



ৰবীন্দ্রনাথ ঠাকুর বিশ্ববিদ্যালয়

Rabindranath Tagore University

Hojai-782435, Assam, India

Phone – 03674-295004(O), 7086031120(M)

website – www.rtuassam.ac.in : : email – rabindranathtagoreuniversity@gmail.com, rturegistrar0@gmail.com

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 1st phase) on the following terms and conditions.

ITEMS	QUANTITY
Books and Journals	2500

- The rates (indicated both in figures and words) should be quoted for the following types of binding for books/Journals/other items clearly mentioning the rates for each category along with their size and the quotation must contain the samples of the board, Rexene, cloth, leather, paper and printing –
 - Hard /Case Binding
 - Rexene with Silver/Gold print
 - Cloth with Gold/Silver/Ink print
 - Half Leather with Gold/Silver print
 - Semi Hard Binding
 - Cloth
 - Paper
 - Section Sewn Binding
 - Soft Rexene
 - Cloth
 - Comb Spiral Binding
- The approximate sizes and dimensions of the books/journals/items (Trimmed pages)
 - Portrait sizes – 5.00" x 8.00" / 6.00"x 9.00" / 7.00"x 9.00" / 9.00"x 11.75".
 - Landscape sizes – 9.50"x 8.00" / 10.00"x 15.00".
 - 10 – 50 sheets for comb spiral binding.
 - Standard Magazines/ Journals – 8.50"x 11.00".

The sizes of the books may vary by fractions.

- 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.



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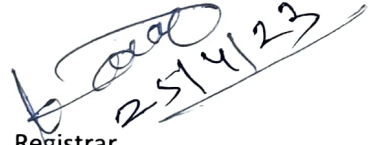
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5. The University reserves the right to terminate the contract at any moment without assigning the reason.
6. The binding agency will be responsible for the damage/loss/theft of books or other items during the process of binding and that should be replaced by the agency.
7. Binding process should be completed within the stipulated time decided by the authority.
8. Payment will be made after the satisfactory delivery of all ordered items. No advance payment shall be made.
9. The Binding agency/firm must have GST registration.
10. Carrying charges will be borne by the binding agency/firm.
11. The quotation letter must be super scribed with “**QUOTATION FOR BINDING**” should reach the office on or before **09/05/2023** by **4.00 pm**. No quotation will be entertained after due date.


Registrar

Rabindranath Tagore University, Hojai
Registrar i/c
Rabindranath Tagore University
Hojai (Assam)