



भारतीय विधि संस्थान (मानित विश्वविद्यालय)  
**THE INDIAN LAW INSTITUTE**  
(DEEMED UNIVERSITY)

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**Quotation Call Notice**

ILI/LIB/Binding/2023-

Dated: 25/04/2023

**SEALED QUOTATIONS FOR BINDING OF DOCUMENTS IN INDIAN LAW INSTITUTE LIBRARY**

Sealed quotations from reputed book binders are hereby invited for binding work of Indian Law Institute Library for the year 2022-2023. You are therefore, requested to kindly quote the rates of binding per volume of Legal Books, Journals and other loose publications. The terms and conditions are indicated as below:

**Terms & Conditions:-**

1. The quotations shall be submitted to the Registrar, The Indian Law Institute, Bhagwandas Road, New Delhi-110001.
2. The last date for submission of quotation is 04/05/2023.
3. The publications are valuable, permanent record of this library and will therefore have to be carefully handled.
4. Any publications lost or damaged by binders shall be replaced by a new one duly bound, or else the cost of such will have to be paid by the binder.
5. The binding should be durable and of good workmanship.
6. All publications received for binding are to be examined collated at the end of binder.
7. The materials for binding viz. Thread, tape, glue, board, leather, buckram, cloth etc. Should be of best quality.
8. All torn pages shall be properly joined and pasted with paper or chiffon reinforced with tough paper before sewing.
9. Leather on spine should be wide enough to cover one third of the breadth of the cover. Leather should be dyed with fast colour and shall not have hairs and spots formed by use of sulphuric or other deleterious acids.
10. Gold embossing of the title, author, volume, year of publication and name of the library shall be done with gold ink. The embossed matter shall be neat in appearance, correct and permanent. The lettering shall be of good size and easily readable, small lettering shall be accepted only on very thin volumes.
11. The selected binders have to submit a sum of Rs 20,000/- as a security for the contract period.
12. The books and journals, loose publications, for binding will be supplied in batches. Each batch consisting of books/journals or more volumes will have to be bound within three weeks and not exceeding to thirty days in unavoidable circumstances such as winter and rainy season. If the binder does not return the lot of bound books before the stipulated date, 10 % from the bill amount will be deducted.
13. The documents for binding shall be collected from Indian Law Institute Library and be delivered at Library after binding by binders at their own cost.

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Bhagwan Das Road, New Delhi-110 001

Phone Off. : 011-2338 7526, 2307 3295, 2338 2190, 2338 9429, Library : 2338 9849

Fax : +91-11-2338 6321, 2378 2140

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14. The work of binding will be given in a lot of not less than 40 books and not more than 100 books at a time and said lot will have to be returned within 30 days from the date of receipt of the lot.
15. The binder who quotes for the first time and also has not done any work in ILI Library will have to give at least 2 sample copies of books of each type of binding from the books from our Library.
16. Binding work would be done in piece meal. The payment will be released within one month of the receipt of the bills for the satisfactory completion of each lot.
17. The binder is requested to report at least once in a month or as and when called by the Library for binding work.
18. Any change in communication address and number will be reported in writing immediately.
19. Indian Law Institute can terminate the contract with one month notice without assigning any reason.

### **Specification of binding as under:**

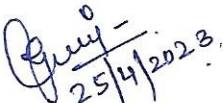
#### Leather Binding:

- a) Leather Back and Leather Corners with Superior Leather.
- b) Golden ink printing of required information.
- c) Sectional Stitching or Crossed Stitching as per the nature of the journal.

#### Rexene Binding:

- a) Full Cloth/Rexene of superior quality
- b) Golden ink printing
- c) Sectional Stitching or Crossed Stitching as per the nature of the journal

Please fill up the rates in the Quotation sheet attached herewith.

  
Gunjan Jain  
Assistant Librarian(Senior Scale)

  
S.C. Prusty  
Registrar

Encl: Quotation Sheet

**Quotation Sheet**

S.No	Type of Binding	Nature of Work	Rates
1.	Sectional Stitching : Half Leather with Cloth Rexene, Gold Printing	Small & Medium Size	
2.	Crossed Stitching: Half Leather with Cloth Rexene, Gold Printing	Small & Medium Size	
3.	For Sectional & Crossed Stitching: Half Leather with Cloth Rexene, Gold Printing	Big Size	
4.	Full Cloth Rexene with Gold Printing	Binding of Law Journals/Reports/Books	
5.	Re-Binding: : Half Leather with Cloth Rexene, Gold Printing Proper Stitching	Rebinding of documents	
6.*			
7.*			

\*6&7 other specifications (if any)

(Signature & Stamp of Binder)