

**RAJDHANI COLLEGE LIBRARY: RAJA GARDEN: NEW DELHI-110015**

No. RCL/Boo-7/  
Dated: 19/12/2016

**Sub: Binding of Library Books and Periodicals.**

Sealed quotations are invited for binding of our College Library Books/ Periodicals in the name of "Principal Rajdhani College" your quotations should cover the following points.

**Specifications:**

- 1 Binding should be Reinforced Library Binding.
- 2 It would be double board binding.
- 3 Good quality in standard and brand should be maintained for cloth and leather, for thread to stitch, for paper and other material used for binding.
- 4 Leather should be half-leather polished with spirit.
- 5 Binding or straight stitching will not be accepted ordinarily. All such cases should specifically be brought to the notice of the Librarian.

**Other Terms and conditions:**

- 1 You will receive books/periodicals from library. The bound books/periodicals will return to the library after proper verification, you will not take any of the material given to you for binding outside the territory of Delhi. Any loss or damage is done to the books/periodicals while in your charge, it will be made good by you.
- 2 The responsibility for correct pagination, repair of damaged page, etc., will be taken up by you.
- 3 The general specifications for Reinforced Library Binding are to be strictly followed. In case of doubt of any sort necessary specific instructions, whenever given, are to be strictly followed. Time for execution of the job will be specified by the Librarian each time the books are given to you for binding, however, the time taken by you should not exceed normally four weeks.
- 4 In case your quotation is approved you will be required to deposit Rs.1000 (Rupees one thousand only) as security amount refundable at the end of the contract.

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**Your quotation should mention:**

(A). Size of books flat rate size i.e. without any distinction between size of books and periodicals.

- 1 Half leather (with gold Tooling.)
- 2 Full Cloth (with Ink Tooling).
- 3 Ordinary Binding (with Ink Tooling).

(B). Brand and quality of material to be used by you (as detailed out-in this letter under heading `specifications`).

Your sealed quotations along specimen for each type of binding and tooling should reach the Principal's office within ten days of the date of this letter.

*Sanjay Malhotra*  
19/11/16  
(Dr. Sanjay Malhotra)  
Offg. Principal

Copy to:

1. The Admn. Officer, Rajdhani College, New Delhi-110015
2. The S.O. Accounts, Rajdhani College, New Delhi-110015
3. For college website, Rajdhani College, New Delhi-110015

(Dr. Sanjay Malhotra)  
Offg. Principal