

## **Tender Document**

**THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE  
(National Documentation Centre)**

**DOC/NDC (Binding)/2024-25  
Date: 25.04.2024**

**To**

**Sub: Tender for binding of Publication Reg:**

**Dear Sir,**

The tender is invited by National Documentation Center on behalf of the Director, NIHFV for binding of journals (approx. 500-600 sets) in the enclosed Performa (Annexure -II) along with terms and conditions (Annexure – I).

The sealed covered envelope super scribing “Tender for Binding Documents” should be dropped in the tender box kept near the Reception of the below mentioned following address on or before 14.05.2024 till 3.00 p.m.

**The National Institute of Health & Family Welfare,  
Baba Gang Nath Marg, Munirka, New Delhi -110067**

Tenders will be opened on 14.05.2024 at 3.00 pm. by the Chairperson, Tender Committee. The binder may be present at the tender opening time.

The Director, NIHFV reserves all the right to accept or reject any tender without assigning any reason whatsoever may be. However, the tender will be approved on the quality of the work irrespective of their rates.

Thanking you,

Yours faithfully,

(Chairman, NDC Committee)

Encl: Performa and Terms and  
Conditions of binding.

**Terms and Conditions**

Terms and conditions for binding jobs of back issues of journals, magazines and other publications of the National Institute of Health and Family Welfare's Library -

1. **The form completed in all respect must reach to the NIHFW, Munirka, New Delhi within prescribed date and time along with EMD amount of Rs.10000/- in the form of Demand Draft in favour of the Director, NIHFW.**
2. Incomplete tender and without EMD will be rejected.
3. **Half Leather Binding:** Spine and corners leather and sides treated with Rexene where the thickness of the book is 3 cm approx.
4. **Calico Cloth Binding:** (full cloth binding): publications having thickness of less than 2 cm approx. are given full cloth binding.
5. The title lettering is to be embossed on the spine keeping a distance of 4.5 cm to 5.6 cm from the head of the spine (depending upon the height of the book).
6. The volume number of periodicals is to be indicated on the spine less than half the distance from the top and by 3cm to 5 cm approx, from the title depending upon the height of the publication and nature of alignment of total matter for lettering.
7. The year of the volume of the serial publications is to be indicated at a distance of 4 cm to 8 cm below the volume number approx.
8. Cost quality jaconet cloth is to be used for reinforcing the joints of the publications.
9. The overcast sewing method is to be used.
10. Special quality of half leather should be used for binding of journals. The leather should not be artificially grained or dyed.
11. No any extra labour, transportation cost will be admissible for this work.
12. The tenderer must have minimum five years' experience of such type of work and may have done similar work for the govt./automation agencies/ P.S.U. etc.
13. The successful tenderer shall be responsible for the safety, safe custody and security of the valuable back issues/volumes, materials, handed over to them for binding and shall be responsible for ensuring the safe return of the materials after completion of the binding job of the National Documentation Centre.
14. In the event of the non-compliance of the work order, delay in completion of the job, questionable quality of materials and or workmanship, loss by theft or damage to the materials etc., the Director, NIHFW reserves the right to realize proportionate cost due to any of the lapses mentioned herein from the security deposit lying with this Institute of retrench the costs there of from the bills pending for payment.
15. In any dispute decision of the Director will be final and binding on the vender selected for the job.

- 16. The binding work will have to be completed within three months after the work awarded. If necessary, the time period may be extended as per the Binder's request to the Director.**
- 17. The binding work will be done by the binder at NDC, NIHFV on all working days.**
18. Payment will be released after of satisfactory completion of job.
19. Hiding any information on part of the tenderer will debar firm from present and future tender.

**(Chairman, NDC Committee)**

**THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE  
BABA GANG NATH, MARG, MUNIRKA, NEW DELHI-110067**

**PROFORMA FOR BINDING OF JOURNALS/MAGAZINES**

- I Name and Address of the Firm:  
With Registration No (if any) \_\_\_\_\_
- GST and PAN No \_\_\_\_\_
2. EMD Details: - Draft No, \_\_\_\_\_ Dated \_\_\_\_\_ Amount Rs. \_\_\_\_\_ Name of Bank \_\_\_\_\_
3. Attached list at least three govt. organizations where similar work has been done in last five years: \_\_\_\_\_
4. Annual turnover of the firm during last three years: \_\_\_\_\_

S. No	Items with specific	Rate ( in Rs.)
1.	Half leather with gold printing	
2.	Calico Cloth Binding	

5. Experience of the binding work in years \_\_\_\_\_
6. Have you at any time served this Institute? Yes/ No.  
If so indicate the year (s): \_\_\_\_\_
7. Affidavit (Non-black listed) on Non Judicial Stamp Paper attested by Public Notary

**(Signature & Stamp of Binder)**