



# अन्तर्राष्ट्रीयजनसंख्याविज्ञानसंस्थानInternational Institute for Population Sciences

(विश्वविद्यालयसमतूल्य)(DEEMED UNIVERSITY)

स्वास्थ्य एवं परिवार कल्याण मंत्रालय,

भारत सरकार के प्रशासनिक नियंत्रण के अधीन स्वायत्त संगठन

An autonomous organization under administrative control of Ministry of Health & Family Welfare Govt. of India,

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(स्थापना/Established in 1956)

बेहतरभविष्यकेलिएक्षमतानिर्माण

Capacity Building for a Better Future

**BY COURIER/ SPEED POST**

No. Store /Lib. Binding /69 /2020

August, 18 2020

**Sub: Quotation for Binding of library books/periodicals for the period 2020 to 2021,**

Dear Sir,

International Institute for Population Sciences is a Deemed University under the administrative control of Ministry of Health & Family Welfare, Govt. of India. Sealed quotations are invited for a running contract for the above work so as to reach this office on or before **September 9<sup>th</sup>, 2020**. Please note that the quotations received after the due date will not be considered. Envelope should be super scribed as “**Quotation for Binding of Library Books/periodicals for the year 2020-2021**” The specifications are as follows:

|                   |  |
|-------------------|--|
| Rexine            | : Linen finish / plain finish  |
| Cloth             | : N.B. Cloth, fine quality, light colom  |
| End Sheets        | : Thick drawing paper/offset paper (approx. 801bs.).   |
| Chemical Paste    | : Fevicol/Mowicol 'L' Brand  |
| Thread            | : i) For bulky volume and round stitching No.2<br>ii) For normal volume and round stitching No.8   |
| Card Board        | : For less than 1" thick volumes - 1 ½ lbs.<br>For 1" thick volume - 2 lbs.<br>For 2" or more than 2" thick vols. - 2 ½ lbs. (Good quality stiff card board).  |
| Sewing            | : Round sewing (cross stitching).<br>Section sewing (cross stitching).<br>Four hole sewing (Rookin stitch) is acceptable only when the spine of the book is less than one inch or having loose papers. For thick volumes, this type of stitch is not acceptable. |
| End Sheets        | : Cloth joint stitching (Aspas stitching).   |
| Head bands        | : Proper head bands required at top and bottom of the spine.   |
| Spine (Back)      | : Fine quality canvas should be used.  |
| Embossing         | : Appropriate types should be used in embossing with proper sharpness.<br>Lettering should be last at least for five years   |
| Type of Binding : | Section binding (Section sewing) to ensure easy opening and enable easy photocopying from the Book / Journal without any loss of information at the edges.   |

...../-

**Terms & Conditions:**

1. Your quotations should clearly state the charges for the under mentioned binding, irrespective of the size and the thickness of books and periodicals:  
Full rexine binding in dark brown, dark blue, dark green, black and red colour with gilding on the spine.
2. The specifications for the materials to be used for the binding are given in the quotation.
3. Books, Periodicals, etc. are required to be collected for binding and delivered after binding to our above address. The rates per book/volume should be quoted taking into consideration the material to be used as specified in the enclosure.
4. Books, Periodicals, etc. are given for binding in lots of about 200. You are required to indicate the time required for the delivery of a lot.
5. In the event of your offer being accepted, you will be required to deposit an amount of **Rs.5000/-** (Rupees Five thousand only) as Security Deposit with IIPS Accounts Section. No interest will be paid on this deposit.
6. Municipal License number in the name of your firm issued by Bombay Shops & Establishment Acts should be furnished.
7. Please note that:
  - a) The contractor will have to comply with strict security regulations of this Institute in case of award of the contract.
  - b) If the work performance during the contract period will be satisfactory and if you provide service at the same rate the period of contract can be extended by **one more year**, with your consent.
  - c) Income Tax, Surcharge as applicable from time to time will be deducted from your bills.
  - d) GST Bill must to provide against work order complete work after in duplicate

**Yours faithfully,**

**(Manjiri Rane)**  
**Asst. Registrar (Admn.)**