



Government of West Bengal

Office of the Principal,
College of Medicine & Sagore Dutta Hospital, Kolkata-58

Memo No.: CMSDH/Pr/187/17

Dated: 31-01-17

QUOTATION NOTICE

Principal, College of Medicine and Sagore Dutta Hospital on behalf of the Govt. of WB, invites sealed quotations from Book-Binders, having specialized knowledge and experience of binding Medical Books and Journals for the Central Library of College of Medicine and Sagore Dutta Hospital (CMSDH) during the financial years 2016-17 & 2017-18. Sealed Quotations shall be received in the office of the Principal on all working days. Last date of submission of rate quotation is 11.02.2017 up to 1:30 P.M. and shall be opened before the Library Committee constituted by the undersigned.

TERMS AND CONDITIONS FOR BINDING OF BOOKS/LOOSE PARTS OF JOURNALS ETC.

1. The binder should have executed successfully at least two assignments of carrying out binding work during last financial year. These orders should be from Govt. Departments/ Autonomous Bodies/ Public Sector Units.
2. The Principal reserves the right to discontinue the binding work of the binder if the binding work is not found satisfactory as per our terms and conditions and no grievance will be heard from the binder.
3. In general the binding work will be given in a lot of at least 25 books at a time and the said lot of duly bound shall be returned within 30 days from the date of receipt of the lot.
4. 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.
5. Labels of CMSDHCL will have to be embossed on the spine of each book. Binding and lettering are required up to the satisfaction of Librarian.
6. The binder shall return all the books given for binding duly bound before the expiry of the contract.
7. The binder, who quotes for the first time and also have not done previously any binding work, shall have to do the work of binding of sample copies of each type of books, in case his quotation is accepted. However, if his work of binding is not found to be satisfactory, the Principal reserves the right to reject his quotation.
8. The samples of materials to be used for binding will have to be supplied along with the quotation without which quotation will not be considered.
9. Before submission of the quotation, the binder may inspect all type of binding works, if so desires, during office hours i.e. from 11.00 a.m. to 4.00 p.m. except on holidays.
10. If any book given for binding 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 own month.
11. If any book is lost, the binder shall be liable to pay the entire replacement cost fixed by the Principal.
12. In case, the binder is not regular in completing the work of binding allotted to him and does not maintain the standard of binding work, the Principal reserves the right to discontinue the contract.
13. The payment of any bill will be made only on receipt of grants/budget from the Government.
14. However, binding work should not be suffered/delayed/stopped on this count.
15. Payment will be done after the completion of the work.
16. The binder shall take delivery of the books at the premises of the library and return them after binding at their own expenses.