



**CENTRAL LIBRARY**  
**Periodicals Section**  
**DELHI UNIVERSITY LIBRARY SYSTEM**  
University of Delhi, Delhi - 110007  
E-mail: [per\\_cl@duls.du.ac.in](mailto:per_cl@duls.du.ac.in)

**Expression of Interest for empanelment of Book Binder**

Delhi University Library System, University of Delhi is inviting an Expression of Interest from experienced and reputed book binders for empanelment to undertake the **binding of loose issues of print journals, books & Theses** for various libraries under the Delhi University Library System (DULS).

|                                                  |   |                                                                                                                                            |
|--------------------------------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------|
| Title                                            | : | Expression of Interest (EoI) for empanelment of Book Binders to undertake the binding of loose issues of print journals, books & Theses.   |
| Category                                         | : | Binding Services: Binding of loose issues of print journals, books & theses.                                                               |
| Address                                          | : | Central Library, Faculty of Arts, Chhatra Marg, University of Delhi, Delhi – 110007.                                                       |
| EoI Document Fee                                 | : | ₹ 500/-                                                                                                                                    |
| Earnest Money Deposit (EMD)                      | : | ₹ 12,000/-                                                                                                                                 |
| Empanelment Duration                             | : | 02 Years or more                                                                                                                           |
| Estimated Binding Work (annually)                | : | approx. 6,000 Documents (Books, Journals, Theses)                                                                                          |
| Estimated Bid Value (annually)                   | : | ₹ 6,00,000/-                                                                                                                               |
| <b>Date of start</b>                             | : | <b>03.07.2026 at 09:00 AM</b>                                                                                                              |
| Date of Pre-bid Meeting                          | : | 17.07.2026, 10:00 AM to 04:30 PM                                                                                                           |
| <b>Last date of submission of Bid</b>            | : | <b>23.07.2026 at 05:30 PM</b>                                                                                                              |
| Date of opening of Technical Bid                 | : | 24.07.2026 at 03:00 PM                                                                                                                     |
| Date of opening of Financial Bid                 | : | 28.07.2026 at 03:00 PM                                                                                                                     |
| Contact details for clarification related to EoI | : | Name: Mr. Rakesh Yadav, Assistant Librarian<br>Phone: 9718884986<br>e-mail: <a href="mailto:per_cl@duls.du.ac.in">per_cl@duls.du.ac.in</a> |

**Note:** The Book Binders shall be empanelled for a period of 02 years for all the libraries under DULS. The contract may be extended for another period of 02 years, or part thereof, on the same terms & conditions and rates if mutually agreed upon. The rates quoted will remain fixed

for the entire duration. The approximate annual quantum of binding work is estimated at 6,000 documents which includes journals, books, and theses.

## Eligibility Criteria

Applicants must fulfil the following minimum eligibility requirements:

1. Must be a registered firm/company/proprietorship with valid PAN and GST registration.
2. Minimum of **three (3) years** of experience in binding services for government departments, public institutions, universities, or libraries. Attach work orders or successfully completion certificates.
3. Minimum average annual turnover of ₹ 10 lakhs during the last **three financial years**. Submit audited statements or CA-certified turnover.
4. Should have a functional binding unit equipped with the necessary tools and skilled manpower. A declaration on company letterhead is required.
5. Must be able to comply with the binding standards specified by the University, including quality and finish.
6. The Binder should have an office/workshop in Delhi NCR.
7. Provide references from **at least two clients** (preferably academic/government libraries) for similar work undertaken in the last 3 years.
8. Submit a self-declaration on a Rs. 10 stamp paper affirming that the firm has not been blacklisted by any government authority, Public Sector Undertaking (PSU), or academic institution.
9. Shortlisted bidders may be asked to submit **sample bindings** (one journal and one book) of at least 200 pages to assess binding quality before final selection.
10. Contact Mode should be Mobile/Landline/E-mail/authorised person.

## Eligibility Criteria/Check List

| S. No. | Description                                                                                                                                                                                                                                                                                                                             | Check                    |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1.     | Copy of Registration of firm/company/proprietorship                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> |
| 2.     | Copy of GST registration certificate                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> |
| 3.     | Copy of PAN card                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> |
| 4.     | Proof of minimum 3 years' experience of Book Binding in University Libraries: Copy of Valid Work Completion Certificates (at least 3 past years)                                                                                                                                                                                        | <input type="checkbox"/> |
| 5.     | Annual Turnover certificate (ITR 3 Years)                                                                                                                                                                                                                                                                                               | <input type="checkbox"/> |
| 6.     | Declaration of a functional binding unit with the necessary tools and skilled manpower                                                                                                                                                                                                                                                  | <input type="checkbox"/> |
| 7.     | Self-declaration stating the firm is not blacklisted by any government, PSU, or academic institution                                                                                                                                                                                                                                    | <input type="checkbox"/> |
| 8.     | <p><b>EMD: 2% (₹12,000)</b> of the total amount of Tender in the form of Demand Draft in favour of <b>The Registrar, University of Delhi</b>. Payable at Delhi, valid for a period of six months.</p> <p>EMD should reach the University Librarian, University of Delhi, Delhi-110007, before the last date and time of submission.</p> | <input type="checkbox"/> |
| 9.     | References from at least two clients                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> |

## Binding Specifications

The binding must adhere to the following specifications:

### ***Types of Binding for Periodicals/Journals, Books and Theses:***

#### ***Half-Leather binding with Golden Tooling***

*0.8 – 1.0 mm thick leather for half leather binding and 100 to 120 GSM cloth for the spine.*

#### ***Full-Leather binding with Golden Tooling***

*0.8 – 1.0 mm thick leather for full leather binding and 80 to 90 GSM for the spine.*

#### ***Full cloth binding with golden tooling***

*120-160 GSM: for small to medium books. Lighter, unbacked fabrics*

*120-170 GSM: Ideal for standard full cloth case binding*

#### ***Full cloth binding with ink tooling***

*120-160 GSM: for small to medium books. Lighter, unbacked fabrics*

*120-170 GSM: Ideal for standard full cloth case binding*

#### ***Board Biding (Ordinary Binding) with ink tooling***

***Half Cloth and Cover Paper or cover of the book***

### **Specifications: For Binding of Journals Books & Theses**

- **Cover Board:** Hard-bound using **2.5 mm or higher thickness paper board**.
- **Cover Material:** In the case of half-leather binding, the remaining area other than the leather portion shall be covered with good-quality rexine, preferably water-resistant and fade-resistant.
- **Leather:** Soft leather, free from sulfuric or other deleterious acids. Properly dyed and embossed should be pasted on the spine and four corners of the publication. On each corner leather should be of the size of 1.5" to 2" according to the size of the publication and leather spine should be extended to 1.5" on each board and properly pasted.
- **Retain Original Cover/Title** where required (especially for reference books).
- **Spine:** in case of cloth binding spine and corners may be protected.
- **Corner Protection:** Corners must be reinforced and protected using marking leather pasting for added durability.
- **Spine Printing:** Clearly printed using **golden/ink embossing**, example as given below:

| <b>Journals</b>             | <b>Books</b>                |
|-----------------------------|-----------------------------|
| Name of Journal             | Author                      |
| Volume Number               | Title                       |
| Year                        | Call number                 |
| Library Name (if specified) | Library Name (if specified) |

- **Sewing:** Thread to be used shall be 6 cords (9 cords for heavier books) or of a comparable quality approved by the library.
- **Endpapers:** End papers shall be made out of tough and heavy paper. A linen strip of 4 cm. width shall be attached to each of the end papers and sewn on as a section.
- **Gilding:** Optional unless specified.
- **Margins:** Uniform trimming with sufficient inner margin to avoid cutting content.
- **Segregation:** Segregation of the document is also required to be done in few cases of Court Decisions. Thereafter, the binding will be done.
- **Cutting:** The Binder shall cut the edges of publications accurately and take care to leave margin as wide as possible. If any printed matter is eliminated in cutting, the binder shall have to replace the publication or pay its cost.
- **Lamination:** Optional (if mentioned in the Work Order for any required protection).

### General Quality Standards

- No pages should be missing, upside down, or improperly aligned.
- Binding should open flat without cracking at the spine.
- Corners should be neatly finished and durable.
- No excessive glue should be visible.

### Pricing Structure (Binding of Journals, Books & Theses)

Pricing should be provided based on the size of document, as mentioned below:

#### 1. Pocket Sizes

- Passport / B7 Size: 3.5" x 4.9" (88 - 125 mm).
- Field Notes / Pocket Size: 3.5" x 5.5" (90 - 140 mm).
- A6 Size: 4.1" x 5.8" (105 - 148 mm).

#### 2. Standard & Medium Sizes

- Personal Size: 3.75" x 6.75" (95 - 171 mm).
- B6 Size: 4.9" x 6.9" (125 - 176 mm).
- Traveller's Notebook (Regular/Standard): 4.3" x 8.25" (110 - 210 mm).

#### 3. Larger Sizes

- A5 Size: 5.8" x 8.3" (148 - 210 mm).
- A4 Size: 8.3" x 11.7" (210 x 297 mm)
- B5 Size: 6.9" x 9.8" (176 - 250 mm).

Pricing for Journals, Books, and Theses may be quoted separately in the format given below:

-

| S. No. | Item/Specifications                                                                         | Types of Document                     | Prices in INR<br>(Inclusive of GST) |
|--------|---------------------------------------------------------------------------------------------|---------------------------------------|-------------------------------------|
| 1.     | <b>Half-Leather binding with Golden Tooling</b><br>(other than leather area rest area to be | <b>Journals</b>                       |                                     |
|        |                                                                                             | <b>1. Pocket Sizes</b>                |                                     |
|        |                                                                                             | <b>2. Standard &amp; Medium Sizes</b> |                                     |
|        |                                                                                             | <b>3. Larger Sizes</b>                |                                     |

|    |                                                                                                                                                                                                                                              |                                                                                     |  |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--|
|    | <i>covered with rexine, double paper cover (astar), double board, astar sewing, buckram, standard quality binding thread, binding tape, standard binding glue, leather polish)</i>                                                           | <b>Books</b><br>1. Pocket Sizes<br>2. Standard & Medium Sizes<br>3. Larger Sizes    |  |
|    |                                                                                                                                                                                                                                              | <b>Theses</b><br>1. Pocket Sizes<br>2. Standard & Medium Sizes<br>3. Larger Sizes   |  |
| 2. | <b>Full-Leather binding with Golden Tooling</b><br>(double paper cover (astar), double board, astar sewing, buckram, standard quality binding thread, binding tape, standard binding glue, leather polish)                                   | <b>Journals</b><br>1. Pocket Sizes<br>2. Standard & Medium Sizes<br>3. Larger Sizes |  |
|    |                                                                                                                                                                                                                                              | <b>Books</b><br>1. Pocket Sizes<br>2. Standard & Medium Sizes<br>3. Larger Sizes    |  |
|    |                                                                                                                                                                                                                                              | <b>Theses</b><br>1. Pocket Sizes<br>2. Standard & Medium Sizes<br>3. Larger Sizes   |  |
| 3. | <b>Full cloth binding with golden tooling</b><br>(Spine and corners may be protected, double paper cover (astar), double board, astar sewing, buckram, standard quality binding thread, binding tape, standard binding glue, leather polish) | <b>Journals</b><br>1. Pocket Sizes<br>2. Standard & Medium Sizes<br>3. Larger Sizes |  |
|    |                                                                                                                                                                                                                                              | <b>Books</b><br>1. Pocket Sizes<br>2. Standard & Medium Sizes<br>3. Larger Sizes    |  |
|    |                                                                                                                                                                                                                                              | <b>Theses</b><br>1. Pocket Sizes<br>2. Standard & Medium Sizes<br>3. Larger Sizes   |  |
| 4. | <b>Full cloth binding with ink tooling</b><br>(Spine and corners may be protected, double paper cover (astar), double board, astar sewing, buckram, standard quality binding thread, binding tape, standard binding glue, leather polish)    | <b>Journals</b><br>1. Pocket Sizes<br>2. Standard & Medium Sizes<br>3. Larger Sizes |  |
|    |                                                                                                                                                                                                                                              | <b>Books</b><br>1. Pocket Sizes<br>2. Standard & Medium Sizes<br>3. Larger Sizes    |  |
|    |                                                                                                                                                                                                                                              | <b>Theses</b><br>1. Pocket Sizes<br>2. Standard & Medium Sizes<br>3. Larger Sizes   |  |
| 5. | <b>Board Biding (Ordinary Binding)</b>                                                                                                                                                                                                       | <b>Journal</b><br>1. Pocket Sizes<br>2. Standard & Medium Sizes                     |  |

|  |                                                                                                                                                                                                                                                                                                       |                                       |  |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|--|
|  | <b>Half Cloth and Cover Paper</b><br>(other than spine area rest area to be covered with cover page, spine and corner to be covered with cloth double paper cover (astar), double board, astar sewing, buckram, standard quality binding thread, binding tape, standard binding glue, leather polish) | <b>3. Larger Sizes</b>                |  |
|  |                                                                                                                                                                                                                                                                                                       | <b>Books</b>                          |  |
|  |                                                                                                                                                                                                                                                                                                       | <b>1. Pocket Sizes</b>                |  |
|  |                                                                                                                                                                                                                                                                                                       | <b>2. Standard &amp; Medium Sizes</b> |  |
|  |                                                                                                                                                                                                                                                                                                       | <b>3. Larger Sizes</b>                |  |

**Note:** The rates quoted for the binding shall remain valid during the currency of entire contract period.

## Terms & Conditions

- The binder shall undertake the binding of loose issues of journals and damaged books as per the specifications mentioned in this document.
- All work must be carried out using high-quality, durable materials suitable for long-term use in the library environment.
- The binder must complete and return the bound volumes within **[15–30] days** from the date of issuance of the work order or delivery of materials.
- Delays beyond the specified period may attract penalties and cancellation of empanelment.
- The binder will be responsible for **the collection of materials from and the delivery (including loading & unloading) of bound volumes** to the respective libraries as specified in the work order, at their own cost. No additional payment will be provided for such transportation.
- If the quality of binding work is not found satisfactory at any stage, the University reserves the right to cancel the empanelment without notice.
- In case of **loss or damage** to the materials provided for binding, the binder will be held financially responsible. In such cases, the cost of replacement, which is the full cost of the book/journal, irrespective of the condition of the book/journal at the time of delivery, will be recovered from the binder.

- The bound volumes will be subject to inspection. Any sub-standard work may be rejected and must be redone at the binder's own cost.
- All materials supplied for binding should be handled with utmost care and confidentiality, especially rare or archival documents. **Photocopying of any materials is strictly prohibited.**
- Payment will be made after successful completion of binding work, submission of the invoice, and verification by the concerned library authority. **No advance payment shall be made.**
- The University reserves the right to terminate the empanelment at any time without assigning any reason if the binder fails to comply with the terms or deliver satisfactory work.
- The binder shall take delivery of the books/periodicals/theses at the premises of the respective libraries and return them after binding at their own expenses; transport charges (including loading & unloading) shall be borne by the binder for both ways.
- The books, periodicals, and theses received by the binder for binding shall not be taken out of the city of Delhi for any purpose whatsoever, nor lent out to anybody for any purpose.
- The price shall be quoted in Indian Rupees only.
- Subcontract of work is not allowed.
- Data for tooling on the spine will be provided within the volumes/books list.
- Only shortlisted firms will be called for further technical and/or financial discussion if required.
- The University Librarian reserves the right to reject any or all EOIs without assigning any reason.
- The price quoted shall remain firm and fixed for the entire duration of the contract.
- In the event of any default, failure (Including the failure to supply within the prescribed period) or neglect by the binder in complying with the order, EMD will be forfeited/ the cost will be recovered.