

**Office of the University Librarian**

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



web: <http://jmi.ac.in>  
Email: [universitylibrarian@jmi.ac.in](mailto:universitylibrarian@jmi.ac.in)  
Tele: 011-26984190, Fax No. 011-26982360,  
26981717 Extn. 1500-1501

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

November 28, 2022

**NOTICE FOR INVITING QUOTATIONS FOR BINDING BOOKS**

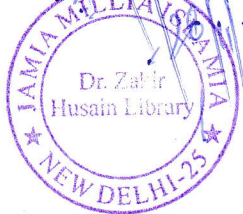
Sealed quotations are invited from reputed Binders for the binding of Books /Journals in the Dr. Zakir Husain Library, Jamia Millia Islamia.

While furnishing the quotations, the attached eligibility criteria and terms and conditions should be carefully noted. The rates and the GST should be mentioned separately in the quotation. The application form along with the copy of the terms and conditions can be downloaded from University Website ([www.jmi.ac.in](http://www.jmi.ac.in)).

The duly filled quotations 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 Invite Quotation between 9:00 a.m. to 5:30 p.m.

The envelope should be marked "Rate contract offer for binding of Books and Journals." The envelope should be address to the "University Librarian, Dr. Zakir Husain Library, Jamia Millia Islamia, New Delhi-110025".

Dr. Tariq Ashraf  
University Librarian



File No. UL-41(binding)/2022-23

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Rate contract for binding of Books/ Journals/Rare books,**

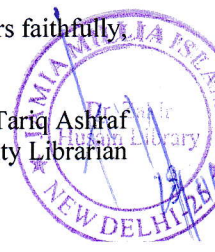
Sir,

Quotations are invited for binding of books/periodicals/Rate books in Dr. Zakir Husain Library/other libraries. The specification/terms & conditions (**Annexure – 1**). In addition, the following has to be noted while offering quotations:

1. Books will be collated, collected and delivered at the Library by the Binder.
2. Book pockets, due date slips, nameplates and any other printed label will be pasted on the books bound by the firm. The required stationery will be supplied by the library.
3. The stitching will be section stitching, unless otherwise stated.
4. The following dummy samples bound documents with due spine writing will be submitted as per specifications along with the quotation (non-refundable):
  - i. English book
  - ii. Hindi book
  - iii. Urdu book
  - iv. Journal
5. A Copy of work order from last three years for binding work undertaken may be attached as evidence.
6. All the bidders have to submit PAN No/Aadhar Card/GST Registration/ firm Registration and completion certificate (Vender Proforma attached).
7. The Binding will be completed and the books, etc., returned to the library in one month's time from the date they are handed over to the Binder. Extension, if required, needs to be obtained.
8. The quotation has to be submitted along with Earnest money of Rs. 5,000/- in the shape of a draft (refundable).
9. The firm whose Quotation is accepted shall have to enter into an agreement with the Dr. Zakir Husain Library/JMI and furnish Rs. 5,000/- security money.
10. The draft for Earnest money and Security money shall be drawn in favour of "Registrar, Jamia Millia Islamia", payable at New Delhi.
11. The Earnest money of the Non-qualified bidders shall be returned without any interest.
12. The Earnest money of the approved binder(s) shall be retained by the University along with the security money.
13. The quotation is liable for disqualification if all the terms & conditions are not met.
14. The quotations will be opened in the presence of the bidders or authorized representative, if interested on the dates that may be notified separately.
15. The University shall reserves its rights to engage more than one agency to carry out work in time bound manner.
16. The University reserves its rights to reject any quotation without assigning any reason.

Yours faithfully,

Dr. Tariq Ashraf  
University Librarian





**THE SPECIFICATIONS FOR BINDING OF BOOKS AND PERIODICALS**

The first and the last sections of all books shall be enclosed at the back in linen or muslin strips.

1. All sections broken at the back shall be lined inside & outside at the fold with strips of rag, tissue paper, or with un-sized muslin or linen strips.
2. All torn pages shall be joined with transparent tissue paper or similar material without prejudice to readability.
3. When the paper of the volume is deteriorated and brittle, it shall be reinforced with transparent tissue paper or similar material without Prejudice to readability.
4. All folded, plated maps, plans and other extended sheets not forming the part of a normal section shall be mounted on guards on linen or muslin or tough paper. Pasting of leaves larger than the format of the book shall not be permitted. All extended sheets shall be reinforced at the folds.
5. All the folded plates, maps plans and other extended sheets shall be reinforced with thin muslin of good quality.

**SWING:**

6. Books printed on paper of good quality shall be sewn all along one section (except where thinness of paper makes it necessary to two sections) with thread of suitable thickness over linen or cotton tapes.
7. Each of the end-paper shall be sewn on as a section.
8. Linen or cotton tapes shall be used. The width of tape shall be two (2) cms. There shall be one tape within 2.5 cms from the tail. Minimum number of tapes used shall be 3 or 4 for newspapers. The tapes in excess of two shall be equally spaced between tapes near the head and the tail of books.
9. Straight line machine stitching not to be used.
10. Sewing shall be so done that when the book is opened, the page of its two halves lie flat on a flat surface.

**FORWARDING:**

11. The spine shall be well rounded and checked. For thinner books the round shall be kept very mild and increased proportionately for thicker books. In other words, the depth of the joint shall be same as the thickness of the boards.
12. The spine shall be lined with muslin extending to within 5 cms of head and tail of the book and well on the each end of paper.
13. The covering material shall be attached directly to the spine of the books.
14. The covering material of the spine shall extend over the boards to at least one third of the width of the books.
15. The boards shall be slightly rounded at the corners. The covering material shall be neatly folded.

**FURNISHING:**

16. The lettering shall be durable and easily readable.
17. The lettering should be fast colour or gold as desired.
18. The surface may be varnished with any material not harmful to the covering material.

**MATERIAL:**

19. The board shall be of good quality, acid-free binder's board with quality approximately to those of millboard
20. End paper shall be made of good, thick, strong paper with holding strength.
21. Only leather from mature animals shall be used. This leather shall further conform to the requirements prescribed in I.S.I. 1960-1962.
22. Tape shall be of linen or cotton.
23. Thread shall be strong and durable and of the linen or cotton and soft enough not to injure the paper at any time.
24. Rexine shall be used of cloth and not of plastic.

**PERIODICALS:**

25. In case of periodicals, care should be taken to stitch annual title, contents, index in the beginning of the volume where separate TCI is not available, cover title and content pages or each issue should be brought together and placed in the beginning of the volume.

**NOTE: WIRE STITCHING SHOULD NOT TO BE USED IN ANY CASE.**

Date: \_\_\_\_\_

**Quotations Proforma**

**Binding of Books & Journals**

<b>BOOKS</b>	<b>RATE</b>
Full Cloth (original ) with gold leaf printing	
Full Cloth (original) with white ink printing for Urdu/Persian/Arabic books	
<b>BOOKS</b>	<b>RATE</b>
Full Rexine with gold leaf printing	
Full Rexine with white ink printing for Urdu/Persian/Arabic books	
<b>BOOKS &amp; JOURNALS</b>	<b>RATE</b>
Half Leather with Rexine and Gold printing on spine	
<b>BOOKS &amp; JOURNALS</b>	<b>RATE</b>
Half Leather with Rexine and white ink printing for Urdu/Persian/ Arabic.	
Half Cloth hard board binding with white ink black ink (Urdu/Persian/Arabic books)	

## 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

Date:

Place: