

PUBLICATIONS DIVISION
MINISTRY OF INFORMATION BROADCASTING
SOOCHANA BHAWAN, CGO COMPLEX
LODI ROAD, NEW DELHI

No. D-27011/08/2020-21/A&G

Dated 25.01.2021

Subject: Contract for Binding of Library Books, Journals, Office Registers/Records etc

Sealed quotations in envelope super-scribed "Quotation for Contract for Binding of Library Books, Journals, Office Registers/Records etc" are invited from the interested form/parties for the above said work of this Division. The contract will be initially for one year. The interested firms/parties are requested to quote the rates for each of the following items separately.

| S. No. | Name of the Items | Size (in inch) | Rates (in Rs.) |
|-----------|--|-----------------|----------------|
| 1 | Paper Binding (With or without black ink) | | |
| a | Small Size | 5.5 x 8.5 | |
| b | Medium size | 7 x 10 | |
| c | Foolscap size | | |
| d | Double Foolscap size | | |
| 2. | Cloth Leather Magazine | | |
| a | Small Size | | |
| b | Medium size | | |
| c | Foolscap size | | |
| d | Double Foolscap size | | |
| 3. | Half Leather | | |
| a | Small Size | | |
| b | Medium size | | |
| c | Foolscap size | | |
| d | Double Foolscap size | | |
| 4. | Binding of Office record like pay bills TA bills etc. | | |
| a | Ordinary binding | | |
| b | Half Cloth binding | | |
| 5. | Binding of Service Books | | |
| a. | Half Cloth binding | 13x 9 | |
| 6 | Stitching of Files/Records | | |
| 7. | Lamination of Accession & Issue Register of Library | | |
| 8. | Spiral Binding (1-200 pages) with cover pages | | |

Krishna
बी. के. विश्वास/B. K. BISWAS
उप निदेशक (प्रशा.)
Deputy Director (Admn.)
प्रकाशन विभाग/Publications Division
सू. प्र. मंत्रालय/Min. of I & B
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

2. While mentioning the cost of items, it should be inclusive of all taxes like GST etc.
3. The quotation in sealed envelope may be sent to Deputy Director (Admn.), Publications Division, Ministry of I&B, Room No. 691, Sanchana Bhawan, CGO Complex, Lodi Road, New Delhi 110 003 as to reach latest by 3.00 pm on 23.02.2021. It is reiterated that the quotations received after the due date and time will not be entertained. The quotations will be opened on the same day at 3.30 pm in the presence of tenderer or their representative present at that time. Kindly note that the opening of the tender will not be delayed just because the bidder or their representative are not present.
4. The quotations should be accompanied with Bid Security Declaration as per annexure 'A'.
5. The firm, which is awarded the job, shall be required to deposit a performance security of Rs. 5,000/- with this Division in the form of FDR for a period of 15 month from the date of inception of the contract duly pledged in favour of Director General, Publications Division, New Delhi. The performance security will be refunded after the satisfactory completion of the contract.
6. This Division reserves the right to accept or reject any or all quotations without assigning any reason thereof. This Division also reserves the right to terminate the contract at any time during its currency without assigning any reason. No request for revision of rates on account of fluctuation, if any, will not be considered during the period of contract. Subject to satisfactory performance by the firm during their contract period, contract may be extended for another one year on existing rates, terms and conditions. The said tender/quotation may be seen on the websites of this Division (www.publicationsdivision.nic.in) (www.employmentnews.gov.in)


(B.K. Biswas)
Deputy Director
Tele 011-2436 8009

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BID SECURING DECLARATION IN LIEU OF EMD

[This letter of authorization should be on the letterhead and should be signed by a person with the proper authority to sign documents]

Date:

Tender No.: D-27011/08/2020-21/A&G

To:
Director General,
Publications Division,
Ministry of Information & Broadcasting,
Soochana Bhawan,
CGO Complex,
Lodi Road, New Delhi 110 002

WHEREAS We M/s. _____, having our office at

do solemnly secure the bid submitted in lieu of Earnest Money Deposit to be submitted to Publications Division. We do hereby certify that in the eventuality of our withdrawing or modifying our bid during the bid validity period or our failure to execute a contract after having been awarded a contract or executing an agreement thereof or submission of performance security if asked for, we will be suspended for a period of 2 years from doing business with Publications Division.

Signed:

signature(s) of authorized representative(s) of the Tenderer

Name:

complete name(s) of authorized representative(s) of the Tenderer

Title:

Dated on _____ day of _____, _____



बी. के. बिश्वास/B. K. BISWAS
उप निदेशक (प्र.प्र.)
Deputy Director (Admn.)
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