Dear Sirs,

Please submit your sealed quotation, in the Tender Form enclosed here along with the descriptive catalogues/pamphlets/literature, superscribed with our Ref No. and Due Date for the supply of the following items as per the terms & conditions mentioned in Annexure (Form No: )

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Description of Items with Specifications</th>
<th>Unit</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ARC for Binding of Journals and Periodicals of different Sizes (Detailed Specifications as per annexure enclosed)</td>
<td>Set.</td>
<td>200</td>
</tr>
<tr>
<td>2</td>
<td>ARC for Binding of Books of different sizes (Detailed Specifications as per annexure enclosed)</td>
<td>Nos.</td>
<td>50</td>
</tr>
<tr>
<td>3</td>
<td>ARC Binding of Thesis and Dissertation (Detailed Specifications as per annexure enclosed)</td>
<td>Nos.</td>
<td>50</td>
</tr>
</tbody>
</table>

DELIVERY AT: IIRS
MODE OF DESPATCH DOORDLVRY
DUTY EXEMPTIONS NIL
SPECIAL INSTRUCTIONS NIL

SPECIFIC TERMS

V.V. NARAYANAN KUTTY
PURS. & STORES OFFICER
For and on behalf of the President of India
The Purchaser

\[\text{Signature}\]
रक्षति क्रय एवं भंडार अनुभाग निविदा आमंत्रण

दिनांक: 15/10/2016

निविदा जमा करने की अंतिम तिथि: 27.10.2016 (1500 बजे)

सेवा में,

महोदय,

1. इस संस्थान के निचलीतिथि सामग्री का क्रय किया जाता है। आपसे आमंत्रित है कि उक्त सामग्री की पूर्ति हेतु संलग्न निविदा प्रचार में अपनी मुहरबंद बोकी जमा करने का कदम करें। उक्त बोकी के साथ यथायोग्य कैरेटेज/पेपरकेट/लिटरेट्र आदि भी जमा करें। मुहरबंद लिकाफें पर ऊपर की ओर संदर्भ संख्या तथा अंतिम तिथि अंकित होनी चाहिए। सामग्री की पूर्ति से संबंधित निर्देशन एवं शर्तें संख्यात्मक (प्राप्त सं..) ………………………………………………………………………………………….) में वर्णित हैं।

<table>
<thead>
<tr>
<th>क्रम सं.</th>
<th>सामग्री का विवरण तथा विनिर्देश</th>
<th>हकाई</th>
<th>संख्या</th>
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प्रदेश की तिथि: द्वार पर
शुल्क लूट: 
विशेष निर्देश: कुछ नहीं
विशिष्ट शर्तें:
INDENT NO 2016000214  DESCRIPTION  BINDING OF JOURNALS AND PERIODICALS ETC.

Annual Rate Contract (ARC) for Journals and periodicals of different sizes
Stitching & Synthetic gumming in spine and corner. Rexene in front and back. Gold leaf printing on spine as per the instruction.

a) Stitching and synthetic gumming in the spine, Card board-Half Leather Rexene binding in spine and corner. Rexene in front and back. Gold leaf printing on spine as per the instruction.
b) Colour of Leather and Rexene should be black.

Annual Rate Contract (ARC) for Binding of Books of different sizes

a) Stitching and synthetic gumming in the spine, Card board-Half Leather Rexene binding in spine and corner. Rexene in front and back. Gold leaf printing on spine as per the instruction.
b) Colour of leather and rexene should be red.

Annual Rate Contract (ARC) for Binding of Thesis and Dissertation
Stitching and synthetic gumming in the spine, Card Board-white sheet binding with transparent sheet lamination as per the instruction.
Terms & Conditions

1. Payment will be made within 30 days after submission of bill upon certification by the user department for the completed part of work.
2. Job should be completed within 30 days from date of receipt of material from IIRS.
3. Material should be collected & delivered by you at our office.
4. Security Money of Rs. 10,000/- should be deposited within 15 days from date of receipt of order.
5. Security money will be returned only after completion of contract as confirmed by the user department.
6. One sample piece of binding of journal/Books & Thesis etc. should be got approved from the user department before going finalization.
7. On receipt of this order you are requested to contact Mr. A.K. Sardar, I/C Library for scheduling of work.
8. Sample piece of binding material should be enclosed alongwith the quote. Quote without sample will not be considered.
9. Initially, contract will be for a period of 1 year which can be extended by one more year subject to providing satisfactory services.