भारतीय सांख्यिकी संस्थान
INDIAN STATISTICAL INSTITUTE
दिल्ली केंद्र / Delhi Centre

NOTICE INVITING QUOTATIONS

D/LIB/BIN/NIQ/01/2025/01 Dated: 13th November 2025

Sealed quotations are invited from the reputed firms for binding job of books and journals in the Library of Indian Statistical Institute, Delhi Centre, 7 S.J.S. Sansanwal Marg, New Delhi 110016 as per terms & conditions given below: -

1. The rates may be given as indicated below:
   A. Half Leather Binding with Gold Lettering : Rs._____
   B. Cover pasting or Ordinary Hard Binding with Ink Printing : Rs._____

   It is desirable, that you may quote a **single rate, irrespective of the sizes**. The work is expected to be of high standard with section stitching and by using strong bleached tapes, thick end paper, and good and clear tooling of letters and numbers.

2. Binder must have his own bindery with all binding tools, as well as arrangements for printing titles both in Hindi and English.

3. Participating firms are required to submit details of some reputed government/institutional libraries where they are already doing binding job.

4. The quotation should be for full **one year** and no change in the rates will be accepted during this period. The contract may be extended on the same rates, terms and conditions for **2 more years**, if the work is found satisfactory.

5. The quotations in a sealed cover may be sent to **the Librarian, Indian Statistical Institute, Delhi Centre, 7 S.J.S. Sansanwal Marg, New Delhi 110016** latest by **1.12.2025** up to 5.00 P.M. The cover containing the quotation should be subscribed as under:- **"QUOTATIONS FOR ANNUAL CONTRACT FOR BINDING WORK"**

6. Rates quoted by the tenderer should be inclusive of sales tax (if any) cartage and all other charges.

7. In case of error in printing all corrections are to be carried out by the binder without any additional charges.

8. Books / Journals duly bound must be returned within a month's time and if required, permission for extent ion of time may be sought in writing.

9. Bills for payment will be passed only after all the publications duly bound and corrected are received back.

10. If the contract is awarded to the firm, the security deposit of **Rs.2,000/-** (Rupees two thousand only) will have to be deposited to ISI Delhi Centre bank account as caution money, which will be refunded on the expiry of the contract and no interest will be paid to the firm for the Security Deposit. If the work is not found satisfactory, the contract will be able cancelled and the amount of Security Deposit will be forfeited.

11. Copy of PAN/TAN registration.

12. The Office reserves the right to accept or reject any quotation without assigning any reason thereof.

पुस्तकालय विभाग / Library Unit
भारतीय सांख्यिकीय संस्थान, दिल्ली केन्द्र
Indian Statistical Institute, Delhi Centre
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Sd/-
Local Coordinator,
ISI Delhi Centre