

F.NO. K N/RL/Admin.1/12/2013

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

KALANIDHI DIVISION

Tender

Dated 11/12/2015

Dated

Terms and conditions attached

Sub: Quotation for Binding Works in the Library

Sir

The Indira Gandhi National Centre for the Arts established in the memory of Smt. Indira Gandhi is visualized as a centre and encompassing a study and experience of all the arts. The centre has a reference library with a collection of 1.75 lac books. The library also subscribes to more than 100 journals. We are seeking the services of a book binding house for our library books/journals

Sealed quotations are invited from Dir(Lib & Inf) ,Indira Gandhi National Centre for the Arts,11 Man Singh Road, New Delhi-110001 for binding work i.e. books and journals of following sizes as per specifications given below in two sizes i.e.up to 24 cm and more than 24 cm.

Rates to be quoted up to 24cm more than 24 cm

- 1.. Half Leather Binding with Gold Printing
2. Half Cloth Binding with Ink Printing
3. Full Rexine Binding and Gold Printing

### Terms and Conditions

1.	Rates mentioned above includes transportations of material to be bound from thjs office to your workshop and delivering it back after having it bound satisfactorily to this office within the stipulated period
2.	The binding work shall be carried out to the full satisfaction of the IGCA. Any defective work shall have to be redone by the agency without any extra charges.
3.	During the period of contract, the books/journals required for binding/repairing/rebinding shall be given in lot of 200 volumes minimum. The contractor shall return each lot duly bound/repared/rebound.
4.	In case the contractor fail to return the books/journals after binding within the stipulated period leading thereby to non-completion of binding, the IGCA reserves the right to rescind the contract.
5.	The contractor shall ensure that his premises are insured against fire and theft, etc.
6	The books/journals received by the contractor for binding shall neither be lent nor put to any other use nor taken out of Delhi for any purpose what -so-ever.
7	The contract shall initially by for a period of one year and for such other period thereafter as decided and agreed to mutually by both the parties.
8	It being a running contract for a period of one year, your quoted rates will not be revised for any reason whatsoever, during the contract IGCA, reserves the right to cancel and withdraw the contract
9.	The contractor shall not transfer/sublet the contract/work to any other person.

In case you are in a position to undertake the job send your quotation so as to reach us by 28.12.15. Kindly note that IGCA reserves the right to reject any or all quotations without assigning any reason what-so-ever.

Yours faithfully

Sushma Gambhir

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