



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone: 0471-2380910, 912

No. C-DIT/12/DIGI-BIND/2025-26/T721A

Date: 23.12.2025

TENDER NOTICE

FOR BINDING OF CONSERVED VOLUMES

Sealed quotations are invited from experienced firms/ individuals for the" **work of rebinding of conserved volumes on running contract basis at C-DIT office, Thiruvananthapuram**". The sealed envelopes containing the quotations should bear the superscription "*Tender for Rebinding Conserved Volumes* and should be addressed to The Registrar, Centre for Development of Imaging Technology (C-DIT), Chitranjali Hills, Thiruvallam, Thiruvananthapuram 695027. Intending bidders may submit the quotations on their own papers by post/hand along with a covering letter (on their letterhead if a firm). Last date and time for receipt of sealed quotations is **29.12.2025, 3.00 PM**. Late bids will be summarily rejected. The bids so received will be opened at **3.30 PM on the same day** at C-DIT office in the presence of the representatives of the bidders who may be present at that time. Details of the requirements and the conditions governing the work can be downloaded from our website www.cdit.org. Contact phone no: 9895788220.

Thiruvananthapuram

23.12.2025

Sd/-

REGISTRAR

CENTRE FOR DEVELOPMENT



OF IMAGING TECHNOLOGY

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TENDER NOTICE

FOR BINDING OF CONSERVED VOLUMES

I. GENERAL TERMS AND CONDITIONS

1. This Tender is invited for the "**For the rebinding of conserved volumes**" as per the tender specification.
2. C-DIT reserves the right to cancel any or all of the tenders without assigning any reason whatsoever.

II. ELIGIBILITY CRITERIA

1. Only those firms or individuals which in their individual capacity, satisfy the following criteria, need to quote for this tender.
2. The bidders will be responsible for executing the work as per the entire satisfaction of the undersigned or his authorized representatives. In case any defect in the work executed item supplied is noticed, such item will be rejected at the risk and cost of the contractor.
3. Bidder shall not be blacklisted by any government agencies. Police verification certificates shall be provided if required
4. Bidder should be an Indian company/firm/Individual having experience and capacity to undertake performs similar works of value.

- To qualify for award of the work, the intending bidder must have in its name as a supplier/prime contractor/individual with experience of having successfully executed similar natures of work. (Certificates/**Documentary Evidence should be attached**)

II.SPECIAL CONDITION FOR THIS WORK

- Bidder shall provide skilled manpower at the office of CDIT at Thiruvananthapuram as per the requirement who are experienced in binding the special type (the brittle paper without damaging them).
- The work shall be executed in CDIT premises as per the instruction of CDIT official.
- Selection of the personals shall be strictly based on the practical experience which will conduct in CDIT premises.
- The bidders shall quote the stitching and binding charges separately for books with 252 sheets and 62 sheets in the format attached as Annexure I
- The number of sheets and volumes may vary slightly depending on the physical condition of the records.
- Bidders may inspect the item (old brittle paper documents) during office hours, from 10:00 A.M. to 5:00 P.M on working days of CDIT in presence of the concerned official.

III. SPECIFICATION & REQUIREMENT

SI No	No. of Volumes Approx.	No. of sheets per Book
1	779	252
2	73	62

SI No	Item Description	Details
1	Type of Material	old Brittle Paper documents conserved using Tissue Paper (33 GSM at the spine)
2	Type of Binding	Section Binding
3	Size per sheet	A3 plus

4	Process involved	Stitching in sections approximately 16 sheets per section
5	Work Location	Binding process shall be carried out at the C-DIT office premise at Thiruvananthapuram

IV. Other Terms and Conditions:

1. The undersigned does not bind himself to accept the lowest bid offer and reserves himself the rights of accepting the whole or any part of the bid offer and the bidder shall be bound to provide the services at the rates quoted.
2. Bidder shall bring necessary tools for the binding purpose.
3. No advance payment will be made.
4. **The rate quoted by the bidder shall be inclusive of all (applicable taxes, transportation charges and delivery charges at site, etc. shall be stated invariably)**
5. Rates quoted by the bidder shall be valid for a period of six months from the date of opening of the tender.
6. The rate should be quoted in the Annexure -I for the unit shown in the list and bid offers which do not indicate this essential information will not be considered.
7. The rate quoted for material shall be firm and no enhancement will be allowed under any circumstances during the period of the six month contract. The contract may be extended for another period as per mutual approval
8. If the bidder furnishes wrong and/or misleading data, statement(s) etc. about technical acceptability of the goods and services offered by it, its tender is liable to be ignored/ rejected in addition to other remedies available to the purchaser in this regard.
9. Any dispute / difference between the parties arising out of and in connection with the contract shall be settled amicably by mutual negotiations.
10. C-DIT reserve the right to cancel any or all the tenders without assigning any reasons whatsoever.

11. PAYMENT TERMS

100% payment after successful execution of work

12. Authority: The authority for the acceptance of the tenders rests exclusively with the C-DIT.

13. 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.

14. The last date and time for submission of tender 29.12.2025 at 3.00 PM.

15. GST will be paid extra on submission of GST invoice.

16. Statuary deductions may be made as applicable from the amount payable as per rules.

17. In case of doubt:

If the bidder has any doubt on technical specifications or on terms & conditions stipulated above, please contact **Smt Ashara Thampi, Digitization, C-DIT Mob: 9895788220.**

18. 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, to ensure work standards and quality of materials used.

19. 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 cdit.org. Prospective bidders are advised to regularly visit the website: www.cdit.org to keep track of corrigendum, if any.

Last date for submission of bids : 03.00 PM on 29.12.2025

Bid-opening date : 03.30 PM on 29.12.2025

Sd/

REGISTRAR, C-DIT

Dated 23.12.2025



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Annexure -I

COMMERICAL BID

FORM-B

Sl No	Item Description	Amount with GST for Per Book
1	Per Book Charge for Binding with 252 sheet	
2	Per Book Charge for Binding with 62 sheet	

Note: Bidder shall quote per book binding charge for both categories

Bidder Name:

Address:

e-mail id:

Signature

Date

Office Seal