



**SANJAY GANDHI POSTGRADUATE INSTITUTE OF MEDICAL SCIENCES**  
Raebareli Road, Lucknow

**Tender Notice**

Quotations for binding of books & journals are invited from experienced binder. Willing binders should send their offer in 02 bids (technical & Financial) as per terms & conditions placed on website of the Institute [www.sgggi.ac.in](http://www.sgggi.ac.in) within 10 days of the publication of notice on following address: The Director, Sanjay Gandhi Postgraduate Institute of Medical Science, Lucknow-226014. Bidders must mention on the face of envelop "Advt. no. binding of books and journals".

Director

ADVT.No.: 145/LIB/2018-19

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TERMS AND CONDITIONS FOR BINDING WORK AT THE CENTRAL LIBRARY, SGPGIMS, LUCKNOW

1. Bidders must have experience of binding work of journals to at least 3 reputed Institutions, consistently in the at least 3 years (enclose documentary orders)
2. Binding work for each library not be of less than 1 lakh per year (enclose photocopy of bill).
3. Bidder must have PAN holder (enclose copy of PAN card).
4. Contract will be made for 05 years subject to early renewal on satisfactory performance.
5. Binding work may be worth 02 to 03 lakhs yearly, which may increase or decrease as per actual requirement.
6. The binding should be half leather i.e. spine and four corners be covered with super quality madrasi leather.
7. Fine straw board must be used.
8. Good quality nylon thread should be used for swing.
9. One volume of journal consisting with all issues, bound in one bound form. If a volume consists of much more issue, the thickness of each bound form should not be less than 1.5".
10. "Golden Letter Embossing" of the Title, Volume Number, Part/Issue no., Year and SGPGI must be embossed on the spine of each bound volume.
11. Bidder may see the size and numbers of journals/books in our library before submitting their quotation cost.
12. Bidder will be responsible for collect and deliver journals and books from Central Library with their own cost.
13. Sample of items, which will be used in binding, are also required along with quotation, which will be kept in the library till finalization and execution of order.
14. After binding, if any volume is found defective, damaged & misplaced of issues, the firm will render self to rectify the same on their own cost within 3 months, failing which the penalty@ 2% at billing will be imposed.
15. If 10% binding is found unsatisfactory, the contract of binding shall stand cancelled and no correspondence shall be entertained in this regard.
16. Two bids i.e. technical and financial are must required.
17. Payment will be made on bill basis only, no advance payment will be admissible.
18. An agreement with SGPGIMS, Lucknow on non-judicial stamp paper worth Rs. 100.00 is to be executed.
19. The Institute has right to accept or reject any offer in full or part without assigning any reason. No claim of vender will be accepted.
20. Bidder should mention the rate of GST or any taxes as applicable.

*Mohd. Hirdaus*  
3/18/18  
Mohd. Hirdaus  
Librarian Gr.-III

*M.M.*  
3/18/18  
M.M. Srivastava  
Librarian Gr.-II

*H.N.*  
3/18/18  
H. N. Mishra  
Librarian Gr.-I

*[Signature]*  
LIBRARIAN  
Gr.-I