


## QUOTATIONS FOR THE BINDING OF BOOKS FOR THE YEAR 2021-22

Quotations are invited by the High Court of Punjab and Haryana at Chandigarh, quoting their minimum rates for binding of books of this Court's Library in Artificial Leather Composite material (Raising Hoslery) Half covering with corners with Digital Golden Leaf Printed Labels/ Screen Printing on spine, i.e. Book, Title, Volume, year and name of Library with lamination on it. The categories of the books to be bound are as under:-

1. One set of All India Reporter (mentioning year-wise rates)
2. Other Law books of ordinary size including Law Reports and Law Journals.
3. Law Books of foolscap size i.e. Law Journals, The Gazette of India, State Government Gazette, Gazette of Chandigarh Administration.
4. Rebinding of old Books/Journals of all sizes (mentioning size wise rates)
5. Preparation of Book Labels (Digital Golden Leaf Printed Labels / Screen Printing on spine. i.e. Book, Title, Volume, year and name of Library with lamination); per piece.

While quoting rates, the firm will have to state the time to return the books duly bound. In case the books are sent to the firm for binding purpose in a lot of 50 to 500 books at a time, they will have to return the books within a maximum period of 30 days from the date of delivery. If, however, any book is not returned within the said stipulated time, they would be liable to pay a penalty @ 2% for every 15 days of delay. The firm will have to deposit the security of Rs. 20,000/- (under GFR Chapter-6 Rule 171 (i) Performance Security) by way of Bank Guarantee through the State Bank of India, High Court Branch, pledging an FDR in favour of Registrar General, High Court of Punjab and Haryana, Chandigarh, before the work of binding of books is assigned to them. The firm must ensure that the binding work should be of a very high standard and the best material should be used throughout the binding process. If the services of their firm are not prompt and satisfactory or if any deterioration to the books or in the quality of binding is found, contract shall be liable to cancellation and recovery shall be made out of their security deposit by invoking the bank guarantee. Specimen of their binding to judge the workmanship and quality of material to be used may also be sent along with quotations for approval by this Court. It will be the firm's responsibility to collect the books for binding from this Court's library personally or through their agent and to return the same after binding at their own expenses. The representatives of the firm should also get the books checked properly with the assistance of the official of this Court. The quotations should reach this Court within a period of 21 days from the date of publishing of tender. The decision of the authorities regarding rates etc. will be final and there will be no boundation for this court to accept the lowest quotations. The quotations should be sent in the sealed envelope, to the Registrar General, High Court of Punjab and Haryana, Chandigarh by highlighting the word 'QUOTATION' and the letter No. and Date on the Envelope.

  
(Dinesh Kumar Gupta)  
Registrar (Admin.-II)