

**Office of the University Librarian**

**Dr. Zakir Husain Central Library**  
**Jamia Millia Islamia**  
Maulana Mohammad Ali Jauhar Marg,  
New Delhi-110025



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Ref. No. UL-41(Binding)/2022-23/

November 28, 2022

**Notice for Inviting Quotations tissue lamination and archival binding**

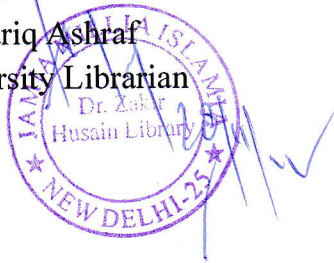
Sealed quotations are invited from reputed agencies for the tissue lamination and archival binding of rare material (manuscripts, rare books, old newspapers etc) in the Dr. Zakir Husain Library.

While furnishing the quotations, the attached eligibility criteria and terms and conditions should be carefully noted. The total cost of this project is Rs. 70,000/-. The rates and the GST should be mentioned separately in the quotation.

The application form along with the copy of the term and conditions can be downloaded from University website ([www.jmi.ac.in](http://www.jmi.ac.in)).

The duly filled quotation along with the security money in form of a demand draft drawn in favour of the Registrar, Jamia Millia Islamia payable at New Delhi may be submitted in the Office of the University Librarian, within 15 days of inviting notice before 5:00 pm.

Dr. Tariq Ashraf  
University Librarian



## **Eligibility Criteria & Terms and Conditions of the conservation work**

1. The agency should have at least three years of work experience in the field of archival conservation of rare documents of reputed organizations. A copy of work order along with completion certificate shall be attached with the quotation.
2. The agency should have a minimum turnover of three lacs annually.
3. The agency shall provide copies of ITRs for last three years along with PAN Card.
4. The successful bidder(s) shall have to enter into an agreement with authority of Dr. Zakir Husain Library and furnish a security deposit of an amount of Rs. 3000/- in form of a demand draft drawn in favor of the Registrar, Jamia Millia Islamia, payable at New Delhi.
5. The restoration procedure will take place at Library's premises, and the agency will not take the rare documents outside its premises. The agency will depute the concerned staff and make all necessary arrangement for conservation work in the premises of Dr. Zakir Husain Library, JMI.
6. The restoration shall be done according to the standard prescribed by norms National Archives of India, New Delhi.
7. The agency shall submit a sample of tissue paper as well as archival round binding before starting the restoration process of rare documents.
8. The agency shall undertake the process of fumigation, separation, ink solubility test, de acidification, drying, lamination per folio and archival binding.
9. The restoration techniques adopted by the agency shall be reversible, so that if any defect occurs later, that may be rectified.
10. Only durable acid free and permanent chemicals, permitting no change in the physical and chemical properties of the rare documents should be used.
11. For restoration the agency shall use acid free Japanese tissue paper. For bonding, the agency shall use adhesive that has good surface covering capacity and it shall not bring any deleterious effect or release fumes, injurious for the life of the rare documents.
12. The agency shall provide the cost of tissue lamination per folio with Tissue paper and the rates shall be on the basis of size of documents i:e A4, A3, & A2 and for archival binding the agency shall give a single rate for all sizes.
13. The agency has to complete the conservation work on or before February 15, 2023.
14. If the work of agency/firm/vendor is found unsatisfactory, the payment shall not be made and the agency has to re-carry out the work in the same quoted amount. No extra charges shall be paid on this account.

## Vendor Details

S.No.	Details of the Agency	To be filled by the Agency
1.	Name of the Agency/Firm/Individual	
2.	Date of Establishment	
3.	Name of the Owner/Director	
4.	Particulars of Office:	
	(a) Address	
	(b) Mobile/Tel No.	
	(c) E Mail	
5.	Registration Details:	
	(a) ADHAAR	
	(b) PAN No.	
	(c) GST No.	
	(d) Details of Income Tax return certificate for last three years	
	(e) Annual Turnover in the last three years	
6.	Experience Details: Name and address of past 3 clients including work order.(Attach List)	
7.	Details of Security Deposit:	
	(a) Amount	
	(b) DD No. and Date	
	(c) Bank Name	

Note: Attach self attested Xerox copies of experience certificates; PAN No., ADHAAR, GST, and Annual turnover balance sheet, Income Tax return certificate.

Declaration: We do hereby declare that the entries made in this application form are true to the best of our knowledge and terms and conditions mentioned are acceptable to us.

Authorized signatory

### Rates Quotation

S.No	Description of Work	*Size	#Rates
1.	<b>Tissue Lamination</b> (manuscripts, rare books and old news papers)	A4	
		A3	
		A2	
2.	<b>Archival Binding</b> (manuscripts, rare book and old news papers)	Standard	

#Rates to be quoted per folio for Tissue Lamination and per volume for Binding.

\*Rates shall be as per size of document for Tissue lamination and single rate for all sized binding