

REGIONAL INSTITUTE OF EDUCATION, AJMER

No. F Stores/5-47/97-98/

Dated

M/s _____

Subject:- Sealed quotations for binding of books/journals of the Institute and DMS Library for the financial year 2018-19 and 2019-2020, 31st March 2020.

Dear Sir,

The undersigned is directed to invite sealed quotations for the binding work as per details given below so as to reach to the Principal, Regional Institute of Education, Pushkar Road, Ajmer- 305004 on or before 22.05.2018 and to be opened on next working day at 11:00 AM on the following terms and conditions:-

1. Quotations received after due date and time will not be considered.
2. The trade mark, weight and size etc., where applicable together with complete specifications, should invariably be in-directed to identify the quality of the stores.
3. The sealed envelopes containing quotations should be superscripted 'Quotations for the binding of Books/ Journals'.
4. The unsealed quotations will not be considered in any circumstances.
5. The goods shall be required to be supplied in the premises of this institute for which no extra payment will be made.
6. The Principal/Administrative Officer, Regional Institute of Education, Ajmer would reserve the right to accept or reject any or all the quotations without assigning any reason thereof and their decision would be final.

Binding of Books/ Journals

- (a) 7.5" x 5" इंच
- (b) Above 7.5" x upto 13.5" X 8"
- (c) Above 9 x 6 upto 13.5 X 8
- (d) Above 13.5 x 8 upto 17.5 X 12
- (e) Above 17.5 x 12 upto 23.5 X 17.5

Type of binding is required **full Rexene (रेगजीन) binding** with golden lettering on the spine of books/journal which will include.

Books

1. Title
2. Author
3. Acc. No. of Books
4. RIEA

Journals:

1. Title of the Journal
2. Volume No.
3. Issue No.
4. Year
5. RIEA

All the above mentioned items are to be printed with gold letter in the language of the Book/Journal. Further following points may be included in quotations.

1. The binder should have an adequate experience of binding journal.
2. Stitching of book/journals should be strong, stable and suitable according to the thickness of the spine of the book/journal. Sectional; stitching should be done for thickness of the spine of the book/journal. Sectional; stitching should be done for books/journals with sections.
3. The binder should cut the edges of books/journals accurately and take care of to leave margin as wide as possible. If any matter is eliminated in cutting, the binder shall have to replace the books/journal to pay its cost.
4. A sample of binding book/journal may be done and show it to the authority for enquiring the quality of material and binding both before sending books/journals for binding.
5. A sum of **Rs. 5000/- (Rupees five thousand)** only will be required to deposit with the Institute as Security Money by the Binder will be awarded the binding work on the basis of lowest rates quoted by him.
6. The Security money furnished by the awardee will be liable to forfeiture at the discretion of the Competent Authority in the event of violating the terms and conditions therein.

Thanking you,

Section Officer