



MAHARSHI DAYANAND UNIVERSITY

ROHTAK – 124001 (Haryana) India

(A State University established under Haryana Act. No.25/1975)

(NAAC Accredited 'A+' Grade)

VIVEKANANDA LIBRARY

No. MDU/Lib/IS/25/_____

Dated: 07.11.2025

To

M/s. _____

Subject: Quotation for binding of books and journals during 2026, 2027, and 2028 in Vivekananda Library, M. D. University, Rohtak.

Sir,

Sealed quotations are invited through Registered Post from reputed firms for the rate contract to bind approximately 3,000 books and 500 journals annually during the years 2026, 2027, and 2028. The sealed envelope must be superscripted “Quotation for Binding of Books & Journals” on it and should reach “The University Librarian, Vivekananda Library, M. D. University, Rohtak – 124001 (Haryana)” **before 5.00 PM on 04.12.2025**. Please provide your quotation only for the requested articles/materials/specifications given below:

Items	Annual Quantity (Approx.)	Binding Specifications
Books	3000	a) Full cloth binding with ink printing (short title and surname of the first author) on the spine/ front and reinforced binding where possible.
		b) Straw board of 36 Oz and 40 Oz as per the thickness and size of the book (36 Oz for ordinary size and 40 Oz for larger size) with good quality end/flying paper.
		c) Section sewing with rounding and backing for thick/large-sized books and stab binding for ordinary books.
Journals	500	a) Reinforced binding, half leather with leather corners and the rest with good quality cloth-based Rexine binding.
		b) The spine is to be gold printed.
		c) The strawboard should be 40 Oz in case of ordinary size journals and 48 Oz in case of the larger size of journals.
		d) Good quality leather of fast colour is to be used.
		e) Printing of short title along with Volume Number, Issue Number and Year on spine and front.

- NOTE:**
- **Book Binding:** Specimen of binding cloth of superior quality (light green) and endpaper to be used for book binding to be attached to the quotation.
 - **Journal Binding:** A sample of cloth-based Rexine and leather (both red colour) to be used for journal binding be attached to the quotation.
 - Sample of flying paper to be attached to the quotation.

Terms & Conditions:

The terms & conditions for quoting rates are given below, which should be considered while submitting your quotes:

1. The quotation should be addressed to “The University Librarian, Vivekananda Library, M. D. University, Rohtak – 124001 (Haryana)”.
2. Quantity of books and journals may increase or decrease by 20% without any prior notice.
3. The quotation must be valid for a period of at least six months from the date of its opening.
4. Quote the uniform rates for all sizes of books and journals, separately. All charges payable by the University should be clearly stated.
5. **PENALTIES/ LOSSES / SHORTAGES / DAMAGE TO THE BOOKS AND JOURNALS**

- a) The binder shall be responsible for any loss and/or damage to the books and journals due to fire, theft or any other cause, not mentioned here, during the binding period. In case of loss and/or damage, the binder shall replace the books and journals with the duly bound new books and journals or pay the double price of the documents to the Library within fifteen days from the date of the notice.
- b) After binding, the binder shall return all the books and journals within the time limit specified in the binding order. The binding period can be extended by the Librarian/Representative/Sub-Committee (CPC) only in exceptional cases on the written request of the binder, giving reasons/ explaining circumstances due to which the binding period could not be adhered to. In case, the bound books and journals are not returned within the specified period, the Binder shall be liable to pay to the university, the compensation amount equivalent to 1% (One percent) of the binding cost of unreturned bound books and journals each day or such other amount as the Librarian/ Representative/ Sub-Committee (CPC) may decide till the bound books and journals are not returned, provided that the total amount of the compensation shall not exceed 10% (Ten percent) of the total binding cost of books and journals given for binding. The appeal against these orders shall, however, lie with the Vice-Chancellor, M.D. University, Rohtak, whose decision shall be final.
- c) All the penalties, losses, shortages, etc., shall be recoverable from the pending bills and security deposited by the binder.

6. **SECURITY DEPOSIT**

- a) After receiving the first order and before commencing the work, binder shall deposit a Demand Draft for Rs.25,000/- in favour of “The Finance Officer, Maharshi Dayanand University, Rohtak, payable at Rohtak”, as the security deposit. The security deposit will be refunded after the expiry of the contract and return of all books and journals given for binding.
- b) If the binder backs out of the contract at any stage, his security deposit shall be forfeited and/or shall be liable to such other action as blacklisting, debarment from having any business with the University, besides any other action as deemed proper by the University.

7. **AGREEMENT**

The binder shall enter into a binding agreement on Stamp Paper of an appropriate amount, with the Librarian on behalf of M.D.U., Rohtak, for the execution of the order wherein all the obligations of both parties shall be spelt out.

8. **REPUTATION AND EXPERIENCE OF THE FIRM**

The firm should have at least three years' experience in the field. A list of 5 organisations where the firm had undertaken binding work may be attached to the quotation. The quotation of the firms with less than 10 lakhs average Annual Turnover during the last three financial years will automatically stand rejected.

The following documents/information must be furnished with the quotation:

- a) List of the libraries where the binder completed binding work.
- b) Proof of orders given by libraries during the last five years to the firm.
- c) Annual Turnover of the firm during last three years.
- d) Copies of Income Tax Returns (ITR) of the last three years.
- e) Copies of PAN/GST Registration Certificate.

9. INCOMPLETE QUOTATIONS:

Incomplete quotations will be rejected straightaway.

10. RIGHT TO ACCEPT/REJECT THE QUOTATIONS:

The right to accept the quotations shall rest with the Sub-Committee of CPC. The Sub-Committee does not bind itself to accept the lowest quotation and reserves the right to reject any or all items of quotations without assigning any reason thereto. The Sub-Committee also reserves the right to accept quotations in part, i.e. any item or any quantity, and to reject it for the rest.

11. CERTIFICATE OF NON-DEBARMENT:

The binder quoting the rates and other terms and conditions shall append a certificate that they have not been debarred/blacklisted for any reason/ period by any library of the Central Govt. Dept./State Govt. Dept./University/ Institute/ College. If so, particulars of the same may be furnished.

12. SUPPLY OF SAMPLES

The samples of bound book(s) and journal(s) shall be supplied with the quotation as per prescribed specifications, failing which, the quotation may be rejected.

13. QUALITY OF BINDING

Binding shall be done as per the approved sample/specification. If the binding is not found according to the approved sample/ specification, the binder shall rebind all such books and journals at his own cost. The acceptance of the bound volumes shall be subject to the satisfaction of the Inspection Committee

14. ADVANCE PAYMENT

No advance payment or payment against documents negotiated through the bank shall be made.

15. Books and journals shall be given to the binder in lots of 1000-2000 books and journals, as the same cannot be spared in large numbers for a long time due to their demand.

16. COLLECTION AND RETURN OF BOOKS AND JOURNALS

Rates should be quoted F.O.R. Vivekananda Library, M.D. University, Rohtak, and it will be the responsibility of the firm to collect the books and journals from the Vivekananda Library/its Offshoots, Maharshi Dayanand University, Rohtak, and return the same at the same place, within a period of 60 days after binding at his own expenses. Lifting of books and journals from the place where books and journals are kept to the vehicle and back after binding shall be the responsibility of the firm. No freight for the to and fro transportation of books and journals shall be paid by the Library.

17. PERIOD FOR WHICH RATES ARE TO BE QUOTED

The binder firm shall quote uniform rates for three years (2026, 2027, and 2028). The rates shall not be enhanced for any reason whatsoever during the contract period.

18. The University is situated within the Municipal limits. As such, Octroi charges, labour charges, and other local charges, if any, shall be borne by the firm. All charges and terms may be spelt out in your offer clearly. Charges not mentioned in the quotation shall not be paid.

19. **Each page of the quotation, including annexure, if any, should be numbered, stamped and signed.**

20. The disputes, if any, shall be subject to the jurisdiction of Courts at Rohtak. Any other jurisdiction mentioned in the quotations or invoices of the firm shall be invalid and shall have no legal sanctity.

21. PARTNERSHIP DEED:

The firm shall submit a copy of the registered partnership deed, if any, with the quotation, and the copy must be signed by all the partners.

22. DECLARATION:

The firm shall append the following declaration with the quotation:

DECLARATION

I/We (Name) _____ do hereby solemnly affirm and declare that the facts stated in the Quotation are correct and true to the best of my/our knowledge and belief, and nothing has been concealed therein. In case of any concealment or misrepresentation detected at any stage, I/we will be liable to legal action under Section 182 and Section 415 read with Section 318 or any other applicable Sections of the Bharatiya Nyaya Sanhita (BNS) 2023 or latest, as the case may be.

Place: _____
Date: _____

(Signature of the authorised signatory)
Name & Address

23. GENERAL:

Please go through the above terms & conditions carefully. The quotations must carry a reply to every paragraph of the terms & conditions as above. In case any other information/clarification is required, please contact us at 01262-293004 or 01262-293002 on any working day (Monday to Friday) during office hours (9.00 am to 5.00 pm).

-Sd-

University Librarian