

**Notice inviting Tender for binding of books and back volumes of journals
and other documents**

1. Introduction:

The North Eastern Council Secretariat invites bids for the tender to select an agency for binding of books, journals and other documents of various size and types for the NEC Library.

The duly filled in the prescribed pro forma along with the relevant documents should reach the office of the Librarian, Regional Documentation & Information Centre (RDIC), North Eastern Council Secretariat, Nongrim Hills, Shillong – 793003 **on or before 12 noon of 18th February, 2022.**

The bidders will be informed of the tender opening date well in advance. Interested bidders or their authorized persons may remain present during the opening of tenders. However, NEC Secretariat will not bear any expenses for this purpose.

Tender pro forma is available on the NEC website, <https://www.necouncil.gov.in>

2. Eligibility criteria:

The Agency has to fulfill the following eligibility criteria (documentary evidence to be attached):

- a) The bidder must have a minimum of **five years experience** of binding work in the academic libraries / Govt. libraries / autonomous bodies etc. **(relevant documents like work orders to be attached)**
- b) The bidder must also submit the following –
 - 1) Trade License copy (self attested)
 - 2) Copy of PAN (self attested)
 - 3) Voter ID Card copy (self attested)
 - 4) GST registration copy (self attested)

3. Terms and Conditions:

- (i) The rate quoted should be inclusive of all charges (including the cost of picking up the documents from the RDIC, NEC and delivery to the RDIC, NEC), all taxes, and GST etc.

- (ii) The RDIC, NEC reserves the right to discontinue the contract of binding works if it is not found satisfactory.
- (iii) The agency will be given sufficient time and the work shall be completed within 30 days from the date of receipt of the work order.
- (iv) After binding, if any defect(s) is/are detected, the agency will have to remove defect (s) without claiming any additional charge for the same. If any book or journal is lost, the binder shall be liable to replace a new book or pay the entire cost of the book or journal.
- (v) The approximate number of journals/books proposed to be **bounded is around 7000 copies.**
- (vi) Before submission of the quotation, the agency may visit and inspect the books or journals, if so desires, during office hours i.e. from 10.00 a.m. to 5.00 p.m. except on holidays.
- (vii) If any book/journals/documents give for binding is returned in a damaged condition, the binder shall have to replace the same in a duly bound condition at his own cost within a period of one month.
- (viii) **Selection of the agency will be done based on the average rate per copy quoted by the agency and not on the basis of individual rate quoted for folio size, quartet size and octave size.**

TENDER PROFORMA

(To be printed in the letter head of the agency)

To

Dated: the.....

The Librarian
Regional Documentation & Information Centre
North Eastern Council
Nongrim Hills,
Shillong - 793003

Sir,

With reference to your tender no. _____, dated _____ I have examined the tender document and understood its contents. I hereby submit the bids for binding of books, Journals and other documents. I am also enclosing a signed copy (signed in every page) of the tender to indicate that I have read all its contents and agree to abide with all the condition as stated therein and all the requisite documents as stated in the tender.

Yours faithfully,

(Signature of the authorized person)

Name of the person

Name of the Firm :

Complete Postal Address :

Trade License Number :

PAN Number:

GST Number:

Mobile Number:

Alternate Mobile Number :

Email ID:

Name and address of organization where similar work done in last five years :

- 1.
- 2.
- 3.
- 4.
- 5.

RATE FOR BINDING WORK

(Tender No....., dated.....)

SIZE INCLUDING GOLD LETTERING LABEL AS REQUIRED	Rate for binding with materials per book/Journal/other document (Rs.)
1.FOLIO SIZE (14" X 9" X 2")	
2.QUARTET SIZE (10" X 7" X 2")	
3.OCTAVE SIZE (9"X 5" X 3")	
Average rate (per copy)	

(Signature of the authorized person)
Name of the person: