

PANJAB UNIVERSITY REGIONAL CENTRE, LUDHIANA

Civil Lines, Ludhiana-141001 (Pb.)

Phone: 0161-2443830, 2448917

Ref. No. RC/Ldh/12/ 297

Date: 2/2 /2024

Subject: Notice inviting quotations for binding of Books/ Journals

Sir/Madam,

Sealed Quotations are invited for binding of Books of Panjab University Extension Library, Ludhiana. Kindly quote your rates for binding of Books separately for the following sizes and specifications mentioned below:

Sr.	Specification	Reference Value
1	Quantity	Approx. 400 Bindings (Qty may increase or decrease as per requirement)
2	Size of the binding	Book Size 7"x5" Book Size 10"x8" Book Size 12"x10"
3	Binding Type	Rexine paper Half Binding
4	Cardboard thickness	40 Once
5	Colour of Inner Paper	Brown with high quality
6	Colour of outer paper	Red/Maroon with high quality Rexine paper
7	Cloth quality & Colour	High quality binding cloth with red colour

Quotation must reach the office of *The Director, Panjab University Regional Centre, Civil Lines, Ludhiana-141001 (Punjab)* by 12/02/2024 till 4.00 pm.

Terms and conditions:

1. **Mention the sperate rates for different sizes of the books as mentioned above.**
2. Quotations must be submitted in sealed cover super scribed " **Binding of Books.**"
3. Please cite our letter reference no. and date in your letter of quotation.
4. The delivery of all the material must be made at Panjab University Regional Centre, Ludhiana.
5. The quantity of journals for binding can be increased or decreased according to need.
6. If there is any special concession/discount to the Educational Institutions, it must bementioned clearly in the quotation
7. Warranty/guarantee period and service after sale should be mentioned clearly.
8. No advance payment will be made.
9. Full and final payment will be made on the receipt of the material in a satisfactory condition.
10. The material found defective or damaged in transit will have to be replaced by the firm at itsown cost.
11. No correspondence regarding acceptance /rejection of a quotation will be entertained.

Director