

Bihar Animal Sciences University University Library, Patna

File No:- 73/Lib./BASU, Patna

Dated: 07/05/2019

Subject: - Quotation for Binding of Books/Journals for University Library, BASU, Patna.

Sealed quotations under two bid systems are invited by the University Library, BASU, Patna in prescribed format to engage commercial binder(s) to carry out the binding work for the library of BASU, Patna during the financial years, 2019-20 & 2020-21 the terms and conditions mentioned below so as to reach to Officer-in-charge, University Library, Bihar Animal Sciences University, Patna-14.

The last date for receipt of sealed quotations in the office of Officer-in-charge, University Library, BASU, Patna is **28.06.2019** at **2.00 P.M.** The bids should be in two parts i.e., (i) Technical bid (ii) Financial bid i.e., binding rates on various categories. The Technical bid and the Financial bid should be sealed in separate covers duly superscribed as **Technical Bid** and **Financial Bid** and both these sealed covers should be put in a bigger cover which should also be sealed and superscribed. The technical bid will be opened **28.06.2019 on 2.30 PM.** At the second stage, the financial bid of only those bidders will be issued for this purpose. The technically qualified bidders may remain present at the time of opening of financial bid. The time and date of opening of Financial Bid will be informed later.

Technical Bid:

1. EMD of Rs. 5000/- in the form of Demand Draft in favour of Finance Comptroller, BASU, Patna.
2. Copy of PAN/TAN Registration.
3. Enclose dummy samples of (i) half leather (journal) with gold tooling, (ii) full Rexine (books) with gold tooling, and (iii) for Repair and Replacement of Spine of journals with gold tooling.
4. Also enclose the samples of materials will be used in binding:
 - (i) Rexine (ii) Leather (iii) Board (iv) Tapes (v) Siaja (vi) Thread
5. The bidder work should have executed successfully at least 2 assignments of carrying out binding work during last financial year. These orders should be from Government Departments/Autonomous Bodies/ Public sector units. Provide copy of work orders & successful completion certificates as the documentary or payment remittance as evidence.
6. A certificate should be attached with tender, stating that you own a bindery, giving detailed address of the location of bindery along with telephone number, if any.
7. The bidder(s) should also enclose a list of equipments being used in your bindery.
8. The bidder should give an undertaking that it has not been black listed by any Government/Autonomous /PSU type Organization.

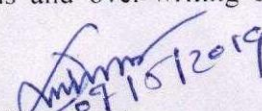
Financial Bid:

1. The bidder should quote flat rates for all sizes of books (in full rexine binding) and journals (in half leather binding).
2. The binding rates once quoted by unit item in Indian currency inclusive of applicable taxes.

General Terms and Conditions:

1. The quotes should be submitted in two separate sealed envelopes, makes as "Technical Quotes" and "Financial Quotes", and both the envelops should be put in a bigger envelop.
2. The sealed quotations (outer envelope), marked as "Quotations for binding Books/ Journals for University Library, BASU, Patna" should be addressed to the "Officer-In-charge, University Library, Bihar Animal Sciences University, BVC Campus, Patna-14" and it should be submitted on or before **28.06.2019 at 2.00 PM**. The bidding documents can be downloaded from institute websites <http://www.basu.org.in>.
3. Bid offer shall be valid for 90 days from the date of opening of the tender.
4. The binding work is to be according to the prescribed specifications obtainable on request from the library.
5. The work will be given for the two years and it will be extended further subject to the approval of the Competent Authority. In case not considered up to the mark or not in accordance with the specifications shall be rejected.
6. The binder shall executed the work within the time specified each time the books are given to him.
7. The binder shall be responsible for loss or damage of books/journals handed over to him for binding even if it is discovered after the expiry of the contract. The liability of the binder for such damage/ loss shall be equivalent to the full currents cost of the books/journals irrespective of the condition of the books/journals at the time of delivery, and shall be adjusted from the bill or security of the binder.
8. The binder shall take delivery of the books/journals at the premises of the library and return them after binding at their own expenses i.e transportation charges shall be borne by the binder.
9. No interest will be paid to the firm on account of EMD/Security money deposit.
10. The books and journals etc., received by the binder for the binder for binding shall not be taken out of city of Patna, Bihar for any purpose whatsoever, nor lent out to anybody for any purpose.
11. The firms whose tenders are accepted shall have to enter into an agreement raised on non-judicial stamp paper of Rs.100 with the University and furnish a refundable security deposit of Rs.10,000 (Rupees Ten Thousand) in form of demand draft drawn in favour of Finance Comptroller, BASU, Patna payable at Patna.
12. The Competent Authority reserves the right to terminate the proposed binding process at any time without assigning any reason.
13. The decision of Hon'ble Vice-Chancellor, BASU, Patna shall be final and binding in the event of any dispute arising out of the terms of the contract.
14. If any point of time, any of the documents furnished by the binder found to be false, it would be deemed to be a breach of terms and conditions of contract and the same may be cancelled.
15. Incomplete and quotation received later than **28.06.2019 at 2.00 PM** on due date will be summarily rejected.
16. The rates must be quoted both in figures and words and over-writing should be avoided.

Handwritten mark


 Officer-In-charge
 University Library
 Bihar Animal Sciences University
 Patna-14

Bihar Animal Sciences University
University Library, Patna

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Technical Bid

Annexure-01

Please furnish the following information in this part so as to enable us to decide about the qualification of the Technical Bid. Necessary documents/certificates from the appropriate authority must be attached in support of statements.

S. No.	Required Details		
1.	Tender's Reference No. and Date		
2.	Name and Address of the Bidder/Company		
3.	Contact No./Mobile No.		
4.	PAN/TAN No.		
5.	EMD amount details		
6.	Enclose dummy samples of 1. Half Leather (Journal) with gold tooling 2. Full rexine (books) with gold tooling 3. For repair & replacement of spine of journals with gold tooling	Yes	No
7.	Enclose the sample of materials use in binding: i. Raxine ii. Leather iii. Board iv. Tapes v. Isaja vi. Thread	Yes	No

8.	Number of similar works undertaken during the last financial year. Attach copies of the supply order/copy of last payment/completion or satisfactory certificate	Yes	No
9.	Enclose certificate stating that you own a bindery of your own giving detailed address of the location of bindery along with telephone number, if any	Yes	No
10.	Enclose a list of equipments being used in your bindery.	Yes	No
11.	Undertaking that the binder has not been black listed by any Government/Autonomous/PSU type organization.	Yes	No

Address:

Name & Signature of the authorized Signatory of the Company (with seal)



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**Bihar Animal Sciences University
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Financial Bid

Annexure-02

Please go through this document carefully and ensure compliance. Non-compliance of any one of the conditions may make your offer invalid.

1.	Tender's Reference No. & Date	
2.	Name and Address of the Bidder/company	
3.	Contact no./ Mobile No.	

Performa for Financial Bid

S.No.	Category	Binding Rates in Rs.(Unit item) Exclusive of all taxes
1.	Half leather with Golden Tooling (journals)	
2.	Full Raxine with golden Tooling(Books)	
3.	For repair and replacement of spine of journals with Gold Tooling	
4.	Taxes	

Note:-

Bids will be opened in the presence of Bidder's representative(s) who choose to attend on the specified date and time.

Address:

Name & Signature of the authorized
Signatory of the Company (with seal)

