



Ref. No. RC/Lib/23-24

Dated: 13.04.2023

**NOTICE**

*Subject: Inviting quotations for binding of library books (2023-24)*

Sealed quotations are invited from firms/agencies for binding of library books as per specifications given below:

**Books:**

1. Half leather with gold printing.
2. Title, Authors Name, Call number, Accession number and name of college library (R.C. L.) should be written in golden on spine of every book.

**Terms and Conditions:**

1. Quotations superscribed with "Quotation for binding of library books" should reach "The Principal, Ramanujan College, CR Park Main Road, Block H, Kalkaji, University of Delhi, New Delhi-110019" latest by 28<sup>th</sup> April 2023.
2. Each bidder should submit sealed quotations with the following documents:
  - Trading license of the firm
  - PAN Card
  - GST Registration certificate
  - Bank details (Bank name, branch name, IFSC Code)
3. Leather binding should be done with high-quality material.
4. Flat rates must be quoted inclusive of all charges, including taxes/GST.
5. The bidder will not be paid in advance.
6. The bidder shall have to remove the defect found in the binding work at its own cost.
7. The selected bidder must deliver the printed and bound books within 30 days of receiving the order.
8. The bidder will be responsible for the loss/damage of books; in such a case, the current price of the book(s) will be charged.

  
Librarian

  
Principal