



भारतीय विरासत संस्थान

(विश्वविद्यालयवत्, संस्कृति मंत्रालय, भारत सरकार)

INDIAN INSTITUTE OF HERITAGE

(Deemed to be University, Ministry of Culture, Government of India)

QUOTATION INVITED FOR BINDING OF BOOKS, JOURNALS IN IIH LIBRARY

Sealed quotations are invited from firms/agencies for binding of Library books, Journals etc (quantity mentioned below) on the following terms and conditions

Items for Binding	Quantity (Approx)
Books	500
Journals	1000

1. Flat rates should be quoted for the following types of binding irrespective of the size of the book, periodicals (rates of each items shall be indicated both in words and figure)
 - Half Leather Binding of Journals with gold printing.
 - Board Binding of Books with Ink Printing.
2. The binding firm/agency must have GST registration number.
3. The contract of binding of books etc will be valid for one financial year. However, the same can be broken at any time If the quality of binding is not found satisfactory. The Institute also reserves the right to terminate the contract at any time without assigning any reason.
4. The binding will include printing of library name in short (IIH), call number, accession number, title and author, volume part etc if any.
5. The binder will be responsible for the damage of books during the process of binding in case of loss/theft of books by the vendor, the current price of lost books will be charged.
6. Binding assignment work is to be completed within one month of time after receiving order for binding work from IIH.
7. No advance payment will be made.
8. Each book /Journal has to be re-stitched, preferably section stitching of 3-4 sections in the beginning and 3-4 section at the end.

The quotations in a sealed envelope with the heading "QUATATIONS FOR BOOKS/JOURNALS BINDING (LIBRARY) should reach the office of Registrar, Indian Institute of Heritage latest by 20.10.2024 up to 5.30 pm. No quotations will be entertained after the due date.

(Registrar)