



OSMANIA UNIVERSITY
HYDERABAD – 500007, INDIA

No. 627/COE/OU/BID/2022

Date:18-11-2022

**TENDER NOTIFICATION INVITING TENDERS FOR SUPPLY OF GENERAL STATIONERY,
COMPUTER STATIONERY and PRINTER CARTRIDGES**

Sealed tenders are invited from Authorized distributors/dealers/suppliers for supply of General Stationery, Computer Stationery and Printer Cartridges for Examination Branch, Osmania University, Hyderabad – 500 007. The Tender document can be obtained from the Office of the Controller of Examinations, Osmania University, Hyderabad from 21-11-2022 to 05-12-2022 on all working days between 11.00 A.M. to 4.00 P.M. on payment of non-refundable application cost of Rs. 10,000/- (Rupees Ten Thousand only) through D.D. drawn in favour of The Registrar, Exam Fee Fund Account, OU. The Tender shall consist of two parts: (i) Technical bid (Annexure-I) (ii) Commercial Bid (Annexure-II). Filled in and sealed tenders along with EMD of Rs. 1.00 lakh (Rupees One lakh only) shall be submitted at the Office of the Controller of Examinations, Osmania University, Hyderabad – 500 007 on or before 05-12-2022 by 4.00 P.M. Sealed tenders received after the due date and time will not be entertained. The Tenders will be opened on 06-12-2022 at 4.00 P.M. in the Office of the Controller of Examinations, Osmania University, Hyd., in the presence of the representatives of bidding firms. The detailed tender documents can also be downloaded from our website www.osmania.ac.in and in that case, the D.D. for Rs. 10,000/- towards Tender application cost 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, Exam Fee Fund A/c., O.U. and enclosed to the Tender bids, failing which the bids are liable to be rejected. The details of Tender Schedule and Tender conditions are available on our website www.osmania.ac.in

Sd/-
CONTROLLER OF EXAMINATIONS
OSMANIA UNIVERSITY



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GENERAL STATIONERY, COMPUTER STATIONERY and PRINTER CARTRIDGES

Sub: Examination Branch, Osmania University – Supply of General Stationery ,
Computer Stationery and Printer Cartridges - Tender Notification – Regarding.

Examination Branch, O.U., hereby invites open tenders from authorized distributors/ dealers for supply of General Stationery, Computer Stationery and Printer Cartridges to Examination Branch, Osmania University, Hyderabad – 500 007. You are requested to submit your competitive price in the sealed covers as per the details given in Commercial bid Annexure –II. The vendors are advised to quote the prices and taxes separately. The discretion is vested with the University to decide as per the requirements.

Part – I

TENDER SCHEDULE

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|--|---|
| 1. Name of the Tender | : Supply of General Stationery, Computer Stationery & Printer Cartridges. |
| 2. Cost of Tender Form | : Rs.10,000/- (Rupees Ten Thousand only)
Non-Refundable D.D. drawn on any Nationalized/Scheduled Bank in favour of The Registrar, Exam Fee Fund A/c., O.U. payable at Hyd. |
| 3. Down loading of Tender forms | : From 21-11-2022 to 05-12-2022
(11.00 A.M to 4.00 P.M.) at O/o the Controller of Examinations, Examination Branch, Osmania University, Hyd. (on all working days). |
| 4. Inspection of specimen | : From 21-11-2022 to 05-12-2022
(11.00 A.M to 4.00 P.M.) at O/o the Controller of Examinations, Examination Branch, Osmania University, Hyd. (on all working days). |
| 5. Closing date and time
(For receiving duly filled in tender bids) | : 05-12 -2022 by 4.00 P.M. |
| 6. Submission of Tender bids | : Sealed tenders in two parts:
(i) Technical bid (Annexure-I) and
(ii) Commercial bid (Annexure-II) should be submitted in separate envelopes at O/o the Controller of Examinations, Examination Branch, Osmania University, Hyd., on or before 05-12-2022 (4.00 P.M.). |
| 7. Date, Venue & Time of opening : | : 06-12-2022 at 4.00 P.M. in the office of the Controller of Examinations, Exam Branch, Osmania University, Hyd-7. |

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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8. Earnest Money Deposit (EMD) : EMD of Rs. 1.00 lakh (Rupees One Lakh only) Payable through Demand Draft drawn on any Nationalized Bank/ Scheduled Bank in favour of The Registrar, Exam Fee Fund A/c., OU. The Tenders without accompanying demand drafts or insufficient demand drafts will not be considered and will be summarily rejected.
9. Payment Terms : No advance payment will be made. Payment will be arranged subject to satisfactory supply.

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PART – II
TERMS & CONDITIONS

1. The Firms should submit their tenders duly enclosing a Demand Draft towards Application cost of Rs.10,000/- (Rupees Ten Thousand only) and EMD for a sum of Rs. 1.00 Lakh (Rupees One Lakh only) separately drawn in favour of The Registrar, Exam Fee Fund A/c., OU Hyderabad, after going through the conditions laid down.
2. Only authorized distributors/dealers/suppliers are permitted to quote against the requirements. The vendors are advised to quote the prices and taxes separately. 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 Stationery items for the last five years in Government, Educational Institutions, Public Sector Undertakings, Research Organizations, Multinational Companies etc.
4. The firm should have Annual Turn of Rs. 30.00 lakhs per annum for the last three years i.e., 2019-20, 2020-21 & 2021-22.
5. Timely supply of stationery to the University is the essence of the contract.
6. The following information has to be filled by the tenderer/bidder with evidence (Documentary proof to be enclosed).
 - a) Registration Certificate
 - b) TSGST/CST/ PAN/Registration No.
 - c) Annual Turn Over for last three years for (2019-20, 2020-21 & 2021-22) minimum of Rs. 30,00,000/- (Rupees Thirty Lakhs only) per annum (certified by registered Chartered Accountant)
 - d) Documents of technical competence of the tenderer
 - e) Detailed profile of the firm
 - f) Recent Purchase Orders
7. Prices and GST should be shown separately and any other charges as applicable.
8. The offer 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. Tenders received after the bid closing date/time shall not be considered.
11. 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 Tender 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.

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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 authorized distributors/dealers/suppliers only will be accepted, who have remitted the prescribed non-refundable Tender Application fee of Rs. 10,000/- (Rupees Ten Thousand only) through Demand Draft drawn in favour of The Registrar, Exam Fee Fund A/c., OU.
17. The E.M.D of the unsuccessful tenderers will be refunded without any interest.
18. The firm must have valid STCC/GST Clearance Certificate. (Please attach copy of valid STCC/GST Clearance Certificate).
19. 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 the supplies as indented for, or fails to fulfill the contractual obligations or fails to settle in fulfilling their dues to O.U.
20. In case of premature termination of the contract, the E.M.D. will be forfeited and O.U. will be at liberty to recover the loss suffered and if additional cost is to be paid, the same shall be recovered from the tenderer.
21. The O.U. is empowered to recover from the E.M.D. any sum due and for any other sum that may be fixed by the O.U. as being the amount of 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.
22. The rate quoted by the tenderer should be valid for one year from the date of finalization of the Tender. During this period, orders will be placed as per the requirement from time to time.
23. The operating office of the firms should be located in Hyderabad only.

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OSMANIA UNIVERSITY

Annexure -I
TECHNICAL BID

(To be submitted in a separate sealed envelope)

1. Name of Tendering Company/Dealer/supplier :
with Registration No. & Date (Please enclose copy
of certificate of Registration)
2. A copy of Trade License issued by Competent :
Authority (please enclose)
3. Name of Proprietor/Director :
(enclose Aadhar Card)
4. a) Furnish following particulars of the
Registered office :
 - i) Complete Postal Address :
 - ii). Telephone No :
 - Mobile No. :
 - iii) E-Mail Address :b) Furnish following particulars of the
Operating office should be in
Hyderabad, if different from above :
 - i) Complete Postal Address :
 - ii). Telephone No :
 - Mobile No. :
 - iii) 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. Whether your annual turnover was Rs.30.00 Lakhs :
in the last three consecutive financial years
(2019-20, 2020-21 & 2021-22).
Please Attach relevant copies
10. Give details of the Major clients-Government :
Departments, Educational Institutions, PSUs,
Research Organizations, Multinational
Companies to whom the Stationery 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 :
 - i) Sl. No :
 - ii) Name & address of the :
Client with details
 - iii) Name of the contact person, :
Telephone No., e-mail id
11. Details of Earnest Money Deposit DD No. and :
Date & Name of the Bank

Annexure – II
COMMERCIAL BID

List of items and Quantity of General Stationery :

S.No	Description of item	Rate Per unit	Each Rate Rs.	Qty	Total Amount Rs.	Remarks
1.	A4 size Green Cloth & Laminated cover with self gumming and printed with given matter (B.R.P. covers)	Per 1000		100000		
2.	Acid (5 lts) - Supreme	5 Litre Tin		25 Tins/ Jars.		
3.	Brown Craft Paper 29" X 44" (80 GSM)	Per Ream		100 Reams		
4.	Brown cloth cover 16" x 10" (80 GSM)	Per 100		25000		
5.	Brown plain Cover 12" X 10" (80 GSM)	Per 1000		20000		
6.	Ball Pen (Blue) (use & throw)	Each		1000 nos.		
7.	Ball Pen (Red) (use & throw)	Each		300 nos.		
8.	Bleaching Powder	Each 25 kgs bag		100 kgs		
9.	Correcting pen White (Camelin)	Each		100 nos.		
10.	Calico (20 mtrs) roll(all colors)	Per Roll (20 mtrs)		10 rolls		
11.	Envelopes 9 ½ "X 4" – Blue (90 GSM) printed with given matter	Per 1000		50000 Nos.		
12.	Envelopes 10 ½ "X 4½" –Yellow (90 GSM) printed with given matter	Per 1000		50000 Nos.		
13.	File Boards (good quality) Yellow brand 4mm	Per 1000		5000 nos.		
14.	Gum Bottle – Camel 750 ml	Per box 25 units		5 boxes		
15.	Gum Bottle – Camel 50 ml	Per box 15 units		5 boxes		
16.	Lie (paste)	Per kg		100 kgs		
17.	Lever Index File	Each		500 nos.		
18.	Long Cloth (Chehalwari)	Per Meter		1000 mtrs		
19.	Locks Medium Size 7 levers (Godrej)	Each		25 nos.		
20.	Miracle Cello Tape 2" (Brown)	Each		250 nos.		
21.	Napthaline Balls scented	Per KG		20 kgs		
22.	Pencil –(Apsara)	Each per box containing (10) No.s		50 boxes		
23.	Pencil Erasers	Each per box containing (20) No.s		20 boxes		
24.	Plastic Scales 12" (Camelin)	Each box		100 Boxes		
25.	Pockers (Touchans) Plastic good quality	Per dozen		12 dozens		

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S.No	Description of item	Rate Per unit	Each Rate Rs.	Qty	Total Amount Rs.	Remarks
26.	Paper Weights - rubber	Each		50 nos.		
27.	Plastic baskets	Each		50 Nos.		
28.	Rexine (good quality)All colors	50 mtrs per roll		10 rolls		
29.	Rubber Bands 4” (Super quality)	Per Kg Nylon		500 kgs		
30.	Ruled Register 200 Pages (Ledger paper)	Each		500 nos.		
31.	Stapler Pins (Max No.10)	Each box consists of 20 packets		100 boxes		
32.	Stapler (Max No.10)	Each box 10 units		50 boxes		
33.	Scented Phenyl - Supreme	5 Liter Tin		100 tins		
34.	Stamp Pad Big (purple) 167mm X 97 mm (Camel)	Each		100 nos.		
35.	Stamp Pad Ink Purple (110 ml) each – Camel	Each		50 nos.		
36.	Sketch Pen (Luxor) Blue, Black, Red	Each packets contains 10 pcs.		50 each color pkts		
37.	Scissors (215 mm) - Wilson	Each		50 nos		
38.	Straw Board (Atta) Size 15” X 12” (2 pound)	Each		5000 nos.		
39.	Table Tray Plastic (Chetan)	each		25 nos.		
40.	Twine Binding - White Fit pack (400 Mtrs) Glace No.2	Each		50 nos.		
41.	Water dampers	Each box 10 units		50 boxes		
42.	Xerox Paper Full Scape (75 GSM)	Per Ream		1000 reams		
43.	Xerox Paper A4-size (75 GSM)	Per Ream		3000 reams		
44.	Xerox color Papers (Sprint Brand) 75GSM A4-size (Yellow)	Per ream		1000 reams		
45.	Yellow cover (14”X10” size) with polythine laminated inside and (address information) printing &self gumming	Per 1000		100000		

Computer Stationery :

S.No	Description of item	Rate Per unit	Each Rate Rs.	Qty	Total Amount Rs.	Remarks
1.	Blank Computer Stationery 15’’x12’’x1’’ (T.R. Sheets) (80 GSM) with logo	Per 1000		500000		
2.	Blank Computer Stationery 10’’x12’’x2 “ (80 GSM) with logo	Per 1000		5000		
3.	<u>Original Company products :</u>					
i)	Alphabet 1020/1022 (12A) Laserjet Toner Cartridge	Each		250 nos.		
ii)	Alphabet 1008, (88A) Laserjet Toner Cartridge	Each		250 nos.		
iii)	Xerox PE 114 E Printer cartridge	Each		2 nos.		
iv)	Xerox 5021 Toner cartridge	Each		2 nos.		
v)	Canon Xerox 2420 L NPG 28 Toner cartridge	Each		2 nos.		
4.	Mouse (HP) with pad (Original Company Product)	Each		50 nos.		
5.	Key Board (HP) (Original Company Product)	Each		50 Nos.		
6.	HP color Laser Printer Model 2605 Cartridge (Original Company Product)					
i)	Black 6001	Each		2 nos.		
ii)	Color 6001 A	Each		2 nos.		
iii)	Color 6002 A	Each		2 nos.		
iv)	Color 6003 A	Each		2 nos.		
7.	Canon IR ADV DX 4745 Xerox Machine Cartridge NPG 73 Toner Fixing unit	Each		2 nos.		
8.	Dot Matrix Printer (130Col) Cartridge	Each		2 nos. each		
9.	Lipi 6610 Line printer (Ribbon Cartridge) (130 Col)	Each		2 nos. each		
10.	Canon IR2006N Machine NPG 59 Drum NPG 59 Toner Fixing unit	Each Each Each		2 nos. each		

S.No	Description of item	Rate Per unit	Each Rate Rs.	Qty	Total Amount Rs.	Remarks
11.	Canon IR ADV DX C5840i Xerox Machine					
i)	NPG 83 Toner (Black)	Each		2 nos. each		
ii)	NPG 83 Toner (Cyan)	Each				
iii)	NPG 83 Toner (Magenta)	Each				
iv)	NPG 83 Toner (Yellow)	Each				
v)	Fixing unit	Each				
vi)	WT 202 Waste Toner container	Each				
vii)	NPG 83 Drum (Black)	Each				
viii)	NPG 83 Drum (Cyan)	Each				
ix)	NPG 83 Drum (Magenta)	Each				
x)	NPG 83 Drum (Yellow)	Each				

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.

CERTIFICATE OF ETHICAL PRACTICES

I/We assure the Institute/University that neither I/We nor any of my/our workers will do any act/acts which is/ are 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