



No. MNIT/ Lib./Binding/968-II/2012

Dated: 30/01/2012

**RATE CONTRACT NOTICE**

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

The rate contract duly filled in the prescribed Performa alongwith the terms and conditions should be reached in the library till 12.00 noon on 24/02/2012. The rate contracts 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 conditions of the rate contract can also be seen on the institute's website.

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**REGISTRAR**

**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY, JAIPUR  
CENTRAL LIBRARY**

**No.** MNIT/LIB/Binding/968-II

**Dated:-** 30/01/2012

Form No. \_\_\_\_\_

**Subject:- Terms & Conditions for binding of Books and Journals on rate contract basis.**

<u><b>A. Books</b></u>	<u><b>Rates</b></u>
Full Rexine cloth binding with Golden lettering.	Rs. _____ per books

<u><b>B. Journals</b></u>	
Full Rexine cloth binding with Golden lettering.	Rs. _____ per journal.

**TERMS AND CONDITIONS**

1. Quotations marked 'Rate Contract for Binding' should reach the undersigned latest by **24/02/2012** alongwith a Bank Draft/Cash receipt of Rs.3000/- as earnest money. The earnest money of all un-successful tenders will be returned on opening of the rate contractors. Bank Daft 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 Books/ 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 Books/ 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 edges 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 alongwith your quotation. If the binding workmanship in a volume or materials used in it are not upto 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. 5/- (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 specifications 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. 100/-.
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 contract without assigning any reason thereof.
18. All legal proceedings, if any, shall have to be lodged in the competent court situated at Jaipur.

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LIBRARIAN

