



OSMANIA UNIVERSITY
HYDERABAD – 500007, INDIA

Ten. No. 940/PR/DIS/OU/Stationery/2019-20

Date: 11-07-2019

SHORT 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/COLOUR 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. 940/PR/DIS/OU/Stationery/2019-20

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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 & Colour 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 11-07-2019 to 22-07-2019 on all working days between 11-00 A.M. to 3.00 P.M_ on payment of non-refundable application cost of Rs.3,000/- (Rupees three thousand only). The Tender shall consist of two parts (i) Technical bid (ii) Commercial bid. Complete sealed tenders along with refundable EMD of Rs. 25, 000/- (Rupees Twenty Five thousand only) shall be submitted at the Office of the Registrar, 2nd Floor, Administrative Building, Osmania University, Hyderabad – 7 on or before 22-07-2019 by 3.00 P.M. Sealed tenders received after the due date and time will not be entertained. The Tenders will be opened on 22-07-2019 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, OU 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. 940/PR/DIS/OU/Stationery/2019-20

Date: 11-07-2019

SHORT 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/COLOUR 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 & Colour 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 11-07-2019 to 22-07-2019 (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) | : | 22-07-2019 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 | : | 22-07-20 19 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).

- | | |
|----------------------------------|--|
| 6. Earnest Money Deposit (EMD) : | EMD of Rs. 25,000/- (Rupees twenty five 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 2019-2020

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. 75 Gsm	
3.	Branded Hammermil /JK Copier A4 size per pkt. 75 Gsm	
4.	Branded Hammermil /JK Copier A3 size per pkt. 75 Gsm	
5.	Branded Hammermil /JK Copier + super white A4 size per pkt. 75 Gsm	
6.	Branded Hammermil /JK Copier A4 size Colour per pkt. 75 Gsm	

Supply of Computer Consumables for the year 2019-20

Through Authorized Dealers appointed by the respective Manufacturing Companies with
Authorized Certificate

S.No.	Name of the Article	Remarks
1.	Master Roll 4640 & Ink (Copy printer for Digital 4640 D)	
2.	Riso Master Roll B4 & CV3230 Ink 800 ML	
3.	Ricoh Xerox Toner 1230D, MP3554S, MP6054B and Mp2501S,	
4.	Xerox Machine Toner – NL5928RC, B8045, 7035	
5.	DM 100i Ink Cartridge Franking machine	
6.	Canon NPG 57Toner	

Supply of Computer Consumables for the year 2019-2020

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 Colour Set Cartridges	CE410A
4.	HP Laser Jet CE310A 4 Colour Set Cartridges	CE410A
5.	Hp. 2600n LaserJet Printer Colour Cartridges Q6000A	Q6000A
6.	Hp. 2600n LaserJet Printer Colour Cartridges Q6001A	Q6001A
7.	Hp. 2600n LaserJet Printer Colour Cartridges Q6002A	Q6002A
8.	Hp. 2600n LaserJet Printer Colour 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.	TVS Gold USB	
13.	HP Mouse-USB	
14.	Sony CDs. Box of 100 CDs. Each with covers	
15.	Sony DVDs. (writable) Box of 10 each With Covers	
16.	HP Pen Driver 8 GB	
17.	HP Pen Driver 16 GB	
18.	HP Pen Driver 32 GB	
19.	Mouse Pad (good quality)	Sample to be enclosed
20.	Hp.1566 LaserJet Toner Cartridge	78A
21.	Compatible Cartridge	12A , 88A, 78A, 36A
22.	HP Cartridge	18,19

Supply of Computer Stationery for the year 2019-20

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.	g) PVC ID CARDS for Evolis Primacy PVC Card Printer Duplex	
4.	h) YMCKO Ribbons for Evolis Primacy PVC Card Printer Duplex	

Supply of Refilling of Toner Cartridges for the year 2019-20

S.No.	Name of the Article	Remarks
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 2019-20

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	Sample
4.	Sutli-5 ply per kg.	Per kg.
5.	Natraj Rubbers(Non-Dust) small each	
6.	Unibal Pens UB-157 Each	
7.	Add gel / Cello Pens(Achiever) each	
8.	Add gel /Cello Refills (NB-R20) Deluxe each	
9.	Sketch Pens (Luxor) per packet	
10.	Reynolds Pens 0.45 each	
11.	Flair Pens	
12.	Flair Refills	
13.	Jotter Refills 5 Star (each)	
14.	Pin Sheets (Best export Quality)1.1/2 each	Sample
15.	Pin Box (Best) each	Sample
16.	Tochen (steel / 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	Sample
20.	Pin Cushion Medium 'Best' each	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)	
41.	Stapler Pin(24/6) 'Max' (each box)	
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' Plastic (each box of 10 small boxes)	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	
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 'Camel/Ashoka' Med.size each	
66.	Stamp Pad 'Camel/Ashoka' Big size each	
67.	Stamp Pad Ink Bottle Camel/Ashok each	
68.	File Tags 10 inches Tread Super quality (each bundle)	
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.	Calculators Casio MJ 120	

Supply of Paper Stationery Articles for the year 2019-2020

S.No.	Name of the Article	Remarks
1.	Eraz-Ex (Pen) each	
2.	File Board (Big) with printing	Sample
3.	File Board with printing	Sample
4.	Ruled Registers (Ledger) 400 pages each duly numbered	Sample
5.	Ruled Registers (Ledger) 200 pages each duly numbered	Sample
6.	Ruled Registers (Ledger) 100 pages each duly numbered	Sample
7.	Brown envelops 9"x4" with printing per 100 envelops	Sample
8.	Brown envelops 11"x5" with printing per 100 envelops.	Sample
9.	Plastic coated covers foolscap with printing per 100 covers	Sample
10.	Plastic coated A4 size covers with printing per 100 covers	Sample
11.	Brown covers foolscap with printing per 100 covers	Sample
12.	Brown covers A4 size with printing per 100 covers	Sample
13.	Cloth Covers A4 Size per 100 Covers	Sample
14.	Cloth Covers Full Scape per 100 Covers	Sample
15.	Decollum Writing Pad	Sample
16.	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.3,000/- (Rupees three thousand only) and refundable EMD for Rs. 25,000/- (Rupees twenty five 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 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/TIN Registration
 - d) Address Proof of the bidder
 - e) Annual Turn Over for three years (2016-17, 2016-17 and 2017-18)
 - f) Documents of technical competence of the tenderer
 - g) Detailed profile of the firm
 - h) Recent Purchase Orders issued by Government Departments/Universities
6. Prices are to be quoted and the tax component should be shown separately (GST as applicable), and if any other charges, as applicable.
7. The offers must be in English. The rates should be indicated both in figures and in words against each item.
8. The rates shall be fixed and constant throughout the entire period of the Contract and will not be modified under any circumstances.
9. Offers received after the bid closing date/time shall not be considered.
10. 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.
11. Any offer containing incorrect statement and incomplete information will be summarily rejected and no unsolicited correspondence shall be entertained.
12. PRICE BID of only those bidders shall be opened who qualify in the technical evaluation.
13. 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.
14. 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.
15. The bidder must have ISO 9001/9002 certifications.
16. The Tenders of those manufacturers/ authorized distributors/dealers only be accepted, who have remitted the prescribed non-refundable Tender Application fee of Rs. 3,000/- 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 Successful Bidder EMD will be retain till the period of Completion of Contract.
19. The firm must have valid GST certificate. (Please attach copy of certificate).
20. 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.
21. 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.
22. 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.
23. 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.

Annexure -I
TECHNICAL BID

(To be submitted in a separate sealed envelope)

1. Name of Tendering Company/Dealer with
Registration No. & Date
(Please enclose copy of certificate of Registration)
2. Do you possess trade license issued by Competent
Authority, if so, please enclose a copy.
3. Name of Proprietor/Director
4. Furnish following particulars of the Registered
Office
 - a. Complete Postal Address
 - b. Telephone No.
 - c. Fax. No.
 - d. E-Mail Address
5. Furnish following particulars of the
Operating office, if different from above
 - a. Complete Postal Address
 - b. Telephone No.
 - c. Fax. No.
 - d. E-Mail Address
5. Are you Authorized Distributor/Dealer?
If yes, please attach a copy of
the Dealership certificate issued by the
Manufacturing company
6. PAN No. (Attach Attested Copy)
7. TIN No. (Attach Attested Copy)
8. GST Regn. No. (Attach Attested Copy)
9. Financial turnover for three financial Years.
(Please attach copies of audited Balance
Sheet and IT returns) (2016-17, 2016-17 and 2017-18)
Attach separate sheet if space provided is insufficient
10. Give details of the major clients –
Government Departments, PSUs, Research
Organizations, Multinational Companies to
whom the Stationery and other items have been
supplied by the bidder during the last five years
in the following format. Copies of the Orders should
be attached for proof.
 - a. Sl. No
 - b. Name & address of the
Client with details
 - c. Name of the contact person,
telephone no., Fax no.,
e-mail id
11. Whether your annual turnover was
Rs. 15.00 Lakhs in the last three consecutive
financial years (2016-17, 2016-17 and 2017-18)
Please Attach relevant copies.
12. Details of Earnest Money Deposit D.D. / P.O. No.
and Date & Name of the Bank

TECHNICAL COMPLIANCE

Supply of Paper Stationery for the year 2019-20

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. 75 Gsm	
3.	Branded Hammermil /JK Copier A4 size per pkt. 75 Gsm	
4.	Branded Hammermil /JK Copier A3 size per pkt. 75 Gsm	
5.	Branded Hammermil /JK Copier + super white A4 size per pkt. 75 Gsm	
6.	Branded Hammermil /JK Copier A4 size Colour per pkt. 75 Gsm	

Supply of Computer Consumables for the year 2019-20

Through Authorized Dealers appointed by the respective Manufacturing Companies

S.No.	Name of the Article	Complied Yes/No
1.	Master Roll 4640 & Ink (Copy printer for Digital 4640 D)	
2.	Riso Master Roll B4 & CV3230 Ink 800 ML	
3.	Ricoh Xerox Toner 1230D, MP3554S, MP6054B and Mp2501S,	
4.	Xerox Machine Toner - NL5928RC, B8045, 7035	
5.	DM 100i Ink Cartridge Franking machine	
6.	Canon NPG 57Toner	

Supply of Computer Consumables for the year 2019-20

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 Colour Set Cartridges	CE410A	
4.	HP Laser Jet CE310A Colour Set Cartridges	CE410A	
5.	Hp. 2600n LaserJet Printer Colour Cartridges Q6000A	Q6000A	
6.	Hp. 2600n LaserJet Printer Colour Cartridges Q6001A	Q6001A	
7.	Hp. 2600n LaserJet Printer Colour Cartridges Q6002A	Q6002A	
8.	Hp. 2600n LaserJet Printer Colour 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.	TVS Gold USB		
13.	HP Mouse-USB		
14.	Sony CDs. Box of 100 CDs. Each with covers		
15.	Sony DVDs. (writable) Box of 10 each With Covers		
16.	HP Pen Driver 8 GB		
17.	HP Pen Driver 16 GB		
18.	HP Pen Driver 32 GB		
19.	Mouse Pad (good quality)	Sample to be enclosed	
20.	Hp.1566 LaserJet Toner Cartridge	78A	
21.	Compatible Cartridge	12A , 88A, 78A, 36A	
22.	HP Cartridge	18,19	

Supply of Computer Stationery for the year 2019-20

S.No.	Name of the Article	Remarks
1	Computer Forms 60 GSM (Pure White/good quality with good quality of Carbon	
	a) 10x12x2 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	i) PVC ID CARDS for Evolis Primacy PVC Card Printer Duplex	
4	j) YMCKO Ribbons for Evolis Primacy PVC Card Printer Duplex	

Supply of Refilling of Toner Cartridges for the year 2019-20

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 2019-20

S.No.	Name of the Article	Remarks	Complied Yes/No
1.	Plastic Trays (special) Chetan each	Sample	
2.	Plastic Trays (Ord.) Chetan each	Sample	
3.	Dustbin (Plastic) Chetan each	Sample	
4.	Sutli-5 ply per kg.	Per kg.	
5.	Natraj Rubbers(Non-Dust) small each		
6.	Unibal Pens UB-157 Each		
7.	Add gel / Cello Pens(Achiever) each		
8.	Add gel /Cello Refills (NB-R20) Deluxe each		
9.	Sketch Pens (Luxor) per packet		
10.	Reynolds Pens 0.45 each		
11.	Flair Pens		
12.	Flair Refills		
13.	Jotter Refills 5 Star (each)		
14.	Pin Sheets (Best export Quality)1.1/2 each	Sample	
15.	Pin Box (Best) each	Sample	
16.	Tochen (steel /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	Sample	
20.	Pin Cushion Medium 'Best' each	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)		
41.	Stapler Pin(24/6) 'Max' (each box)		
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' Plastic (each box of 10 small boxes)	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		
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 'Camel/Ashoka' Med.size each		
66.	Stamp Pad 'Camel/Ashoka' Big size each		
67.	Stamp Pad Ink Bottle Camel/Ashok each		
68.	File Tags 10 inches Tread Super quality (each bundle)		
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.	Calculators Casio MJ 120		

Supply of Paper Stationery Articles for the year 2017-18

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

Annexure – II
COMMERCIAL BID

(To be submitted in a separate sealed envelope)
SPECIFICATIONS OF PAPER STATIONERY

Supply of Paper Stationery for the year 2019-20

S.No.	Name of the Item	Price Rs. Ps.
1.	White Paper (17x27) 60 gsm. Per ream	
2.	Branded Hammermil /JK Copier F. Scap size per pkt. 75 Gsm	
3.	Branded Hammermil /JK Copier A4 size per pkt. 75 Gsm	
4.	Branded Hammermil /JK Copier A3 size per pkt. 75 Gsm	
5.	Branded Hammermil /JK Copier + super white A4 size per pkt. 75 Gsm	
6.	Branded Hammermil /JK Copier A4 size Colour per pkt. 75 Gsm	

Supply of Computer Consumables for the year 2019-20
Through Authorized Dealers appointed by the respective Manufacturing Companies

S.No.	Name of the Article	Price Rs. Ps
1.	Master Roll 4640	
2.	Ink (Copy printer for Digital 4640 D)	
3.	Riso Master Roll B4 CV3230	
4.	CV3230 Ink 800 ML	
5.	Ricoh Xerox Toner 1230D, MP3554S, MP6054B and Mp2501S,	
6.	Xerox Machine Toner - NL5928RC, B8045, 7035	
7.	DM 100i Ink Cartridge Franking machine	
8.	Canon NPG 57Toner	

Supply of Computer Consumables for the year 2019-20

S.No.	Name of the Article	Remarks	Price Rs. Ps
1.	Hp. LaserJet Toner Cartridge 1015/1022	12A	
2.	Franking Machine DM100i Ink	DM100i	
3.	HP Laser Jet CF410A Colour Set Cartridges	CE410A	
4.	HP Laser Jet CE310A Colour Set Cartridges	CE410A	
5.	Hp. 2600n LaserJet Printer Colour Cartridges Q6000A	Q6000A	
6.	Hp. 2600n LaserJet Printer Colour Cartridges Q6001A	Q6001A	
7.	Hp. 2600n LaserJet Printer Colour Cartridges Q6002A	Q6002A	
8.	Hp. 2600n LaserJet Printer Colour 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.	TVS Gold USB		
13.	HP Mouse-USB		
14.	Sony CDs. Box of 100 CDs. Each with covers		
15.	Sony DVDs. (writable) Box of 10 each With Covers		
16.	HP Pen Driver 8 GB		
17.	HP Pen Driver 16 GB		
18.	HP Pen Driver 32 GB		
19.	Mouse Pad (good quality)	Sample to be enclosed	
20.	Hp.1566 LaserJet Toner Cartridge	78A	
21.	Compatible Cartridge	12A , 88A, 78A, 36A	
22.	HP Cartridge	18,19	

Supply of Computer Stationery for the year 2019-20

S.No.	Name of the Article	Remarks	Price Rs. Ps
1.	Computer Forms 60 GSM (Pure White/good quality with good quality of Carbon		
	b) 10x12x2 Part (80 column)		
2.	Computer Forms 80 GSM (Pure White/good quality with good quality of Carbon		
	g) 10x12x2 Part (80 column)		
	h) 15x12x1 Part (132 column)		
	i) 15x12x2 Part (132 column)		
	j) Pre-Printed pay slips (80 Column 10x12x2)		
	k) Ribbon No.P7000 Ultra Capacity Printer		
	l) Ribbon for WEP-Line Speed -5000N		
3.	k) PVC ID CARDS for Evolis Primacy PVC Card Printer Duplex		
4.	l) YMCKO Ribbons for Evolis Primacy PVC Card Printer Duplex		

Supply of Refilling of Toner Cartridges for the year 2019-20

S.No.	Name of the Article	Remarks	Price Rs. Ps
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 2019-20

S.No.	Name of the Article	Remarks	Price Rs. Ps
1.	Plastic Trays (special) Chetan each	Sample	
2.	Plastic Trays (Ord.) Chetan each	Sample	
3.	Dustbin (Plastic) Chetan each	Sample	
4.	Sutli-5 ply per kg.	Per kg.	
5.	Natraj Rubbers(Non-Dust) small each		
6.	Unibal Pens UB-157 Each		
7.	Add gel / Cello Pens(Achiever) each		
8.	Add gel /Cello Refills (NB-R20) Deluxe each		
9.	Sketch Pens (Luxor) per packet		
10.	Reynolds Pens 0.45 each		
11.	Flair Pens		
12.	Flair Refills		
13.	Jotter Refills 5 Star (each)		
14.	Pin Sheets (Best export Quality)1.1/2 each	Sample	
15.	Pin Box (Best) each	Sample	
16.	Tochen (steel 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	Sample	
20.	Pin Cushion Medium 'Best' each	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)		
41.	Stapler Pin(24/6) 'Max' (each box)		
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' Plastic (each box of 10 small boxes)	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		
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14.	Cloth Covers Full Scape per 100 Covers	Sample	
15.	Decollum Writing Pad	Sample	
16.	Ruled Sheet Ledger 16/13	Sample	

Note: The vendors are advised to quote the prices inclusive of taxes. 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