



Ref. No. NSD/ REGISTRAR / 248 /2019-20

29 April, 2019

Subject: Quotation for the books binding work at NSD Library

Sir,

The National School of Drama, an autonomous body under the Ministry of Culture Govt. of India, New Delhi invites sealed quotations for the binding of approximately 2500 books in the library. The detail of jobs with terms & conditions for binding is enclosed for your ready reference (Annexure 'A'). The Quotation may be addressed to the Registrar, National School of Drama, Bahawalpur House, Bhagwan Das Road, New Delhi-110001 in a sealed cover, super scribing "Books binding work of NSD Library" and should reach the NSD on or before 13th May, 2019 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.

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

NATIONAL SCHOOL OF DRAMA
NEW DELHI
LIBRARY

NOTICE INVITING QUOTATIONS

Annexure 'A'

Details of Job in respect of Books binding

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 should be given as indicated below for the period from 1st July, 2019 to 31st March, 2020.

S. No.	Particulars	Amount in Rupees
A	Golden printing work half leather binding 22cm 5x8" size of books	Rs.....
B	Golden printing work half leather binding 28 cm 7x10" size of books	Rs.....
C	Golden printing work half leather binding 30 cm 11x14" size of books	Rs.
Special Technical Books (Big size)		
D	Golden printing work half leather binding 35 cm 15x7" size of books	Rs.

FULL RAXINE BINDING WITH GOLD LETTERING

S. No.	Particulars	Amount in Rupees
A	Full Raxine binding with golden printing 22cm 5x8" size of books	Rs.....
B	Full Raxine binding with golden printing 28 cm 7x10" size of books	Rs.....
C	Full Raxine binding with golden printing 30 cm 11x14" size of books	Rs.
Special Technical Books (Big size)		
D	Full Raxine binding with golden printing 35 cm 15x7" size of books	Rs.

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2. The approximately number of books are 2500 (Two Thousand Five Hundred)
3. The rates quoted should be 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 cover may be sent in the name of Registrar, National School of Drama, Bahawalpur House, Bhagwan Das Road, New Delhi-110001 latest by 13th May, 2019 at 3:00 p.m.
5. The Permanent Account Number may be with attach photocopy. The firms who do not have permanent account number will not be considered.
6. Interested party may submit their sealed tender along with tender fee Rs. 500/- (non refundable) & Earnest Money Deposit of Rs. 5,000/- (both by Demand Draft in favour of Director, National School of Drama New Delhi-
7. The Vendor should be registered with Central Govt. of India.
8. Experience for the execution of similar works with at least 3 Govt./Autonomous bodies. Award letters from such departments may be asked to attach with their quotes.
9. GST Number of the firm.
10. The Director, National School of Drama reserves the right to accept or reject any quotation without assigning any reason thereof.

Signature & Name of the Firm with seal

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