



REGIONAL INSTITUTE OF EDUCATION: BHUBANESWAR
(National Council of Educational Research & Training)

TENDER NOTICE

Advt. No: 284

Dated: 03/01/2017

Sealed Tenders are invited for “**BINDING OF BOOKS AND JOURNALS**” from the Experienced Firms / Book Binders. The last date of receipt of Tender is **20.01.2017 (up to 5:00pm)**. For further details please visit our website: www.riebbs.ori.nic.in and www.riebbs.ac.in or contact at General Store, Regional Institute of Education, Bhubaneswar for the purpose.

Administrative Officer

Sl. No- _____

Cost of Tender Document: Rs. 300/-

(Rupees Three Hundred) only

REGIONAL INSTITUTE OF EDUCATION: BHUBANESWAR

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Tender Document for

BINDING OF BOOKS & JOURNALS

Last Date & Time for submission of Bids: 20/01/2017 upto 5:00PM.

Venue: General Store
Regional Institute of Education
Sachivalay Marg, Bhubaneswar

To,

Sub: Tender for Binding of Library Books and Journals.

Sir,

This Institute intends to undertake the binding work of Books and Journals of Institute Library. You are requested to submit your sealed tender mentioning your valid PAN and TIN No. along with the samples of the materials in sealed cover in the prescribed proforma as per the proforma attached herewith. Please quote the rates separately for binding of Books and Journals in the format. The tender should reach this Institute on or before **20.01.2017**. The sealed envelope containing the quotations should be addressed to the Administrative Officer, Regional Institute of Education, Bhubaneswar – 751022 and superscribed as **“TENDER FOR BINDING OF BOOKS AND JOURNALS 2016-18”** on the envelope. While submitting the tender, you should also quote your valid PAN and TIN No.

Sl. No.	Specification of Works	Rate in (Rs.)	
01.	1. Full Rexin Cover Binding White Embossing.	Books	
	2. Full Cloth Binding and White Embossing.	Books	
	3. Half Leather with Rexin Binding and White Embossing	Books	
02.	Half Leather with Rexin Cover Golden Embossing with 03 glided labels.	Journal	

The tender received after due date, unsealed condition, without sample and valid PAN and TIN No. will not be considered. The Institute reserves the right to reject the tender without assigning any reason thereof.

This issues with the approval of the competent authority

Yours faithfully,

Administrative Officer



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TENDER SCHEDULE

Sealed Tenders are invited for “**BINDING OF BOOKS AND JOURNALS 2016-18**” from the Experienced Firms / Book Binders.

The intending tenderers may inspect the Books on any working day between **10/01/2017 to 20/01/2017**.

The tender form along with terms & conditions can be collected from the Institute General Store on payment of **Rs. 300.00** (Rupees Three Hundred) Only non-refundable in shape of Bank draft / pay order in favour of **General Fund Account of Regional Institute of Education, Bhubaneswar**. The Tender documents may also be downloaded from the Institute web site www.riebbs.ori.nic.in, www.riebbs.ac.in. Those bidders who wish to download the tender documents from the above mentioned site should furnish the Tender documents cost of **Rs. 300/-** through Bank Draft / pay order along with required earnest money deposit (EMD) of Rs. 3000.00. Bids not accompanied with tender documents cost and EMD or any other requirements stipulated in the tender documents are liable to be rejected. The sealed Tender should be superscribed Tender for Binding of Books and Journals 2016-18 addressed to **Administrative Officer, Regional Institute of Education, Bhubaneswar** and be deposited / submitted in the Institute General Store up to **5:00PM on 20/01/2017**. The bids will be opened on **23/01/2017 at 11:30AM** in the Institute in presence of bidders or their authorized representatives. They are requested to come prepared for the same.

Tenders received in unsealed condition without earnest money deposit (EMD) and after due date and time will not be taken into consideration.

The time schedule of Tender documents are planned as under

Period of issue of Tender forms	:	10/01/2017 to 20/01/2017
Last date of submission of Tender	:	20/01/2017 up to 5:00PM
Opening of Tender	:	23/01/2017 at 11:30AM

Principal, Regional Institute of Education, Bhubaneswar reserves the right to reject any or all tenders without assigning any reason thereof.

This issues with the approval of The Principal.

Administrative Officer

Terms and Conditions for Binding of Books & Journals for the year 2016-18

1. The binder whose tender is accepted by this office shall deposit the amount of **Rs. 3000/- in shape of DD** for Security Deposit within 8 days from the acceptance of the tender. The binding work will be entrusted to such tenderer only on deposit of the amount.
2. If the binder makes any default in returning the books given to him for the binding purpose within stipulated period, the amount to the extent of 10% from the security deposit will be deducted and the balance amount shall be refunded to the binder on completion of the contract. The amount to the extent as mentioned below shall also be liable to be deducted from the security deposit, if the tenderer.
 - a. Does not use good quality material for binding of books - 40%
 - b. Does not maintain the quality of workmanship in binding - 20%
3. The Principal, reserves the right to discontinue the binding work of the binder if the binding work is not found satisfactory as per our terms and conditions and no grievance will be heard from the binder.
4. In general the binding work will be given in a lot of at least 50 books at a time and said lot of duly bound shall be returned within 20 days from the date of receipt of the lot.
5. After binding, if any defect(s) is/are detected, the binder will have to remove defect(s) without claiming any addition charges for the same.
6. Labels will have to be pasted on the spine of each book binding and lettering are required upto satisfaction of this office as per the Instructions.
7. The binder shall return all the books given for binding duly bound before the expiry of the contract.
8. The Principal reserves the right to accept any Tender partly or fully or reject any tender without assigning any reason thereof.
9. The binder participating man have to do the work of binding in Institute premises with official working hour.
10. The sample of material to be used for binding will have to be deposited supplied along with the Tender without which Tender will not be considered.
11. Before submission of the Tender, the binder may inspect all type of binding works during office hours i.e. from **10.00am to 4.30pm except on holidays**.
12. The sealed tenders/ quotations should reach to this Institute on or before **20/01/2017 (Friday)**.
13. If any book given for binding is returned in a damaged condition. The binder shall have to replace the book in a duty bound condition at his own cost within a period of one month.
14. The Security Deposit will be returned to the binder on clearance certificate from the Librarian.
15. If any book is lost, the tenderer shall be liable to pay the entire replacement cost fixed by the Librarian with due Instruction to this office.
16. In case the binder is not regular in completing the work of binding allotted to him, and does not maintain the standard of binding work, this office reserves the right to discontinue the contract.
17. The payment of any bill will be made only on receipt of Grants from the Government. However, binding work should not be suffered on this count.
18. Tender shall be valid till **31st March, 2018**.

Bhubaneswar

Date: 03/01/2017

Administrative Officer
Regional Institute of Education,
Bhubaneswar



REGIONAL INSTITUTE OF EDUCATION: BHUBANESWAR
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Tender form for Binding of Books & Journals for the year 2016-18

1. Name of the firm/ person :
2. Mailing Address :
3. Telephone No. / Mob No. :
4. FAX No. :
5. E-Mail ID :
6. Tax payer Index Number
(TIN Number) :
7. Permanent Account Number
(PAN Number) :
8. EMD Details :

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and bounding upon me for the entire period of deal.
3. I give the rights to the competent authority of Regional Institute of Education, Bhubaneswar to forfeit the earnest money deposit or any deposit in case of breach of terms & conditions of the contract.

Date:

Place:

**Signature of the firm/ individual
(Office Seal of the Bidder)**