

	<p><b>INDRAPRASTHA COLLEGE FOR WOMEN</b>  University of Delhi,  31, Sham Nath Marg, Delhi – 110054, India.  Website: <a href="http://www.ipcollege.ac.in">www.ipcollege.ac.in</a>  Email: <a href="mailto:ipc1924@gmail.com">ipc1924@gmail.com</a>  Tel. : +91-11-23954085, 23962009  FAX : +91-11-23962009</p>
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22 March 2018

IPC/80/03

## NOTICE INVITING TENDER

Sealed quotations/ tenders are invited from the Book Binders of repute for binding of books and journals as per specifications and terms & conditions given below. The sealed quotations/ tenders, complete in all respects, must reach the College Office latest by 5 April 2018 by 1500 hrs.

S. No	Name of the Item	Quantity	Half Leather with Gold Print	Full Cloth with Ink Print
1.	Books	1800		
2.	Journals	200		
3.	Accession Register	3		
4.	Board Binding of Question Papers with Ink Print	16 Subjects		

### Terms & Conditions

1. Binding work include the pasting of library slips, due date and repair of pages wherever required.
2. Paste the original cover of paperback books.
3. Title, Author and Call No. should be printed in Capital Letters.
4. No payment will be made for the books, which are not properly bound & repaired.
5. All the books should be returned within 21 days from the date of collection.

6. The quotation/ tender received after due date and time or incomplete shall be rejected.
7. The quotation shall be submitted in A4 envelopes having superscription "QUOTATION FOR BINDING OF BOOKS AND JOURNALS IN INDRAPRASTHA COLLEGE FOR WOMEN, UNIVERSITY OF DELHI".
8. All charges and terms may be spelt out in your offer clearly. Charges not mentioned in the quotation shall not be paid.
9. The quotation must be valid for a period of at least one year from the date of its opening.
10. The College reserves the right to reject any quotation/tender without giving prior notification to the bidder.
11. The Binding Contractor shall be responsible for any loss and/ or damage to the books and journals during the binding period.
12. The Binder shall collect the books and journals from the College and return the same after binding at his own expense.
13. The samples of bound books and journals shall be supplied with the quotation as per the prescribed specifications. Failing which, the quotation may be rejected.
14. The bidder should have at least three years' experience.



Dr. Babli Moitra Saraf  
Principal