



**CENTRAL LIBRARY**  
**ODISHA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY**  
**BHUBANESWAR-751003, ODISHA**

No. 29 Date 06.01.24

**Notice inviting Quotation for binding works of Journals**

Sealed quotations are invited from reputed binders having valid GST/ PAN and Service Centers in India, preferably in Odisha, for binding works of journals/books in Central Library of Odisha University of Agriculture and Technology (OUAT), Bhubaneswar. Interested firms have to download the quotation documents from the official Website of OUAT at [www.ouat.ac.in](http://www.ouat.ac.in) and submit the same along with the required quotation fee as specified in the quotation document.

*B. Sarangi*  
6.1.2024  
Chief Librarian

**Important Information**

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|---|--|--|
| 1 | Period during which quotation document will be available on website <a href="http://www.ouat.ac.in">www.ouat.ac.in</a> | From Date <b>08.01.2024-24.01.2024</b> (15 days)   |
| 2 | Place of submission of Quotation   | Chief Librarian, Central Library, Odisha University of Agriculture & Technology, Bhubaneswar-751003  |
| 3 | Mode of Submission of Bids   | By Indian Postal Speed Post Only   |
| 4 | Closing date & time for receipt of quotation   | Date:08.01.2024-24.01.2024 till 4.00pm   |
| 5 | Date & time of opening of Bid  | Date: 24.01.24 at 4:30pm   |
| 6 | Place of opening of Bid  | Central Library, Odisha University of Agriculture & Technology, Bhubaneswar-751003   |
| 7 | Mode of communication to Technically Qualified bidders   | By telephone, email  |
| 8 | Validity of the quotation  | Firms submitting quotations have to accept that the rates and the conditions of the offer will remain valid for at least one year from the date of rate contract or till the next rate contract is made, whichever is earlier. |

## GST

GST Odisha University of Agriculture and Technology is a non-profit, non-commercial premier institute engaged in teaching, research at undergraduate, post graduate and PhD level and as such, we do not have any commercial license. GST identification number of our university is 21AAAJ00250CIZ1.

### **Terms and Conditions for binding**

1. The binding will be done with good quality materials such as rexin for journals and cotton for books.
2. The spine and four corners of the bound books will be used by good quality rexin.
3. The kettle stitching of the volumes should be made by strong and stable thread according to the thickness of the spine. Sectional stitching should be done wherever necessary.
4. Good quality of gum especially Fevicol or similar brand will be used.
5. The Binder shall not remove any page of the journal or books, but cut the journal after binding according to the size without damage of the printing portion/information. Proper care is to be taken to leave the margin as wide as possible for full opening of the bound volume for easy photo copying.
6. Golden Embossing of bound volume will be made in the spine only with information given for each volume.
7. Sample of the materials to be used for binding will be made available with the quotation.
8. In the event of defect found later, the concerned firm/ binder will have to rectify the defective volume at their own cost.
9. Work has to be completed within 15 days of the order. The binder has to carry the documents for binding and deposit back at their own cost.
10. Any discrepancy found in terms of quality, necessary deduction/recovery will be made.
11. Separate rate for rexin binding for journals and cotton binding for books will be given.
12. In case, the binder is not regular in completing the work of binding allotted to them and does not maintain the standard of binding work, the University reserves the right to discontinue the contract.

## QUOTATION PROFORMA

To  
The Chief Librarian  
Central Library  
Odisha University of Agriculture & Technology  
Siripur  
Bhubaneswar-751003

Sir,

With reference to your quotation notice no. \_\_\_\_\_ dated \_\_\_\_\_  
I have examined the quotation document and understood its contents. I hereby  
submit information and rates for binding/mending of books, Journals and other  
documents.

Name of the Firm:

Complete Postal Address:

email:

PAN Number:

GST Number:

Mobile Numbers:

Name and address of organization where similar work done in last five years :

- 1.
- 2.
- 3.
- 4.
- 5.

Signature with Seal