

HIGH COURT OF BOMBAY AT GOA

Calling Quotations for Binding of books for year 2019-2020

Sealed quotations are invited for carrying out **Section binding** of law journals of the Judges' Library of this Hon'ble High Court. The quantity of binding work to be carried out in one year is about 200 books.

The envelope containing quotation sealed with wax should contain the samples of material to be used and superscripted '**QUOTATION FOR SECTION BINDING FOR THE YEAR 2019-2020**'. The quotation should reach the Registrar (Admin.), High Court of Bombay at Goa, Panaji, Goa, either by hand delivery or by registered post **on or before the 29th April, 2019 by 5.00 p.m. Terms and conditions, as per contained in the quotation document available on the website.**

For further details regarding the nature of binding work, you can contact Librarian of the Judges' Library of this Hon'ble High Court during office hours on any working day.

Sd/

20/04/2019

**(Sudhiir M Deshpande)
Registrar (Administration)**

UNDERTAKING

I, _____,
proprietor of _____
_____, situated at (full address & phone
No. if any) _____

_____, hereby give the following undertaking to the Registrar,
High Court of Bombay at Goa, Panaji.

I quote the rates for binding of books as under;

- 1) Leather /Rexine Binding with Section @ ` _____/- per
book,

These rates will be effective for the period of one year commencing
from _____ to _____
_____. I undertake to collect journals and periodicals at my own expenses
from the premises of the High Court and return the same after binding at my own
expenses. I further undertake to make good, the loss or damage if any caused to
any of the books when in my possession, to the satisfaction of the Registrar.

This undertaking is given this _____ day of _____, 2019.

PROPRIETOR

TERMS AND CONDITIONS FOR BINDING OF BOOKS OF JUDGES' LIBRARY
FOR THE YEAR 2019-2020

1. A Binder whose rate(s) has / have been approved for the current financial year by the Registrar, shall have to furnish a Security Deposit of Rs. 3,000/- (Rupees Three Thousand Only), by way of Fixed Deposit Receipt, 8 (Eight) days before the binding work is entrusted to a book binder.
2. If a Binder does not return a lot of duly bound books before the stipulated date, our Office shall deduct 10% from the Security Deposit after judging the annual performance of a Binder as only 2 delays of one week only during the financial year are allowed to a Binder.
3. Our Office shall apply the following test to each volume received back duly bound from a Binder. If our Office is not satisfied with any or all the tests, our Office shall make a direct and proportionate deduction from the bill itself.
 - i. For not maintaining quality of binding materials in a volume, to 40% deduct from the rate of binding
 - ii. For not maintaining quality of workmanship in a volume, to 20% deduct from the rate of binding
4. The Registrar reserves the right of discontinuation of binding work of a Binder if the Binder's work is not found as per our terms and conditions and no grievance will be entertained from the Binder.
5. The work of binding will be given in a lot of not less than 50 books but not more than 150 books at a time and the said lot will have to be returned within 30 days from the date of receipt of the lot.
6. If any defect / defects after binding is / are detected, the Binder will have to remove defect(s) without any additional charges.
7. Name plate / labels of the library will have to be pasted on the spine of each book. Binding and lettering are required to be carried out to our entire satisfaction.
8. The book Binder shall return the entire outstanding lots of binding work before the end of financial year.
9. The Registrar, High Court of Bombay at Goa, Panaji, reserves the right to accept any quotation partly or fully or reject any quotation without stating reasons thereof.

10. A Binder who quotes for the first time and also has not done any work in our Office for the last 10 years shall have to give a reference of his work of the binding and the period. Such Binder will have to give this Office free of cost at least 2 sample copies of books of each type of binding from the books from our library.
11. The samples of materials to be used in binding will have to be deposited along with the quotations without which quotation will not be considered.
12. A Binder may see our library samples of all the types of binding work done in our library during office hours from 11.00 A.M. to 4.00 P.M. on any working day, before a quotation is sent.
13. If a book given for binding is returned in a damaged condition, the Binder shall have to replace the book at his own cost, duly bound within a month.
14. On Clearance Certificate from the Librarian, the "Security Deposit" will be returned to the Binder.
15. If a book is lost, the firm shall pay the entire replacement cost as arrived at by the Librarian.
16. In case the firm is found to be irregular and not maintaining the standard this Office reserves the right to discontinue the contract of binding.
17. The payment of any Bill shall be made only on receipt of Government Grant. However, for this reason binding work should not suffer.

Sd/
Registrar,
High Court of Bombay at Goa,
Panaji - Goa.