

Indian Council of World Affairs

Sapru House, New Delhi

LIBRARY

No.:- ICWA/LIB/04/02/2017-18/Binding/01

Tender notice for inviting tender for “Stitching and binding work of books, Journals & loose UN documents in Indian Council of World Affairs”.

Sealed tenders are invited from the binders, on the Proforma attached herewith as mentioned in Schedule – A and Annexure – “A” for the Stitching and binding work of books, Journals & loose UN documents for a period of two years according to the specifications noted against each item along with terms and conditions. Specifications of binding materials to be used in binding are mentioned in Schedule ‘B’. Specimen copies of the said items may be inspected at the Library of the Indian Council of World Affairs before quoting the rate. Interested parties, if so desire, may also contact the Librarian (Telephone Nos.23359159) and personally visit Reception Counter on any working day between am to pm except Saturday/Sunday/Holiday for any clarification.

Tenderer may also state whether they have experience of stitching & binding of Books, journals & UN Documents in any institution. If yes, the names of the institutions may be enumerated along with documentary proof.

- 1) The tenderer is required to quote its lowest rates as per the enclosed proformas (Annexure) along with the required samples, clearly specifying the brand of materials to be used for binding.
- 2) Three separate sealed envelopes should be used for submitting
 - (i) Tender
 - (ii) Earnest Money and
 - (iii) Samples of binding material

Super scribing on the cover of the respective envelopes;

- (i) “Tender for Binding of Books and other Library items” and
- (ii) “Earnest money for Tender of Binding of Books and other library items”.
- (iii) Samples of binding material on the cover of the respective envelopes. If all the three envelopes are kept inside a single envelope, it should be specifically written outside the envelopes.

All the three envelopes must be submitted in the enclosed performa only and these envelopes should be put in one big envelope super scribing on the cover “Tender for Binding of Books and other Library items”. Every page must be signed and stamped by the authorized official of the quoting firm, failing which it is liable to be rejected.

- (3) The tender may be sent by post sufficiently early so as to reach this Council within time or may be put in the tender box kept on the entry gate of the Council.

(4) The tenderer is expected to examine all the instructions, proforma terms and conditions and specifications in the tender documents. Failing to furnish all information required by the tender document in any respect will be at the tenderer's risk and may result in the rejection of the tender.

(5) The tender must be received not later than the date and time specified for submitting the same. In case the date of submitting the tender is declared as holiday by the Govt. of India, then next working day of the Council will be treated as due date of the tender.

TERMS AND CONDITIONS OF TENDER

(6) The tenderer is required to send the rates along with the **Demand Draft of Rs.5,000/- (Rupees five thousand only) drawn in favour of the "Indian Council of World Affairs, New Delhi"** as the earnest money which will be refunded to the unsuccessful bidder on their written request.

(7) Nature of different types of binding is given in Schedule 'A' to the tender. The tenderer should quote rates against each item mentioned in Schedule 'A' as per nature of binding.

(8) The rates of each type of binding should be clearly quoted without overwriting and in such a way that any interpolations is not possible. No blank space should be left which would otherwise make the tender rejected. Overwriting/over typing or erasing of the figures which render it doubtful or ambiguous and without signatures of tenderer is not allowed and shall render the tender invalid.

(9) If the tender of any binder is accepted for inclusion in the panel, he will have to enter into a contract with the Council.

(10) DG, ICWA reserves his right to accept or reject any or all the tenders, partly or completely, at any time without assigning any reason thereof.

(11) The tenderer should have been in the business of Stitching and binding works for a minimum period of 3 years and they should state experience of binding of in any institution along with name of the institutions, name of contact person, telephone number for verification. Before awarding the final contract, inspection of the premises of the binder(s) may be carried out by the officials of the ICWA in order to ascertain the requisite infrastructure of the binder. Delivery of material within the agreed time limit will be an integral and essential part of the contract and therefore extension of time shall not be given.

(12) Hypothetical / conditional tenders will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, appropriate action as deemed fit may be taken against the binding firm.

(14) The tenderer should furnish additional information regarding place of binding firm, machinery used for binding purposes, available manpower and type of adhesive used for binding as at S.No.11 of Annexure 'A'.

(15) The Council will deal with the tenderer directly and no middlemen/agents etc., should be asked by the tenderer to represent their cause and they will not be entertained by the Council.

(16) The rates should be valid for a minimum period of 120 days from the date of opening tender.

(17) The tenderer should mention its infrastructure and submit copies of the Income Tax Return of last 3 Financial Years (i.e. upto 2018-19).

(18) The tenderer shall quote rates both in figures and words.

(20) The tenderer shall give an undertaking (as per Annexure B) that the firm / Partners / Director/ Proprietor has not been blacklisted and their business dealings with Central / State Government / Public Sector Undertakings / Autonomous bodies have not been banned / terminated on account of poor performance.

(21) The Earnest Money Deposit shall be forfeited :-

- a) If the bidder withdraws his bid during the period of bid validity.
- b) In case of successful tenderer, if he fails to furnish the required Performance Security with the specified time limit.

TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

(22) The successful tenderer shall have to give the **Performance Security of Rs.50,000/- (Rupees fifty thousand only)** within one week from the date of intimation of the Contract award. The same will be refunded only after two months from the date of finalization of the last final bill without interest.

(23) The successful tenderer shall have to enter into an agreement with the Council in the prescribed performa on a non-judicial stamp paper of Rs.100/- within seven days of the issue of the work order and the contract will be executed between the Council and the successful tenderer on the terms and conditions settled between the parties with the approval of Competent authority of the Indian Council of World Affairs.

(24) It will be the responsibility of the Binder to collect the material from the Library for stitching, binding and return them after binding at his own cost within the stipulated time.

(25) Material taken for binding should be returned duly bound ***within 15 days or the day (s) fixed by the Librarian from the date of delivery for binding*** without any further delay and damage.

(26) The rates quoted will be valid for a period of two years from the date of enforcement of contract till the contract is over.

(27) Payment of binding shall be made within **15-21 working days** after submission of bill (in triplicate) addressed to **“DDG, Indian Council of World Affairs, New Delhi”** after completion of assigned work.

PENALTIES

(28) If delivery of the bound material is not made in stipulated time and the Council is required to get the work done from outside at higher rates, the loss sustained will be deducted from the bill.

(29) Irrespective of the fact as to whether or not the Council gets the work done from outside the Council may impose penalty up to 1% of the total cost, if the delay is due to willful latches or negligence on the part of the tenderer and it caused financial loss or inconvenience to the Council.

(30) In case of damage to any material (book, journal, UN document, etc.,) the Council has the right to impose penalty or shall direct the Binder to replace the material (book, journal, UN document, newspapers etc.,) , as the case may be.

(31) The bound material supplied by the tenderer will be inspected by the Committee of the Officers of the Indian Council of world Affairs nominated by the Competent Authority. In case the supply is not found strictly in conformity with the approved sample / specifications, the entire supply will be rejected and the work will be got done from other binder and in case of higher payments as compared to approved rates, the difference will be deducted from the Security deposit of the tenderer / from the bill.

INVITATION OF TENDER

Interested parties may send their tenders in three separate sealed envelopes one containing

- (1) Tender for stitching & binding of books, journals, loose UN documents;
- (2) Earnest money
- (3) Samples of Binding material addressed by name to the undersigned or may be put in the tender box placed at the entry gate of the Council,

so as to reach **on or before 19.12.2019 upto 3.00 pm which may be opened on 20.12.2019 at 3.30 pm** in the Council by the Committee of officers constituted for the purpose before the tenderers or their authorized representatives who may wish to remain present.

The tenders received after due date and/or time and/or without Earnest Money and/or samples, will not be entertained. In the first instance, envelopes containing Earnest Money will be opened and thereafter the envelopes containing samples and tender documents will be opened.

(Soni Dahiya)
Under Secretary

Encl: Schedule – “A”. Annexure – “A” and “B”

Signature of Tenderer

SCHEDULE "A"**Financial Bid**

S. No.	Books (Length x Breadth)	Spine Width	With Stitching and Binding of Books/Periodicals	Without Stitching and Binding of Books/Periodicals	Stitching and Binding of loose UN Documents
1	8½" x 5½"	2 Inch			
		3 Inch			
		4 Inch			
2.	9½" x 6¼"	2 Inch			
		3 Inch			
		4 Inch			
3	9½" x 7¼"	2 Inch			
		3 Inch			
		4 Inch			
4	11" x 8½"	2 Inch			
		3 Inch			
		4 Inch			
5.	12" x 9.5"	2 Inch			
		3 Inch			
		4 Inch			

Note: All rates should be in Indian Rupees and inclusive of Taxes

(Signature with the authorized signatory's seal)

Dated:

SPECIFICATIONS OF THE BINDING MATERIALS

<u>S.No.</u>	<u>Material</u>	<u>Specifications</u>
1	Split Board	Good quality single ply free smurfit cuppa / mill board binding cover is to be used
2	Thread	Strong and durable threads of some standard mill, 6 cords cotton thread for small and medium weight & 9 cords nylon thread for all periodicals and book of bigger size and heavy weight
3	Tape	Good quality unbleachable cotton tape of 1 cm width
4	Cloth Rexine	Good quality rexine cloth of fast colour and fine finish to be used. Imitation or plastic cloth / paper is not to be used at all
5	Tooling gold leaf	Should be of good quality
6	Adhesives	Best quality flexible glue due quantity of insecticide

Signature of tenderer

TECHNICAL NOTES ON REINFORCED LIBRARY BINDING

The binding in its materials and craftsmanship should be sufficiently durable to stand the pressure of heavy use.

S.No.	Material	Specifications								
1	Assembling	Checking for completeness of the documents and the correct sequence of the pages & sections. No payment will be made for binding of any damaged or imperfect volume; the same should be returned to the library unbound.								
2	Binding	Individual sheets or loose sheets just punch 5 or 4 holes through the book near the spine and bind with silk lace.								
3	Sewing	<p>Damaged leaves are to be repaired neatly before sewing. Books printed on paper of good quality are to be sewn all along one section on, unless the tinness of paper makes it nec3essary to sewn two sections on. The sewing is to be done with suitable thread over cotton tapes according to the height of the books, there should be number of tapes in the Books.</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Height in cms.</u></th> <th style="text-align: center;"><u>No. of Tapes</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1. Not more than 15</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">2. Between 15 & 25</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">3. Between 5 & 35</td> <td style="text-align: center;">4</td> </tr> </tbody> </table> <p>The tapes, in excess of two, are to be equally spaced between the stitching nets near the head and tail of the book. Straight line machine stitching is not to be used. Sewing is to be so done that when the book is opened, the pages of its two halves lie flat on a flat surface.</p>	<u>Height in cms.</u>	<u>No. of Tapes</u>	1. Not more than 15	2	2. Between 15 & 25	3	3. Between 5 & 35	4
<u>Height in cms.</u>	<u>No. of Tapes</u>									
1. Not more than 15	2									
2. Between 15 & 25	3									
3. Between 5 & 35	4									
4	Forwarding	Three side edges of the book are to be cut accurately. If any printed matter or map of plate is damages in cutting, the binder shall have to replace the book or pay its cost. Headbands may be worked or pieces of string may be inserted into the turning of the leather at the head and tail in the place of headbands.								
5	Finishing	Tooling should b e durable and easily readable and the surface may be varnished with shellac or cellulose or any other material not harmfulto the covering material. In addition, the book seal / slips and pockets (provided by the library) are to be pasted in each book.								

Signature of tenderer

ANNEXURE – “A”

To be filled by the Tenderer with reference to the Stitching and Binding work of Books, Journals & UN Documents

1. Name of the firm:
2. Address:
3. Mobile No with name :
of contact person
4. Email address:
5. Registration with Tax Authorities:
 - i) PAN
 - ii) GST No.
6. List of clients with name of :
contact person and no.

7. Whether last three years IT return filed:
8. Whether all the terms and conditions of
NIT are agreeable:
9. Has binder been blacklisted by:
any organization
10. Additional Information:
 - i) Place of Binding firm:
 - ii) Machinery used for binding
 - iii) Manpower available:
 - iv) Type of Adhesive used for binding
11. Remarks, if any

Signature with the authorized signatory's seal)

Annexure - A

Undertaking

I / We declare that: -

- 1) I / We offer to do the above work at the proposed cost
- 2) I / We agree to do the above work at its proposed price for a period specified by the Council from the date of opening the sealed quote.
- 3) I agree with all the terms of payment and other tender terms
- 4) I / we have carefully read all the rules and terms of technical specifications of the tender. We will follow them
- 5) I / We also confirm that we have not been blacklisted by any organization / government / semi-government / autonomous institution

(Signature with the authorized signatory's seal)

Date:

Name:

Tel. No.: