

KARNATAKA STATE



OPEN UNIVERSITY

Library

Mukthagangotri, Mysore-570006

Tel: 0821-2500873 Ext. 529/530/531

E-mail: ksoulibrary@gmail.com

No:KSOU/LIB/BIND/2023-24

Date: 03.02.2023

INVITATION TO QUOTE FOR BINDING OF BOOKS AND JOURNALS

Sealed quotations are invited for binding of books and journals in the KSOU Library as per the terms detailed below.

1. The sealed quotations should be superscribed as '**Quotation for the binding of Books and Journals**'.
2. Quotation should be addressed to the **Registrar, Karnataka State Open University, Mukthagangotri, Mysuru-570006** and should reach the office of the university not later than **12.02.2024**
3. Quotation will be opened on **13.02.2024 at 11:30 AM**
4. The rates have to be submitted in the prescribed proforma. (may be downloaded from <https://ksoumysuru.ac.in/>)
5. The binder will have to attach at least one copy of award of contract for binding job undertaken in any Govt./Semi-Govt./Autonomous/College/University Libraries during the last three years.
6. The Rates for binding of documents in two different categories must be quoted separately along with if any GST
7. One Sample of binding material(s) has to be submitted along with the quotation.
8. The bidder should collect the documents for binding from the KSOU Library and return after binding at their own cost.
9. Payment will be made only after returning all the bound volumes/ books.
10. The binder will have to undertake re-binding and correction work, if any.
11. The binder will replace a lost/damaged title of the same edition/issue number. Three times the price of a title should be paid if it is not replaced within 30 days of the reporting of loss.
12. Specifications for binding
 - i) Style: Leather (spine and corners) and Waterproof Calico for journals and calico for books
 - ii) Open binding with proper sewing and reinforcement
 - iii) Best quality of glue mixed with proper additives to keep off insects to be used
 - iv) Title, Author, Volume & Year of documents etc. should be tooled (Golden) on the spine, as per the instruction
 - v) Further details regarding the work can be obtained from the Librarian, KSOU during working hours.
13. The right to accept or reject any or all of the quotations and decision of the Registrar, KSOU will be final.

K. S. Kumar
Librarian

Copy: 1. Registrar, KSOU, Mukthagangotri, Mysuru
2. Dr. Naveen Kumar C G, Nodal Officer, KSOU, Mukthagangotri, Mysuru (to publish on the website)
3. Office copy

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Proforma for Submission of Quotations for Binding of Books and Journals
(To be submitted in sealed envelope to the Registrar, KSOU)

1.	Name of the Proprietor	
2.	Name of the Firm with Address	
	a. Telephone	
	b. Cell	
	c. Email id	
3.	PAN No	
4.	GST No	
5.	Turnover for FY 2022-2023 (in Rs.)	
6.	Reference: University/ College/ Reputed Institute Librarian's References (With Name, Telephone/Cell No, Email id, Address)	1. 2.

Details of the Binding Work:

Sl. No	Description of Work	Nature of Binding	Approximate Number of Items	Approximate Rates for Binding per Item including GST in Rupees	Total Amount in Rs. (Including taxes if any)
1.	Binding of Journals	Full Calico/Rexine Binding & Name with Golden Embossing (Journal/Magazine name, and Volume and issue numbers should be printed in Spinal)	400		
Total Amount					

Place:		Signature & seal of the Firm
Date:		