



**MAITREYI COLLEGE**  
(UNIVERSITY OF DELHI)

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BAPU DHAM COMPLEX,  
CHANAKYAPURI,  
NEW DELHI-110021  
Dated: 28.05.2018

Ref. No. MT/LIB

Dear Sir,

Sealed quotations along with samples are invited for re-inforced binding of approximately 1000 nos. of books, question papers and syllabus of college library. Flat rates are to be quoted and samples are to be attached for the following type of bindings:-

1. Half leather binding with gold tooling (Author, Title & Cl.No. etc.)
2. Ordinary binding with ink tooling -do-
  - a. Cloth dyed with colures that are fast with respect light as well as moisture.
  - b. Glue tans of best unbleached linen strong texture.
  - c. Thread to be of best quality unbleached linen strong texture.

Bids Security/EMD Payment:

All the vendors are requested to submit a Draft, in f/o Principal Maitreyi college of, Rs.4,000/- (Four thousand only) towards Earnest money deposit, which will be refundable. The EMD (Earnest Money Deposit) of successful lowest vendor will be refunded its EMD after completing the work and/or along with the final payment of the bill, depending upon the circumstances.

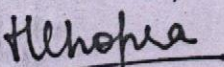
The successful vendor will be given 500 nos. of volumes in the first instance and he will make arrangement of returning back the 500 bound volumes within the prescribed time limit i.e. 30 days from the date order letter, and after that next lot of 500 volumes will be given to him. Please note that no extension in the time limit is granted in normal conditions. After expiry of time, i.e. 30 days, a penalty of 2% per month of billing amount will be imposed on the vendor.

Please also note that if it is found that the quality of material used for binding or tooling on the spine is of sub-standard and/or not according to the specifications or the samples approved by the College, the Principal/Committee shall have the right to order for rebinding at the firm's own cost and risk or to withheld the payment fully or partly and/or the Principal/committee may impose suitable penalty on the firm. The decision in this regard shall be final and binding on the firm, depending upon the circumstances.

The Principal/committee reserves the right to reject or accept some or all the quotations and/or to place the order to any firm not necessarily to the firm the lowest rates, without assigning any reason thereof.

The rates in sealed cover duly marked "QUOTATION FOR BINDING BOOKS ETC" should reach to the college on or before 19.06.2018.

Yours faithfully

  
(Dr. Haritma Chopra)  
Offg. Principal

