



**UNIVERSITY SCHOOL OF OPEN LEARNING
PANJAB UNIVERSITY**

**TENDER FOR TYPE-SETTING/PRINTING
AND BINDING ETC.**

SESSION 2011-2012

**TENDER NOTICE DATED 18-5-2011
LAST DATE SUBMISSION OF TENDER
01-6-2011 UPTO 4.00 P.M.**

(The Tender Document will be received by the office of Chairperson on all working days.)

UNIVERSITY SCHOOL OF OPEN LEARNING
PANJAB UNIVERSITY, CHANDIGARH - 160 014

TERMS AND CONDITIONS OF CONTRACT FOR TYPE-SETTING
PRINTING & COLOUR PRINTING (TITLE COVER OF LESSONS/PROSPECTUS/
MAGAZINE) FOR THE SESSION 2011-12

- I. 1. VALIDITY OF CONTRACT, TERMS AND CONDITIONS FOR PRINTERS/TYPER-SETTERS :**
The contract entered into will remain operative for 12 months from the date of agreement (2011-12). The Chairperson, however, reserves the right to suspend or terminate the contract, if the work either in terms of type-setting/printing/re-production is not found to the satisfaction of the USOL. The type-setters and the printers will have to sign an agreement on a non-judicial stamp paper of Rs. 5 showing his /her willingness to abide by the terms and conditions of contract for the session 2011-12 with their PAN No. **Printer should have sufficient printing infrastructure and experience for undertaking similar work which will be inspected by the committee before registering that firm for printing work. The Chairperson or his nominee/Committee Members will visit the premises/infrastructure of the printer/s before opening the financial bid.** The final decision of qualified printers after verification lies with the Chairperson.
- I. 2. SECURITY :**
- (i) A security of Rs. 25,000/- (Rupees Twenty Five Thousand Only) shall have to be deposited for printing/re-production by the printer and Rs. 10,000/- (Rs. Ten Thousand only) for type-setting/re-production by the type-setter either in cash at the **State Bank of India** cash counter against **Code No.O-0050, P.U., Chandigarh** OR in the form of a Bank Demand Draft in favour of **The Registrar, P.U., Chandigarh**, drawn on any Scheduled Bank payable at **Chandigarh** (at the time of submission of documents the original receipt/D.D. be attached).
- (ii) Security deposited by the type-setter/printer shall be forfeited in case of non-compliance of any of the terms and conditions, technical bid and financial bid agreed upon by him.
- 1.3 SUBMISSION OF BIDS :** There will be two sealed bid envelopes one for **Technical bid** and another for **Financial bid**. While, the technical bids of all the printers/type-setters will be opened first, the financial bids of only those printer/type-setters will be opened who will be found complying to all the specified technical requirements.
- 2. ALLOTMENT AND EXECUTION OF TYPE-SETTING AND PRINTING WORK :**
- (i) The work shall be allotted to the type-setter/printer on the rates approved by the University School of Open Learning subject to the fulfillment of terms and conditions, technical bid and financial bid of the tender document/contract. It shall be necessary for type-setter/printer to visit this office at least once a week to collect the Manuscript for type-setting/printing jobs etc. The quality, efficiency and timely work will also count for allotment of type-setting/printing work. The type-setter/printer will lift the work as per his/her declared capacity within one week of the execution of the contract.
- (ii) After completion of the work assigned by type-setter/printer, the bill should be submitted as per the proforma prescribed by the USOL along with photocopy of allotment letter of work and triplicate printed copy of the lesson (only for printers). The Master Copy of lessons alongwith Two Re-writable C.Ds. one for Printing Section and another for concerned Department of USOL will be provided by the Type-setters.
- 2.1. SPECIFICATION FOR TYPE-SETTING & SIZE OF TYPE SET AREA :**
- (i) Lessons have to be typeset with 100 % accuracy in English, Hindi, Punjabi, Sanskrit and Mathematics, as per MSS supplied by the USOL.
- (ii) The allocation of work will be done in the form of Lessons/Block/s. Each Block shall normally comprise of two or more lessons, as determined by the USOL from time to time.
- (iii) **There shall be two sizes of lessons i.e. 7" x 9" with 45 lines in English Medium and 38 lines in Hindi/Punjabi Medium and another size of lessons i.e. 6" x 8" with 38 lines in English Medium and 32 in Hindi/Punjabi Medium included folio No. This can be relaxed in case of extra space in Headings/Paras/Tables/Designs/Maps & Diagrams etc. Title Cover & Response-Sheet page shall also be typeset as per sample.**
- 2.2. SPECIFICATIONS FOR TYPES/FONTS :**
For type-setting work, the following types/fonts shall be used:
- (i) **Text**
11 point normal font for English in Bookman-old-Style/Arial and 13 point normal font for Hindi and Sanskrit in Mughal-22-Hindi and for Punjabi Joy font will be used.
- (ii) **Main Center Headings**
16 point caps, bold in English and 20 point bold for Hindi, Punjabi and Sanskrit mediums.
- (iii) **Sub-Headings**
- Center Sub-Headings : 12 point caps bold for English and 16 point bold for Hindi, Punjabi and Sanskrit.
- Side Sub-Heading (in Separate Line): 12 point upper-lower bold for English and 14 point bold for Hindi, Punjabi and Sanskrit.
- Side Sub-Headings (Running Line) : 11 point upper lower bold for English and 13 point bold for Hindi, Punjabi and Sanskrit.

(iv) Footnotes

- 9 point font for English and 11 point font for Hindi, Punjabi and Sanskrit.
- Suitable font (upper-lower etc.) and symbols for Mathematics (according to the MSS or instructions).

(v) Captions below the maps/diagrams/tables etc.

- 8 point bold for English and 11 point bold for Hindi, Punjabi and Sanskrit.
- In MSS in case of English, underline means "ITALICS", double underline means CAPS and wavy underline means Bold. The will be applicable for Hindi, Punjabi and Sanskrit.

2.3. SUBMISSION OF PROOF :

The typesetter will be required to submit the clear and legible proofs with proof reading to the USOL for final print order with the following conditions :

- (i) The typesetter will be given the following time period to complete the typesetting work and supply the proofs including proof reading to the USOL.
 - For typesetting the MSS consisting of 1-100 pages. 10 days (for all the mediums).
 - One day for every additional set of 20 pages subject to the maximum of 3 days.
 - In case where the lesson-blocks are allotted by parts to a Typesetter, the date of allotment will be considered from the date of last portion of manuscript allotted to him.
- (ii) The proofs must be sent with 100 % accuracy by the typesetter.
- (iii) If the Superintendent (Proof-Reading) finds more than 2 mistakes per page, proofs will not be accepted.
- (iv) The Typesetter will print its firm's name and address and phone no. in the end of the lesson.

2.4. PREPARATION/SUPPLY OF MASTER COPY AND TWO RE-WRITABLE C.Ds. TO THE USOL :

The typesetter will supply the final master copy alongwith two re-writable C.Ds. within **five days** from the date of receipt of print order by carrying out all the mistakes/alterations/additions/deletions by the concerned teacher.

2.5. SPECIFICATION FOR PRINTING :

- (i) The printer will have to do the printing work of the USOL at the rates approved by the Printing Committee/ Vice-Chancellor, Panjab University, Chandigarh.
- (ii) The printer will print its firms' name and address and phone no. at the back of the last page of the lesson.
- (iii) The USOL will not supply any kind of printing material except printed coloured title cover.
- (iv) → **The printers will have to use the Maplitho Paper of size 20"x30"/70 GSM and 23" x 36"/80 GSM for printing of text of the lessons for all classes/courses.**
→ **Printer will use Art Paper of size 20"x30"/170 GSM and 23" x 36"/220 GSM for coloured printing for title cover of the lessons/prospectus/magazine. (The printing of the class, subject, unit, medium & paper on the front page of the title cover will be printed by the printers at their own).**
→ The Title Cover of lessons have to be laminated as per approved design by the USOL.
- (v) The Chairperson shall have the right to get a laboratory test conducted for the printing paper used by the printer/s to satisfy the office that the quality and specification of the paper are as per Terms & Conditions, as specified in the financial bid's proforma.
- (vi) The printed lessons have to be stitched at two placed, then the title cover is to be pasted thereon.
- (vii) Lesson-blocks are to be packed and supplied to the USOL in bundles of 50 copies each and each bundle is to show the class, subject, paper, medium, lesson-block.
- (viii) One and half percent wastage of paper is allowed to the printers.

3. Time Schedule for Printing :

- (i) Printer/s will be given not more than 7 days for completing the job of printing including stitching/pasting, binding etc. from the date of allotment.
- (ii) Not more than 5 days extra time will be given for completing the printing job where the number of copies is more than 1000.
- (iii) Printer/s will be given the next job after completion of printing of allotted job and submission.

4. PENALTIES :

4.1. GENERAL PENALTIES

- (i) **If the printer does not use the printing paper as per approved specifications than no payment will be made and the same applicable on the type-setter.**
- (ii) @ Rs. 20/- per page will be deducted from the bill for dim printing/black shades at the corners of the pages.
- (iii) If the page/folio is not printed as per specifications, @ Rs. 2/- per page will be deducted.
- (iv) Stitching/Binding/Pasting found defective no payment will be made for binding work.
- (v) In case an assignment, already accepted by the type-setter/printer, is returned by the firm without any valid reason, an amount to Rs. 2000/- will be deducted from the running bill account.
- (vi) The number of pages of laser print master copy and pages of final print-order proofs must be strictly same in number and size. No payment would be made for extra pages.
- (vii) For non-compliance of clause No. **2.3. (iv) & 2.5. (ii)** Rs. 50/- will be deducted per bill.

4.2. Penalty for Loss of Manuscript/Master Copy

For loss of Manuscript/Master Copy of a lesson by a type-setter/printer, a penalty of Rs. 10,000/- (Rupees ten thousand only) per lesson or the actual expenditure incurred, whichever is higher, shall be charged. Such loss be intimated by the type-setter/printer within one month from the date of allotment in writing. This amount of penalty will be double when the intimation is received after one month.

4.3. Delayed Supply of Printed Material

- (i) Delay 1 to 5 days, Deduction @ 1% per day of the bill but not less Rs. 100.
- (ii) Delay 6 to 10 days, Deduction @ 2% per day of the bill but not less Rs. 200.
- (iii) Delay more than 10 days but not exceeding 30 days (after 30 days payment will be stopped and appropriate action will be taken), deduction @ 25% of the amount of the bill for the due assignment but not less than Rs. 500/-

4.4. Delayed Supply of Typeset Material/Master Copy and two re-writable C.Ds.

- (i) Delay 1 to 5 days, Deduction @ 1% per day of the bill but not less Rs. 50.
- (ii) Delay 6 to 10 days, Deduction @ 2% per day of the bill but not less Rs. 100.
- (iii) Delay more than 10 days but not exceeding 30 days (after 30 days payment will be stopped and appropriate action will be taken), deduction @ 25% of the amount of the bill for the due assignment but not less than Rs. 200/-.

In exceptional circumstances (to be recorded), the Chairperson may grant extension condonation of the delay to the type-setter/printer. This request in writing is to be made to the Chairperson IMMEDIATELY AFTER THE EXPIRY OF THE DUE DATE.

All arbitrations of disputes must be settled by the Lesson Production Committee constituted by the Technical Committee, USOL. The Chairperson reserves the rights whether to select or reject any tender document without any information.

Agreement : The types-etters and the printers will have to sign an agreement on a non-judicial stamp paper of Rs. 5/- showing his/her willingness to abide by the terms and conditions of contract for the session 2011-2012.

Chandigarh
Dated : 18-5-2011

Sd/-
Prof. (Mrs.) Neelam Grover
Chairperson, U.S.O.L.

Note : Firms are requested to give acceptance for as above with in five days week.

Sr. No.
(to be filled by the office)

Last Date for Receiving the Tender Document _____

**UNIVERSITY SCHOOL OF OPEN LEARNING
PANJAB UNIVERSITY, CHANDIGARH
Proforma for Financial Bid (Type-setters/Printers)
(to be submitted separate in sealed envelope by the firms)**

1. Name of the Printing Press : _____
with Declaration/Registration No. : _____

2. Name of the Proprietor and address with : _____
phone no/s. (Column No. 4 for Printers only) _____

3. PAN (attach attested photocopy) : _____

4. Detail of Infrastructure :
1. Insurance documents of the Press : _____
(attach attested photocopy)

6. Tender document for computer type-setting/printing/coloured printing/maplitho paper/art paper/ binding/stitching and lamination etc. for the session 2011-12.

(a) RATES OF COMPUTER TYPESETTING WITH PROOF READING

S.No. Medium	Rate per page	
	Size of Typeset Area	
	6" X 8"	7" X 9"
1. English		
2. Hindi		
3. Sanskrit		
4. Punjabi		
5. Mathematics		
6. Scanning of Maps/Diagrams/Photos as per size.		

(b) RATES OF PRINTING OF TEXT

S.No.	Rate per page	
	Size of Paper	
	20" X 30"/8	23" X 36"/8
1. Printing upto 1000 copies or part thereof		
2. For subsequent printing of per 1000 copies or part thereof		

(c) RATES OF COLOUR PRINTING OF FOUR PAGES OF TITLE COVER OF LESSONS

Rate per page

Size of Paper

Sr.No.	20" X 30"	23" X 36"
1. Four Colour printing of four pages of title cover of lessons upto 10,000 copies or part thereof.		
2. For subsequent printing of 10,000 copies or part thereof.		

(d) RATES OF PRINTING PAPER

S.No. PAPER	Rate Per Ream Size of Paper	
	20"X30"	23" X 36"
1. Maplitho white printing paper for text in the size of 20"x30"/70 GSM and 23" X 36"/80 GSM. (HPC, Ballarpur, JK) (One Sheet of Sample to be attached)		
2. Art Paper Size 20"x30"/170 GSM and 23" X 36"/220 GSM. (HPC, Ballarpur, JK) for title covers (One Sheet of Sample be attached)		

(e) RATES OF BINDING/STITCHING/LEMINATION

S.No. Stitching/Pasting/Lemination	Rate	
	100 copies	1000 copies
1. Stitching (including folding) 100 copies or part thereof full printed sheet or per 1000 copies or part thereof.		
2. Title pasting per 100 copies or part thereof or per 1000 copies or part thereof.		
3. Title lamination per 100 copies or part thereof size 20"x30" (1/4) or per 1000 copies or part thereof.		
3. Title lamination per 100 copies or part thereof size 23"x36" (1/4) or per 1000 copies or part thereof.		

Signature of the Proprietor
with Stamp

Dated : _____

**UNIVERSITY SCHOOL OF OPEN LEARNING
PANJAB UNIVERSITY, CHANDIGARH
Proforma for Technical Bid (Type-setters/Printers)
(to be submitted separate in sealed envelope)**

Proforma for showing the capacity by the Type-setter/Printer session
2011-2012 :

1. Name of the Type-setter/
Printing Press : _____
2. Name of the Proprietor : _____
3. Complete Address : _____

4. Detail of deposited securities if any : _____
Receipt No. (attach attested photocopy)/
D.D.No./Name of Bank/Amount/Date : _____
:
5. PAN : _____
6. Telephone No./Mobile No. : _____
7. No. of Computers installed : _____
8. No. of workers employed : _____
- { (a) On Permanent Basis : _____
- { (b) On Contract Basis : _____
9. Nos. and kind of Machinery : _____
Installed at the Printing Press
- { (a) Rota Printing Machine : _____
- { (b) Offset or Mini Offset with size : _____
- { (c) Four colour Offset Machines : _____
10. No. of workers in Binding House : _____
- { (a) On Permanent Basis : _____
- { (b) On Contract Basis : _____
- { (c) Nos. of Machines : _____
11. Actual Printing/Typesetting Capacity : _____
and experience for undertaking similar work : _____
- { (a) Per day
- { (b) Typeset pages per day (ENG., HI., PBI., MATH. SKT.)

Place :

Date :

Signature of the
Proprietor with Stamp

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF Rs. 5/-)

AGREEMENT

This agreement is signed between the Chairperson, University School of Open Learning, Panjab University and M/s. _____
 _____ for the
 Typesetting/Coloured Printing/Printing of Lesson/s & Binding, Stitching, Pasting and cost
 of Paper of this Department for the **SESSION 2011-2012** on this day

1. I/we, the Type-setter, Printer of M/s. _____
 _____ have gone
 through the Terms & Conditions of the Contract of Type-setting, Printing of
 Lessons, colour printing of tite cover (lessons/prospectus/magazine), Binding,
 Stitching, Pasting and Cost of Paper of the USOL for the Session 2011-
 2012 thoroughly and agree to abide by these terms and conditions in letter
 and spirit.
2. I/we also accept the rates of Type-setting, Printing of Lessons, colour printing
 of tite cover (lessons/prospectus/magazine), Binding, Stitching, Pasting and
 Cost of Paper of the USOL, which has been decided by the Printing
 Committee/Paper Purchase Committee/Vice-Chancellor, Panjab University,
 Chandigarh for the session 2011-2012.
3. In case of breach of any one or more of the clause/s of this agreement. I/
 we shall be liable to be penalized in accordance with the Terms & Conditions
 of this contract.

Countersigned

Signature

Chairperson
 USOL, P.U., Chandigarh.

Full Name of the
 Proprietor and address
 (with stamp)

Place :

Date :