



CENTRAL LIBRARY
ORISSA UNIVERSITY OF AGRICULTURE
AND TECHNOLOGY
BHUBANESWAR 751003 Tel.No.(0674) 2397818 Ext-126
Email: chief librarianouat@gmail.com

No.: 68/CL

Dated: 24.02.2020

Notice inviting Tender for binding works of Journals/Books

Sealed tenders are invited from reputed binders having valid GST/ PAN and Service Centers in India, preferably in Odisha, for binding works of journals/books in Central Library of Odisha University of Agriculture and Technology (OUAT), Bhubaneswar. Interested firms have to download the tender documents from the official Website of OUAT at www.ouat.nic.in and submit the same along with the required tender fee as specified in the tender document.

W 24/2/2020
Chief Librarian

Important Information

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| 1 Tender fee (Non-refundable) | Rs. 1000/- (Rupees one thousand only) |
| 2 Period during which tender document will be available on website www.ouat.nic.in | From 20th Feb 2020 to 12th Mar 2020 |
| 3 Place of submission of Tender | Chief Librarian, Central Library, Odisha University of Agriculture & Technology, Bhubaneswar-751003 |
| 4 Mode of Submission of Bids | By Indian Postal Speed Post Only |
| 5 Closing date & time for receipt of tender | 13th Mar 2020 up to 5:00 pm |
| 6 Date & time of opening of Bid | 16th Mar 2020 at 3:30pm |
| 7 Place of opening of Bid | Central Library, Odisha University of Agriculture & Technology, Bhubaneswar-751003 |
| 8 Mode of communication to Technically Qualified bidders | By telephone, email |
| 9 Validity of the tender | Firms submitting bids have to accept that the rates and the conditions of the offer will remain valid till 31st March 2021 or till the next rate contract is made, whichever is earlier. |

GST

GST Odisha University of Agriculture and Technology is a non-profit, non-commercial premier institute engaged in teaching, research at undergraduate, post graduate and PhD level and as such, we do not have any commercial license. GST identification number of our university is 21AAAJ00250CIZ1. Odisha University of Agriculture and Technology, Bhubaneswar is also registered with the Department of Scientific and Industrial Research (DSIR regn no. TU/V/RG-CDE (421)/2013, dated 21st February, 2017 valid up to 31st August 2021) for purposes of availing Custom Duty exemption and IGST-SGST exemption. Accordingly, the GST calculation may be made on the concessional rate. GST must be calculated as per 23rd GST council meeting and amended from time to time applicable for public funded research organization with valid DSIR certificate.

Terms and Conditions for binding

1. The binding will be done with good quality materials such as rexine for journals and cotton for books. Individual volumes will contain approximately 450-500 pages or 3.5-4 cms in thickness.
2. The journals will be full rexine binding.
3. Mill board of at least 1500 gsm will be used for binding.
4. The Section stitching (signature stitching) of the volumes should be made by strong and stable thread according to the thickness of the spine.
5. Good quality of stable glue especially Fevicol, Unicol or similar brand will be used.
6. The Binder shall not remove any page of the journal or books, but cut the journal after binding according to the size without damage of the printing portion/information. Proper care is to be taken to leave the margin as wide as possible for full opening of the bound volume for easy photocopying.
7. Golden Embossing of bound volume will be made in the spine only with volume and issue contained in each bound volume.
8. Sample of the materials to be used for binding will be submitted by the binders with their tender document.
9. In the event of any defects found later, the concerned firm/ binder will have to rectify the defective volume at their own cost.
10. The binder shall be liable for any loss or damage of documents and the cost of the document shall be realized.
11. Any discrepancy found in terms of quality, necessary deduction will be made.
12. Separate rate for rexine binding for journals and cotton binding for books will be given.
13. Work has to be completed within 15 days of the order. The binder has to carry the documents for binding and deposit back at their own cost.
14. In case, the binder is not regular in completing the work of binding allotted to them and does not maintain the standard of binding work, the University reserves the right to discontinue the contract.

TENDER PROFORMA

To
The Chief Librarian
Central Library
Odisha University of Agriculture & Technology
Siripur
Bhubaneswar-751003

Sir,

With reference to your tender notice no. _____ dated _____
I have examined the tender document and understood its contents. I hereby
submit information and rates for binding/mending of books, Journals and other
documents.

Name of the Firm:

Complete Postal Address:

email:

PAN Number:

GST Number:

Mobile Numbers:

Name and address of organization where similar work done in last five years :

- 1.
- 2.
- 3.
- 4.
- 5.