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CENTRAL LIBRARY

ODISHA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY
BHUBANESWAR- 751003, ODISHA

No.: 104 Dt.: 12.03.26.

Quotation Call Notice for binding of Books and Journals

Sealed envelope containing quotation is invited from reputed binders with valid GST/PAN for binding of books/journals of Central Library, Odisha University of Agriculture and Technology (OUAT), Bhubaneswar. Interested binders may follow the steps below to submit bid. The Proforma for Quotation can be downloaded from www.ouat.ac.in website, which will be available from dt.12.3.2026 to dt. 23.3.2026. Sealed envelope containing Quotation, superscribed as **Quotation for Binding of Books and Journals** should be send to Chief Librarian, Central Library, Odisha University of Agriculture & Technology, Bhubaneswar- 751003, through speed/registered post only. The quotation should reach the undersigned on or before dt. 23.03.2026 at **01.00 pm** and the quotations shall be opened on the same day at **4.00 pm**. Qualified bidders are communicated over telephone and e-mail. It is to be mentioned that the rates and the conditions of the offer shall be valid for at least one year from the date of rate contract or till the next rate of contract is made, whichever is earlier.

Imporant Instructions

Quotation notice no. with date, Name of the item and Name of the firm shall be mentioned on the envelope.

Every page of quotation documents attached should be numbered and signed by the bidder.

The bidder shall submit quotation application fee of Rs. 600/- (Non-refundable) in the form of demand draft in favour of *Comptroller, OUAT*, payable at Bhubaneswar.

Rate quoted shall be inclusive of all charges, duties and taxes payable by the Firm under the contract.

The University authority reserves the right to accept / reject any quotation without assigning any reason thereof.

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 / White 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.


12/03/2024
Chief Librarian

Proforma for Quotation

To

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

Sir,

With reference to your quotation notice no. _____, dated _____,
I have gone through the quotation document and accepted all the terms and conditions, hereby
submitting the information about my firm and rates for binding of Books/Journals.

1. Name of the Firm:
2. Complete Postal Address:
3. Mobile Number:
4. Email id:
5. PAN Number (Pl. attach scanned copy):
6. GST Number (Pl. attach scanned copy):
7. Name and address of Institutions where similar work done in five years
 - i.
 - ii.
 - iii.
 - iv.
 - v.

Date
Place

Authorized Signatory with Seal of Firm