

University of Mumbai



Not Transferable

Tender Form No. _____

Tender Form for Submitting of rates for Binding of Books & Journals

Price ₹. 200/-

Receipt No. _____

Date : _____

Name of the Tender _____

Address _____

Phone Number _____

VAT Registration No. _____

PAN Card No. _____

Registered Manufactures/ Suppliers/ Printers/ Binder/ Contractor/ Binding Licence
(Please Strike out whichever is not relevant)

To,
The I/c Librarian,
J. N. Library,
University of Mumbai,
Vidyanagari, Santacruz (E),
Mumbai – 400 032.

Sir,

With reference to your tender notice published in the _____

Dated _____ I am to submit herewith the rates for the Binding of Books & Journals.

Sr. No.	Flat Rate for per Books		Any other Remark/ Description of Brand names of the material to be used for binding etc.
	Full Rexine with gold embossing (₹.)	* Quantity Approximately 1000	
1.			
2.	Flat Rate for per Journals		Any other Remark/ Description of Brand names of the material to be used for binding etc.
	Full Rexine with gold embossing (₹.)	* Quantity Approximately 1000	

* This is subject to variation and the tenderer should take cognizance of it.

I am to enclosed herewith Demand Draft/ Pay Order No. _____

Dt. : _____ for ₹. _____ Rupees _____

Drawn on _____
towards Earnest Money Deposit. We also enclose attested Xerox copies of Shops & Establishment/ Binding Licence, Incorporation Certificate of Printing Unit, PAN Card, VAT Registration Certificate and VAT Clearance Certificate for your records.

I/We have read the terms and conditions of the tender and I/We hereby agree to abide by the same.

Seal of the Tenderer, if any.

Signature of the Tenderer

TERMS AND CONDITIONS

1. Size of books & Journals (after binding) : between 20-32 cms.
2. Materials to be used :
 - (a) **Rexine** : (i) "Cotton coated fabrics pine-310". For spine and corners.
(ii) Chocolate colour manufactured by Elphinston/ Sonal/ Lotus or PVC rexine
 - (b) **Card Board** : (i) Books – No. 2 (i.e. wt. 32 oz per piece)
(ii) Journals – No. 2a (i.e. wt. 48 oz per piece of M Brand)
 - (c) **Sticking agent** : Fevicol KD-1.
 - (d) **Drawing paper** for end-leaf-superior quality white colour and 24 kg. wt. per ream.
 - (e) **Canvas** - superior thick quality.
 - (f) **Head Bank** – Tape 5/8" red colour manufactured by M/s. Today and Co.
3. **Embossing** : For books and journals on the spine full instructions will be given for each books separately. The gold colour foil to be used for 403 or superior quality. The lettering should last at least for five years.
4. **Stiching** : (1) Press and Round.
Twine manufactured by M/s. Coats and Co., No. 2, Elephant Brand.
5. Loss of any book or volume will be recovered in full from the Contractor.
6. The University Library Functions in two different units :
 - (1) Fort Library, Rajabai Tower Building, K. B. Patil Marg, Mumbai – 400 032 &
 - (2) Jawaharlal Nehru Library, Vidyanagari, Santacruz (East), Mumbai – 400 098. The Contractor will have to collect and deliver the bound materials within the stipulated time to the respective libraries at their cost.
7. If books/ journals are not delivered to the library within 20 days, Late fees @ Rs. 5/- per day will be deducted from the bill.
8. A tender should be submitted in a specified format/ form.
9. The University of Mumbai reserves the right to accept or reject, any or all, tender in whole or in part or place the orders in whole or in part, without assigning any reason.
10. Embossing of books/ journals with author, title, vol. No. year/ date and Library mark (**MUL**) in gold on the spine.
11. The D.D./ Pay Order amounting to **Rs. 5,000/-** (Rupees Five thousand only) as an Earnest Money Deposit, in favour of '**University of Mumbai, General Fund Library**' of Nationalised Scheduled Bank should have to be submitted alongwith the tender. Tender accompanied by cheques/ cash shall not be considered. **Tender without E.M.D. will not be considered.** E.M.D. will be forfeited if the tenderer refuses to supply the quantities at the tendered rates. The Earnest Money Deposit paid by the unsuccessful tenderer will be refunded to the respective parties after finalisation of the tenders on receipt of the written application. No interest shall be paid on the Earnest Money Deposit so lodged.

12. The Contractor has to pay amount of Rs. 10,000/- (Rupees Ten thousand only) in Cash or DD/ Pay Order within seven days from the date of acceptance of contract towards a SECURITY DEPOSIT at Cash counter of J. N. Library, Vidyanagari, Mumbai – 400 098. No interest is payable on this deposit. Book/Journals will be issued only after the security deposit is paid. Refund will be made after six months from the expiry of the rate contract (subject to any deduction on account of loss/ damage delay in executing the orders).
13. One sample each of rexine bound journal and book must be submitted for perusal alongwith quotation.
14. The contractor can see the sample available in the library before submitting the quotation.
15. The Contract can be terminated during the contract period if the services of the Contractor are found unsatisfactory.
16. Normally lowest rates are accepted but it is left to the discretion of the University to accept rates other than the lowest rate also. No reasons will be assigned for such acceptance or non-acceptance.
17. Tender submitted in pencil, either in part or in full, will not be considered.
18. Unsigned tender form will not be considered.
19. For settlement of dispute if any, jurisdiction of Courts in Mumbai shall be accepted and the disputes shall be referred to the Sole Arbitrator to be appointed by Vice-Chancellor under the provisions of the Arbitration and Conciliation Act, 1996, as amended upto date.
20. Last date for depositing the sealed tender cover is 27-02-2017 upto 3.00p.m.
21. The sealed tender cover shall be opened on 28-02-2017 at 4.00 p.m. The tenderers or their authorised representatives are requested to be present at the time of opening of the tenders.
22. All the sealed tender covers must be addressed to the I/c Librarian, J. N. Library, Vidyanagari, Santacruz (East), Mumbai – 400 098. **Tenders sent by Post/ Courier will not be accepted.**

Mumbai :- 400 098.

Date :- 03-02-2017

B. K. Ahire
I/c Librarian
University of Mumbai