached with tender, stating that you own a bindery, giving detailed address of the location of bindery along with telephone number, if any.

- 5) Enclose a list of equipments being used in your bindery.
- 6) The bidder should give an undertaking that it has not been black listed by any Government/Autonomous bodies/Public Sector Units.

Financial Bid:

- 1) The bidder should quote flat rates in full rexine binding for books.
- 2) The binding rates shall be valid till 31st March 2020 or it can be further extended for the period of two years on the mutual understanding of both the parties under same terms and conditions.
- 3) The binding rates once quoted by the bidder shall not be allowed to be altered after submission of sealed quotation.
- 4) The rates should be quoted for unit item in Indian currency inclusive of packing, forwarding, freight and all other incidental charges and exclusive of applicable taxes.

General Terms and Conditions:

- 1) The quotes should be submitted in two separate sealed envelopes, marked as "Technical Bid" and "Financial Bid", and both the envelopes should be put in a bigger envelop.
- 2) The sealed quotations (outer envelope), marked as "**Quotations for Binding of Books for Central Library, IIT Delhi**" should be addressed to " The Librarian, Central Library, Indian Institute of Technology Delhi, Hauz Khas, New Delhi-110016" and it should be submitted on or before, **July 20 (Friday), 2018 latest by 3:00 PM.** The bidding document can be downloaded from institute website **<http://www.iitd.ac.in/tenders>**
- 3) The binding work should be as per the desired requirements.
- 4) The binder shall execute the work within the time specified.
- 5) The binder shall be responsible for loss or damage of books handed over to her/him for binding even if it is discovered after the expiry of the contract. The liability of the binder for such damage/loss shall be equivalent to the full current cost of the books.
- 6) The binder shall take delivery of the books at the premises of the library and return them to the library after binding at their own expenses.
- 7) The books received by the binder for binding shall not be taken out of the city of Delhi for any purpose whatsoever, nor lent out to anybody for any purpose.
- 8) The firms whose tenders are accepted shall have to enter into an agreement with the Institute and furnish a refundable security deposit of Rs.5000 (Rupees Five Thousand Only) in the form of Demand Draft drawn in the favour of "**Registrar, IIT Delhi**", payable at New Delhi.
- 9) The committee reserves the right to terminate the proposed bidding process at any time without assigning any reason.
- 10) The decision of the Librarian, Central Library shall be final and binding in the event of any dispute arising out of the terms of the contract.
- 11) If at any point of time, any of the documents furnished by the binder found to be false, it would be deemed to be the breach of terms and conditions of contract

and the same may be cancelled.

- 12) Incomplete application and tender received after 3:00 PM on due date will be summarily rejected.
- 13) The rates must be quoted both in figures and words and over-writing should be avoided.

Librarian, Central Library, IIT Delhi

I agree to abide by the above terms and conditions.

Name & Signature of the authorized signatory of the Vendor (with seal)

Annexure-01- Check List for Enclosures
Central Library, IIT Delhi

Please furnish the following information in this part so as to enable the committee to decide about the qualification of the Technical Bid. Necessary documents/certificates from the appropriate authority must be attached in support of statements.

S.No.	Required Details	
1)	Tender's Reference No. and Date	
2)	Name and Address of the Bidder/ Company	
3)	Contact No./Mobile No.	
4)	PAN/TAN	
5)	GST Registration No.	
6)	Enclose dummy sample of full rexine (books) with gold tooling	<u>Yes</u> <u>No</u>
7)	Enclosed the samples of material to be used in binding: (i) Rexine (ii) Board (iii) Tapes (iv) Siaja (v) Thread	<u>Yes</u> <u>No</u>
8)	Number of similar works undertaken during the last financial year. Attach copies of the supply orders/copy of last payment/completion or satisfactory certificate.	<u>Yes</u> <u>No</u>
9)	Enclose certificate stating that you own a bindery of your own giving detailed address of the location of bindery along with telephone number, if any.	<u>Yes</u> <u>No</u>
10)	Enclose a list of equipments being used in your bindery.	<u>Yes</u> <u>No</u>
11)	Undertaking that the bidder has not been black listed by any Government/Autonomous bodies/Public Sector Units	<u>Yes</u> <u>No</u>

Name & Signature of the authorized signatory of the Company (with seal)

Annexure-02- Financial Bid
Central Library, IIT Delhi

Please go through this document carefully and ensure compliance. Non-compliance of any one of the conditions may make your offer invalid.

1)	Tender's Reference No. and Date	
2)	Name and Address of the Bidder/ Company	
3)	Contact No./Mobile No.	

Performa for Financial Bid

S.No.	Category	Binding Rates in Rs.(Unit Item) exclusive of all taxes
1)	Full Rexine with Golden Tooling for Books	

Name & Signature of the authorized signatory of the Company (with seal)