

University of Calcutta



Tender No. : L/91/22/21-22

Date : 27.10.2021

NOTICE INVITING TENDER

University of Calcutta invites sealed tenders in order to prepare a panel of binders for mending books, journals and other documents of various size and types for the libraries of the University on the basis of the lowest rate which will remain fixed and valid for three years.

The duly filled-in prescribed Proforma along with the relevant documents should reach the office of the University Librarian, University of Calcutta, Central Library, 87/1 College Street, Kolkata- 700073 till 4 pm, 26.11.2021. The last date of submission of tender is 26.11.2021.

The tender will be opened on the same day, i.e. on 26.11.2021 at 5 pm. Interested binders or their authorised persons may remain present. Tender proforma is available on the University website, <https://www.caluniv.ac.in>.

Eligibility criteria for taking up the work:

The tenderer has to fulfill the following eligibility criteria (documentary evidence to be attached)

- a) The tenderer must have minimum five years experience of binding work in the academic libraries/Govt. libraries/autonomous bodies etc.
- b) The intending binder must submit the following –
 - 1) Trade Licence (self attested)
 - 2) Copy of PAN (self attested)
 - 3) Voter ID Card (self attested)
 - 4) GST (self attested)

TERMS AND CONDITIONS

1. The rates for mending shall remain fixed and valid for three years from the date of work order.
2. The rates quoted should be inclusive of all charges including all taxes, and insurance etc. The delivery from and to the library, if any, should be at the binders cost.
3. The mending work shall have to be done inside the library premises.
4. The University reserves the right to discontinue the mending work of the binder if the mending work is not found satisfactory and no grievance will be heard from the binder.
5. After binding, if any defect(s) is/are detected, the binder will have to remove defect(s) without claiming any additional charge for the same. If any book is lost, the binder shall be liable to replace a new book or pay the entire cost of the book.
6. Before submission of the quotation, the binder may inspect all type of mending works, if so desires, during office hours i.e. from 10.00 a.m. to 5.00 p.m. except on holidays.
7. If any book given for mending is returned in a damaged condition, the binder shall have to replace the book in a duly bound condition at his own cost within a period of one month.
8. In case, the binder is not regular in completing the work of mending allotted to him and does not maintain the standard of mending work, the University reserves the right to discontinue the contract.

TENDER PROFORMA

To
The University Librarian
University of Calcutta
Central Library
87/1 College Street, Kolkata-700073

Sir,

With reference to your tender Tender No. : L/21/22/21-22, dated 27.10.2021, I have examined the tender document and understood its contents. I hereby submit information and rates for mending of books, Journals and other documents.

Name of the Firm :

Complete Postal Address :

Trade Licence Number :

PAN Number :

GST Number :

Mobile Number :

Alternate Mobile Number :

Name and address of organisation where similar work done in last five years :

1.

2.

3.

4.

5.

1. Mending charges :

Mending charges (with all required materials) per book / journal / other document (in Rs.)	
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Signature and seal of the Authorized Signatory