

राष्ट्रीय नाट्य विद्यालय

संस्कृति मंत्रालय, भारत सरकार की एक स्वायत्त संस्था



National School of Drama

An autonomous Institution of the Ministry of Culture, Govt. of India

Ref.No.NSD/Library/ 96 /2016-17

13 April, 2016

To

M/s.....

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**Subject :Inviting of Quotations for binding work at NSD Library**


Sir,

The Director, NSD invites sealed quotations from Binders for books binding work at NSD Library. The terms & conditions for binding is enclosed for your ready reference. Quotation may be addressed to the Registrar, National School of Drama, Bahawalpur House, 1, Bhagwan Dass Road, New Delhi-110001 in a sealed cover, super scribing "Books binding work of NSD Library" and should reach the NSD on or before 28th April 2016 at 3.00 p.m. The quotation may put in the Box which is available at the NSD Reception. The quotation indicating cost to be mentioned clearly as per terms and conditions of the NSD.

The Director, National School of Drama reserves the right to accept/reject/cancel any or all the quotations without assigning any reason thereof.

Thanking You,

Yours faithfully,

  
(O.P. Sagar)  
Dy. Registrar

Enclosed : Terms and Conditions

**NATIONAL SCHOOL OF DRAMA**  
**NEW DELHI**

**LIBRARY**

**NOTICE INVITING FOR BINDING QUOTATIONS**

Sealed quotations are invited from the reputed firms for binding job in the Library, National School of Drama, Bahawalpur House, Bhagwan Dass Road, New Delhi-110001 as per terms and conditions given below :-

1. The rates may be given as indicated below :

**HALF LEATHER BINDING WITH GOLD LETTERING**

| S.No.                                     | Particulars  | Amount in Rupees |
|---|--|------------------|
| A   | Golden printing work, half leather binding 22 cm 5 X 8" of books   | Rs.....          |
| B   | Golden printing work, half leather binding 28 cm 7 X 10" of books  | Rs.....          |
| C   | Golden printing work, half leather binding 30 cm 11 X 14" of books | Rs.....          |
| <b>Special Technical Books (Big Size)</b> |  |                  |
| D   | Golden printing work, half leather binding 35 cm 15 X 17" of books | Rs.....          |

**FULL RAXINE BINDING WITH GOLD LETTERING**

| S.No.                                     | Particulars   | Amount in Rupees |
|---|---|------------------|
| A   | Golden printing work, full raxine binding 22 cm 5 X 8" of books   | Rs.....          |
| B   | Golden printing work, full raxine binding 28 cm 7 X 10" of books  | Rs.....          |
| C   | Golden printing work, full raxine binding 30 cm 11 X 14" of books | Rs.....          |
| <b>Special Technical Books (Big Size)</b> |   |                  |
| D   | Golden printing work, full raxine binding 35 cm 15 X 17" of books | Rs.....          |



2. The approximately number of books : 4000 (Four Thousand)
3. The rates quoted should clearly written in ink or be typed and in no case rates be overwritten otherwise the quotation will not be entertained.
4. The quotations in a sealed over may be sent in the name of Director, National School of Drama, Bahawalpur House, Bhagwan Dass Road, New Delhi-110001 latest by \_\_\_ April 2016 Upto 3.00 PM. The cover containing the quotation should be subscribed as under :-

**“QUOTATIONS FOR ANNUAL CONTRACT FOR BINDING WORK IN  
LIBRARY, NSD”**

5. The Director, National School of Drama reserves the right to terminate the contract at any time without assigning any reason thereof.
6. The permanent Account Number may be indicated. The firms who do not have Permanent Account Number will not be considered.

Signature & Name of the Firm  
With Seal

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*By*