

## HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

### QUOTATIONS FOR THE BINDING OF BOOKS FOR THE FINANCIAL YEAR 2024-2025 (01.04.2024 TO 31.03.2025)

Sealed Quotations are invited by the High Court of Punjab and Haryana at Chandigarh from the firms for the financial year 2024-2025 (01.04.2024 TO 31.03.2025), quoting their minimum rates for binding books of this Court's Library as per the categories of the Books to be bound/preparation of book labels as under:-

1. Law books of ordinary/foolscap size including AIR (of any year), other Law Reports & Law Journals, State Govt. Gazette etc.
2. Rebinding of old books/journals of all sizes
3. Preparation of book labels as per categories
  - (i) Digital Golden Leaf printed lables
  - (ii) Screen printing of spine

#### **Terms & Conditions:-**

1. While quoting rates, the firm will have to quote separate rates @ per book binding mentioning size wise rates for each category of Reporters/Journals/Books/Gazettes and rates @ per piece (for the above mentioned categories) in case of book labels.
2. Binding of Reporters/Journals/Books/Gazettes of above mentioned categories shall be in Artificial Leather Composite material (Raising Hosiery) Half covering with corners, and preparation of book labels shall include book title, Volume, Year and name of the library with lamination on it.
3. The firm will have to state the time to return the books duly bound. In case the books are sent to the firm for binding purpose in a lot of 50 to 500 books at a time, they will have to return the books within a maximum period of 30 days from the date of delivery. If, however, any book is not returned within the said stipulated time, they would be liable to pay a penalty @ 2% for every 15 days of delay.
4. The firm will have to deposit the security of **Rs. 20,000/- (Under GFR Chapter-6 Rule 171 (i) Performance Security)** by way of Bank Guarantee through the State Bank of India, High Court Branch, pledging an FDR in favour of Registrar General, High Court of Punjab and Haryana, Chandigarh, before the work of binding of books is assigned to them.
5. The firm must ensure that the binding work should be of a very high standard and the best material should be used throughout the binding process. If the services of their firm are not prompt and satisfactory or if any deterioration to the books or in the quality of binding is found, contract shall be liable to cancellation and recovery shall be made out of their security deposit by invoking the bank guarantee. Specimen of their binding to judge the workmanship and quality of material to be used may also be sent along with quotations for approval by this Court.
6. It will be the firm's responsibility to collect the books for binding from this Court's Library personally or through their agent and to return the same after binding at their own expenses. The representatives of the firm should also get the books checked properly with the assistance of the official of this Court.
7. The quotations should reach this Court within a period of 21 days from the date of publishing of tender.

06/13/24

8. The quotations should be sent in the sealed envelope, to the Registrar General, High Court of Punjab and Haryana, Chandigarh by highlighting the word '**QUOTATIONS FOR THE BINDING OF BOOKS**' and the letter number and date on the envelope.
9. The decision of the authorities regarding rates etc. will be final and there will be no boundation for this Court to accept the lowest quotations.
10. The firm having minimum three years experience will be given preference.
11. In case dispute arising between the High Court and the firm, which has not been settled amicably, the firm can request the High Court to refer the dispute for Arbitration under Arbitration and Conciliation Act, 1996. Such disputes shall be referred to the District Judge Panchkula. The site of arbitration shall be either at Chandigarh or Panchkula as determined by arbitrator. The Indian Arbitration and Conciliation Act, 1996 and any statutory modification or reenactment thereof, shall apply to these arbitration proceedings. The decision of the arbitrator shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons for the award. The expenses of the arbitration as determined by the arbitrator shall be borne by the firm. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.
12. All legal disputes between the firm and High Court shall be subject to the jurisdiction of the Court situated at Chandigarh, India only.
13. High Court of Punjab and Haryana Chandigarh reserves the right to modify the terms & conditions at any stage or reject any or all tenders without assigning any reason.

*Wijay*  
06.03.2024  
Joint Registrar (Administration)