



OSMANIA UNIVERSITY
HYDERABAD – 500007, INDIA

Ten. No. 1236/PR/DIS/OU/Stationery/2025-26

Date: 02-07-2025

**TENDER NOTIFICATION FOR SUPPLY OF STATIONERY/COMPUTER
CONSUMABLES/COMPUTER STATIONERY/ GENERAL STATIONERY
ARTICLES/PAPER STATIONERY ARTICLES/PVD ID CARDS & YMCKO
RIBBONS/PURCHASE/REFILLING OF TONER CARTRIDGES FOR NEW AND
EXISTING LASERJET/COLOR JET PRINTERS**

On behalf of Osmania University, sealed tenders are invited from authorized distributors/dealers for supply of Stationery/Computer Consumables/Computer Stationery/General Stationery Articles/Paper Stationery Articles/PVC ID CARDS & YMCKO RIBBONS/Refilling of Toner Cartridges for new and existing LaserJet & Color Jet printers, etc., to Administrative Building, Registrar Office, OU. For further details, visit our website www.osmania.ac.in .

Sd/-
REGISTRAR



OSMANIA UNIVERSITY
HYDERABAD – 500007, INDIA

Ten. No. 1236/PR/DIS/OU/Stationery/2025-26

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**TENDER NOTIFICATION FOR SUPPLY OF STATIONERY/COMPUTER
CONSUMABLES/COMPUTER STATIONERY/ GENERAL STATIONERY ARTICLES/PAPER
STATIONERY ARTICLES/PVD ID CARDS & YMCKO RIBBONS/PURCHASE/REFILLING
OF TONER CARTRIDGES FOR NEW AND EXISTING LASERJET/COLOR JET PRINTERS**

On behalf of Osmania University, sealed tenders are invited from authorized distributors/dealers for supply of Stationery/Computer Consumables/Computer Stationery/General Stationery Articles/Paper Stationery Articles/PVC ID CARDS & YMCKO RIBBONS/Refilling of Toner Cartridges for new and existing LaserJet & Color Jet printers, etc., to Administrative Building, Registrar Office, OU, Hyderabad – 500 007. The Tender document can be obtained from the Office of the Director (Infrastructure), Osmania University, Hyderabad from 02-07-2025 to 17-07-2025 on all working days between 11-00 A.M. to 3.00 P.M on payment of non-refundable application cost of Rs. 5,000/- (Rupees Five thousand only). The Tender shall consist of two parts (i) Technical bid (ii) Commercial bid. Complete sealed tenders along with refundable EMD of Rs. 40, 000/- (Rupees Forty thousand only) shall be submitted at the Office of the Infrastructure, 1st Floor, Administrative Building, Osmania University, Hyderabad – 500007 on or before 17-07-2025 by 3.00 P.M. Sealed tenders received after the due date and time will not be entertained. The Tenders will be opened on 17-07-2025 at 4.00 P.M. in the Committee Room, Registrar Office, OU, in the presence of the bidding firms. The detailed tender documents can also be downloaded from our website and in that case, Application cost and Tender Document Fee should be submitted along with the Technical Bid. Please note that the Application fee and EMD should be remitted through two separate Demand Drafts drawn in favour of the Registrar, Osmania University and enclosed to the Tender bids, failing which the bids are liable to be rejected. For further details, please visit our www.osmania.ac.in.

REGISTRAR,
OSMANIA UNIVERSITY.



OSMANIA UNIVERSITY

HYDERABAD – 500007, INDIA

Ten. No. 1236/PR/DIS/OU/Stationery/2025-26

Date: 02-07-2025

TENDER NOTIFICATION FOR SUPPLY OF STATIONERY/COMPUTER CONSUMABLES/COMPUTER STATIONERY/ GENERAL STATIONERY ARTICLES/PAPER STATIONERY ARTICLES/PVD ID CARDS & YMCKO RIBBONS/PURCHASE/REFILLING OF TONER CARTRIDGES FOR NEW AND EXISTING LASERJET/COLOR JET PRINTERS

Sub: Osmania University – Stationery/Computer Consumables/Computer Stationery/General Stationery Articles/Paper Stationery Articles/PVC ID CARDS & YMCKO Ribbons/Refilling of Toner Cartridges for new and existing LaserJet & Color Jet printers, etc. – Tender Notification – Regarding.

Osmania University hereby invites open tenders from Authorized distributors/dealers for supply of Stationery/Computer Consumables/Computer Stationery/General Stationery Articles/Paper Stationery Articles/PVC ID Cards & YMCKO Ribbons/Refilling of Toner Cartridges, etc., to Osmania University Campus, Hyderabad – 500 007. You are requested to submit your competitive price in the sealed covers as per the details given below. The vendors are advised to quote the prices inclusive of taxes. The discretion is vested with the University to decide as per the requirements.

Part – I

TENDER SCHEDULE

- | | | |
|---|---|--|
| 1.Name of the Tender | : | Supply of Stationery/Computer Consumables/ Computer Stationery/General Stationery Articles/Paper Stationery Articles/PVC ID Cards & YMCK Ribbons/Refilling of Toner Cartridges, etc., |
| 2.Sale of Tender Schedule | : | From 02-07-2025 to 17-07-2025 (11 A.M – 3.00 P.M.)
At the O/o the Registrar, Administrative Building, Osmania University. (On all working days) |
| 3.Closing date and time
(For receiving duly filled in tender bids) | : | 17-07-2025 by 3.00 P.M. |
| 4.Submission of Tender bids | : | Sealed tenders in two parts (i) Technical bid (Annex-I) and (ii) Commercial bid (Annex-II) should be submitted at O/o the Registrar, Administrative Building, Osmania University (on all working days) |
| 5.Date, Venue & Time of opening | : | 17-07-2025 by 4.00 P.M. in the
Committee Room Registrar's Office, OU,
Hyderabad – 500 007 |

Note: In case of unavoidable circumstances, if the tenders are not opened on the last day of Submission in the presence of bidders or their authorized representatives, the subsequent date will be intimated in due course).

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|----------------------------------|--|
| 6. Earnest Money Deposit (EMD) : | EMD of Rs. 40,000/- (Rupees Forty thousand only) Payable through Demand Draft drawn on any nationalized bank in favour of Registrar, OU. The Tenders without accompanying demand drafts or insufficient demand drafts will not be considered and will be summarily rejected. |
| 7.Payment Terms : | No advance payment will be made. Payment will be arranged in accordance with the supply subject to satisfactory installation and working of the software. |

Part – II

Supply of Paper Stationery for the year 2025-26

S.No.	Name of the Item	Remarks
1.	White Paper (17x27) 60 gsm. Per ream	
2.	Branded Hammermil /JK Copier F. Scap size per pkt. 80 Gsm	
3.	Branded Hammermil /JK Copier A4 size per pkt. 80 Gsm	
4.	Branded Hammermil /JK Copier A3 size per pkt. 80 Gsm	
5.	Branded Hammermil /JK Copier + super white A4 size per pkt. 80 Gsm	
6.	Branded Hammermil /JK Copier A4 size Color per pkt. 80 Gsm	

Supply of Computer Consumables for the year 2025-26 through Authorized Resellers /Dealers appointed by the respective Manufacturing Companies with Authorized Certificate or Letter for the Bid

S.No.	Name of the Article	Remarks
1.	Riso Master Roll B4	
2.	CV3230 Ink 800 ML	
3.	Ricoh Xerox Toner 1230D	
4.	Ricoh Xerox Toner MP3554S	
5.	Ricoh Xerox Toner MP6054B	
6.	Ricoh Xerox Toner Mp2501S	
7.	Ricoh Xerox Toner- NL5928RC	
8.	Ricoh Xerox Toner- B8045	
9.	Ricoh Xerox Toner- 7035	
10.	DM 100i Ink Cartridge Franking machine	
11.	Canon NPG 57Toner	
12.	Canon NPG 59Toner	
13.	Canon NPG 73Toner	
14.	Canon NPG 84Toner	
15.	Canon NPG 90 Tonner	
16.	Ricoh- 6000-6003	
17.	Ricoh-LE- 2000	
18.	Versalink B7135 – 006R01818 Toner	
19.	Canon NPG-67 (Colour Cartridge Set)	
20.	Kyocera – TK 6329 Toner	

Supply of Computer Consumables for the year 2025-26

S.No.	Name of the Article	Remarks
1.	Hp. LaserJet Toner Cartridge 1015/1022	12A
2.	Franking Machine DM100i Ink	DM100i
3.	HP Laser Jet CF410A 4 Color Set Cartridges	CF410A
4.	HP Laser Jet CE310A 4 Color Set Cartridges	CE310A
5.	Hp. 2600n LaserJet Printer Color Cartridges Q6000A	Q6000A
6.	Hp. 2600n LaserJet Printer Color Cartridges Q6001A	Q6001A
7.	Hp. 2600n LaserJet Printer Color Cartridges Q6002A	Q6002A
8.	Hp. 2600n LaserJet Printer Color Cartridges Q6003A	Q6003A
9.	Hp 1505 LaserJet Toner Cartridge	CB636A
10.	Hp 1007/ P1008 LaserJet Printer Black Cartridge	88A
11.	HP/Dell USB Key Board Wired	
12.	HP/Dell Wireless Key Board	
13.	TVS Gold USB	
14.	HP Mouse-USB	
15.	HP/Dell Wireless Mouse	
16.	HP Pen Driver 8 GB	(USB-A, USB-C) 3.2 Gen
17.	HP Pen Driver 16 GB	
18.	HP Pen Driver 32 GB	
19.	HP Pen Drive 64 GB	
20.	Mouse Pad (good quality)	Sample to be enclosed
21.	Hp.1566 LaserJet Toner Cartridge	78A
22.	Compatible Cartridge	12A , 88A, 78A, 36A,

23.	HP Cartridge	18A ,19A
24.	Cannon Printer cum scanner	737
25.	Cannon Printer tonner	925
26.	HP Printer cartridge	110A
27.	CD Marker Pen	All Colors
28.	Cartridges (Ricoh)	101, 110, 337, 737,925, 137A
29.	HP Color Cartridges (All 4 Colors)	126A, NPG-69
30.	HP Black Original Laser jet Tank Tonner Reload Kit	158X

Supply of Computer Stationery for the year 2025-26

S.No.	Name of the Article	Remarks
1.	Computer Forms 80 GSM (Pure White/good quality with good quality of Carbon	
2.	10x12x1 Part (80 column)	
	10x12x2 Part (80 column)	
	15x12x1 Part (132 column)	
	15x12x2 Part (132 column)	
	Pre-Printed pay slips (80 Column 10x12x2)	
	Ribbon No.P7000 Ultra Capacity Printer	
	Ribbon for WEP-Line Speed -5000N	
3.	PVC ID CARDS for Evolis Primacy PVC Card Printer Duplex	
4.	YMCKO Ribbons for Evolis Primacy PVC Card Printer Duplex	
5.	Printronix Ribbon P8000/P7000/N7000 cartridge	

Supply of Refilling of Toner Cartridges for the year 2025-26

S.No.	Name of the Article	Remarks
1.	Hp. Laser jet Toner Cartridge	12A
2.	Hp.1505 laser jet Toner Cartridge	CB636A/78A
3.	Hp 1007/P 1008 Laser jet Printer Black Cartridge	88A
4.	Replacement of OPC Drum	
5.	HP Laser Jet CP 1025 Color Toner	

Supply of General Stationery Articles for the year 2025-26

S.No.	Name of the Article	Remarks
1.	Plastic Trays (special) Chetan each	Sample
2.	Plastic Trays (Ord.) Chetan each	Sample
3.	Dustbin (Plastic) Chetan each (Spherical)	Sample
4.	Sutli-5 ply per kg.	Per kg.
5.	Hauser Pens	
6.	Natraj Rubbers(Non-Dust) small each	
7.	Unibal Pens UB-157 Each	
8.	Add gel / Cello Pens(Achiever) each	
9.	Add gel /Cello Refills (NB-R20) Deluxe each	
10.	Sketch Pens (Luxor) per packet	
11.	Reynolds Pens 0.45 each+ Refills	
12.	Flair Pens	
13.	Flair Refills	
14.	Pin Sheets (Best export Quality)1.1/2 each	Sample
15.	Pin Box (Best) each	Sample
16.	Tochen (Wooden / Plastic handle) 'Mayura' each	
17.	Pen Stand Superior (acrylic Model-4 Pens)	
18.	Pen Stand Superior (acrylic Model-2 Pens)	
19.	Pin Cushion Superior 'Best' each (Good Quality)	Sample
20.	Pin Cushion Medium 'Best' each (Good Quality)	Sample
21.	Post it Pad Color Flag	
22.	Miracle Gum Tape (each) & Ibro Tape 2 inches	
23.	Big Gum Tape 2" each Miracle	
24.	Gum Tape 1" each Miracle	
25.	Gum Tape 1" Brown each Miracle	

26.	Gum Tape small (premier)	
27.	Fevi stick Super 15 g. each	
28.	Faber-Castell Super Fluorescent	
29.	Highlighters each. Luxor	
30.	Reynolds white board marker(Camlin)	
31.	Paper Gum Tape	
32.	Gum Bottle (700 ml) Camel each	
33.	Gum Bottle (150 ml) Camel each	
34.	Gum Tube adhesive each	
35.	Plastic Secret Files (four folds) each	
36.	Glass Tumblers 'Year'	
37.	Stapler Machine No.10 Plastic "MAX"	
38.	Stapler Machine No.HD45 Plastic "MAX"	
39.	Stapler Machine No.DS12S/17Plastic "MAX"	
40.	Stapler Pin(10) 'Max' (each box) (20 No's)	
41.	Stapler Pin(24/6) 'Max' (each box) (20 No's)	
42.	Stapler Pin(23/17)'Max' (each box)	
43.	Stapler Pin(23/15)'Max' (each box)	
44.	Stapler pin(23/10)'Max' (each box)	
45.	Index Registers (Ledger) 600 Pages each	
46.	Index Registers(Ledger) 400 pages each	
47.	Index Registers(Ledger) 200 pages each	
48.	Jem Clips 'Lion' (35mm) Plastic (each box of 10 small boxes) Good Quality 0.35mm	Sample
49.	Natraj Pencil (each box)	Sample
50.	Locks Godrej (6 lever)	Sample
51.	Locks Godrej (7 lever)	
52.	Locks Godrej (8 lever)	
53.	Steel Scale (Big) 12" inches each	
54.	Plastic Scale (Big) 18" inches each	
55.	Plastic Scale Small 12" inches each	
56.	Damper Round Plastic 'AACEE' Deluxe each Good Quality	
57.	Punching Machine DP600 'Kangaroo' each	
58.	Punching Machine 280 'Kangaroo' each	
59.	Rubber Bands (small) 1" super quality	Per Kg
60.	Rubber Bands (small) 4" super quality	Per Kg
61.	All out Machine (each)	
62.	All out Refills (each)	
63.	L.Shape Plastic Folders (each)	
64.	Lever Index Files (each)	
65.	Stamp Pad Ashoka' Medium size (110mm x 70mm) each	
66.	Stamp Pad Ashoka' Big size (97 x 110) each	
67.	Stamp Pad Ink Bottle Camel/Ashok each	
68.	File Tags 10 inches Tread Super quality (each bundle) (10 No's)	
69.	File Tags 8 inches Tread Super quality (each bundle)	
70.	Gum Tape Dispenser (Stand) 'Bimal B832 each	
71.	Office Files (Spring)	
72.	Calculators Casio DJ 120	
73.	Permanent marker four colors (Blue, Black, red, Green)	
74.	CD-marker four colors (Blue, Black, red, Green)	

Supply of Paper Stationery Articles for the year 2025-26

S.No.	Name of the Article	Remarks
1.	Eraz-Ex (Pen) each	
2.	File Board with printing	Sample
3.	Ruled Registers (Ledger) 400 pages each duly numbered	Sample
4.	Ruled Registers (Ledger) 200 pages each duly numbered	Sample
5.	Ruled Registers (Ledger) 100 pages each duly numbered	Sample
6.	Brown envelops 9"x4" per 100 envelops	Sample
7.	Brown envelops 11"x5" per 100 envelops.	Sample
8.	Plastic coated covers full scape with printing per 100 covers	Sample
9.	Plastic coated A4 size covers with printing per 100 covers	Sample
10.	Brown covers fullscap with printing per 100 covers	Sample
11.	Brown covers A4 size with printing per 100 covers	Sample
12.	Plain White cover 9x4	Sample
13.	Plain White cover 11"x5"	Sample
14.	Cloth Covers A4 Size per 100 Covers	Sample
15.	Cloth Covers Full Scape per 100 Covers	Sample

16.	Decollum Writing Pad (Good Quality)	Sample
17.	Ruled Sheet Ledger 16/13	Sample

PART – III

TERMS & CONDITIONS

1. The Firms should submit their tenders duly enclosing a Demand Draft towards non-refundable Application cost of Rs. 5,000/- (Rupees Five thousand only) and refundable EMD for Rs. 40,000/- (Rupees Forty thousand only) in the name of Registrar, Osmania University, Hyderabad, after going through the conditions laid down.
2. Only authorized distributors/dealers are permitted to quote against the requirements. The vendors are advised to quote the prices (Plus) GST as applicable (to be shown separately) i.e., (Base price of the item + GST as applicable). The discretion is vested with the University to decide as per the requirements.
3. The firm should have a strong base and may give reference of their standing and orders for supplies of all the Stationery items for the last five years in Government, Educational Institutions and Public Sectors undertakings.
4. Timely supplies of stationery to University are the essence of the contract.
5. The validity period of the approved rates shall initially be for a period of **one year**. Based on satisfactory performance, the rate contract may be **extended for an additional two years**, making the total duration up to **three years**. The rates quoted for stationery and all other items mentioned in the tender shall remain **firm and unchanged** throughout the entire contract period of three years, and the bidders are required to supply the items at the same approved rates without any escalation.
6. The following information has to be filled by the tenderer with evidence (Documentary proof to be enclosed).
 - a) Firm Registration Certificate/Certificate of Incorporation
 - b) GST Registration No. /Certificate
 - c) PAN Registration
 - d) Address Proof of the bidder
 - e) Detailed profile of the firm
 - f) Recent Purchase Orders of Stationery items, Consumable Items, Toner etc. issued by Government Departments/Universities in the last three financial year (2022-23, 2023-24 and 2024-25)
 - g) Authorization Certificate from the OEM for Toners / Cartridges duly mentioning the tender notification number.
7. Prices are to be quoted and the tax component should be shown separately (GST as applicable), and if any other charges, as applicable.
8. The offers must be in English. The rates should be indicated both in figures and in words against each item.
9. The rates shall be fixed and constant throughout the entire period of the Contract and will not be modified under any circumstances.
10. Offers received after the bid closing date/time shall not be considered.
11. Telex/Tele fax/E-Mail Tenders will not be accepted and the University takes no responsibility for delay/loss or non-receipt of tenders by post/couriers.
12. Any offer containing incorrect statement and incomplete information will be summarily rejected and no unsolicited correspondence shall be entertained.
13. PRICE BID of only those bidders shall be opened who qualify in the technical evaluation.
14. Osmania University reserves the right to accept /reject any offer in full or in part or accept any offer other than the lowest without assigning any reasons thereof.
15. All disputes or differences whatsoever arising between the parties relating to the contract shall be settled by the arbitration in accordance with the rules of arbitration of Indian Council of Arbitration and the Award made in pursuance thereof shall be binding on the parties. The venue of arbitration shall be Hyderabad, and the Vice-Chancellor, Osmania University Hyderabad – 500007, will make the appointment of the arbitrator on behalf of the University.

16. The Tenders of those manufacturers/ authorized distributors/dealers only be accepted, who have remitted the prescribed non-refundable Tender Application fee of Rs. 5,000/- through Demand Draft drawn in favour of Registrar, Osmania University.
17. The E.M.D of the unsuccessful tenderers will be refunded without any interest.
18. The Bidder should provide OEM Authorization certificate for Supply of Xerox Machines toners with respective OEMs.
19. The Successful Bidder EMD will be retain till the period of Completion of Contract.
20. The firm must have valid GST certificate. (Please attach copy of certificate).
21. The security deposit shall be liable to be forfeited wholly or partly at the sole discretion of the O.U. If the tenderer either fails to effect supplies of paper stationery as indented for, or fails to fulfill the contractual obligations or fails to settle in full his dues to the O.U.
22. In case of premature termination of the contract, the Security Deposit will be forfeited and the O.U. will be at liberty to recover the loss suffered by it & if additional cost is to be paid, the same shall be recovered from the tenderer.
23. The O.U. is empowered to recover from the Security Deposit for any sum due and for any other sum that may be fixed by the O.U. as being the amount or loss or losses or damages suffered by it due to delay in performance and / or non-performance and / or partial performance of any of the conditions of the contract and / or non-performance of guarantee obligations.
24. Failure to comply with the terms of security deposit shall result into cancellation of work order without any further reference to the tenderer and the EMD shall be forfeited.

REGISTRAR,
OSMANIA UNIVERSITY

TECHNICAL COMPLIANCE

Supply of Paper Stationery for the year 2025-26

S.No.	Name of the Item	Complied Yes/No
1.	White Paper (17x27) 60 gsm. Per ream	
2.	Branded Hammermil /JK Copier F. Scap size per pkt. 80 Gsm	
3.	Branded Hammermil /JK Copier A4 size per pkt. 80 Gsm	
4.	Branded Hammermil /JK Copier A3 size per pkt. 80 Gsm	
5.	Branded Hammermil /JK Copier + super white A4 size per pkt. 80 Gsm	
6.	Branded Hammermil /JK Copier A4 size Color per pkt. 80 Gsm	

Supply of Computer Consumables for the year 2025-26 through Authorized Resellers /Dealers appointed by the respective Manufacturing Companies with Authorized Certificate or Letter for the Bid

S.No.	Name of the Article	Complied Yes/No
1.	Riso Master Roll B4	
2.	CV3230 Ink 800 ML	
3.	Ricoh Xerox Toner 1230D	
4.	Ricoh Xerox Toner MP3554S	
5.	Ricoh Xerox Toner MP6054B	
6.	Ricoh Xerox Toner Mp2501S	
7.	Ricoh Xerox Toner- NL5928RC	
8.	Ricoh Xerox Toner- B8045	
9.	Ricoh Xerox Toner- 7035	
10.	DM 100i Ink Cartridge Franking machine	
11.	Canon NPG 57Toner	
12.	Canon NPG 59Toner	
13.	Canon NPG 73Toner	
14.	Canon NPG 84Toner	
15.	Canon NPG 90 Tonner	
16.	Ricoh- 6000-6003	
17.	Ricoh-LE- 2000	
18.	Versalink B7135 – 006R01818 Toner	
19.	Canon NPG-67 (Colour Cartridge Set)	
20.	Kyocera – TK 6329 Toner	

Supply of Computer Consumables for the year 2025-26

S.No.	Name of the Article	Remarks	Complied Yes/No
1.	Hp. LaserJet Toner Cartridge 1015/1022	12A	
2.	Franking Machine DM100i Ink	DM100i	
3.	HP Laser Jet CF410A 4 Color Set Cartridges	CF410A	
4.	HP Laser Jet CE310A 4 Color Set Cartridges	CE310A	
5.	Hp. 2600n LaserJet Printer Color Cartridges Q6000A	Q6000A	
6.	Hp. 2600n LaserJet Printer Color Cartridges Q6001A	Q6001A	
7.	Hp. 2600n LaserJet Printer Color Cartridges Q6002A	Q6002A	
8.	Hp. 2600n LaserJet Printer Color Cartridges Q6003A	Q6003A	
9.	Hp 1505 LaserJet Toner Cartridge	CB636A	
10.	Hp 1007/ P1008 LaserJet Printer Black Cartridge	88A	
11.	HP/Dell USB Key Board		
12.	HP/Dell Wireless Key Board		
13.	TVS Gold USB		
14.	HP Mouse-USB		
15.	HP/Dell Wireless Mouse		
16.	HP Pen Drive 8 GB	USB-A, USB-C 3.2 Gen	
17.	HP Pen Drive 16 GB		
18.	HP Pen Drive 32 GB		
19.	Hp Pen Drive 64 GB		
20.	Mouse Pad (good quality)	Sample to be enclosed	
21.	Hp.1566 LaserJet Toner Cartridge	78A	
22.	Compatible Cartridge	12A , 88A, 78A, 36A, 137A, 110A	
23.	HP Cartridge	18A ,19A	
24.	Cannon Printer cum scanner	737	

25.	Cannon Printer tonner	925	
26.	HP Printer cartridge	110A	
27.	CD Marker Pen	All Colors	
28.	Compatible Cartridges (Ricoh)	101,110,337,737,925	
29.	HP Color Cartridge	126A, NPG-69	
30.	HP Black Original Laser Jet Tank Toner Reload Kit	158X	

Supply of Computer Stationery for the year 2025-26

S.No.	Name of the Article	Remarks
1	Computer Forms 60 GSM (Pure White/good quality with good quality of Carbon	
	a) 10x12x1 Part (80 column)	
2	Computer Forms 80 GSM (Pure White/good quality with good quality of Carbon	
	a) 10x12x2 Part (80 column)	
	b) 15x12x1 Part (132 column)	
	c) 15x12x2 Part (132 column)	
	d) Pre-Printed pay slips (80 Column 10x12x2)	
	e) Ribbon No.P7000 Ultra Capacity Printer	
	f) Ribbon for WEP-Line Speed -5000N	
3	PVC ID CARDS for Evolis Primacy PVC Card Printer Duplex	
4	YMCKO Ribbons for Evolis Primacy PVC Card Printer Duplex	
5	Printronix Ribbon P8000/P7000/N7000	

Supply of Refilling of Toner Cartridges for the year 2025-26

S.No.	Name of the Article	Remarks	Complied Yes/No
1.	Hp. Laser jet Toner Cartridge	12A	
2.	Hp.1505 laser jet Toner Cartridge	CB636A	
3.	Hp 1007/P 1008 Laser jet Printer Black Cartridge	88A	
4.	Replacement of OPC Drum		
5.	HP Laser Jet CP 1025 Color Toner		

Supply of General Stationery Articles for the year 2025-26

S.No.	Name of the Article	Remarks	Complied Yes/No
1.	Plastic Trays (special) Chetan each	Sample	Sample
2.	Plastic Trays (Ord.) Chetan each	Sample	Sample
3.	Dustbin (Plastic) Chetan each (Spherical)	Sample	Sample
4.	Sutli-5 ply per kg.	Per kg.	Per kg.
5.	Nataraj Rubbers(Non-Dust) small each		
6.	Hauser Pens		
7.	Unibal Pens UB-157 Each		
8.	Add gel / Cello Pens(Achiever) each		
9.	Add gel / Cello Refills (NB-R20) Deluxe each		
10.	Sketch Pens (Luxor) per packet		
11.	Reynolds Pens 0.45 each+ Refills		
12.	Flair Pens		
13.	Flair Refills		
14.	Pin Sheets (Best export Quality)1.1/2 each	Sample	Sample
15.	Pin Box (Best) each	Sample	Sample
16.	Tochen (Wooden / Plastic handle) 'Mayura' each		
17.	Pen Stand Superior (acrylic Model-4 Pens)		
18.	Pen Stand Superior (acrylic Model-2 Pens)		
19.	Pin Cushion Superior 'Best' each (Good Quality)	Sample	Sample
20.	Pin Cushion Medium 'Best' each (Good Quality)	Sample	Sample
21.	Post it Pad Color Flag		
22.	Miracle Gum Tape (each) & Ibro Tape 2 inches		
23.	Big Gum Tape 2" each Miracle		
24.	Gum Tape 1" each Miracle		
25.	Gum Tape 1" Brown each Miracle		
26.	Gum Tape small (premier)		
27.	Fevi stick Super 15 g. each		
28.	Faber-Castell Super Fluorescent		
29.	Highlighters each. Luxor		

30.	Reynolds white board marker(Camlin)		
31.	Paper Gum Tape		
32.	Gum Bottle (700 ml) Camel each		
33.	Gum Bottle (150 ml) Camel each		
34.	Gum Tube adhesive each		
35.	Plastic Secret Files (four folds) each		
36.	Glass Tumblers 'Year'		
37.	Stapler Machine No.10 Plastic "MAX"		
38.	Stapler Machine No.HD45 Plastic "MAX"		
39.	Stapler Machine No.DS12S/17Plastic "MAX"		
40.	Stapler Pin(10) 'Max' (each box) (20 No's)		
41.	Stapler Pin(24/6) 'Max' (each box) (20 No's)		
42.	Stapler Pin(23/17)'Max' (each box)		
43.	Stapler Pin(23/15)'Max' (each box)		
44.	Stapler pin(23/10)'Max' (each box)		
45.	Index Registers (Ledger) 600 Pages each		
46.	Index Registers(Ledger) 400 pages each		
47.	Index Registers(Ledger) 200 pages each		
48.	Jem Clips 'Lion' (35mm) Plastic (each box of 10 small boxes) Good Quality 0.35mm	Sample	Sample
49.	Nataraj Pencil (each box)	Sample	Sample
50.	Locks Godrej (6 lever)	Sample	Sample
51.	Locks Godrej (7 lever)		
52.	Locks Godrej (8 lever)		
53.	Steel Scale (Big) 12" inches each		
54.	Plastic Scale (Big) 18" inches each		
55.	Plastic Scale Small 12" inches each		
56.	Damper Round Plastic 'ACEE' Deluxe each Good Quality		
57.	Punching Machine DP600 'Kangaroo' each		
58.	Punching Machine 280 'Kangaroo' each		
59.	Rubber Bands (small) 1" super quality	Per kg.	Per Kg
60.	Rubber Bands (small) 4" super quality	Per kg.	Per Kg
61.	All out Machine (each)		
62.	All out Refills (each)		
63.	L.Shape Plastic Folders (each)		
64.	Lever Index Files (each)		
65.	Stamp Pad Ashoka' Medium size (110mm x 70mm) each		
66.	Stamp Pad Ashoka' Big size (97 x 110) each		
67.	Stamp Pad Ink Bottle Camel/Ashok each		
68.	File Tags 10 inches Tread Super quality (each bundle) (10 No's)		
69.	File Tags 8 inches Tread Super quality (each bundle)		
70.	Gum Tape Dispenser (Stand) 'Bimal B832 each		
71.	Office Files (Spring)		
72.	Calculators Casio DJ 120		
73.	Permanent marker four colors (Blue, Black, red, Green)		
74.	CD-marker four colors (Blue, Black, red, Green)		

Supply of Paper Stationery Articles for the year 2025-26

S.No.	Name of the Article	Remarks	Complied Yes/No
1	Eraz-Ex (Pen) each		
2	File Board with printing	Sample	
3	Ruled Registers (Ledger) 400 pages each duly numbered	Sample	
4	Ruled Registers (Ledger) 200 pages each duly numbered	Sample	
5	Ruled Registers (Ledger) 100 pages each duly numbered	Sample	
6	Brown envelopes 9"x4" per 100 envelopes	Sample	
7	Brown envelopes 11"x5" per 100 envelopes.	Sample	
8	Plastic coated covers foolscap with printing per 100 covers	Sample	
9	Plastic coated A4 size covers with printing per 100 covers	Sample	
10	Brown covers full scape with printing per 100 covers	Sample	
11	Brown covers A4 size with printing per 100 covers	Sample	
12	Plain White cover 9x4	Sample	
13	Plain White cover 11"x5"	Sample	
14	Cloth Covers A4 Size per 100 Covers	Sample	
15	Cloth Covers Full Scape per 100 Covers	Sample	
16	Decollum Writing Pad (Good Quality)	Sample	
17	Ruled Sheet Ledger 16/13	Sample	

(To be submitted in a separate sealed envelope)

SPECIFICATIONS OF PAPER STATIONERY

Supply of Paper Stationery for the year 2025-26

S. No	Name of the Item	Rate	GST	Amount
			%	
1	White Paper (17x27) 60 gsm. Per ream			
2	Branded Hammermil /JK Copier Full Scap size per pkt. 80 Gsm			
3	Branded Hammermil /JK Copier A4 size per pkt. 80 Gsm			
4	Branded Hammermil /JK Copier A3 size per pkt. 80 Gsm			
5	Branded Hammermil /JK Copier + super white A4 size per pkt. 80 Gsm			
6	Branded Hammermil /JK Copier A4 size Color per pkt. 80 Gsm			

Supply of Computer Consumables for the year 2025-26

Through Authorized Dealers appointed by the respective Manufacturing Companies

S. No	Name of the Item	Rate	GST	Amount
			%	
1.	Riso Master Roll B4			
2.	CV3230 Ink 800 ML			
3.	Ricoh Xerox Toner 1230D			
4.	Ricoh Xerox Toner MP3554S			
5.	Ricoh Xerox Toner MP6054B			
6.	Ricoh Xerox Toner Mp2501S			
7.	Ricoh Xerox Toner- NL5928RC			
8.	Ricoh Xerox Toner- B8045			
9.	Ricoh Xerox Toner- 7035			
10.	DM 100i Ink Cartridge Franking machine			
11.	Canon NPG 57Toner			
12.	Canon NPG 59Toner			
13.	Canon NPG 73Toner			
14.	Canon NPG 84Toner			
15.	Canon NPG 90 Toner			
16.	Ricoh- 6000-6003			
17.	Ricoh-LE- 2000			
18.	Versalink B7135 – 006R01818 Toner			
19.	Canon NPG-67 (Colour Cartridge Set)			
20.	Kyocera – TK 6329 Toner			

Supply of Computer Consumables for the year 2025-26

S. No	Name of the Item	Remarks	Rate	GST	Amount
				%	
1.	Hp. LaserJet Toner Cartridge 1015/1022	12A			
2.	Franking Machine DM100i Ink	DM100i			
3.	HP Laser Jet CF410A 4 Color Set Cartridges	CF410A			
4.	HP Laser Jet CE310A 4 Color Set Cartridges	CE310A			
5.	Hp. 2600n LaserJet Printer Color Cartridges Q6000A	Q6000A			
6.	Hp. 2600n LaserJet Printer Color Cartridges Q6001A	Q6001A			
7.	Hp. 2600n LaserJet Printer Color Cartridges Q6002A	Q6002A			
8.	Hp. 2600n LaserJet Printer Color Cartridges Q6003A	Q6003A			
9.	Hp 1505 LaserJet Toner Cartridge	CB636A			
10.	Hp 1007/ P1008 LaserJet Printer Black Cartridge	88A			
11.	HP/Dell USB Key Board				
12.	HP/Dell Wireless Key Board				
13.	TVS Gold USB				
14.	HP Mouse-USB				
15.	HP/Dell Wireless Mouse				
16.	HP Pen Drive 8 GB	USB-A, USB-C 3.2 Gen			
17.	HP Pen Drive 16 GB				
18.	HP Pen Drive 32 GB				
19.	HP Pen Drive 64 GB				
20.	Mouse Pad (good quality)	Sample to be enclosed			
21.	Hp.1566 LaserJet Toner Cartridge	78A			
22.	Compatible Cartridge	12A , 88A, 78A, 36A			
23.	HP Cartridge	18A ,19A			
24.	Cannon Printer cum scanner	737			
25.	Cannon Printer tonner	925			
26.	HP Printer cartridge	110A			
27.	CD Marker Pen	All Colors			
28.	Compatible Cartridges (Ricoh)	101,110,337,737,925			
29.	HP Black Original Laser Jet Tank Tonner Reload Kit	158X			
30.	HP Color Catridge (All 4 Colour)	126A, NPG 69			

Supply of Computer Stationery for the year 2025-26

S. No	Name of the Item	Rate	GST	Amount
			%	
1.	Computer Forms 60 GSM (Pure White/good quality with good quality of Carbon			
	10x12x1 Part (80 column)			
2.	Computer Forms 80 GSM (Pure White/good quality with good quality of Carbon			
3.	10x12x2 Part (80 column)			
4.	15x12x1 Part (132 column)			
5.	15x12x2 Part (132 column)			
6.	Pre-Printed pay slips (80 Column 10x12x2)			
7.	Ribbon No.P7000 Ultra Capacity Printer			
8.	Ribbon for WEP-Line Speed -5000N			
9.	PVC ID CARDS for Evolis Primacy PVC Card Printer Duplex			
10.	YMCKO Ribbons for Evolis Primacy PVC Card Printer Duplex			

11.	Printronix Ribbon P8000/P7000/N7000			
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Supply of Refilling of Toner Cartridges for the year 2025-26

S. No.	Name of the Article	Remarks	Rate	GST	Amount
1.	Hp. Laser jet Toner Cartridge	12A			
2.	Hp.1505 laser jet Toner Cartridge	78A			
3.	Hp 1007/P 1008 Laser jet Printer Black Cartridge	88A			
4.	Replacement of OPC Drum				
5.	HP Laser Jet CP 1025 Color Toner				

Supply of General Stationery Articles for the year 2025-26

S. No.	Name of the Article	Remarks	RATE	GST	AMOUNT
1.	Plastic Trays (special) Chetan each	Sample			
2.	Plastic Trays (Ord.) Chetan each	Sample			
3.	Dustbin (Plastic) Chetan each (Spherical)	Sample			
4.	Sutli-5 ply per kg.	Per kg.			
5.	Nataraj Rubbers(Non-Dust) small each				
6.	Hauser Pens				
7.	Unibal Pens UB-157 Each				
8.	Add gel / Cello Pens(Achiever) each				
9.	Add gel / Cello Refills (NB-R20) Deluxe each				
10.	Sketch Pens (Luxor) per packet				
11.	Reynolds Pens 0.45 each+ Refills				
12.	Flair Pens				
13.	Flair Refills				
14.	Pin Sheets (Best export Quality)1.1/2 each	Sample			
15.	Pin Box (Best) each	Sample			
16.	Tochen (Wooden / Plastic handle) 'Mayura' each				
17.	Pen Stand Superior (acrylic Model-4 Pens)				
18.	Pen Stand Superior (acrylic Model-2 Pens)				
19.	Pin Cushion Superior 'Best' each (Good Quality)	Sample			
20.	Pin Cushion Medium 'Best' each (Good Quality)	Sample			
21.	Post it Pad Color Flag				
22.	Miracle Gum Tape (each) & Ibro Tape 2 inches				
23.	Big Gum Tape 2" each Miracle				
24.	Gum Tape 1" each Miracle				
25.	Gum Tape 1" Brown each Miracle				
26.	Gum Tape small (premier)				
27.	Fevi stick Super 15 g. each				
28.	Faber-Castell Super Fluorescent				
29.	Highlighters each. Luxor				
30.	Reynolds white board marker(Camlin)				
31.	Paper Gum Tape				
32.	Gum Bottle (700 ml) Camel each				
33.	Gum Bottle (150 ml) Camel each				
34.	Gum Tube adhesive each				
35.	Plastic Secret Files (four folds) each				
36.	Glass Tumblers 'Year'				
37.	Stapler Machine No.10 Plastic "MAX"				

38.	Stapler Machine No.HD45 Plastic “MAX”				
39.	Stapler Machine No.DS12S/17Plastic “MAX”				
40.	Stapler Pin(10) ‘Max’ (each box) (20 No’s)				
41.	Stapler Pin(24/6) ‘Max’ (each box) (20 No’s)				
42.	Stapler Pin(23/17)‘Max’ (each box)				
43.	Stapler Pin(23/15)‘Max’ (each box)				
44.	Stapler pin(23/10)‘Max’ (each box)				
45.	Index Registers (Ledger) 600 Pages each				
46.	Index Registers(Ledger) 400 pages each				
47.	Index Registers(Ledger) 200 pages each				
48.	Jem Clips ‘Lion’ (35mm) Plastic (each box of 10 small boxes) Good Quality 0.35mm	Sample			
49.	Natraj Pencil (each box)	Sample			
50.	Locks Godrej (6 lever)	Sample			
51.	Locks Godrej (7 lever)				
52.	Locks Godrej (8 lever)				
53.	Steel Scale (Big) 12” inches each				
54.	Plastic Scale (Big) 18” inches each				
55.	Plastic Scale Small 12” inches each				
56.	Damper Round Plastic ‘AACEE’ Deluxe each Good Quality				
57.	Punching Machine DP600 ‘Kangaroo’ each				
58.	Punching Machine 280 ‘Kangaroo’ each				
59.	Rubber Bands (small) 1” super quality	Per kg.			
60.	Rubber Bands (small) 4” super quality	Per kg.			
61.	All out Machine (each)				
62.	All out Refills (each)				
63.	L.Shape Plastic Folders (each)				
64.	Lever Index Files (each)				
65.	Stamp Pad Ashoka’ Medium size (110mm x 70mm) each				
66.	Stamp Pad Ashoka’ Big size (97 x 110) each				
67.	Stamp Pad Ink Bottle Camel/Ashok each				
68.	File Tags 10 inches Tread Super quality (each bundle) (10 No’s)				
69.	File Tags 8 inches Tread Super quality (each bundle)				
70.	Gum Tape Dispenser (Stand) ‘Bimal B832 each				
71.	Office Files (Spring)				
72.	Calculators Casio DJ 120				
73.	Permanent marker four colors (Blue, Black, red, Green)				
74.	CD-marker four colors (Blue, Black, red, Green)				
75.	Binder Clips				

Supply of Paper Stationery Articles for the year 2025-26

S.No.	Name of the Article	Remarks	RATE	GST	AMOUNT
1.	Eraz-Ex (Pen) each				
2.	File Board with printing	Sample			
3.	Ruled Registers (Ledger) 400 pages each duly numbered	Sample			
4.	Ruled Registers (Ledger) 200 pages each duly numbered	Sample			
5.	Ruled Registers (Ledger) 100 pages each duly numbered	Sample			
6.	Brown envelopes 9”x4” per 100 envelopes	Sample			
7.	Brown envelopes 11”x5” per 100 envelopes.	Sample			
8.	Plastic coated covers foolscap with printing per 100 covers	Sample			
9.	Plastic coated A4 size covers with printing per 100	Sample			

	covers				
10.	Brown covers foolscap with printing per 100 covers	Sample			
11.	Brown covers A4 size with printing per 100 covers	Sample			
12.	Plain White cover 9x4	Sample			
13.	Plain White cover 11"x5"	Sample			
14.	Cloth Covers A4 Size per 100 Covers	Sample			
15.	Cloth Covers Full Scape per 100 Covers	Sample			
16.	Decollum Writing Pad	Sample			
17.	Ruled Sheet Ledger 16/13	Sample			

Note: The vendors are advised to quote the GST amount in the column mentioned against each. The discretion is vested with the University to decide as per the requirements. Contract will be awarded to the lowest bidder based on the Grand Total price inclusive of all taxes as applicable.

CERTIFICATE OF ETHICAL PRACTICES

I / We assure the Institute/University that neither I / We nor any of my / our workers will do any act/s which is improper / illegal during the execution in case the tender is awarded to us. Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute. I / We will have no conflict of interest in any of our works / contracts at the University.

Date:

SIGNATURE OF THE TENDERER