



OSMANIA UNIVERSITY
HYDERABAD - 500007, INDIA

No. 23/COE/OU/BID/2018

Date: 31-05-2018

**TENDER NOTIFICATION INVITING TENDERS FOR SUPPLY OF GENERAL STATIONERY/
COMPUTER STATIONERY/PRINTER CARTRIDGES /DRUMS /FUSER KITS/ FUSER
MODULES /TONERS REFILLING OF CARTRIDGES ETC.**

Sealed tenders are invited from Authorized distributors/dealers/suppliers for supply of General Stationery items/Computer Stationery items/Printer Cartridges/Drums / Fuser Kits/ Fuser Modules /Toners Refilling of Cartridges etc., to 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 **02-06-2018 to 12-06-2018** 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) 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. 50,000/- (Rupees Fifty Thousand only) shall be submitted at the Office of the Controller of Examinations, Osmania University, Hyderabad - 500 007 on or before 15-06-2018 by 3.00 P.M. Sealed tenders received after the due date and time will not be entertained. The Tenders will be opened on 15-06-2018 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 R. 5,000/- 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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FUSER MODULES /TONERS REFILLING OF CARTRIDGES ETC.**

Sub: Examination Branch, Osmania University – Supply of General Stationery /
Computer Stationery /Printer Cartridges/Drums / Fuser Kits/ Fuser Modules/
Toners Refilling of Cartridges etc. - Tender Notification – Regarding.

Examination Branch, O.U., hereby invites open tenders from authorized distributors/dealers for supply of General Stationery /Computer Stationery /Printer Cartridges/Drums/Fuser Kits/Fuser Modules/Toners Refilling of Cartridges etc., 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 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

1. Name of the Tender : Supply of General Stationery items/
Computer Stationery items/Printer
Cartridges/Drums/ Fuser Kits/ Fuser
Modules/Toners Refilling of Cartridges etc.
2. Cost of Tender Form : Rs.5000/- 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. Sale / down loading of Tender forms : From 02-06-2018 to 12-06-2018
(11.00 A.M to 3.00 P.M.) at O/o the
Controller of Examinations, Examination
Branch, Osmania University, Hyd. (on all
working days).
4. Inspection of specimen : From 03-06-2018 to 10-06-2018
(11.00 A.M to 3.00 P.M.) at O/o the
Controller of Examinations, Examination
Branch, Osmania University, Hyd (on all
working days).
5. Closing date and time : 15-06-2018 by 3.00 P.M.
(For receiving duly filled in tender bids)
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 15-06 -2018 (3.00 P.M.).
7. Date, Venue & Time of opening : 15-06-2018 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. 50,000/- (Rupees Fifty Thousand 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.

PART – II
TERMS & CONDITIONS

1. The Firms should submit their tenders duly enclosing a Demand Draft towards Application cost of Rs.5000/- (Rupees Five Thousand only) and EMD for a sum of Rs. 50,000/- (Rupees Fifty Thousand only) 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. 2015-16, 2016-17 & 2017-18.
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) GST/CST/ PAN/Registration No.
 - c) Annual Turn Over for last three years for (2015-16, 2016-17, 2017-18) minimum of Rs. 30,00,000/- (Rupees Thirty Lakhs) 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 Tenders 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. 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 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. 5000/- 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.

Sd/-
Controller of Examinations
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) Fax. No. :
 iv). 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) Fax. No. :
 iv). 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
(2015-16, 2016-17 & 2017-18).
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., Fax 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	Qty	Rate in Rs.		Remarks
				In Figures	In words	
1.	Brown Craft Paper 29" X 44" (80 GSM)	Per Ream	100 reams			
2.	Brown Cloth Covers 16" X 12" (New Cloth) (80 GSM)	Per 100	50000			
3.	Brown cover 12" x 10" (New Cloth) (80 GSM)	Per 100	25000			
4.	Brown Covers 12" X 10" (80 GSM) plain	Per 1000	20000			
5.	Brown Envelopes 11" X 5" (100GSM)	per 1000	10000			
6.	Brown Envelopes 9" X 4" (100GSM)	per 1000	10000			
7.	Ball Pen Holders (Reynolds)	Each	200 nos.			
8.	Correcting pen White (Camelin)	Each	200 nos.			
9.	Carbon Paper Pencil (Kores)	Each Box	10 boxes			
10.	Calico (20 mtrs) roll(all colors)	Per Roll (20 mtrs)	10 rolls			
11.	Envelopes - Window Brown 9" X 4" (Brown) 70GSM	Per 1000	10000			
12.	Envelopes 9 1/2" X 4" - Blue 90 GSM printed with given matter 2 sides	Per 1000	25000 nos.			
13.	Envelopes (27 1/2" cms X 12" cms) pink 90 GSM with self Gum & printing with given matter	Per 1000	10000 nos.			
14.	Envelopes 10 1/2" X 4 1/2" (White 90 GSM)	Per 1000	10000			
15.	Pencil Erasers -(Natraj)	Each per box containing (20) No.s	50 boxes			
16.	File Boards (good quality) Yellow brand 4mm	Per 1000	5000 nos.			
17.	File Tags 12" Super quality	Per bundle of 10 bunches each 50 nos.	20 bundle			
18.	Ball Pen Reynolds (Blue) 0.45 carbure	Each	1000 nos.			
19.	Ball Pen Reynolds (Red) 0.45 carbure	Each	300 nos.			
20.	Pen Refills - Reynolds (blue) 0.45 carbure	Each	500 nos.			
21.	Pen Refills - Reynolds (Red) 0.45 carbure	Each	200 nos.			

Contd..2

S.No	Description of item	Rate Per unit	Qty	Rate in Rs.		Remarks
				In Figures	In words	
22.	Gum Bottle - Camel 700 ml	Each	200 nos.			
23.	Gum Bottle - Camel 50 ml	Each	500 nos.			
24.	Gem Clips (Lion brand)	Per box containing 10 packets each	20 boxes			
25.	Gum Tape Rolls 3" (Paper gum tape) (120 mtrs)	Each (120 mtrs)	50 roll			
26.	Kangaroo Punching Machine No.280	Each	25 nos.			
27.	Plastic baskets (chetan) (Waste Paper Basket)	Each	50 nos.			
28.	Lever Index File	Each	500 nos.			
29.	Long Cloth (Chehalwari)	Per Meter	1000 mtrs			
30.	Locks Big Size 8 levers (Godrej)	Each	25 nos.			
31.	Locks Small Size 7 levers (Godrej)	Each	25 nos.			
32.	Miracle Cello Tape 2" White and brown	Each	500 nos.			
33.	Numbering Ink - Red/Green 30 ml (Kores)	Each	500 nos.			
34.	Numbering Machine Japan (Max)	Each	50 nos.			
35.	Numbering Machine Pads	Per dozen	20 doz.			
36.	Napthaline Balls scented	Per KG	20 kgs			
37.	Note Book - 100 Pages	Each	3000 nos.			
38.	Office Files	Each	100 nos.			
39.	Plastic Scales 12" (Camelin)	Each box	100 Boxes			
40.	Pockers (Touchans) Plastic good quality	Per dozen	25 dozens			
41.	Paper Weights - Glass	Each	50 nos.			
42.	Pencil Black Lead (Natraj)	Each per box containing 10 nos.	200 boxes			
43.	Scented Phenyl	5 Liter Tin	100 tins			
44.	Acid (5 lts) Atlas clean	5 Liter Tin	25 nos.			
45.	Rubber Bands 4" (Super quality) double colour	Per Kg Nylon	1000 kgs			
46.	Ruled Register 100 Pages (Ledger paper)	Each	500 nos.			
47.	Ruled Register 200 Pages (Ledger paper)	Each	500 nos.			
48.	Ruled Register 300 Pages (Ledger paper)	Each	500 nos.			
49.	Ruled Register 400 Pages (Ledger paper)	Each	500 nos.			

S.No	Description of item	Rate Per unit	Qty	Rate in Rs.		Remarks
				In Figures	In words	
50.	Stapler No. 10 (Max No. 10)	Each	1000 nos.			
51.	Stapler Pins (Max No.10)	Each box consists of 20 packets	200 boxes			
52.	Stapler Machines 24/6 Max HP -45P	Each	25 nos			
53.	Stapler Pins - Max No.3(24/6)	Each box consists of 20 packets	5 boxes			
54.	Sketch Pen (Luxor) Blue, Black, Green, Red	Each packets contains 10 pcs.	1000 pkts			
55.	Stamp Pad Ink Purple(110 ml) each - Camel	Each	50 nos.			
56.	Stamp Pad Medium Black/Blue/Red each (Camel)	Each	50 nos.			
57.	Stamp Pad Big Red/Blue 167mm X 97 mm (Camel)	Each	200 nos.			
58.	Scissors (215 mm) - Wilson	Each	1000 nos			
59.	Sutli - 5 ply	Per kg	1000 kg			
60.	Small Knives - SDI (cutters) Each boxes 12 nos.	Per doz	25 dozens			
61.	Table Tray Plastic (Chetan)	each	50 nos.			
62.	Twine Binding - White Fit pack (400 Mtrs) Glace No.2	Each	50 nos.			
63.	Water Sponge (ACCEE) Standard	Each	1000 nos.			
64.	Writing Pads (Card board) 6 mm	Each	200 nos.			
65.	Xerox Paper FS (Hammer Mill) Millennium	Per Ream	1000 reams			
66.	Xerox Paper A4-size (Hammer Mill) Millennium	Per Ream	3000 reams			
67.	Straw Board (Atta) Size 15" X 12" (2 pound)	Each	1000 nos.			
68.	Lie (paste)	Per kg	100 kgs			
69.	Rexine (good quality) All colors	50 mtrs per roll	5 rolls			
70.	Xerox color Papers A4 (Yellow, Pink)	Per ream	1000 reams			
71.	Yellow cover (14"X12" size) with polythine laminated inside with (address information) printing &self gumming	per 1000	100000			
72.	Yellow cover plain (80GSM) (size 16" x 12") polythine laminated inside	Per 1000	10000			
73.	Yellow cover plain (80GSM) Legal size (10" x 14") Polythine laminated inside	Per 1000	10000			

Contd..4

S.No	Description of item	Rate Per unit	Qty	Rate in Rs.		Remarks
				In Figures	In words	
74.	Envelopes (6" X 11") Green 90 GSM polythine laminated inside printed with given matter	Per 1000	20000			
75.	Centenary card White color ream (160 GSM) size 23"X28" (9.2)	1 ream each (144 sheets)	5 reams			
76.	Labels stickers (16 labels in one page)	Per box	2 boxes			
77.	Bleaching Powder	Each 25 kgs bag	100 kgs			
78.	Sabeena Powder	Each 1 kg	50 kgs			
79.	A4 -size Green Cloth & Laminated cover with self gumming and printed with give matter	Per 1000	100000			

List of items and Quantity of Printer Consumables and Computer Stationery

S.No	Description of item	Rate Per unit	Qty	Rate in Rs.		Remarks
				In Figures	In words	
1.	Blank Computer Stationery 10"x12"x1" (80 GSM) with logo	Per 1000	10000			
2.	Blank Computer Stationery 10"x12"x2" (80 GSM) with logo	Per 1000	20000			
3.	Blank Computer Stationery 15"x12"x1" (T.R. Sheets) (80 GSM) with logo	Per 1000	500000			
4.	Original Company Product :					
	HP 1020/1022 (12A) Toner Cartridge	Each	100 nos.			
	HP 1008, (88A) Toner Cartridge	Each	100 nos.			
	HP-78A Toner Cartridge	Each	20 nos.			
	HP Laser jet print cartridge 05A (CE505A No.2E07ZA No.a20120507)	Each	2 nos.			
5.	Xerox PE 114 E Printer cartridge	Each	2 nos.			
6.	Xerox 5021 Toner cartridge	Each	2 nos.			
7.	Canon Xerox 2420 L NPG 28 Toner cartridge	Each	2 nos.			
8.	Mouse (HP) with pad (Original Company Product)	Each	50 nos.			
9.	Key Board (HP) (Original Company Product)	Each	50 nos.			
10.	Sony DVD 4.2 GB & (with paper covers)	Each	500 nos.			
11.	Sony C.D. Drive GB with paper covers	Each	500 nos.			
12.	Barcode stickers rolls	Each	50 nos.			
13.	Barcode thermal cartridge Zebra - (50 X25 mm)	Each	15 nos.			
14.	Refilling of HP-1020/1022(12A) 1008(88A)/78A/ Fx-9/ No. 2055D (05A) / Xerox PE114E	Each				
15.	Ope Drum : 1020/1022(12A) 1008(88A) 78A Fx-9 05A PE114E	Each Each Each Each Each each				
	Cleaning Blade	Each				
	PCR Roller	Each				
	Magnetic Blade	Each				

Contd..2

S.No	Description of item	Rate Per unit	Qty	Rate in Rs.		Remarks
				In Figures	In words	
16.	HP color Laser Printer Model 2605 Cartridge (Original Company Product)					
	Black 6001	Each	2 nos.			
	Color 6001 A ()	Each	2 nos.			
	Color 6002 A ()	Each	2 nos.			
	Color 6003 A ()	Each	2 nos.			
17.	HP Color Laser Jet Cartridges Model CM-6040 MFP (Original Company Product)					
	Black - CB 390 A	Each	10 nos.			
	Cyan - CB 381 A	Each	4 nos.			
	Yellow - CB 382 A	Each	4 nos.			
	Magenta - CB 383 A	Each	4 nos.			
18.	HP Image Drums for HP Color Laser Jet Printer (CM-6040 MFP) (Original Company Product)					
	Black - CB 384 A	Each	2 nos.			
	Cyan - CB 385 A	Each	2 nos			
	Yellow - CB 386 A	Each	2 nos			
	Magenta - CB 387 A	Each	2 nos			
19.	Image Transfer Kit ... CB463A (Original Company Product)	Each	1 no.			
	Image Fuser Kit-, 220V - CB458A (Original Company Product)	Each	1 no.			
	Roller Kit CB459A (Original Company Product)	Each	1 no.			
20.	HP 6040 Printer Accessories :					
	Rollers	Each	1 no.			
	Belts	Each	1 no.			
	Circuits	Each	1 no.			
	Power supply etc.	Each	1 no.			
	Trays	Each	1 no.			

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