

**TERMS AND CONDITIONS FOR BINDING OF BOOKS/LOOSE PARTS OF JOURNALS ETC.**

1. The Registrar reserves the right to discontinue the binding work of the binder if the binding work is not found satisfactory as per our terms and conditions and no grievance will be heard from the binder.
2. In general the binding work will be given in a lot of at least 50 books at a time and the said lot of duly bound shall be returned within 20 days from the date of receipt of the lot.
3. After binding, if any defect(s) is/are detected, the binder will have to remove defect(s) without claiming any additional charge for the same.
4. Labels of High Court will have to be pasted on the spine of each book. Binding and lettering are required upto the satisfaction of C.D.O-cum-Chief Librarian.
5. The binder shall return all the books given for binding duly bound before the expiry of the contract.
6. The Registrar, High Court, Lucknow Bench, reserves the right to accept any quotation partly or fully or reject any quotation without assigning any reason therefor.
7. The binder who quotes for the first time and also have not done previously any binding work of this office, shall have to do the work of binding of 5 sample copies of each type of books of the Judges' Library, free of cost, in case his quotation is accepted. However, if his work of binding is not found to be satisfactory, the Registrar reserves the right to reject his quotation.
8. The samples of materials to be used for binding will have to be deposited/supplied along with the quotation without which quotation will not be considered.
9. Before submission of the quotation, the binder may inspect all type of binding works, if so desires, during office hours i.e. from 11.00 a.m. to 4.00 p.m. except on holidays.

10. If any book given for binding is returned in a damaged condition, the binder shall have to replace the book in a duly bound condition at his own cost within a period of own month.
11. If any book is lost, the binder shall be liable to pay the entire replacement cost fixed by the CDO-cum-Chief Librarian.
12. In case, the binder is not regular in completing the work of binding allotted to him and does not maintain the standard of binding work, the Registrar reserves the right to discontinue the contract.
13. The payment of any bill will be made only on receipt of grants/budget from the Government. However, binding work should not be suffered/delayed/stopped on this count.

**Registrar**

High Court of Judicature at Allahabad  
Lucknow Bench, Lucknow

**High Court of Judicature at Allahabad,  
Lucknow Bench, Lucknow.**

**QUOTATION NOTICE**

Sealed Quotations are invited from Book-Binders, having specialised knowledge and experience of minimum ten years in this work, for book binding of law journals subscribed by this Court. Quotation Form can be downloaded from the official website of High Court [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in).

Sealed Quotations shall be received in the office of the Mr. Ravi Nath, H.J.S (O.S.D.) on all working days till **04.10.2013** upto **2:00 P.M.** and shall be opened before the Committee constituted by the undersigned on **05.10.2013** at **3:00 P.M.** in the Chamber of Mr. Ravi Nath, H.J.S (O.S.D.) in the presence of the representatives of the Book-Binders who wish to remain present.

The Registrar, High Court, Lucknow Bench, Lucknow reserves the right to accept or reject any or all Quotation(s) without assigning any reason.

**Registrar**

High Court of Judicature at Allahabad  
Lucknow Bench, Lucknow

## QUOTATION FORM

<i>Sr. No.</i>	<i>Description of work</i>	<i>Rate per volume or per book for binding (in Rs.)</i>
1.	<i>Leather Binding with gold gilding (White Colour) with three gilded labels.</i>	
2.	<i>Full Rexine Binding with direct gilding.</i>	
3.	<i>Half cloth Binding with ink gilding.</i>	
4.	<i>Rebinding/Repair of Books with cloth labels.</i>	
5.	<i>Rebinding/Repair of Books of leather binding.</i>	
6.	<i>Reconditioning of pages of books or Journals.</i>	
7.	<i>Rebinding the library Registers with direct gilding and Corners of permanent nature.(Demi size or Crown Size.)</i>	

*Yours' faithfully,*

*(Designation and Signature)  
with seal of the firm*