



The Maharaja Sayajirao University of Baroda Press
(Sadhana Press)

The Maharaja Sayajirao University of Baroda
Nr. Palace Gate, Palace Road, Vadodara – 390 001
Ph.: (+91-265) 2433072

Grade A+ by NACC

Ref. No. MSUP/085/2026-27

Tender No.

Date: 22.10.2026

Tender Fee Rs. 300/- (Non-refundable)

Last Date: **06.11.2026**

Subject: Quotation for Binding of The Maharaja Sayajirao University of Baroda's Diary 2027 with Jacket Preparation

Gentleman,

Kindly quote the most competitive rate for **Binding of The Maharaja Sayajirao University of Baroda's Diary 2027 with Jacket Preparation**. The similar specimen can be seen and the scope of work can be understood at the above address on any working day except Sunday and public holidays. Submit the rates **on or before 06.11.2026** in duly sealed envelope **by Courier or Regd. AD Post only** at the above address superscribed with "Quotation for Binding of The Maharaja Sayajirao University of Baroda's Diary 2027 with Jacket Preparation". Other details are as under:

- **Finished Size** : Approx. 7.25" X 9.75"
- **Quantity** : Approx. 3,300 Nos.

Details of Binding of The Maharaja Sayajirao University of Baroda's Diary 2027 with Jacket Preparation are as below-

Binding Details

(1) There will be Inside Pages in the order – Upper Inner Flap (Aas-Pas) of 4 Pages with initial 4 Pages printed on 100 GSM Maplitho Paper (8 pages' forme), 1 Sheet of 7.5"X10", i.e. 2 Pages Photos printed on 120 GSM Art Paper is to be pasted on the following forme printed on 80 GSM JK Finess Paper, such 17 or 18 formes of 16/8 pages printed on 80 GSM JK Finess Paper will be there, at the last 4 Pages and other 4 Pages of Lower-Bottom Inner Flap (Aas-Pas) printed on 100 GSM Maplitho Paper (8 pages' forme) will be there. All the above-mentioned printed formes and 1 Sheet of 7.5"X10", i.e. 2 Pages Photos printed on 120 GSM Art Paper will be supplied by University Press. Those printed formes and photo sheets are to be collected, folded and gathered as per the defined sequence by the party. 1 Sheet of 7.5"X10", i.e. 2 Pages Photos printed on 120 GSM Art Paper is also to be pasted on the following forme printed on 80 GSM JK Finess Paper by the party. (2) All the said gathered formes (16/8 pages) are to be machine sewn in the defined order. (3) Upper Inner Flaps (Aas-pas) and Lower-Bottom Inner Flap (Aas-Pas) printed on 100 GSM Maplitho Paper are to be taken in section sewing. (4) Cut the refill to the finished size of NEARBY 173 mm (Breadth) X 238 mm (Height). (5) To have the even and finished look, the refill of the Diary must be prepared by the perfect binding process with binding cloth pasting of approx. one inch spreading over the top and bottom sides other than back-spine; after section sewing of the formes. (6) The orange colour string of page-mark is to be pasted while applying perfect gum at the back-spine. The page mark string has to be at least 2 inch longer than the diary refill's height. The open end of string of page-mark will contain a printed and laminated 2"X3" Size 300 GSM Card, that has to be hole punched and tied properly. (7) Finally, the jacket is to be pasted, exactly in the centre; considering centre of the refill with good quality of adhesive, which confirms sturdy and stout binding. The detail of the Jacket Preparation is as under.

Jacket Preparation

Jackets are to be prepared by the party with the use of 32 Ounces thick good quality board for top, bottom and spine; so that gives smooth and even sturdy binding. The boards of the Jackets should be cut round cornered at the top and bottom opening ends. The Diary's Jackets must be prepared meticulously, keeping the exact thickness of the spine of the Diary. This Press will only supply the printed 130 GSM Art Paper titles for Jacket with Matt lamination and some portions of Gold Embossed texts/images.

Terms & Conditions:

- 1) All formes of Inside Pages including Inner Flap (Aas-Pas) for Top and Bottom as well as 2 Pages of Photos printed on 120 GSM Art Paper along with titles printed on 130 GSM Art Paper for Jacket with Matt lamination and some portions of Gold Embossed texts/images are to be collected from University Press by the party and bound diaries are also to be delivered back at party's cost. The printed formes will be given in the piecemeal and the same will be collected accordingly, so its folding and pressing can be done in time to avoid last minute rush.
- 2) Sequence of all formes including Inner Flap (Aas-Pas) for Top and Bottom will be informed by University Press while picking-up the same.
- 3) Only white glue/adhesive is to be used, to have smudge free appearance and good quality binding with neat finishing.
- 4) To have the even and finished look, the refill of the Diary must be prepared by the perfect binding process with binding cloth pasting of approx. one inch spreading over the top and bottom sides other than back-spine; after section sewing of the formes.
- 5) The Binding and Jacket Preparation work will be taken up by the successful bidder on the Top Priority basis and initial 700-1000 Diaries be bound immediately and later by a week to 10 days' time. The balance bound diaries be supplied in 500-700 Nos. spells, keeping the interval of 4-5 days.
- 6) Due Priority must be given to the job, as per the urgency/the work has to be finished accordingly; to meet the dead-line. In case of too much delay in execution, the penalty will be applicable; as decided by the University authority.
- 7) No advance payment will be made. Applicable TDS will be deducted, as per the Government Rules. Any conditional quotation will not be considered.
- 8) The rates must be quoted in the prescribed form-PRICE OFFER, attached to this tender form. The Quoted Rate must be inclusive of all taxes, transportation/fares and loading/unloading charges to and fro from this Press. If any Tax/GST applicable, that must be mentioned clearly. The University authority reserves the all the rights to end/reject the tender at any stage without assigning any reason.
- 9) Authority of The Maharaja Sayajirao University of Baroda reserves all the rights to reschedule, cancel or reject the tender without assigning any reasons thereof. The accepting authority at its discretion will give preference to award the order bearing the same or higher rate.

The sample of similar bound Diary can be seen and the scope of work can be understood by visiting this Press on any working day except Sunday and Public Holiday.

The representatives of participating vendors can remain present at the time of opening the rates at their own cost. The schedule and venue of opening the rates will be communicated to the participating vendors through suitable mode of communication.

(Jatin H. Somani)
Press Manager

To,

Tender No.

Press Manager,

The Maharaja Sayajirao University of Baroda Press (Sadhana Press)

Near Palace Gate, Palace Road, Vadodara – 390 001

**Quotation Notice No. MSUP/085/2026-27, Dt. 22.10.2026 for Binding of
The Maharaja Sayajirao University of Baroda's Diary 2027 with Jacket Preparation**

PRICE OFFER

To be submitted in Separate Sealed Envelope

Name and Address of the Bidder:

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No.	Particulars	Gross Rate (Rs.) per No.	GST	Total Rate (Rs.) per No.
1.	Binding of The Maharaja Sayajirao University of Baroda's Diary 2027 with Jacket Preparation			

Please clearly specify, if GST is applicable.

I/We have properly understood the Terms & Conditions mentioned, Scope of Work and bound to observe the same.

Place:

Seal & Signature of Authorized Person