

HIGH COURT OF JUDICATURE AT BOMBAY,
NAGPUR BENCH, NAGPUR

TENDER NOTICE FOR BINDING OF BOOKS OF THE
HON'BLE JUDGES' LIBRARY FOR 2 YEARS

The undersigned authority invites sealed Tender for different types of binding of Books and Journals, etc. from the experienced Book-Binders in the field of Law having their own binding firm and executes similar types of works in their binding firms.

A Book-Binder must fill up the Tender in the prescribed format available on the website bombayhighcourt.nic.in after going through the terms and conditions regarding the types of binding works. The Tender not fulfilling terms and conditions of this office shall be liable to be rejected without assigning any reason.

The last date of receiving Tenders is 18/12/2024 up to 02.00 pm. The Tender will be opened on the same day at 04.00 pm. The concerned Tenderer may remain present at the time of opening of the Tenders.

Detail information is available on the website -
<https://www.bombayhighcourt.nic.in>.


06/12/24
Registrar (Admn.)
High Court of Bombay,
Nagpur Bench, Nagpur

TERMS AND CONDITIONS FOR BINDING OF BOOKS

1. The binder whose Tender is accepted by this office shall deposit the amount of **Rs. 10,000/- by Demand Draft** in the name of **Registrar, High Court of Bombay at Nagpur** payable at Nagpur as interest free Security Deposit within 8 days from the acceptance of the Tender. The Binding work will be entrusted to such Tender only on deposit of the amount.
2. The office shall invest the said amount in the name of **Registrar, High Court of Bombay at Nagpur** in a fixed deposit receipt for period of two years and on successful completion of the binding work, the security deposit will be refunded to the Tender, after deduction of amount for default, if committed, as mentioned below.
3. 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 at 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%
4. The Registrar (Admn.) 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.
5. In general the binding work will be given in a lot of at least 50 books at a time and the said lot will have to be returned within 20 days from the date of receipt of the lot.
6. After binding, if any defect(s) is/are detected, the binder will have to remove defect(s) without any additional charges.
7. Labels of High Court will have to be pasted on the spine of each book. Binding and lettering are required upto satisfaction of this office.
8. The binder shall return all the books given for binding duly bound before the expiry of the contract.
9. The Registrar (Admn.), High Court, Nagpur, reserves the right to accept any Tender partly or fully or reject any Tender without assigning any reason therefor.
10. The binder who quotes for the first time and also have not done any binding work of this office during the last 5 years shall have to give reference of his binding works done in other offices/firms and the period thereof. Such binder shall have to do the work of binding of 5 sample copies of each type of books of the Judges' Library, free of cost, in case his Tender is accepted/ However, if his work of binding is not found to satisfactory the office reserves the right to reject his Tender.
11. The samples of material to be used for binding will have to be deposited/ supplied along with the Tender without which Tender will not be considered.
12. Before submission of the Tender, the binder may inspect all type of binding works during office working days between 11.00 a.m. to 4.00 p.m.
13. If any book given for binding is returned in a damaged condition, the binder shall have to

replace the book in a duly 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.

16. In case, the binder is not regular to 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 Grant from the Government. However, binding work should not be suffered on this count.

18. The binding materials shall be of the following nature and quality. The sample of materials will have to be supplied along with the Tender format.

1. Madras/Mumbai leather of our choice will have to be used for which the binder shall have to produce the latest receipt of its purchase.
2. Resin should be black in colour and of a good quality.
3. Paper shall be of white colour and of a good quality.
4. Sewing shall be part-wise reinforced.
5. Corners shall be approximately 1/5 of the breadth.
6. The outer cover shall be sewn with a tracing-cloth-strip (patti) from inside.
7. Album paper (48 lbs.) shall be used for spring type binding.
8. Calico binding cloth of superior quality in dark blue or black colour be used.
9. Corners for the books and registers shall be direct and of permanent nature.
10. Besides the above instructions, the book binder must sign the Agreement at the time of receipt of order letter for Binding. The form of Agreement is as follows.
11. Contract shall be valid for the period of two years from the date of work order.



Registrar(Admn.)
High Court of Judicature at Bombay
Nagpur Bench, Nagpur

PRESCRIBED FORM FOR SUBMISSION OF TENDER

<i>Sr.No.</i>	<i>Description of work</i>	<i>Rate per volume or per book for binding (in Rupees)</i>
1	Leather Binding with gold gilding (White Colour) with three gilded labels.	
2	Full Resin Binding with direct gilding	
3	Half cloth Binding with ink gilding	
4	Rebinding of books with half cloth binding	
5	Rebinding of Books of leather binding	
6	Rebinding of library Registers with direct gilding and Corners of permanent nature. (Demi size or Crown Size.)	
7	Reconditioning of pages of books or Journals	
8	Supply of 3 gilded labels with pasting for leather binding	
9	Manual covers in ordinary Calico with lace for covers	
10	Manual covers in Superior Calico with lace for covers	
11	Map pasting and its binding with direct gilding	

Yours faithfully,

**(Designation and Signature)
With seal of the firm**

AGREEMENT

I agree to abide by all the terms and conditions. I also agree to accept the rate which would be finalized after submission of the Tender. We have our own bindery and it can be confirmed by paying visit to our firm.


Signature with Stamp