

**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR**

**CENTRAL LIBRARY**

No. MNIT/LIB/Binding-968-V/2017

Dated:-21/04/2017

**RATE CONTRACT NOTICE**

Sealed rates are invited for the binding work of Books and Bound Volumes of the Library on Rate Contract basis.

The rate contract duly filled in the prescribed Performa along with the terms and condition should be reached in the library till **12.00 noon 24/05/2017**. The rate contract will be opened in the library on same day at **03.00 P.M.** The rate contract Performa can be downloaded from the institute's website i.e. [www.mnit.ac.in](http://www.mnit.ac.in).

Attach a separate Bank Draft of **Rs.200/- (Rs. Two Hundred only)** as Performa fee in favour of "**The Registrar, MNIT, Jaipur**". The terms and condition of the rate contract can also be seen on the institute's website.

  
**REGISTRAR**  


**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR**

CENTRAL LIBRARY

Dated:-21-04-2017

No. MNIT/ LIB/ 968-IV

Form No.-----

Subject:- Terms & Conditions for Rate contract for binding of Books and Journals (2017-2018)

Rate

<p>A. <u>Books</u> Full Rexine cloth binding with Golden lettering.</p>	<p>Rs. _____ per book</p>
<p>B. <u>Journals</u> Full Rexine cloth binding with Golden lettering.</p>	<p>Rs. _____ per journal.</p>


**TERMS AND CONDITIONS**

1. Quotations marked 'Rate contract for Binding' should reach the undersigned latest by \_\_\_\_\_ alongwith a Bank Draft/Cost receipt of Rs.3000/- as earnest money. The successful tenderer / firm is supposed to deposit Bank guaranty / NSC etc. (i.e.5% of the approx. amount of work to be done). The earnest money of all un-successful tenders will be returned on opening of the tenders. Bank Draft should be payable to **Registrar, M.N.I.T.Jaipur**. Quotations received without earnest money will not be considered. Sealed quotations are to be dropped in the TENDER BOX kept near the Registrar's office.
2. The rates contract shall remain valid for one year from the date of work order.
3. Flat rates should be quoted irrespective of the size and number of pages in Book/Journals.
4. The rates quoted should be inclusive of all charges including all taxes, and Insurance etc. The delivery from and to the Institute library should be at the binders cost.
5. Sewing of Book / Journals should be sectional with cross stitching/ unless otherwise instructed. Any illustration is to be mounted on linen, if instructed.

6. Unless otherwise mentioned the contractor is to cut edge of books accurately and to take care to leave margins as wide as possible. If text is damaged, the binder will have to pay the cost of the volume/ book or replace the book / volume duly bound.
7. Lettering is to be embossed in golden printing ink, as the case may be directly on the material which cover the book. The lettering is to be of the letter in the title cover of the books as per samples available in the library.
8. The whole binding work is to be carried out with regard to the fact that the books will be subjected to hard wear and tear. Special instructions, if any, given with reference to particular volumes sent for binding should be carried out. All books should open up freely and lie flat.
9. Threads, tapes, glue, boards, cloth and other materials to be used for binding should be of best texture, stuff and quality as per samples available in the library.
10. A sample of the binding work and binding materials may be sent along with your quotation. If the binding workmanship in a volume of materials used in it are not up to the mark no binding charges for the volume will be paid. The decision of the undersigned in the matter will be final.
11. The Books/ Journals should be returned duly bound within 60 days of the receipt of the lot unless called earlier. A penalty of Rs.2/- (Rs. Two Only) per volume per day will be levied for the materials kept beyond 60 days. In case the Binder is unable to bind the book within the specified period due to unavoidable circumstances/ justified reasons, he should apply to the Director of the Institute well in time before expiry of the specified date for extension of time with the request to waive the liquidated damage charges which is at the discretion of the Director, MNIT, Jaipur.
12. In case of failure in returning the books/volumes duly bound as per the terms and conditions, the institute shall be free to cancel the order and get the work done from next lower rate contractor. In that case the loss sustained by the institute shall be recovered from the defaulting supplier.
13. To supply the goods within the prescribed time and in accordance with the specification given in the quotations. The Institute shall be free to cancel the order and make purchase from the next higher rate contract / from the open market as the case may be. In that case the loss sustained by the institute shall be recovered from the defaulting Binder. The Institute will be at liberty to recover the loss from the earnest money and / or any other sources of the binder without prejudice to its general right to affect recovery from the binder.
14. All Books /Journals received by the rate contractor are to be examined and counted and if any item is found to be imperfect or seriously damaged are to

be returned unbound to the Librarian. Torn leaves and plates are to be neatly repaired. A periodical shall not be held to have been collated properly not to be perfect unless all the parts of a volume are bound in correct sequence of pagination and the usual title and contents pages and indexes are inserted in the proper places. Wrappers, advertisements in periodicals and books are to be bound in, if the rate contractor is instructed to do so, otherwise they are not to be bound in.

15. The successful rate contract will also have to furnish an "Agreement" on a non-judicial stamp paper of Rs.500/-.
16. The Institute shall be free to break the rate contract if the work done by the firm is not found satisfactory by giving 15 days notice. Institute will forfeit earnest money.
17. The Institute has sole powers to accept or reject any rate contract or any part of the tender without assigning any reason thereof.
18. All legal proceeding, if any, shall have to be lodged in the competent court situated at Jaipur.



21/4/2017

**LIBRARIAN**