

PANJAB UNIVERSITY PRESS, SECTOR-14, CHANDIGARH

QUOTATION NOTICE

No. _____/Press

Dated _____

Sealed quotations are invited for doing binding work of Books/Periodicals/Reporters/ Prospectuses etc. The rates should be quoted separately for operations as under :-

1. For folding (one fold) 20"x30", 15"x20" & 18"x23" size sheets per 1000 sheets.
2. For folding (two folds) 20"x30", 15"x20" & 18"x23" size sheets per 1000 sheets.
3. For folding (three folds) 20"x30", 20"x26" 15"x20", 22"x29", 18"x23" size sheet per thousand sheets.
4. For gathering 1000 sections of 20"x30"/8, 20"x26"/8 & 18"x22"/4, 18"x23"/8 & 20"x30"/16 size.
5. For 1000 double stitching (side) upto 8 & upto 18 sections of above sizes separately.
6. For 1000 double stitching (centre) upto 128 pages of above sizes separately.
7. For pasting cover on 1000 copies and to do three side trimming of books of above size.
8. For Perfect Binding upto 160 and upto 320 pages separately.

TERMS & CONDITIONS

1. The rates would be worked out to 1/10 fraction. For example if the rate is Rs. 10/- for folding 1000 sheets then for folding upto 100 sheets, the rate will be Re. 1/-.
2. The successful party will be required to lift the printed sheets from Panjab University Press at his own expenses and deliver bound copies in the Panjab University Press at his own expenses.
3. The successful party should have the capacity to do folding, gathering stitching cover pasting and trimming of 1000 copies of upto 200 pages in a day.
4. The same may further be extended for another one year in case both the parties agree.
5. This office will not be bound to place order for entire work with one party. For timely execution of the work, the work may be distributed to different parties.
6. This office will not be bound to place order with the lowest quotationer.
7. Decision of the Registrar, Panjab University, Chandigarh will be final & he reserves the right to terminate the order without assigning any reason or giving prior intimation.
8. Safe handling of the printed sheets will be the entire responsibility of the party. In case of loss/damage to the printed sheets the party will be held responsible for the entire cost which would be worked out adding other charges to the cost of printing material.
9. The successful party or the party accepting the work will be required to deposit Rs. 1,000/- as security in the form of deposit at call receipt in favour of the Registrar, Panjab University, Chandigarh before work is allotted. This office will be entitled to forfeit whole or part of the security among for non-compliance of the conditions of the tender.
10. Sealed quotations addressed to the undersigned should reach this office on or before **04.05.2017** with the words "**Quotations for Binding work**" written on the right hand top corner of envelope.

(JATINDER MOUDGIL)
Manager,
Panjab University, Press,
Sector-14,
Chandigarh-160 014.