



KAMALA NEHRU COLLEGE

(University of Delhi)

August Kranti Marg, New Delhi-110049
Tel. : 011-26494881, Telefax : 011-26495964
e-mail : kamla.nehru_du@hotmail.com

Ref. No. KNCL/BIN/4/2019-20/

Dated:13.05.2019

M/s. _____,

**Subject:- Quotation for binding of library books/journals/
xeroxing materials for the year 2019-20.**

Dear Sirs,

Sealed quotations duly superscribed on the envelop 'last date 04.06.2019'
are invited for the following types of binding of library books/journals/xeroxing
materials at flat rates:-

1. Half Leather Binding: Double Board with Gold Printing.
2. Full Rexine Binding : -do-
3. Ordinary Binding : Double Board with Ink Printing.

TERMS & CONDITIONS:

1. Sample of binding materials alongwith total range of colours are to be attached to replies.
2. Thread Gauze must be used on the spine and its end are to be inserted into the inner side of the covering board.
3. Binding should be such that the pages of the volumes can be easily lie flat.
4. Only section binding will be accepted. Straight line machine stitching will not be accepted.
5. Job of binding will be provided only after the satisfactory sample binding, the same will have to be adhered to throughout the job/year.
6. Selected party would have to deposit a security (refundable without interest) of Rs. 5000/-.
7. Quotations erased, overwritten or written in pencil would not be accepted.
8. If the job is not found according to the above terms and conditions, bill for the said job will not be passed for payment and security money will be forfeited.
9. Quotations accepted through speed post only.
10. Tax, if any, to be specified separately.

Yours sincerely,


Dr. Kalpana Bhakuni,
Principal