

Kerala Agricultural University
Library, College of Agriculture, Vellayani, Thiruvananthapuram

No. Lib.2 /2023

Date: 29-14-2023

QUOTATION NOTICE

Sealed quotations are invited for binding books and Seminar Reports (Books, approx.100 Numbers and Seminar Reports, Approx. 10 Numbers) in the Library of the College of Agriculture, Vellayani, as per the terms and conditions detailed below.

1. Only firms performing the said work accurately and responsibly should submit the quotation. The envelope is to be superscribed as "Quotation for Binding (College Library)" along with the last date for accepting the quotation. Quoted rates should be inclusive of all taxes, transportation charges, loading and unloading charges, and all other charges, if any, and should be addressed to the Dean of Faculty, College of Agriculture, Vellayani, and should reach the Library of the College of Agriculture, Vellayani by 4th December 2023 up to 1.00 p.m. The quotation will be opened at 2.00 p.m. on the same day in the presence of such a quotationer or their representatives who may be present at that time.
2. The rate for binding documents of books and seminar reports must be quoted separately.
3. The successful quotationer has to execute an agreement on Kerala Stamp paper worth Rs.200 to execute the work.
4. The bidder should collect the documents for binding from the Library, College of Agriculture, Vellayani, and return them to the Library after binding at his own cost.
5. The maximum period required for the completion of work should be mentioned. The quotationer should submit a copy of the valid registration certificate of the firm, GST registration Number, and PAN card without which the quotation shall not be entertained. In case of loss/theft of the documents, the current price of loss of document/(s) will be charged from the binder.

Binding Style: Hardcover- Full leather

The specifications of the materials for binding works are given below.

- *Good quality straw board with suitable thickness
- *Best quality of thread and glue mixed with proper additives to keep off insect to be ensured.
- * Good quality Rexin cloth should be used.
- *The endpaper should be thick and of good quality.
- *Title and author (in short), library name in short (CAVL), volume, year, etc. should be tooled (Gold gilt letters) on the spine as per instruction.

*Adequate care should be taken to leave the margins after the printed matter as wide as possible. The binder is liable to pay compensation for any damage to the printed matter due to careless cutting of the edges of the pages.

Further work details can be available in the college library during working hours. The list of material for binding work should be submitted to the Assistant Librarian for approval and a work order will be issued accordingly. All the rules of the Government of Kerala regarding the quotation/Tender apply to this notice, and the decision of the Dean of Faculty, College of Agriculture, Vellayani, would be final.

(For Administrative Officer I/C for Dean of Faculty)



ASSISTANT LIBRARIAN

To,

1. Notice Board, College Office, College of Agriculture, Vellayani
2. Notice Board, Main Gate, College of Agriculture, Vellayani
3. KAU website
4. Leading firms