

Sr. No. ....



Cost of Tender Documents : Rs. 500/-

**U S O L**

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

**TENDER FOR PRINTING  
AND BINDING ETC.**

**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 MULTI COLOUR PRINTING AND LAMINATION OF TITLE COVER OF LESSONS/PROSPECTUS/MAGAZINE AND SINGLE COLOUR PRINTING, BINDING, PASTING OF TITLE COVER WITH SPINE/CREASE OF LESSONS**

### **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 Printing/Binding 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 Printer 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/Binding etc. is not found as per the specified terms and conditions.

### **2. SECURITY DEPOSIT FOR PRINTER :**

- (i) Rs. 30,000/- (Rupees Thirty 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 Printing/Binding 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 Printers (vendors) for printing/binding 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/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 (for printing/binding) 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 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.

**5. SPECIFICATIONS 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 in the end of the last page of the lesson.

As per following instruction:-

**Printed by: Name of the Firm with Address**

**USOL (Job No.)/No. of Copies/Date of Allotment**

- (iii) The USOL will not supply any kind of material except printed coloured title covers to the printers.
- (iv) **For Text (Black & White Printing) :**

The printers will have to use the **Ballarpur Maplitho Paper (Sunshine Super Printing) of size 20"x30" 80 GSM only or Ballarpur Maplitho Paper (Sunshine Super Printing) of size 23" x 36" 80 GSM** only for printing of the lessons.

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

- (a) Printer will use **Ballarpur Art Paper of size 20"x30" 220 GSM or Ballarpur Art Paper of size 23"x36" 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. The spine/crease of the title cover of lesson is necessary both sides (Front & Back).
- (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 per colour of paper is allowed to the printers.

**6. 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 submit the previously allotted work.

**7. 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) **Rs. 20/- per page as well as the cost of the paper involved** will be deducted from the bill for dim printing, Scum and black shades at the corners of the pages.
- (iii) If the page no. /folio no. is not printed as per specification, **@ Rs. 5/- per page** will be deducted.
- (iv) If 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 of **Rs. 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. 5 (ii)** **Rs. 300/-** (as the case may be) will be deducted per bill.
- (viii) The spine/crease both sides (Front & Back) of the title cover of the lesson is compulsory. Non-compliance of the same penalty amounting of **Rs. 100/-** will be deducted from the bill.

**Penalty for Loss of Manuscript/Master Copy**

For loss of Manuscript/Master Copy of a lesson by a printer, a penalty of **Rs. 10,000/- (Rupees ten thousand only)** per lesson shall be charged. Such loss be intimated by the printer within 12 days from the date of allotment in writing. This amount of penalty will be double when the intimation is received after 12 days.

**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 than Rs. 100/-
(ii) 6 to 10 days	2% per day of the bill amount but not less than Rs. 200/-
(iii) 11 to 20 days	25% payment of bill amount but not less than Rs. 500/-
(iv) 21 to 30 days	50% payment of bill amount but not less than Rs. 1000/-
(v) Beyond 30 days	No payment for the job done.

In exceptional circumstances (to be recorded), the Chairperson may condone delay and grant extension in supply of printed material and submission of bills to the printer, provided such request in writing is made to the **Chairperson, USOL 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. 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 U.S.O.L.*

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

**Proforma for Technical Bid for Printing/Binding**

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.**

**Infrastructure/Manpower/Capacity Information for Printing/Binding**

**1. Details of operational Printing Machines & Man Power**

(a) Multi colour Offset \_\_\_\_\_

(b) Mini Offset \_\_\_\_\_

(c) Rota Printing Machine \_\_\_\_\_

(d) No. of Workers employed in Press \_\_\_\_\_

**2. Details of Binding Machines & Man Power**

(a) Folding Machine \_\_\_\_\_

(b) Cutting Machine \_\_\_\_\_

(c) Stitching Machine \_\_\_\_\_

(d) Spine/Crease operation \_\_\_\_\_

(e) No. of Workers employed in Press \_\_\_\_\_

**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's 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 Printing/Binding**

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)

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

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

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

**(b) 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 (Rs.)	
	Size	
	20" X 30"	23" X 36"
Multi Colour printing of four pages of title cover upto 10,000 copies.		
For printing of subsequent 10,000 copies		

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

	Rate Per Ream (Rs.)	
	Size	
	20"X30"	23" X 36"
Ballarpur Maplitho Paper (Sunshine Super Printing) for text in the size of 20"X30" 80 GSM and 23" X 36" 80 GSM to be used for text of lessons (One full sheet of each size, sample be attached)		
Ballarpur Art Paper Size 20"x30" `220 GSM and 23" X 36" 220 GSM for title covers (One full sheet of each size, sample be attached)		

**(d) OTHER RATES**

<b><u>Binding &amp; Stitching</u></b>		Rate (Rs.)	
(i)	Binding & Stitching including folding 8 page forme or part thereof for 100 copies or part thereof.		
(ii)	Title pasting with spine/crease for 100 copies or part thereof.		
<b><u>Lamination</u></b>		Rate per Title Cover (Rs.)	
		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.		

Signature of the Proprietor'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.**



## FORMAT OF DELIVERY CHALLAN

### Delivery Challan

**Name of the Firm**

Address

Challan No. .... Date.....

Dear Sir/Madam,

Please acknowledge the receipt of the following printed material alongwith bill and MSS.

Job No. ....  
 Allotment Date .....  
 Class .....  
 Subject .....  
 Paper .....  
 Block .....  
 Lesson No/s. ....  
 Medium .....  
 No. of Copies .....

Received the above material in good condition  
 alongwith MSS and Bill.

**Lesson Store Incharge**  
 (Signature with Date)

# FORMAT OF TECHNICAL CHALLAN

## Name of the Firm

Address of the Firm

### TECHNICAL CHALLAN

Bill No. ....		Allotment Date.....			Date of Challan.....					
Class	Subject	Paper	Block	L. No.	Med.	No. of Copies	No. of Pages Total    Printed	Particulars	Rate	Amount (Rs.)
								Printed Pages .....		
								Stiching 8 Pages 100		
								Title Pasting per 100		
								Lamination		
								Paper Size..... (80 GSM)		
								Reams .... Sheets .....		
								<b>Total</b>		
								<b>G. Total (After Rounding Off)</b>		

**Consumption of Paper**

Paper ..... Sheets  
Wastage 1.5%..... Sheets  
Total ..... Sheets  
Reams .....  
Sheets .....

Certified that we used Ballarpur Maplitho Paper (Sunshine Super Printing) size 20 \*30+/- 23"x36" (80GSM)

Authorised Signatory  
of the Firm

**AGREEMENT FOR PRINTING/BINDING WORK (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 Multi Colour Printing and Lamination of Title Cover of Lessons/Prospectus/Magazine and Single Colour Printing, Binding, and Pasting of title cover with spine/crease for the session 2016-2017 and 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 printing & binding 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 :