

Sr. No. ....



Cost of Tender Documents : Rs. 400/-

**U S O L**

**UNIVERSITY SCHOOL OF OPEN LEARNING  
PANJAB UNIVERSITY CHANDIGARH**

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

**VALID FOR ONE YEAR FROM THE DATE OF AGREEMENT**

(Extendable for another one year)

**TENDER NOTICE DATED : 30-5-2012**

**LAST DATE OF SUBMISSION : 8-6-2012 UPTO 4.00 P.M.**

*(The Tender Documents can be submitted in the office of  
Chairperson, University School of Open Learning (USOL)  
on all working days between 9.00 a.m. to 5.00 p.m. and on last day upto 4.00 p.m.)*

**UNIVERSITY SCHOOL OF OPEN LEARNING (USOL)  
PANJAB UNIVERSITY, CHANDIGARH – 160 014**

**TERMS AND CONDITIONS OF CONTRACT AND RATES FOR MULTI COLOUR PRINTING AND  
LAMINATION OF TITLE COVER OF LESSONS/PROSPECTUS/MAGAZINE AND SINGLE  
COLOUR PRINTING, TYPE-SETTING, BINDING, PASTING OF LESSONS**

**I. THE CONTRACT AND ITS VALIDITY :**

The agreement of contract and rates entered into will become operative for one year from the date of agreement (extendable by one more year). The Printers/Type-setters (applicants) will enter into an agreement on non-judicial stamp paper of ₹ 5/- showing their willingness to abide by the terms and conditions made explicit in the contract and submit a copy of their Pan-Card. The Chairperson, USOL/his nominees/committee members will visit the premises of the Printer/Type-setter applicants to inspect their requisite infrastructure and verify their sufficient experience considered necessary to undertake the proposed work. A positive report is a must for the applicant to qualify to be a successful bidder. The decision of the **Chairperson, USOL** will be final and binding. The Chairperson, USOL also reserves the right to suspend or terminate the contract if the job-work *viz.* Printing/Type-setting/Binding etc. is not found complying to the specified terms and conditions.

**2. SECURITY DEPOSIT :**

- (i) For Printers :  
₹ 30,000/- (Rupees Thirty Thousand only)
- (ii) For Type-setters :  
₹ 10,000/- (Rupees Ten Thousand only)

Requisite security should be deposited in the form of Banker Cheque/Demand Draft drawn in favour of **The Registrar, Panjab University, Chandigarh** issued by any scheduled bank payable at Chandigarh. The applicants must attach original BC/DD along with the Tender Documents.

Security deposit of applicants, whose tender documents are not found satisfactory or otherwise declared ineligible by the USOL may apply for refund of their security within 3 months from the date of the intimation.

**3. SUBMISSION OF BIDS :**

The applicants shall be submitting two bids *viz.*, Technical Bid and Financial Bid on the specified proformas attached in this Tender Document. Mark **Envelop-1 Technical Bid** on the top of envelop carrying the Technical Bid and **Envelop-2 Financial Bid** on the top of envelope carrying the financial bid. Both these envelopes are to be sealed and packed into yet another envelop and sealed. The applicants must know that their Technical Bids will be opened first and their financial bids will be opened only when their Technical Bids are found in compliance to the specified terms and conditions.

**4. ALLOTMENT, EXECUTION AND BILLING OF WORK :**

- (i) The work shall be allotted to those Printers/Type-setters (vendors) who enter into an agreement with the USOL and agree to work on the rates and terms and conditions decided by the USOL.

These vendors will be required to visit the Department of USOL (once/twice a week) to collect the Manuscripts (MSS)/work. They will lift the first assignment of the work as per their declared capacity within one week of the execution of the contract. For further allotment of work the quality, efficiency, timely execution and accuracy of the work done will be the deciding factors.

- (ii) After satisfactory completion and submission of the assigned job the vendors (printer/type-setter) should raise the bill within one month of the completion of allotted job on the proforma prescribed by the USOL. Vendors should submit three copies of the bill alongwith the photocopy of allotment-letter of work and five copies of the printed lesson.

- (iii) The type-setter must submit atleast two C.D's in USOL first for the Printing Section and second for the Coordinator of the concerned Department, containing the files of the Final Master-Copy of the type-set lesson/lessons. No payment will be made for the job done if the requisite receipts are not attached with the bill.
- (iv) 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.
- (v) The type setting of text has to be made in the following sizes :**
- (a) For print area (even/odd) 7" x 9" (or 5.5"x9")  
The page must carry :  
45 lines in English Medium and  
38 lines in Hindi/Punjabi Medium
- (b) For print area (even/odd) 6" x 8"  
The page must carry :  
38 lines in English Medium and  
32 in Hindi/Punjabi Medium
- (c) For print area 5.5"x9" with 1.5" left margin on even pages and 1.5" right margin on odd pages of the lesson.  
The page must carry :  
45 lines in English Medium and  
38 lines in Hindi/Punjabi Medium

***All type-setting has to be done with normal character spacing. Type-setter must submit the entire type-set matter in Words File and Page Maker.***

**Total number of lines include the following :**

Line mentioning folio no. and the one line margins between paras/headings etc. This condition can be relaxed in case extra space is consumed in Headings/Paras/Tables/ Designs/Maps & Diagrams etc. Title Cover & Response-Sheet page shall also be typeset as per standard format.

## 5. SPECIFICATIONS FOR TYPES/FONTS :

Matter	Language	Font Size	Font	Font Style
Text	English/Maths.	11	Arial	Normal
Text	Hindi/Sanskrit	13	Mughal-22-Hindi	Normal
Text	Punjabi	13	Joy	Normal
Title of Lesson	English/Maths.	16	Arial	Bold
Title of Lesson	Hindi/Sanskrit	20	Mughal-22-Hindi	Bold
Title of Lesson	Punjabi	20	Joy	Bold
Sub Heading	English/Maths.	12	Arial	Bold
Sub Heading	Hindi/Sanskrit	16	Mughal-22-Hindi	Bold
Title of Lesson	Punjabi	16	Joy	Bold
Side Sub-Heading	English/Maths.	12	Arial	Bold
Side Sub-Heading	Hindi/Sanskrit	14	Mughal-22-Hindi	Bold
Side Sub-Heading	Punjabi	14	Joy	Bold

**(i) 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).**

**(ii) 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. These specification will be applicable for Hindi, Punjabi and Sanskrit also.**

## 6. SUBMISSION OF PROOFS :

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

- (i) The typesetter will be given the following time period to complete the type-setting work (including proof reading) and supply the proofs to the USOL.
  - (a) *For typesetting the MSS consisting of 1-100 pages : 10 days (for all the mediums) from the date of allotment.*
  - (b) *One day for every additional set of 10 pages.*
  - (c) *In case where the blocks are allotted by parts to a Type-setter, 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 Proof Reading section of the USOL still notices certain oversights in the type-set materials and returns the proofs for resubmission, the type-setter will resubmit the corrected proofs within next three working days.
- (iv) The Typesetter will print its firm's name and address and phone no. in the end of the last page of the last lesson of the block.

## 7. PREPARATION/SUPPLY OF MASTER COPY (ONLY ON EXECUTIVE BOND PAPER) AND TWO C.Ds. TO THE USOL :

The typesetter will supply the final master copy alongwith two 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.

## 8. 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. in the end of the last page of lesson of the block.
- (iii) The USOL will not supply any kind of material except printed coloured title covers to the printers only.
- (iv) **For Text (Black & White Printing) :**

The printers will have to use the **Ballarpur Maplitho Paper of size 20"x30" not less than 70 GSM or Ballarpur Maplitho Paper of size 23" x 36" not less than 80 GSM** (as the case may be) for printing of text of the lessons.

**For Title Cover etc. (Color Printing) :**

- (a) Printer will use **Ballarpur Art Paper of size 20"x30" not less than 170 GSM or Ballarpur Art Paper of size 23"x36" not less than 220 GSM** (as the case may be) 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 on their own).
- (b) The title cover of blocks have to be laminated as per approved specification 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 ascertain 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 places, before 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 a half percent wastage of paper is allowed to the printers.

## 9. 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 only after the printer completes and submits the previously allotted work.

**10. PENALTIES :****GENERAL PENALTIES**

- (i) **In case printer does not use the printing paper as per approved specifications then no payment of the job done will be made to the Printer.**
- (ii) **₹ 20/- per page as well as the cost of the paper involved** 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, **@ ₹ 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 without any valid reason, an amount to **₹ 2000/-** as penalty 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 the same in number and size. No payment would be made for extra pages.
- (vii) For non-compliance of **clause No. 6 (iv) ₹ 50/- and clause 8 (ii) ₹ 100/-** (as the case may be) will be deducted per bill.

**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.

**Penalties for late submission of Printed Jobs**

Delay in submission	Penalty Deduction
(i) 1 to 5 days	1% per day of the bill amount but not less ₹ 100/-
(ii) 6 to 10 days	2% per day of the bill amount but not less ₹. 200/-
(iii) 11 to 20 days	25% payment of bill amount but not less than ₹ 500/-
(iv) 21 to 30 days	50% payment of bill amount but not less than ₹ 1000/-
(v) Beyond 30 days	No payment for the job done.

**Penalties for late submission of Typeset Material/Master Copy and two C.Ds.**

Delay in submission	Penalty Deduction
(i) 1 to 5 days	1% per day of the bill amount but not less ₹ 50/-
(ii) 6 to 10 days	2% per day of the bill amount but not less ₹ 100/-
(iii) 11 to 20 days	25% payment of bill amount but not less than ₹ 200/-
(iv) 21 to 30 days	50% payment of bill amount but not less than ₹ 400/-
(v) Beyond 30 days	No payment for the job done.

11. In case the type-setter does not produce type-set material in strict compliance to the specifications related to font size, font style, font and format etc. he/she will not be made any payment for the job done besides a penalty of ₹ 2000/- per job will also be levied.

In exceptional circumstances (to be recorded), the Chairperson may condone delay in supply of printed/type-set material, in submission of bills and also grant extension to the type-setter/printer provided such request in writing is to be made to the **Chairperson, USOL immediately after the expiry of the due date of the submission of job.**

All arbitrations of disputes must be settled by the Lesson Production Committee constituted by the Technical Committee, USOL. In case of any dispute it shall be subject to the jurisdiction of Chandigarh Courts only.

The Chairperson,USOL reserves the rights whether to select or reject any tender document without any information.

Chandigarh  
Dated : 30-5-2012

Sd/-  
**Prof. Lalit K. Bansal**  
Chairperson U.S.O.L.

**UNIVERSITY SCHOOL OF OPEN LEARNING  
PANJAB UNIVERSITY, CHANDIGARH**

**Proforma for Technical Bid )**

Name of the Applicant Firm \_\_\_\_\_

**Category of Business** \_\_\_\_\_

**Printer**

**Type-setter**

Name of the Proprietor : \_\_\_\_\_

Complete Address : \_\_\_\_\_

City \_\_\_\_\_ Pin \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ e.mail \_\_\_\_\_

Pan No. \_\_\_\_\_ Is the Firm insured ? Yes \_\_\_\_\_ No \_\_\_\_\_

(attach self attested copy of pan card) (if yes attach self attested copy of proof)

<b>PRINTER</b>	<b>Infrastructure/Manpower/Capacity Information</b>
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**1. Details of operational Printing Machines**

- (a) Multi colour Offset \_\_\_\_\_  
 (b) Mini Offset \_\_\_\_\_  
 (c) Rota Printing Machine \_\_\_\_\_

**2. No. of Workers employed in Press** \_\_\_\_\_

**3. Work Experience**

Total work experience in Trade \_\_\_\_\_ Year \_\_\_\_\_ Months

Total work experience with USOL \_\_\_\_\_ Year \_\_\_\_\_ Months

<b>TYPE-SETTER</b>	<b>Infrastructure/Manpower/Capacity Information</b>
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- (a) No. of Computers installed \_\_\_\_\_  
 (b) No. of computers operators employed \_\_\_\_\_  
 (c) No. of Proof Readers employed/ \_\_\_\_\_  
 working on contract basis

**Type-setting capacity per day**

Language/Subject \_\_\_\_\_ No. of Pages

English \_\_\_\_\_

Mathematics \_\_\_\_\_

Hindi \_\_\_\_\_

Punjabi \_\_\_\_\_

Sanskrit \_\_\_\_\_

**Work Experience**

Total work experience in Trade \_\_\_\_\_ Year \_\_\_\_\_ Months

Total work experience with USOL \_\_\_\_\_ Year \_\_\_\_\_ Months

Place :

Date :

Signature of the  
Proprietor with Stamp

**Note : Complete this proforma to the best of your knowledge and insert it into a separate envelop. Mark 'Envelop-1-Technical Bid on the top of the envelop and seal it.**

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

**UNIVERSITY SCHOOL OF OPEN LEARNING  
PANJAB UNIVERSITY, CHANDIGARH**

**Proforma for Financial Bid**

Name of the Applicant Firm \_\_\_\_\_

**Category of Business** \_\_\_\_\_

**Printer**

**Type-setter**

Name of the Proprietor : \_\_\_\_\_

Complete Address : \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ Pin \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ e.mail \_\_\_\_\_

Pan No. \_\_\_\_\_ Is the Firm insured ? Yes \_\_\_\_\_ No \_\_\_\_\_

(attach self attested copy of pan card) (if yes attach self attested copy of proof)

**RATES-QUOTATION**

**(a) RATES OF COMPUTER TYPESETTING WITH 100% PROOF READING**

	Rate per page (₹)		
	Size of Typeset Area		
<b>Medium</b>	<b>6" X 8"</b>	<b>7" X 9"</b>	<b>5.5" x 9"</b> proposed SLM Mode for print area <b>5.5"x9" with 1.5"</b> margin left or right
English			
Hindi			
Sanskrit			
Punjabi			
Mathematics			

Scanning of Maps/Diagrams/Photos @ ₹ \_\_\_\_\_ per page

**(b) RATES OF PRINTING FOR TEXT**

(Micra or Sicpa Ink to be used for B/W Ptg.)

	Rate per page (₹)	
	Size	
	<b>20" X 30"/8</b>	<b>23" X 36"/8</b>
Printing upto 1000 copies or part thereof		
For subsequent printing of per 1000 copies or part thereof		

**(c) RATES OF MULTI COLOUR PRINTING OF TITLE COVER ON ART PAPER**

(Micra or Sicpa Ink to be used for multi colour Ptg.)

	Rate per Title Cover (₹)	
	Size	
	20" X 30"	23" X 36"
Multi Colour printing of four pages of title cover upto 10,000 copies.		
For subsequent printing of 10,000 copies		

**(d) RATES OF TEXT & ART PAPER**

	Rate Per Ream (₹)	
	Size	
	20"X30"	23" X 36"
Ballarpur Maplitho white printing paper for text in the size of 20"X30" not less than 70 GSM and 23" X 36" not less than 80 GSM to be used for text of lessons (One full sheet of each size, sample be attached)		
Ballarpur Art Paper Size 20"x30" not less than 170 GSM and 23" X 36" not less than 220 GSM for title covers (One full sheet of each size, sample be attached)		

**(e) OTHER RATES****Binding & Stitiching**

	Rate (₹)
(i) Binding & Stitching including folding 8 page forme or part thereof for 100 copies or part thereof.	
(ii) Title pasting for 100 copies or part thereof.	

**Lamination**

	Rate per Title Cover (₹)	
	Size	
	20" X 30"	23" X 36"
(iii) (a) <b>Lamination</b> of two front pages of title cover upto 10,000 copies		
(b) For subsequent lamination.		

Dated : \_\_\_\_\_

Place : \_\_\_\_\_

Signature of the Proprietor  
with Stamp

**Note : Complete this proforma to the best of your knowledge and insert it into a separate envelop. Mark 'Envelop-2-Financial Bid on the top of the envelop and seal it.**



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

**AGREEMENT**

This agreement is entered into at Chandigarh by and between Chairperson, University School of Open Learning, Panjab University and M/s. \_\_\_\_\_ for the execution of Multi Colour Printing and Lamination of Title Cover of Lessons/Prospectus/Magazine and Single Colour Printing, Type-setting, Binding, and Pasting of Lessons and Cost of Paper for one year from the date of signing this agreement.

1. I/We, M/s. \_\_\_\_\_ (Type-setter/Printer) declare that I/we have gone through the Terms and Conditions of the contract and agree to abide by these terms and condition in letter and spirit.
2. I/We also willingly accept to work on the rates fixed by the USOL for the jobs mentioned in Clause 1.
3. I/We also agree that in case of any breach of any one or more of the clauses of this agreement due to our acts the USOL is fully authorised to take any appropriate action or terminate the contract entered into.

Countersigned

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Chairperson  
USOL, P.U., Chandigarh.

\_\_\_\_\_  
Full Name of the  
Proprietor and address  
(with stamp)

Place :

Date :