

Punjabi University Patiala

(Established under Punjab Act no. 35 of 1961)

Bhai Kahn Singh Nabha Library

TENDER NOTICE

NOTICE INVITING QUOTATIONS / TENDER FOR BINDING OF LIBRARY BOOKS AND JOURNALS

Sealed quotations/tenders are invited from experienced and reputed firms engaged in library book and journal binding work for binding of library materials of the university library.

Details of Work

Sr. No.	Particulars	Work Description
1	Binding of Journals	Half leather Binding with JUJBANDI sewing and golden leaf on leaf printing on the spine of book
2	Binding of Books	Full superior cloth Binding with JUJBANDI sewing and golden leaf on leaf printing on the spine of book

Estimated Cost

The estimated cost of the work is approximately ₹ 2,00,000/- (Rupees Two Lakhs Only) including GST.

Scope of Work

The work shall include:

- Hard binding of books and journals.
- Proper stitching, pasting, trimming, and finishing.
- Golden lettering/spine printing as required.
- Use of good quality binding cloth, boards, glue, and other materials.
- Repair and rebinding of damaged volumes wherever necessary.

Eligibility Criteria

1. The bidder should have a minimum of three years' experience in book binding work for universities/college, libraries, government departments, or educational institutions.
2. The bidder should possess a valid GST Registration and PAN.
3. The bidder should not have been blacklisted by any Government Department, University, or Public Sector Undertaking.

Terms and Conditions

12 2

1. The bidder shall quote **flat rates per volume/item irrespective of size/dimension** for different categories of binding as specified in the tender document.
2. The quoted rates shall remain valid for **one year** from the date of award of the contract, which may be extended by mutual consent on the same terms and conditions.
3. The quoted rates shall be **F.O.R. University Library, Punjabi University, Patiala**, inclusive of packing, forwarding, loading, unloading, transportation, insurance, and all incidental charges. **No separate carriage or transportation charges shall be payable by the University.**
4. The successful bidder shall collect and deliver the books/Journals from/to the University Library at their own risk and cost.
5. The contractor shall ensure high-quality workmanship. Any defective binding shall be rectified or replaced at no additional cost.
6. The University reserves the right to reject this tender without assigning any reason.
7. The University also reserves the right to increase or decrease the quantity of work without any obligation.
8. Payment shall be released only after satisfactory completion of the work and certification by the University Library.
9. The university reserves the right to accept or reject any or all quotations without assigning any reason.

Submission of Tender

Interested firms may send their sealed quotations/tenders along with earnest money (refundable) and processing fee (non-refundable) in the form of separate demand drafts, in the office of the undersigned by registered post on or before **28/07/2026** up to 4:45 PM.

The envelope should be superscribed as:

“Tender for Binding of Library Books and Journals”

Separate Demand Drafts for Earnest Money of ₹ 4000 and Processing fee of ₹ 590

(₹ 500+18% GST) must be submitted along with sealed quotations/tenders

Opening of Tender

The tenders will be opened on **29/07/2026** at **11:00 AM** (if there is any change -will be informed through Notice on University Website) in the presence of the bidders or their authorized representatives who wish to be present.

For further details, interested parties may contact the office during working hours.



Incharge

Bhai Kahn Singh Nabha Library

Punjabi University, Patiala

bksnl@pbi.ac.in

Office: 0175-5136152

Mobile: 9872808291