

Library and Documentation Division (LDD)
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi-110016
Email id: library-nic@ncert.nic.in
Phone No. 011-26592317

F.No. 6-3/2022-23/LDD/Binding/
Dated: 28th August, 2024

To,

Sub: Invitation of Sealed Quotations from Firms/Vendors for binding of Books, Volume of Journals and other documents of NIE Library, NCERT, New Delhi

Library and Documentation Division (LDD), NCERT invites sealed quotations in two envelopes separately one for Technical bid & second for Financial bid from the bonafide Firms/Vendors who have relevant experience in binding of books, journals and other documents of various size and types for NIE Library. Initially, the quantum of work will be nearly 500 books and Journals (approx.) and will be extended for further binding work at different spells (approx 2000 books and Journals) subject to the satisfactory work performance by the selected firm and the return of material within the stipulated time. The quantity of books/journals mentioned above is tentative and the actual quantity may increase/decrease based on the actual requirement.

Kindly quote your lowest rates for binding of books and periodicals for the following category of binding:

- (i) Books: Full Rexin Binding with Gold Printing
- (ii) Periodicals: Half Leather Sectional Binding with Gold Printing
- (iii) Periodicals: Half Leather Cross Binding with Gold Printing
- (iv) Books/Periodicals: Ordinary Binding with Link Printing

Other Work:

1. Tooling includes Name of the Library, Author, Title, Volume No. & Year, Call No. on the spine of the Books/Journals etc. or on the facing cover
2. The binder is required to submit samples of binding of books and periodicals for quality of binding and binding materials used for which no payment will be made.

The quotations technical & financial should be submitted separately in a sealed envelope addressed to the Head, Library and Documentation Division (LDD), NCERT, Sri Aurobindo Marg, New Delhi – 110016. The envelope should super scribe **“Quotations for binding of books, volume of Journals and other documents of NIE Library, NCERT, New Delhi”** to reach the undersigned latest by **12th September 2024 till 3:00 pm**. The envelopes of technical bid shall be opened and indexed on the same day at 05:00 pm and the financial bid of the technically shortlisted firms/ vendors will be opened in due/ course as per NCERT norms. The quotation will be valid for 120 days reckoned from the date of opening of the quotation.

*** Terms and conditions are enclosed.**

Yours sincerely,



Head, LDD

TERMS & CONDITIONS

1. Minimum 05 (five) years of work experience of different kinds of binding of Books, Periodicals, Publications/Documents, etc. of Ministries/Departments of Government of India /Autonomous organizations/ other institutional libraries of repute.
2. The Firm/Vendor should have an office in Delhi/NCR.
3. The Firm/Vendor should provide valid PAN.
4. The Firm/Vendor should submit the valid copy of at least 03 (three) work orders along with the completion certificate from the Ministries/Departments of Government of India /Autonomous organisations/ other institutional libraries of repute in past consecutive five years (F.Y. 2019-20, 2020-21, 2021-22, 2022- 2023 or 2023-24).
5. The Firm/Vendor should give a self-declaration on the letter head of the firm that it has not been blacklisted by any Department/Ministry of Govt. of India /Autonomous/PSUs/other institutional libraries at any point of time. (Annexure-III).
6. The entire work will be done at the firm/vendor site, The Books, Periodicals, Publications/Documents, etc. need to be bound may be seen if the firm/vendor desire before submitting their quotation between 10:00 A.M to 4:00 P.M on any working day in LDD (Library and Documentation Division), NCERT. The authorized representative (s) of the firm shall be entertained for inspection of books on submission of authority letter.
7. The binding work must be completed within the stipulated time in the work order assigned by NCERT, Library, New Delhi.
8. The defective material/work if found should have to be replaced/redone by the supplier at his own cost.
9. The payment will be made only on the presentation of bills in triplicate together with the quantum of actual work done on verification of work to the satisfaction of the LDD. No advance payment on any account will be made.
10. A Security Deposit of Rs. 10,000/- will have to be made within 07 working days on receipt of the work order in the form of a Demand Draft payable to "Secretary, NCERT" payable at New Delhi only. The securities Deposit will be refunded after completion of full task as per all contractual obligations by the supplier are over. This can be withheld or forfeited in case the work order is not executed satisfactorily within the stipulated period.

11. The official quotation document shall be made available free of cost on NCERT's official website [www.ncert.nic.in under tender notice], but has to be submitted offline only by downloading the same from the website. No separate Tender document/form shall be made available offline at any of NCERT Office(s) or any portal or elsewhere.
12. The Contract agreement shall initially be valid for a period of One (01) Year but can be extended further to maximum period of three years on year-to-year basis from the date of commencement of the contract subject to satisfactory work as specified in the quotation document and in time.
13. The selected firm (L-1 firm) is required to execute an agreement with NCERT for binding work as per the terms and conditions of NCERT.
14. The bidder will be bound to furnish correct and authentic details in response to this tender while submitting its quotation. In case, any of such documents furnished by the bidder is/are found to be false/fake at any stage, it would be deemed to be a breach of terms of tender/contract making the firm liable for blacklisted besides termination of the contract.
15. If the firm fails to execute the job within the stipulated time, or leaves the job incomplete or refuses to complete the work or takes more than the scheduled fixed time then the firm will be liable to be penalized as decided by the competent authority of NCERT. The decision of the competent authority of NCERT will be final in such cases and under the legal jurisdiction of Delhi.
16. NCERT reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Read, understood and accepted all Terms & conditions contained herein above.

Name & Signature

(Authorized Signatory of the Firm/Vendor)

(Official Seal)



TECHNICAL BID

“PLEASE CAREFULLY GO THROUGH THE TERMS & CONDITIONS IN DOCUMENT AND ENSURE COMPLIANCE. NON-COMPLIANCE OF ANY ONE OF THE CONDITIONS MAY MAKE YOUR QUOTATION INVALID”

Invitation of Sealed Quotations from Firms/Vendors for binding of books, volumes of Journals, and other documents of NIE Library, NCERT, New Delhi

Date:

1. Name of the Firm/Vendor/Bidder:

2. Address:

3. Tel. No.

Fax No.:

4. Mobile No.:

E-mail:

Performa for Technical bid:

S. No.	Particulars	(Whether the relevant document is attached Yes/No)	If so, then Page No.
1	Name of the firm/vendor		
2.	Proof of office of the Firm/Vendor in Delhi/NCR.		
3.	PAN Card		
4.	GST registration certificate		
5.	Proof of Minimum of 05 (five) years of work experience of different kinds of binding of Books, Periodicals, Publications/Documents, etc. of Ministries/Departments of Government of India /Autonomous organizations/ other institutional libraries of repute.		
6.	Proof of the valid copy of at least 03 (three) work orders along with the completion certificate from the Ministries/Departments of Government of India /Autonomous organizations/ other institutional libraries of repute in past consecutive five years (F.Y. 2019-20, 2020-21, 2021-22, 2022- 2023 or 2023-24).		
7.	Self-declaration on the letterhead of the firm that it has not been blacklisted by any Department/Ministry of Govt. of India /Autonomous/PSU type organizations/other institutional libraries/authorities at any point of time. (Annexure-III)		
8.	Sample Attached		
	(i) Books: Full Rixin Binding with Gold Printing		
	(ii) Periodicals: Half Leather Sectional Binding with Gold Printing		
	(iii) Periodicals: Half Leather Cross Binding with Gold Printing		

	(iv) Books/Periodicals: Ordinary Binding with Link Printing		
9.	<p>Sample of Material used</p> <p>a) Leather Cloth</p> <p>b) Rexin Cloth</p> <p>c) Card Board</p> <p>d) Thread</p>		

***Note:**

1. Tooling includes Name of the Library, Author, Title, Volume No. & Year, Call No. on the spine of the Books/Journals etc. or on the facing cover
2. The binder is required to submit samples of binding of books and periodicals for quality of binding and binding materials used for which no payment will be made.

Name & Signature
(Authorized Signatory of the Firm/Vendor)
(Official Seal)



FINANCIAL BID

Annexure-II

"PLEASE CAREFULLY GO THROUGH THE TERMS & CONDITIONS IN DOCUMENT AND ENSURE COMPLIANCE. NON-COMPLIANCE OF ANY ONE OF THE CONDITIONS MAY MAKE YOUR QUOTATION INVALID"

Invitation of Sealed Quotations from Firms/Vendors for binding of books, volume of journals and other documents of NIE Library, NCERT, New Delhi

Date:

1. Name of the Firm/Vendor/Bidder:

2. Address:

3. Tel. No.

Fax No.:

4. Mobile No.:

E-mail:

Kindly quote your lowest rates for binding of books and periodicals for the following category of binding:

Sl. No.	Price Components	Unit	Unit Price (in INR)	GST Amount (in INR)	Total Price Amount (in INR)
1.	Books: Full Rixin Binding with Gold Printing	(Per Book)			
2.	Periodicals: Half Leather Sectional Binding with Gold Printing	(Per Volume)			
3.	Periodicals: Half Leather Cross Binding with Gold Printing	(Per Volume)			
4.	Books/Periodicals: Ordinary Binding with Link Printing	(Per book/Volume)			
	GRAND TOTAL				

Above price must include the below other work:

1. Tooling includes name of the Library, Author, Title, Volume No. & Year, Call No. on the spine of the Books/Journals etc. or on the facing cover.
2. The binder is required to submit samples of binding of books and periodicals for quality of binding and binding materials used for which no payment will be made.

Name & Signature
(Authorized Signatory of the Agency)
(Official Seal)

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Undertaking for Non- Blacklisting / Debarment of the Firm/vendor

I,..... on behalf of(Name of the firm/vendor) hereby declare that no legal suit/criminal case is pending, or contemplated of legal notice having been served to this effect against the Proprietor of the firm or any of its on grounds of moral turpitude or for violations of any of the laws in force and company is not black listed by any Government Organization.

Our firm has not conducted any default or has been declared as a defaulter by any Central/State/UT Government department or any Organisation, ever. Our firm/vendor has not misled the facts in any Tender/Rate Contract with any Central/State/UT Government department or any Autonomous Organisation. Our firm or vendor has not been involved in any kind of coercive /bribery with any Central/State/UT Government department or any Autonomous Organisation.

I,.....on behalf of(Name of the firm/vendor) hereby declare that our organization or the staff to be provided has no business or direct family relationship with member(s) NCERT.

I,.....on behalf of(Name of the firm/vendor) hereby undertake that all relevant statutory requirements will be complied with.

I,.....on behalf of(Name of the firm/vendor) understand that if the above declaration is found incorrect, the present engagement would be terminated and (Name of the firm/vendor) would be debarred from any further engagement by NCERT ever.

Name & Signature
(Authorized Signatory of the Agency)
(Official Seal)

Place:

Date:

