

Sr. No. ....



**Cost of Tender Documents : Rs. 500/-**

**U S O L**

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

**TENDER FOR TYPE-SETTING**

**FOR THE SESSION 2016-2017 & 2017-2018  
FROM THE DATE OF AGREEMENT**

**TENDER NOTICE DATED : 9/06/2016**

**LAST DATE OF SUBMISSION : 30/06/2016 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 4.00 p.m.)*



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

### TERMS AND CONDITIONS OF CONTRACT AND RATES FOR TYPE-SETTING

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

The agreement of contract and rates entered into will become operative for two years from the date of agreement. The applicants for Type-setting work will enter into an agreement on non-judicial stamp paper of Rs. 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 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.* Type-setting is not found as per the specified terms and conditions.

#### **2. SECURITY DEPOSIT FOR TYPE-SETTER :**

- (i) Rs. 5,000/- (Rupees Five Thousand only)
- (ii) 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 applicant must attach original BC/DD along with the Tender Documents.
- (iii) The Security deposit of the applicant received in the shape of Banker Cheque/Bank Draft will be returned to the firm if their Tender Documents are not found satisfactory or otherwise declared ineligible by the USOL after completion of the whole process of agreement.

#### **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 envelop carrying the financial bid. Both these envelops are to be sealed and packed into yet another envelop and sealed. **Mark this outer Envelop as USOL Type-setting Tender.** 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 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 USOL (once in a week) to collect the Manuscripts (MSS)/work. They will lift the first assignment of the work as per their declared capacity within fifteen days 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 (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 along with the photocopy of allotment-letter of work and hard copy/master copy of the lesson.
- (iii) The type-setter must submit at least 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" **(for all classes except B.A.)**

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" **(only for B.A.)**

The page must carry :  
38 lines in English Medium and  
34 lines in Hindi/Punjabi Medium

**All type-setting has to be done as per specifications mention on Page no.5 of Tender Document. Type-setter must submit the entire type-set matter in Microsoft Word 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
Sub Heading	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 specifications 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 Type-setter will type its firms' name and address in the end of the last page of the lesson.

As per following instruction:-

**Type-Setting by: Name of the Firm with Address  
 USOL (Job No.)/No. of Pages/Date of Allotment**

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

The typesetter will supply the final master copy alongwith two Branded 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. PENALTIES :**

**GENERAL PENALTIES**

- (i) In case an assignment, already accepted by the type-setter is returned without any valid reason, an amount of Rs. **2000/-** as penalty will be deducted from the running bill account.  
 (ii) 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.  
 (iii) For non-compliance of **clause No. 6 (iv)** Rs. **300/-** (as the case may be) will be deducted per bill.  
 (iv) The interlining space, text matter and size/type of font should remain the same as mentioned at Page No. 5 of Tender Document for each page of the lesson, non-compliance of the same an amount of Rs. 50/- per page will be deducted from the work done by the type-setter.

**Penalty for Loss of Manuscript**

For loss of Manuscript of a lesson by a type-setter, 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 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 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 than R 50/-
(ii) 6 to 10 days	2% per day of the bill amount but not less than R 100/-
(iii) 11 to 20 days	25% payment of bill amount but not less than R 200/-
(iv) 21 to 30 days	50% payment of bill amount but not less than R 400/-
(v) Beyond 30 days	No payment for the job done.

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

In exceptional circumstances (to be recorded), the Chairperson may condone delay in supply of type-set material, in submission of bills and also grant extension to the type-setter 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 to the applicant.

Chandigarh  
 Dated : 9/06/2016

Sd/-  
**Prof. Jaspal Kaur Kaang**  
 Chairperson, USOL

## SPECIFICATIONS FOR MICROSOFT WORD

Page Setup							
<b>Paper Size 9"X 11"</b>				<b>Margins</b>			
Width	Text 7"			Top	1"	Bottom	1"
Height	Text 9"			Left	1"	Right	1"
<b>Paper Size 8"X 10"</b>				Gutter	0"		
Width	Text 6"						
Height	Text 8"						

Layout	
Header from Top	0.5"
Footer from Bottom	0.5"

Paragraph			
<b>Indent</b>		<b>Spacing</b>	
Left	0"	Before	0 pt
Right	0"	After	6 pt

Line Spacing		Character Spacing	
At least	13.2 pt	Scale	100%
		Spacing	Normal
		Position	Normal

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## **SPECIFICATIONS FOR PAGEMAKER**

Document Setup							
<b>Paper Size 9"X 11"</b>				<b>Margins</b>			
Width	Text 7"			Inside	1"	Outside	1"
Height	Text 9"			Top	1"	Bottom	1"
<b>Paper Size 8"X 10"</b>				Gutter	0"		
Width	Text 6"						
Height	Text 8"						

Paragraph Specifications			
<b>Indent</b>		<b>Spacing</b>	
Left	0"	Before	0"
First	0"	After	0.06"

Line Spacing		Character Spacing	
At least	13.2 pt	Tint	100%
		Track	Normal

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

**Proforma for Technical Bid for Type-setter**

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

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)

**Details of Security**

i) Name of Bank \_\_\_\_\_ ii) BC/BD No. \_\_\_\_\_ iii) Date \_\_\_\_\_

**Note: BC/BD should be in the Name of The Registrar, Panjab University, Chandigarh payable at State Bank of India, Sector-14, Chandigarh.**

**TYPE-SETTER**

**Infrastructure/Manpower/Capacity Information**

**1. Details of Computer/Laser Jet Printer/Scanner**

(a) Nos. of Computer \_\_\_\_\_

(b) Nos. of Printer \_\_\_\_\_

(c) Nos. of Scanner \_\_\_\_\_

(d) Nos. of Proof Reader \_\_\_\_\_

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

**3. Work Experience**

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

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

Reference of previous assignments if any \_\_\_\_\_

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 alongwith Bank Draft otherwise your tender will be cancelled. 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 for Type-setter**

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

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**

**RATES OF COMPUTER TYPESETTING WITH 100% PROOF READING**

	Rate per page (Rs.)	
	Size of Typeset Area	
<b>Medium</b>	<b>6" X 8"</b>	<b>7" X 9"</b>
English		
Hindi		
Sanskrit		
Punjabi		
Mathematics		

High Resolution Scanning of Maps/Diagrams/Photos @ D \_\_\_\_\_ per page

Signature of the Proprieter's with Stamp

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

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

**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.**

**AGREEMENT FOR TYPE--SETTER (2016-2017 & 2017-2018)**

This agreement is entered between Chairperson, University School of Open Learning, Panjab University, Chandigarh and M/s. \_\_\_\_\_  
 \_\_\_\_\_ for the execution of  
 Type-setting work for the session 2016-2017 & 2017-2018.

1. I/We, M/s. \_\_\_\_\_  
 declare that I/we have gone through the Terms and Conditions of the Tender Document for the rate contract of Type-Setting and agree to abide by these terms and conditions 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's and address  
 (with stamp)

Place :

Date :