



F.No.4-1/ 47 /2009-10/CSL/2682

Dated: 1st June, 2011

To,

CSL Web.

Subject: Quotations for the various types of binding work i.e. Half leather with Rexene Gold Print, Half Cloth with paper ink print and Gazette binding with Half Leather (white with Rexene ink Print) of Central Secretarial Library and its branches for one year.

Central Secretariat Library invites sealed quotations for the above mentioned binding works for books, periodicals and gazettes etc under two bid system – Technical and Financial. The samples submitted will be treated as an index for Technical bid. The samples of all categories are to be attached along with the quotation. Financial bids of only those binders will be opened whose samples are approved by CSL. The approved rates will remain effective for one year. For standard specifications of binding work you may visit CSL with prior appointment before **10.06.2011** positively.

Sealed quotations Technical (Binding Samples) and Financial bid should be according to the prescribed terms and specifications enclosed herewith. A copy of Performa, terms and specifications is attached with the letter. Quotations should reach the Director's office on or before **17.06.2011** at 5.P.M. positively.

Yours faithfully,

(Ramesh Chander)
ALIO(Admn)

Central Secretariat Library
Binding Section

FINANCIAL BID

“RATES FOR THE BINDING WORK OF CSL FOR ONE YEAR PERIOD”

1. **Half Leather with Rexene Gold Print, Half Cloth with Paper Ink Print and Gazette Half Leather (White with Rexene Ink Print in the spine of books)**

S. No	Size of Binding	Half Leather with Rexene Gold Print.	Half Cloth with paper Ink Print	Gazette Half Leather (White with Rexene Ink Print)	Title Cove Binding for Paper Backs
1.	Upto and Inclusive 24cm	Rs.	Rs.	Rs.	Rs.
2.	Above 24cm	Rs.	Rs.	Rs.	Rs,

CENTRAL SECRETARIAT LIBRARY

TERMS, CONDITIONS AND BINDING SPECIFICATIONS FOR
BEING WORK FOR CENTRAL SECRETARIAT LIBRARY
AND ITS BRANCHES.

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Two Bid System details to be given:-

1. The tenderer should own a regular binding unit which may be inspected at any given time and any change of premises should be conveyed to the library immediately.
2. The tender should be accompanied by dummy samples for each category of binding. The approved samples shall not be returned to the tenderer and shall become the property of the Central Secretariat Library. This will be treated as index of your technical bid.
3. The rates should be quoted both in words and figures on the attached prescribed form.
4. Any tender in which there is over-writing, is liable to be rejected. If any mistake has occurred, the correction should be attested by the tenderer under his initials with date.
5. The Central Secretariat Library shall be allotting the binding work to more than one tenderer.
6. The work will be subject to the approval of the Director(CSL) and in case if it is not in accordance with the approved samples, it is liable to be rejected.
7. The tenderer shall not be permitted to withdraw and re-submit his tender at any time after it is once submitted.
8. The tenderer should have the capacity to bind at least 1000(One thousand) books of all types of binding per month if allocated by the library.
9. The tenderer shall bind the books as per specifications for the reinforced library binding as per the specimens submitted by him and as approved by the Director(CSL). The specimens must be according to the specifications for reinforced library binding (as seen in this library) otherwise the tender will not be accepted.
10. The tenderer shall have to satisfy the competent authority that they have sufficient capital, machinery, staff, PAN No. & Income tax and place to carry out the work of this library.
11. Attempt on the part of the tenderer to convince any official of the library in respect of his tender will result in the rejection of his tender and disqualification for future dealings with the library.
12. The approved binder have to carry the binding material from Central Secretariat Library Complex to their place of bindery and returned the same after binding

Quality thread (6 and 9chords) should be used for split board binding conforming to the approved samples of this library.

WORK SPECIFICATIONS:

- a. Tooling will be done horizontally and in exceptional cases lettering may be done i.e., side down along the spine-length of the books etc.
- b. Language mark (except English and Hindi books etc) should be tooled on the upper edge of the spine as specified in the binding list.
- c. The binder is bound to refix the Bar Code Label on each document on his own expenses otherwise the bound books will be considered incomplete and no binding charges will be paid.
- d. The binder shall affix due date slips and book pockets alongwith his rubber stamp and date on each book.
- e. Tape : to be of best unbleached linen, of close strong texture and of the specified width of ½” should be used in the books as per detail below:

Books	10 - 20 cms	= 2 tapes
	20- 30 cms	= 3 tapes

For books of larger sizes the number of tapes to be increased proportionately. The tapes at the extremity shall be within 1-1/2” of the head and tail of the books.

- f. Four papers of white colour bond paper should be provided in the beginning and end of each book. One paper will be pasted on the board and two papers will be pasted together. Buckram cloth and sewing thread should be of white colour. It is to be the best unbleached linen and suitable thickness. Sectional stitching should be done on both sides of the Buckram with white thread.
- g. A fine Buckram should be pasted on the spine of the book. Pasting of old dhoti on the spine will not be accepted at all.
- h. A lined edge band should be provided on both sides of the book.
- i. A guide tape of book mark of 1/4” width of any dark suitable colour of fine quality should be provided in each book. It should be one inch long from the length of the book.
- j. The binder shall cut the edges of books accurately and take care to leave margin as wide as possible. Unless other instructions are given, the edges are to be sprinkled or tinted with a colour harmonizing with the colour of the materials used for covering. If any printed matter is eliminated in cutting, the binder shall have to replace the book or pay its cost as per our rules.
- k. Lettering shall be of appropriate size and easily readable. Small lettering will not be accepted except on very thin books. No extra charges will be allowed up to and including fifty letters or/and figures.
- l. Boards to be good quality mill boards.