



NORTH EAST INSTITUTE OF SCIENCE & TECHNOLOGY

**Name of Work : Binding of loose volumes of journals / damaged books**

Ref :NEIST/KRC/Binding/2016-17

**Terms and conditions**

We are interested to get bound 1350 of loose volumes of journals / damaged books during 2016-17 as per specification given below :

- |                    |   |
|--------------------|---|
| 1. Binding         | : ½ ( Half) leather in red colour for journal and black for books |
| 2. Stitchinf forma | : Zuz   |
| 3. Guilding        | : Golden Colour   |
| 4. Card Board      | : Good quality 1/8 inches thick                                   |

Binding work will be allotted to a firm on fulfillment of the following terms and conditions on the basis of offer of lowest quote.

1. The binding is to be carried out at our library during working hours
2. All materials / instruments used / required for the work are to be brought by the firm at their own cost
3. The firm have to take the responsibility for loss / dmage of documents while at their custody
4. No accommodation will be provided except space for performing binding works

Under the above terms and conditions, if the firm is interested to carry-out binding works they are requested to quote their rate for binding irrespective of size of the volumes to be bound. The quotation may be submitted under sealed cover mentioning **“Quotation for binding of books”** on the envelop on or before 15.09.2016 up to 3.00pm. The same will be opened on the same day at 3.30pm.

ADMINISTRATIVE OFFICER