



दिल्ली विश्वविद्यालय पुस्तकालय मण्डल
DELHI UNIVERSITY LIBRARY SYSTEM
केन्द्रीय पुस्तकालय
CENTRAL LIBRARY

Phone No.: 27667185, E-mail: librarian@du.ac.in and dl_cl@duls.du.ac.in

Ref. No.: DULS/CL/Book Binder Registration/2026-27/01

Date: 16/10/2026

Notice

Registration for Empanelment of Book Binder

Book Binders/Firms/Agencies who intend to undertake the binding of print journals, books, and theses as per rate schedule for empanelment of Book Binder for various libraries under the Delhi University Library System (DULS) for a period of 02 years (F.Y. 2026-27 & 2027-28), may apply for registration/empanelment of their firm with the University, on the prescribed form.

The Registration Form, rate schedule for empanelment of Book Binder including Terms & Conditions, eligibility criteria, and self-declaration forms are available at websites of Delhi University & Delhi University Library System (DULS) under "Tenders & Notices".

The Book Binder shall be empanelled for a period of 02 years (F.Y. 2026-27 & 2027-28), and the rates shall remain valid up to 31st March 2028 for all libraries under DULS. The contract may be extended for a further period of 02 years, or part thereof, on the same terms & conditions and rates, if mutually agreed upon.

Firms applying for the empanelment are requested to use the 'Registration Form', along with the requisite documents as per the eligibility criteria, and the Earnest Money Deposit (EMD) of ₹12,000/- and Registration Fee of ₹500/-, in the form of a Demand Draft in favour of "The Registrar, University of Delhi", payable at Delhi.

The duly filled Registration Form should reach the Office of the University Librarian, Central Library, University of Delhi, on or before **06-11-2026**

List of empanelled Book Binders shall be notified after due approval of the competent authority. For any clarification, applicants may contact:

Mr. Rakesh Yadav, Assistant Librarian

E-mail: per_cl@duls.du.ac.in

Sd/-

University Librarian



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REGISTRATION FORM FOR EMPANELMENT OF BOOK BINDER

I/We _____ the Proprietor(s) Others
(Please specify) _____ of the firm/ company
submit the following particulars of the firm for registration/empanelment as Book Binder to the Delhi
University Library System, for the binding of print journals, books & theses.

1. Name of Firm/Proprietor _____

Address

Telephone

E-mail

Mobile

2. Nature of Business : Book Binder [] Binding & Allied Services []

Others (Please Specify)

3. Type of Establishment : Proprietary [] Partnership [] Pvt. Ltd. Co. [] MSME []

Others (Please Specify)

4. Date of Establishment of Firm _____

5. Registration No. _____

6. Financial Turnover (Per annum) _____
as per ITR (latest)

7. GST No. _____

8. PAN No. _____

9. Workshop/Binding Unit Address _____
(Delhi NCR) _____

List of Documents (Self attested) to be enclosed:

S. No.	Document	Enclosed (Yes/No)	Page No.
1	Copy of Registration of Firm/Company/Proprietorship		
2	Copy of GST Registration Certificate		
3	Copy of PAN Card		
4	Proof of minimum 3 years' experience in Book Binding for University/Institutional Libraries (Work Completion Certificates)		
5	ITR – last 3 years		
6	Declaration of functional binding unit with necessary tools and skilled manpower (on firm's letterhead)		
7	Self-Declaration of Non-Blacklisting (on ₹10 stamp paper)		
8	Registration Fee of ₹500/- in the form of Demand Draft in favour of "The Registrar, University of Delhi", payable at Delhi		
9	EMD of ₹12,000/- in the form of Demand Draft in favour of "The Registrar, University of Delhi", payable at Delhi		
10	Terms and Conditions, signed by the Proprietor of the firm as a token of acceptance		

UNDERTAKING

I/We undertake that:

1. I/We shall undertake the binding of journals, books, and theses strictly as per the specifications, quality standards, and timelines prescribed by the Delhi University Library System.
2. The information given above is correct. Any change in the above information shall be intimated immediately.
3. I/We have carefully read the terms and conditions for empanelment of book binding services to the Delhi University Library System, as amended from time to time, and agree to undertake the binding work on the terms and conditions prescribed by the University.
4. I/We shall be liable to action as deemed fit by the University, including cancellation of empanelment and forfeiture of EMD/Security Deposit, for any misrepresentation or suppression of facts, malpractice, or unsatisfactory work, if any, adopted by the firm or its employees, whenever such acts are noticed.
5. I/We will not disclose, photocopy, or scan any book/document/journal for any circulation. I/We will maintain the confidentiality.

Date

Place

Signature of the Proprietor

Name

Stamp/Seal

FOR OFFICE USE ONLY

SELF-DECLARATION (NON-BLACKLISTING)

(To be executed on Non-Judicial Stamp Paper of ₹10/-, duly notarised)

I/We, _____, Authorised Signatory of
M/s _____, having its registered office
at _____, do hereby solemnly affirm
and declare as under:

1. That the firm/company is not blacklisted or debarred by any Government Department, Public Sector Undertaking (PSU), University, or any other academic/public institution, as on the date of this declaration.
2. That no criminal case/vigilance case/FIR is pending against the firm or its proprietor(s)/partner(s)/director(s) in relation to any contractual work executed by the firm.
3. That the information and documents furnished by the firm for Empanelment of Book Binder are true and correct, and nothing material has been concealed or misrepresented.
4. That in the event any information furnished above is found to be false or incorrect at any stage, the University of Delhi/DULS shall have the right to reject the application, cancel the empanelment, and forfeit the EMD/Security Deposit, without prejudice to any other legal action.

Deponent

Verification:

Verified at _____ on this _____ day of _____, 2026 that the contents of the above declaration are true and correct to the best of my/our knowledge and belief, and nothing material has been concealed therefrom.

Signature of Deponent (Authorised Signatory)

Name & Designation: _____

Firm's Seal/Stamp: _____

(Attested by Notary)

DECLARATION OF FUNCTIONAL BINDING UNIT

(To be submitted on the firm's letterhead)

This is to certify that M/s _____ has a
fully functional binding unit located at
_____, equipped with the necessary
tools, machinery, and skilled manpower required to undertake the binding of print journals, books,
and theses as per the specifications laid down by the Delhi University Library System (DULS).

Details of Machinery/Equipment:

S. No.	Machinery/Equipment	Quantity	Condition
1			
2			
3			
4			

Details of Skilled Manpower:

No. of Skilled Binders Employed

No. of Supervisory/Quality-Check Staff

Signature of Authorised Signatory with Seal



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RATE SCHEDULE FOR EMPANELMENT OF BOOK BINDERS

Rates are based on the size and type 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).

The following rates have been finalized by the Committee for the Empanelment of Book Binder, and shall be applicable to all firms/agencies empanelled for the binding of print journals, books & theses under the Delhi University Library System (DULS), if agreed upon.

S.No.	Item/Specification	Type of Document	Size Category	Empanelled Rate (₹, incl. GST)
1	Half-Leather Binding with Golden Tooling <i>(other than leather area, rest to be covered with rexine, double paper cover (astar), double board, astar sewing, buckram, standard binding thread, binding tape, binding glue, leather polish)</i>	Journals	Pocket Sizes	₹ 114.00
			Standard & Medium Sizes	₹ 123.00
			Larger Sizes	₹ 132.00
		Books	Pocket Sizes	₹ 104.00
			Standard & Medium Sizes	₹ 113.00
			Larger Sizes	₹ 121.00
		Theses	Pocket Sizes	₹ 114.00

			Standard & Medium Sizes	₹ 123.00
			Larger Sizes	₹ 132.00
2	Full-Leather Binding with Golden Tooling <i>(double paper cover (astar), double board, astar sewing, buckram, standard binding thread, binding tape, binding glue, leather polish)</i>	Journals	Pocket Sizes	₹ 158.00
			Standard & Medium Sizes	₹ 167.00
			Larger Sizes	₹ 176.00
		Books	Pocket Sizes	₹ 145.00
			Standard & Medium Sizes	₹ 154.00
			Larger Sizes	₹ 163.00
		Theses	Pocket Sizes	₹ 158.00
			Standard & Medium Sizes	₹ 167.00
			Larger Sizes	₹ 176.00
3	Full Cloth Binding with Golden Tooling <i>(spine and corners may be protected, double paper cover (astar), double board, astar sewing, buckram, standard binding thread, binding tape, binding glue, leather polish)</i>	Journals	Pocket Sizes	₹ 97.00
			Standard & Medium Sizes	₹ 106.00
			Larger Sizes	₹ 114.00
		Books	Pocket Sizes	₹ 79.00
			Standard & Medium Sizes	₹ 92.00
			Larger Sizes	₹ 104.00
		Theses	Pocket Sizes	₹ 97.00
			Standard & Medium Sizes	₹ 106.00
			Larger Sizes	₹ 114.00
4	Full Cloth Binding with Ink Tooling <i>(spine and corners may be protected, double paper cover (astar), double board, astar sewing, buckram, standard binding thread, binding tape, binding glue, leather polish)</i>	Journals	Pocket Sizes	₹ 97.00
			Standard & Medium Sizes	₹ 106.00
			Larger Sizes	₹ 114.00
		Books	Pocket Sizes	₹ 79.00
			Standard & Medium Sizes	₹ 92.00
			Larger Sizes	₹ 104.00
		Theses	Pocket Sizes	₹ 97.00
			Standard & Medium Sizes	₹ 106.00
			Larger Sizes	₹ 114.00
5		Journals	Pocket Sizes	₹ 88.00

Board Binding (Ordinary Binding) — Half Cloth and Cover Paper <i>(other than spine area, rest to be covered with cover page; spine and corner to be covered with cloth; double paper cover (astar), double board, astar sewing, buckram, standard binding thread, binding tape, binding glue, leather polish)</i>		Standard & Medium Sizes	₹ 97.00
		Larger Sizes	₹ 106.00
	Books	Pocket Sizes	₹ 79.00
		Standard & Medium Sizes	₹ 84.00
		Larger Sizes	₹ 97.00

Note: The above rates are inclusive of GST and shall remain firm and fixed for the entire duration of the empanelment.

Terms & Conditions for empanelment of Book Binder

The following terms and conditions shall be applicable for empanelment of Book Binders and execution of binding work in all the libraries of the Delhi University Library System.

1. The binder shall undertake the binding of journals, books & theses as per the specifications mentioned in this document.
2. All work must be carried out using high-quality, durable materials suitable for long-term use in the library environment.
3. 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.
4. Delays beyond the specified period may attract penalties and cancellation of empanelment.
5. 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.
6. If the quality of binding work is not found satisfactory at any stage, the University reserves the right to cancel the empanelment without notice.
7. 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.
8. 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.
9. 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.
10. 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.

11. 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.
12. 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.
13. 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.
14. Subcontract of work is not allowed.
15. Data for tooling on the spine will be provided within the volumes/books list.
16. The University Librarian reserves the right to cancel empanelment without assigning any reason.
19. The price shall remain firm and fixed for the entire duration of the contract.
20. 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.
21. The Terms and Conditions for empanelment should also be signed by the proprietor/authorised signatory as a token of acceptance.

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 Binding (Ordinary Binding) with ink tooling

high-density boards or chipboards typically 2.5mm thick for front and back covers.

Specialized permanent, high-viscosity bookbinder's ink.

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 the 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 with thick cloth.

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:

Journals	Books
Name of Journal	Author
Volume Number	Title
Year	Call Number
Library Name (if specified)	Library Name (if specified)

Sd/..
University Librarian