KERALA UNIVERSITY LIBRARY

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UNIVERSITY OF KERALA
Thiruvananthapuram, Kerala, India – 695 034
(Reaccredited by NAAC with 'A' grade)

Date : 25/06/2015

NOTIFICATION

Sealed tenders are invited from experienced binders, for the binding of books and periodicals in the University Library, Thiruvananthapuram during the financial year.

Tenders should be submitted for each size shown in the enclosed statements, in a sealed envelope and should be addressed to the undersigned so as to reach him not later than 3 PM on 15-07-2015.

The approximate number of items expected to be bound in each size is shown in the statements. This, however, carries no obligation that the number of items to be actually given for binding cannot vary.

The tenders will be opened 15-07-2015 at 3.30 PM in this office in the presence of those tenderers or their authorized representatives who are present at that time.

A specimen volume (one each for half leather and calico, and full calico) bound should be submitted free of charge and a sum of Rs.500/- (Rupees Five hundred only) as EMD by Demand Draft in favour of University Librarian, Kerala University Library should be deposited along with the tender. There is no obligation that the lowest tender should be accepted. The quality of binding materials used for binding will also be considered in finalizing the tenders.

A sum of Rs.5,000/- (Rupees Five thousand only) is to be remitted as Security Deposit by the successful tenderer. The successful tenderer should execute a bond on stamp paper of the value of Rs.100/- with the University Librarian.

The specifications and other terms for the binding work, which should be strictly adhered to by the successful tenderer, are given below:-

1. All, books, periodicals, newspapers and gazettes received for binding are to be examined and collated and those found imperfect should be returned to the Librarian unbound. The whole work of binding should be carried out with due regard to the fact that the books will be subject to hard wear and tear.

Materials:

i) Thread: to be of best unbleached linen of suitable thickness.
ii) Tapes: to be of best quality unbleached linen of close texture.
iii) Glue: to be of best quality flexible glue mixed with copper sulphate to keep off insects.
iv) Board: Good quality mill board of suitable thickness 1½ or 2 1b boards are to be used.
v) Leather: Good quality calf leather (white).
vi) Calico: Good qualities are canvas of fast red colour and finish.
vii) Colour: 1) Half leather: Half leather in white and calico in red.
2) Full calico: Red.
viii) End Papers: Good tough cartridge paper.

A sample of each of the binding materials stated above should be enclosed with the tenders.

2. Sewing:- Books are to be sewn in folded sections of not more than 8 to 12 sheets depending on the thickness of paper with unbleached linen thread of suitable thickness and should be sewn on to tapes or cords of strong and durable quality. Tapes or Cords are to be pierced through boards. When stitching cannot be done by sewing in folded sections, sections should be formed by methods of over-casting on shoots not exceeding 8 to 10 sheets at a time. The section so formed should be sewn on to tapes in the same manner a folded section is sewn on. Books printed on soft, spongy or brittle paper are to have sections lined at inner and outer folds with tough and thin paper before they are sewn on. The distance between stitches should be not less than ¼ inch and as over-casting encroaches upon the back margins the stitches should be kept as small as possible, 1/16 inch and 1/8 inch is sufficient for all.

3. Cutting edges:- is to be done with adequate care so that margins after printed matters are left as wide as possible. Damage, if any, made to printed matter by careless cutting of edges may make the contractor liable to pay compensation as fixed by the Librarian.

4. End Papers:- are to be made with strong cloth as calico joints and to be sewn on to tapes as a section (cloth joint and papers are preferable in the case of books of above normal thickness).

5. Leather:- is not to be unduly pared down as unduly stretched in covering. The covering materials of books are to extend over boards to at least 1/6th of the width of the book. All books should open up freely and lie flat. Leather bound volumes must have raised bands with as many bands as are necessary. The back of the book is glued at the head and tall, the head band is placed in position, drawn round and out off. Specially treated leather should be used in order to avoid tarnishing.

6. The Mill Board:- To counter act a tendency to wrap out ward after covering, the mill board should previously be lined with thin waste paper pasted to that side which is to go next to the book.

7. Squaring the Boards:- 1/8 inch is the usual square for an octave size book.

8. Tape sewing:- is used for library books. For such work boards are prepared and attached as split boards.

9. Lettering:- is to be impressed in black directly on the material which covers the spine of the book. The lettering is to be of good size and should be readable and should not tarnish in due course.

10. Prompt Execution of Work:- Books should be obtained for binding in monthly lots every first working day of the month. They are to be returned promptly bound according to the specifications, within the period stipulated each time.

Tenders found defective in the following respects will not be considered:-

1) Unsealed tender
2) Tender not accompanied by samples of materials and bound volumes
3) Tenders without EMD
4) Tenders with overwriting
5) Unsigned tender
6) Tenders received after the prescribed time
7) The University reserves the right to accept or reject the quotation without assigning any reason therefor

Produce an experience certificate from the Govt. or Quasi Government Institution along with the quotation to prove that the binding work entrusted have been completed satisfactorily within the stipulated time.

Deputy Librarian-in-charge