

**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)**

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27  
Phone: 0471-2380910, 912 Fax: 0471- 2380681

No. C-DIT/DIGI/SRO/19-20/T152

Date: 28.09.2019

**TENDER NOTICE**

**BINDING OF REGISTERS IN SUB REGISTRAR OFFICES**

Sealed tenders are invited for the Binding of Register volumes containing A3 or over size pages in Sub Registrar Offices in various districts of Kerala. The envelopes containing the tender should bear the superscription "*Binding of Registers in various sub Registrar offices*" and should be addressed to The Registrar, Centre for Development of Imaging Technology (C-DIT), Chithranjali Hills, Thiruvallam, Thiruvananthapuram 695027. Intending tenderers may submit the tenders on their own papers by post/hand. Last date for receipt of tenders is **11. 10.2019, 3.00 PM**. Late tenders will not be accepted. The tenders will be opened at **3.30 PM on 11.10.2019** in C-DIT office in the presence of the tenderers or their authorized representatives who may be present at that time. Details of the requirements and the conditions can be downloaded from our website [www.cdit.org](http://www.cdit.org)

Thiruvananthapuram  
28.09.2019

Sd/-  
REGISTRAR

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**TENDER FOR**  
**BINDING OF REGISTER VOLUMES IN SUB REGISTRAR OFFICES**

**Scope of work:**

To bind the Registry volumes housed at different Sub Registrar offices all over the state. Volume of registers to be bound will be around 4500. The registry volumes are mainly of three types, namely Book I, Book III and Book IV. Size of the paper will be A3 or above.

**SPECIFICATIONS FOR BINDING WORK**

1. Hard book binding following the method of section sewing with over casting (Minimum 10 sections for Book I with 250 sheets and minimum 3 sections for Book III and Book IV with 60 sheets). The sheets are little more than A3 size.
2. Each volume shall be provided with at least two free flyleaves and third pasted on the inside cover on each side of the cardboards. Tough paper shall be used for the purpose.
3. Stitching of books should be strong, stable and suitable according to the thickness of the spine of the books. Section should be sewed with tapes of close texture on the book, three inches apart and the ends shall be inter-sewn with cardboards.
4. The cardboards used for binding must be of 32 oz (925gm/m<sup>2</sup>) and rexin must be of superior quality.
5. Quality glue mixed with copper sulphate used in the binding.
6. The sequence of the pages is numbered from 1-500 in Book I register, 1-120 in Book III & IV registers and it should be maintained as such.

## **GENERAL TERMS AND CONDITIONS**

1. This Tender is invited for the "*Binding of Registers in various sub Registrar offices*" for one of the projects taken up by C-DIT

### **2. ELIGIBILITY CRITERIA OF TENDERER**

To qualify for award of the work, the intending bidder must have prior experience in executing similar binding work done to at least two clients in the last two years, and also have experienced man power for executing such binding works.

3. The bidders will be responsible for effecting the binding work to the entire satisfaction of the undersigned or his authorized representatives. In case any defect in the work is noticed, such volume of registry must be re-bind at the risk and cost of the agency.
4. The firm must have received work order worth at least Rs.10 lakh for the Book Binding following the method of section sewing with over casting of A3 or above sized documents.
5. Bidder shall invariably be accompanied by detailed proof of work undertaken to various clients, work experience history, other technical details pertaining to binding large volumes of books and registers. In the absence of full details and technical specification the tenders will be rejected.

## **OTHER TERMS AND CONDITIONS**

6. The binding of all volumes shall be completed before 31st March 2020.
7. The undersigned does not bind himself to accept the lowest tender and reserve himself the rights of accepting the whole or any part of the tender and the bidder shall be bound to do the work at the rates quoted. C-DIT reserve the right to split the binding work among one or more bidders, at the sole discretion.
8. **The register volumes for binding must be collected from each location specified by C-DIT and bound volumes returned to the locations by the agency at their own expense under the supervision of C-DIT.**
9. **No advance payment will be made against binding of Registers.**
10. The rate quoted by the bidder shall be inclusive of the transportation charges. Rates quoted by the bidder shall be valid for a period of six months from the date of opening of the tender.
11. The agency shall submit the schedule of work completion before the commencement of work.
12. **All documents received by the agency/bidder shall be examined/pre-arranged properly before binding.**

13. The rate should be quoted for binding books, on per book basis inclusive of tax. The tenders which do not indicate this essential information will not be considered.
- 14. There is no separate bid form. The agency/bidder shall submit the rate offers in their own paper.**
- 15. The rate quoted shall be firm and no enhancement will be allowed under any circumstances.**
16. If the bidder furnishes wrong and/or misleading data, statement(s), tender with incomplete documents or information and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.
17. Any dispute / differences between the parties arising out of and in connection with the contract shall be settled amicably by mutual negotiations. Unresolved disputes/ differences, if any, shall be settled by Arbitration and the arbitration proceedings shall be conducted at Thiruvananthapuram (India) in English language, under the Indian Arbitration and Conciliation Act(Amended), 2013. Unsettled disputes will be referred to courts and courts in Thiruvananthapuram/ Kerala will have exclusive jurisdiction over the same.
18. C-DIT reserve the right to cancel any or all tenders without assigning any reasons whatsoever.
19. EMD: The bidder shall submit EMD of Rs. 10,000/- ( Rupees Ten Thousand only) along with the tender in the form of Demand draft drawn in favour of Registrar, C-DIT payable at Thiruvananthapuram.
20. Performance Bank Guarantee (PBG)/ Security Deposit: The successful bidder shall submit Contract Performance Guarantee for 5% of the value of contract either in the form of Demand Draft or a bank guarantee from a scheduled bank at no extra cost in a performa prescribed by C-DIT. The PBG shall be valid for period of six months from the date of issuing work order.
21. PAYMENT TERMS  
100% payment after successful completion of work.
22. Agreement: The Successful bidder within 7 days of getting confirmed work order has to enter an agreement with C-DIT in Rs.200 worth non judicial stamp paper.
23. Authority: The authority for the acceptance of the tenders rests exclusively with the C-DIT. The C-DIT does not undertake to accept the lowest or any particular tender or to assign any reason whatsoever for the rejection of any tender.
- 24. The last date for submission of tender 11.10.2019 3.00 PM.  
The tender will be opened on the 11.10.2019 at 3.30 PM**

25. At any time prior to the deadline for submission of tenders, the C-DIT may, for any reason deemed fit by it, modify/amend the tender documents by issuing suitable amendment(s)/ corrigendum's to it. Corrigendum to this tender shall be published in the site [www.cdit.org](http://www.cdit.org). Prospective bidders are advised to regularly visit the website: [www.cdit.org](http://www.cdit.org) to keep track of corrigendum, if any.

26. In case of doubt:

**If the bidder has any doubt on technical specifications or on terms & conditions stipulated above, please contact Smt. Deepa N, HoD, Digitization, in Mobile Number: 9895788220**

Sd/  
REGISTRAR, C-DIT  
Dated 28.09.2019