

## QUOTATION INVITED FOR BINDING OF BOOKS/JOURNALS

Sealed quotations are invited from the firm/agencies for binding of library books and journals etc which will be done phase wise (quantity mentioned below for 1<sup>st</sup> phase) on the following terms and conditions.

ITEMS	QUANTITY
Books	2500

- Flat rates (indicated both in figures and words) should be quoted for the following types of binding irrespective of the size of the books and other items –
  - Hard Rexene Binding with Silver/Gold print
  - Soft Rexene Binding
  - Cloth Binding
  - Half Leather Binding with Gold Print
  - Board binding with Ink print
- The books have to be re-stitched where ever necessary.
- The contract will be valid for two financial years; however, this may be discontinued at any time if the quality of binding is not satisfactory.
- The University reserves the right to terminate the contract at any moment without assigning the reason.
- The binding agency will be responsible for the damage/loss/theft of books or other items during the process of binding and that should be replaced by the agency.
- Binding process should be completed within the stipulated time decided by the authority.
- Payment will be made after the satisfactory delivery of all ordered items. No advance payment shall be made.
- The Binding agency/Firm must have GST registration.
- The quotation letter must be superscribed with “**QUOTATION FOR BINDING**” should reach the office on before **11/02/2023** by **4.00 pm**. No quotation will be entertained after due date.

  
Registrar i/c  
Rabindranath Tagore University  
Hojai (Assam)