



**Notice inviting Tender for binding and mending Tabsheets/Record sheets (Record and Result Section of CE's Department, BU)**

The University of Burdwan invites sealed tenders in order to prepare a panel of binders for binding and mending Tabsheets/Recoed sheets (Record and Result Section of CE's Department) of various size and types for the University on the basis of the rates submitted, which will remain valid for three years only. The last date of submission of tender is 26-10-2021.

The duly filled in the prescribed Pro forma along with the relevant documents should reach the office of the Registrar, The University of Burdwan, 713104 till 12.00 noon 26-10-2021. The tender will be opened on 27-10-2021 at 12.00 noon. Interested binders or their authorised persons may remain present. Tender proforma is available on the University website, <http://www.buruniv.ac.in> (along with this document)

**Eligibility criteria for taking up the work:**

The Tender has to fulfill the following eligibility criteria (documentary evidence to be attached)

- a. The tenderer must have minimum three (optional) years experience of binding work in the relevant departments/bodies etc.
- b. The intending binder must submit the following—
  1. Trade Licence (self attested)
  2. Copy of PAN (self attested)
  3. GST (self attested) [Not required for turnover less than 20 lakh per year with undertaking]

**Terms and Conditions**

1. The rate for binding and mending shall remain fixed and valid for three years from the date of work order.
2. The rates quoted should be inclusive of all charges including all taxes, and insurance etc.  
The delivery from and to the department should be at the binders cost.
3. The binding and mending work shall have to be done inside the relevant section of CE's Department of the University premises.
4. The University reserves the right to discontinue the binding/mending work of the binder if the binding/mending work is not found satisfactory and no grievance will be heard from the binder.
5. In general the binding work will be given binding works in a lot at a time and the binder shall return the duly bound Tabsheets/Recoed sheets (Record and Result Section of CE's Department) within 45 days from the date of receipt of the lot. Delay in delivery impose penalty of 5% of the total binding cost of the bill per week.
6. After binding, if any defect(s) is/are detected, the binder will have to remove defects(s) without claiming any additional charge for the same. If any book is lost, the binder shall be liable to replace a new document or pay the entire cost of the book.
7. Before submission of the quotation, the binder any inspect all type of binding works, if so desires, during office hours i.e., from 12.00 hrs. to 16.00 hrs. except on holidays.
8. If any book given for binding is returned in a damaged condition, the binder shall have to rebind the book in a duly bound condition at his own cost within a period of one month.
9. In case, the binder is not regular in completing the work of binding allotted to him and does not retain the standard of binding work, the University reserves the right to discounting the contact.



# THE UNIVERSITY OF BURDWAN

BURDWAN : 713 104, WEST BENGAL

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## TECHNICAL BID

### TENDER PROFORMA

The  
The Registrar  
The University of Burdwan  
Burdwan-713104

Sir,

With reference to your Tender Notice No.....  
dated..... I have examined the tender documents 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 :  
Trade Licence Number :  
Pan Number :  
GST Number :  
Mobile Number :  
Alternate Mobile Number :

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

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



**Process and Materials required for TAB SHEET BINDING  
for the University of Burdwan**

1. Size : As mentioned in the table 100-300 pgs
2. Tab sheets containing 100-300 pages are arranged according to College code.
3. Year, Subject Code and Group are to be written in the black sheets before binding.
4. After completion of writing of Subject Code and Group etc., the sheets are stitched with cloth like book binding. This may be called as primary binding.
5. Craft Paper and White Paper are pasted with gum and then dried to make Jel-Postani papers. These are pasted in both sides of tab sheets.
6. After pasting of Postani, cutting work is done according to size.
7. Biding work is done with two pounds of red board, white canvas and marbele papers.
8. Details:
  - a. Side Canvas
  - b. 4 canvas corners for two boards
  - c. Marble in the body.
  - d. Postani pasting with finishing per tab sheets.

**FINANCIAL BID**

■ Item : **Board Binding with Marble**

Size with thickness Upto 2.5 inches	Quantity	Rate per unit	GST	Total (Rs) + GST
12/16.5				
17.5/28.5 16.5/25 20.5/30 21/29 21/31.5 28/18 20.5/31.5 20/24 21/15.5				

■ Item : **Mending charges**

Sl.No.	Name of work	Quantity	Rate per unit	GST	Total (Rs) + GST
1.	Stitching of Extra Result sheet (Tab)				