



OSMANIA UNIVERSITY
HYDERABAD - 500007, INDIA

No. 07/COE/OU/BID/2017

Date: 17-04-2017

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 20-04-2017 to 02-05-2017 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 03-05-2017 by 3.00 P.M. Sealed tenders received after the due date and time will not be entertained. The Tenders will be opened on 03-05-2017 at 4.00 P.M. in the Office of the Controller of Examinations, Osmania University, Hyd., in the presence of the bidding firms. The detailed tender documents can also be downloaded from our website and in that case, 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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HYDERABAD - 500007, INDIA

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TENDER NOTIFICATION INVITING TENDERS FOR SUPPLY OF GENERAL STATIONERY/
COMPUTER STATIONERY/PRINTER CARTRIDGES /DRUMS /FUSER KITS /
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 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 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 20-04-2017 to 02-05-2017
(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 20-04-2017 to 02-05-2017
(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 : 03-05-2017 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 03-05-2017 (3.00 P.M.).
7. Date, Venue & Time of opening : 03-05-2017 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.

Contd..2

7. 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.
8. 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 inclusive of taxes. 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. Timely supply of stationery to the University is the essence of the contract.
5. The following information has to be filled by the tenderer/bidder with evidence (Documentary proof to be enclosed).
 - a) Registration Certificate
 - b) TSGST/CST Registration No.
 - c) Annual Turn Over for last three years for (2013-14, 2014-15, 2015-16) 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
6. Prices quoted should be inclusive of all Taxes, and any other charges as applicable.
7. The Tenders 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. Tenders 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 Tender 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.

Contd..2

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 Tenders of those authorized distributors/dealers/suppliers only 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.
16. The E.M.D of the unsuccessful tenderers will be refunded without any interest.
17. The firm must have valid STCC/VAT Clearance Certificate. (Please attach copy of valid STCC/VAT Clearance Certificate).
18. 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.
19. 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.
20. 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.
21. 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.
22. 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 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. Service Tax Regn. No. (Attach Attested Copy) :
9. Whether your annual turnover was Rs.30.00 :
Lakhs in the last three consecutive financial years
(2013-14, 2014-15, 2015-16).
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

a) 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	25000			
3.	Brown cover 12" x 10" (New Cloth) (80 GSM)	Per 100	10000			
4.	Brown Covers 16" X 12" (plain) (80 GSM)	Per 1000	25000			
5.	Brown Covers 12" X 10" (80 GSM) plain	Per 1000	20000			
6.	Brown Envelopes 11" X 5" (100GSM)	per 1000	10000			
7.	Brown Envelopes 9" X 4" (100GSM)	per 1000	10000			
8.	Ball Pen Holders (Cello fine grip)	each	500 nos.			
9.	Correcting pen White (Camelin)	Each	500 nos.			
10.	Cloth Covers 11" X 5" Ledger Paper with Printing of given matter	Per 1000	25000			
11.	Carbon Paper Pencil (Kores)	Each Box	10 boxes			
12.	Celophin Tape 5 metre	Each Roll	100 nos.			
13.	Calico (20 mtrs) roll(all colors)	Per Roll (20 mtrs)	10 rolls			
14.	Envelopes - Window Brown 9" X 4"(Brown) 60GSM	Per 1000	20000			
15.	Envelopes 9 ½ "X 4" - Blue 90 GSM printed with given matter 2 sides	Per 1000	25000 nos.			
16.	Envelopes (27 ½" cms X 12" cms) pink 90 GSM with self Gum & printing with given matter	Per 1000	10000 nos.			
17.	Envelopes 10 ½" X 4 ½" (White 90 GSM)	Per 1000	10000			
18.	Pencil Erasers -(Natraj)	Each per box containing (20) No.s	50 boxes			
19.	File Boards (good quality)	Per 1000	5000 nos.			
20.	File Tags 12" Super quality	Per bundle of 10 bunches each 50 nos.	25 bundle			

Contd..2

S.No	Description of item	Rate Per unit	Qty	Rate in Rs.		Remarks
				In Figures	In words	
21.	File Backers	Per 1000	1000 nos.			
22.	Gum Bottle – Camel 700 ml	Each	200 nos.			
23.	Gum Bottle – Camel 50 ml	Each	500 nos.			
24.	Glass Tumblers - Yera	Each	50 nos.			
25.	Gem Clips (Lion brand)	Per box containing 10 packets each	20 boxes			
26.	Gum Tape Rolls 3” (Paper gum tape) (120 mtrs)	Each (120 mtrs)	25 roll			
27.	Kangaroo Punching Machine No.280	Each	25 nos.			
28.	Plastic baskets (chetan) (Waste Paper Basket)	Each	50 nos.			
29.	Lever Index File	Each	200 nos.			
30.	Long Cloth (Chehalwari)	Per Meter	500 ltrs			
31.	Locks Big Size 8 levers 70 mm (Godrej)	Each	10 nos.			
32.	Locks Small Size 7 levers 40 mm (Godrej)	Each	25 nos.			
33.	Miracle Cello Tape 2” White and brown	Each	500 nos.			
34.	Numbering Ink – Red/Green 30 ml (Kores)	Each	500 nos.			
35.	Numbering Machine Japan (Max)	Each	30 nos.			
36.	Numbering Machine Pads	Per dozen	20 doz.			
37.	Napthaline Balls scented	Per KG	20 kgs			
38.	Note Book – 100 Pages	Each	3000 nos.			
39.	Office Files	Each	100 nos.			
40.	Plastic Scales 12” (Camelin)	Each	1000 nos. (100 Boxes)			
41.	Pockers (Touchans) Plastic good quality	Per dozen	10 dozens			
42.	Paper Weights - Glass	each	50 nos.			
43.	Pencil Black Lead (Natraj)	Each per box containing 10 nos.	200 boxes			
44.	Scented Phenyl	5 Liter Tin	100 tins			
45.	Acid (5 lts) Atlas clean	5 Liter Tin	25 nos.			
46.	Rubber Bands 4” (Super quality) double colour	Per Kg Ordinary	1000 kgs			
47.	Pen Refills – Cello fine grip (blue)	Each	1000 nos.			

S.No	Description of item	Rate Per unit	Qty	Rate in Rs.		Remarks
				In Figures	In words	
48.	Pen Refills – Cello fine grip (Red)	Each	300 nos.			
49.	Ruled Register 100 Pages (Ledger paper)	Each	500 nos.			
50.	Ruled Register 200 Pages (Ledger paper)	Each	500 nos.			
51.	Ruled Register 300 Pages (Ledger paper)	Each	500 nos.			
52.	Stapler No. 10 (Kangaroo)	Each	1000 nos.			
53.	Stapler Pins (Max No.10)	Each box consists of 20 packets	200 boxes			
54.	Stapler Machines 24/6 Kangaroo HP -45P	Each	25 nos			
55.	Stapler Pins – Max No.3(24/6)	Each box consists of 20 packets	5 boxes			
56.	Sketch Pen (Luxor) Blue, Black, Green, Red	Each packets contains 10 pcs.	1000 pkts			
57.	Stamp Pad Ink Purple/Red (110 ml) each – Camel	Each	50 nos.			
58.	Stamp Pad Medium Black/Blue/Red each (Camel)	Each	100 nos.			
59.	Stamp Pad Big Red/Blue 167mm X 97 mm (Camel)	Each	200 nos.			
60.	Scissors (215 mm) - Wilson	Each	500 nos			
61.	Sutli – 5 ply	Per kg	1000 kg			
62.	Small Knives – SDI (cutters) Each boxes 12 nos.	Per doz	10 boxes (1200 nos.)			
63.	Table Tray Plastic (Chetan)	each	100 nos.			
64.	Twine Binding - White Fit pack (400 Mtrs) Glace No.2	Each	50 nos.			
65.	Water Sponge	Each	1000 nos.			
66.	Writing Pads (Card board) 6 mm	Each	200 nos.			
67.	Xerox Paper FS (Hammer Mill) Millennium	Per Ream	1500 reams			
68.	Xerox Paper A4-size (Hammer Mill) Millennium	Per Ream	2500 reams			
69.	Straw Board (Atta) Size 15" X 12" (2 pound)	each	3000 nos.			
70.	Lie (paste)	Per kg	300 kgs			
71.	Rexine (good quality) All colors	Per mtr.	500 mtrs			
72.	Xerox color Papers A4 (Yellow, Pink)	per ream	300 reams			

S.No	Description of item	Rate Per unit	Qty	Rate in Rs.		Remarks
				In Figures	In words	
73.	Yellow cover (14"X12" size) with polythine laminated inside with (address information) printing &self gumming	per 1000	100000			
74.	Yellow cover plain (80GSM) (size 16" x 12") polythine laminated inside	Per 1000	10000			
75.	Yellow cover plain (80GSM) Legal size (10" x 14") Polythine laminated inside	Per 1000	10000			
76.	Envelopes (6" X 11") Green 90 GSM polythine laminated inside printed with given matter	Per 1000	20000			
77.	Centenary card White color ream (160 GSM) size 23"X28" (9.2)	1 ream each (144 sheets)	5 reams			
78.	Labels stickers (16 labels in one page)	Per box	5 boxes			
79.	Bleaching Powder	Each 25 kgs bag	100 kgs			
80.	Sabeena Powder	Each 1 kg	50 kgs			
81.	A4 -size Green Cloth & Laminated cover with self gumming and printed with give matter	Per 1000	100000			

b) 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.	Master roll for Riso grapher RZ-2300	Each	10 roll			
2.	Ink roll for Riso grapher RZ-2300	Each	40 roll			
3.	Blank Computer Stationery 10"x12"x1 " (80 GSM) with logo	Per 1000	20000			
4.	Blank Computer Stationery 10"x12"x2"(80 GSM) with logo	Per 1000	20000			
5.	Blank Computer Stationery 15''x12''x1'' (T.R. Sheets) (80 GSM) with logo	Per 1000	400000			
6.	Pre-printed receipts size 10"x12"x1" on 60 GSM paper of single side single colour printing Logo	Per 1000	25000			
7.	Wipro-Ex-200+130 Col. Printer Refills	Each	10 nos.			
8.	Wipro-Lx-800+80 Col. Printer Refills	Each	10 nos.			
9.	Wipro Nova Ribbons 130col.	Each	10 nos.			
10.	Cartridges 130 Col. (Wipro) Ex-2004	Each	10 nos.			
11.	Cartridges 80 Col. (Wipro) Lx-800	Each	10 nos.			
12.	Tally Genicom 6600 standard lite EX Ribbon	Each	15 nos.			
13.	TVS Cartridges 130 Col. Caligra 0.25	Each	5 nos.			
14.	HP 1020/1022 (12A) Toner Cartridge	Each	30 nos.			
15.	HP 1008, (88A) Toner Cartridge	Each	30 nos.			
16.	HP-78A Toner Cartridge	Each	20 nos.			
17.	Xerox PE 114 E Printer cartridge	Each	5 no.s			
18.	Barcode stickers rolls	Each	100 nos.			
19.	Barcode thermal cartridge Zebra - (50 X25 mm)	Each	30 nos.			
20.	Canon Xerox 2420 L NPG 28 Toner cartridge	Each	2 nos.			
21.	Xerox 5021 Toner cartridge	Each	2 nos.			
22.	Canon Fx-9 Toner Cartridge for Canon Fax Machine	Each	5 nos.			
23.	Sony DVD 4.2 GB (with covers)	Each	200 nos.			
24.	Mouse (HP) with pad	Each	50 nos.			
25.	Key Board (HP)	Each	50 nos.			

Contd..2

S.No	Description of item	Rate Per unit	Qty	Rate in Rs.		Remarks
				In Figures	In words	
26.	Refilling of toners: 1020/1022(12A) 1008(88A)	Each				
27.	Refilling of HP-78A/ Fx-9/ No. 2055D (05A) / Xerox PE114E	Each				
28.	Ope Drum :					
	1020/1022(12A)	Each				
	1008(88A)	Each				
	78A	Each				
	Fx-9	Each				
	05A	Each				
	PE114E	each				
	Cleaning Blade	Each				
	PCR Roller	Each				
	Magnetic Blade	Each				
	Accessories of HP-78A/ Fx-9/ 2055D (05A) / Xerox PE114E (Ope Drum)	Each				
29.	HP color Laser Printer Model 2605 Cartridge					
	Black 6001	Each	2 nos.			
	Color 6001 A ()	Each	2 nos.			
	Color 6002 A ()	Each	2 nos.			
	Color 6003 A ()	Each	2 nos.			
30.	HP Color Laser Jet Cartridges Model CM-6040 MFP					
	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.			
31.	HP Image Drums for HP Color Laser Jet Printer (CM-6040 MFP)					
	Black - CB 384 A	Each	3 nos.			
	Cyan - CB 385 A	Each	3 nos			
	Yellow - CB 386 A	Each	3 nos			
	Magenta - CB 387 A	Each	3 nos			
32.	HP 6040 Printer Accessories	Each	1 no.			
33.	Image Transfer Kit ... CB463A	Each	1 no.			
	Image Fuser Kit-, 220V - CB458A	Each	1 no.			
	Roller Kit CB459A	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