



HIGH COURT OF JUDICATURE AT BOMBAY

Tender Notice

Judlib/2024/Notice/1

June 2024

Notice Inviting Quotations for Binding of Books for the Judges' Library, High Court of Judicature at Bombay for the period of two years i.e. 2024-25 & 2025-26

Sealed quotations are invited in the prescribed format duly signed as per Terms and Conditions mentioned in the Annexure enclosed herewith from the private binders based in Mumbai & its Suburbs, who have the experience of binding the Law Reports/Books.

Sealed Covers must have the words "***Binding Quotation for Judges' Library, High Court of Bombay for the period of two years i.e. 2024-25 & 2025-26***". The sample of binding will have to be sent free of cost along with the quotation. If the quotation from the binder does not fulfil the Terms and Conditions, it is liable to be rejected. The High Court of Bombay reserves the right to reject any or all tenders without assigning any reason thereof.

The quotations will have to be sent to "***The I/c Deputy Registrar, Library, Museum, Legal Research and Publication, Room no.1, Ground floor, Main building, High Court of Bombay, Mumbai- 400032***" ***on or before 15th July 2024 at 5.00 p.m.*** Quotations which are received thereafter will not be entertained and considered at all.

Sd/-
I/c Deputy Registrar
Library, Museum,
Legal research and Publication

N.B.: The form and Instructions to book binders with Terms & Conditions are available on the official website of High Court of Bombay i.e. <http://bombayhighcourt.nic.in/>



Application Form for submitting the quotations for the Binding of Law Reports of the Judges' Library, High Court of Judicature at Bombay

1. Name of the Binder and his Bindery _____

2. Registration number _____
3. PAN number _____
4. Address with telephone numbers, fax numbers, email addresses and website, if any:

5. Provide minimum two (02) references of the Libraries of reputed legal institutions/organisations for whom you have been doing the binding work. Please provide the name and the contact details of the person in charge of those libraries.
6. The rate of binding per volume/book _____

DECLARATION FROM THE BINDER

I / We have read and understood all the "Terms and Conditions" of High Court of Bombay as mentioned and consciously agree to abide by them.

Date:
Place:

Authorised Signatory &
Seal of the Firm



THE HIGH COURT OF JUDICATURE AT BOMBAY

The book binders must read the Instructions and the Terms & Conditions before signing the declaration.

Terms and Conditions for binding of books for the period of two years i.e. 2024-25 & 2025-26

1. The Good quality binding material as mentioned below should be used for binding of books.
 - i. Good quality black rexine should be used
 - ii. Good quality white colour paper should be used
 - iii. Good quality thick cardboard should be used
 - iv. The loose parts of the law reports need to be stitched section-wise.
 - v. Cloth of superior quality in black colour should be used for binding.
 - vi. The embossing on law reports should be in golden colour, should be neat and long lasting.

2. A Binder whose rate/rates has/have been approved for the period of two years i.e. 2024-25 & 2025-26 by the High Court of Bombay, shall have to furnish a Security Deposit of Rs.5,000/- (Rupees Five Thousand Only) by way of Fixed Deposit Receipt in favour of High Court of Bombay within 8 (Eight) days from the date of communication of approval.

3. If a binder does not return 'lot' of binding books within the stipulated period at Judges' Library, Room No. 1, Ground floor, Main Building, High Court of Bombay, Mumbai, the High Court of Bombay shall deduct 10% from Security Deposit after judging the annual performance of a binder. Only 2 delays to the extent of maximum seven days during the financial year are allowed to a binder.

4. The High Court of Bombay shall apply the criteria of requirement as mentioned in point no. 1 to each volume received back duly bound from a binder. If the work of binding is not according to the criteria as mentioned in point no.1, the High Court of

Bombay shall make proportionate deduction from the bill itself as per following criteria:-

- a) For not using quality of binding materials in a volume – Deduction of 40% of total amount per volume.
 - b) For not keeping quality of workmanship in a volume - Deduction of 20% of total amount per volume.
5. The High Court of Bombay reserves the right of discontinuation of binding work of a binder if the binding work is not found as per terms and conditions. No grievance in this regards will be entertained from the binder.
 6. The work of binding will be given in lot having range of 100 to 250 books at a time. The said lot will have to be returned with binding within 15 days from the date of receipt of it.
 7. If any minor defect/defects, apart from mentioned in point no.1, after binding is/are detected, the binder will have to remove defect/s without any additional charges.
 8. The golden embossing of the name of the law report, volume number, Year and name of the library will have to be done on the spine of each book.
 9. The High Court of Bombay reserves the right to accept any quotation partly or fully or reject any quotation without assigning reasons thereof.
 10. A Binder who quotes for the first time and who has not done any work of binding for the Judges' Library of High Court of Bombay shall have to give a reference of his work related to the binding of the books and the period. Such binder also will have to bind sample copy for Judges' Library of Bombay High Court free of Cost.
 11. A binder may visit the Judges' Library, Room No. 1, Ground floor, Main Building, High Court of Bombay, Mumbai during Office hours from 11.00 am to 4.00 pm, except holidays and may understand the nature of binding work before sending quotation.

12. If a book given for binding is returned in a damaged condition, the binder shall have to replace the book at his own cost, duly bound within a month. If a book is lost, the binder shall pay the entire replacement cost as decided by the Hon'ble Judges' Library Committee.
13. Security Deposit will be returned after successful completion of contract period.
14. In case the binder is found to be irregular and not maintaining the standard, the High Court of Bombay reserves the right to discontinue the contract.
15. The payment of any bill shall be made only on receipt of Government Grant. However, for this reason work of binding should not suffer.
16. The attested photocopies of Registration Certificate and PAN needs to be attached with the application form.

June 2024

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