



OSMANIA UNIVERSITY
HYDERABAD - 500007, INDIA

Ten. No. 921/PR/DIS/OU/Stationery/2017-18

Date: 07-11-2017

SHORT TENDER NOTIFICATION FOR SUPPLY OF STATIONERY/COMPUTER CONSUMABLES/COMPUTER STATIONERY/ GENERAL STATIONERY ARTICLES/PAPER STATIONERY ARTICLES/PVC 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 & Colour Jet printers, etc., to Administrative Building, Registrar Office, OU. For further details, visit our website www.osmania.ac.in .

REGISTRAR



OSMANIA UNIVERSITY
HYDERABAD - 500007, INDIA

Ten. No. 921/PR/DIS/OU/Stationery/2017-18

Date: 07-11-2017

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 & 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 07-11-2017 to 17-11-2017 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 17-11-2017 by 3.00 P.M. Sealed tenders received after the due date and time will not be entertained. The Tenders will be opened on 17-11-2017 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. 921/PR/DIS/OU/Stationery/2017-18

Date: 07-11-2017

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 07-11-2017 to 17-11-2017 (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) | : | 17-11-2017 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 | : | 17-11-20 17 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.Security Deposit | : | 10 % of the total cost of the product in the Form of Bank Guarantee in favour of The Registrar, Osmania University, payable at HYDERABAD from any Nationalized Bank, after award of the contract. |

8. 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 2017-18

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

Supply of Computer Consumables for the year 2017-18
Through Authorized Dealers appointed by the respective Manufacturing Companies

S.No.	Name of the Article	Remarks
1.	Master Roll 4640 & Ink (Copy printer for Digital 4640 D)	
2.	Master Roll Model CPMT 15 Copy printer CP17	
3.	Xerox Toner 1230D, MP3554S, MP6054B and Mp2501S	
4.	DM 100i Ink Cartridge Franking machine	
5.	Canon NPG 28Toner	

Supply of Computer Consumables for the year 2017-18

S.No.	Name of the Article	Remarks
1.	Hp. LaserJet Toner Cartridge 1015/1022	12A
2.	Fraking Machine DM100i Ink	DM100i
3.	HP Laser Jet CE410A 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.	Computer Dust Covers along with printer covers (Amkette) and LCD covers	
21.	Hp.1566 LaserJet Toner Cartridge	78A

Supply of Computer Stationery for the year 2017-18

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.	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 2017-18

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	

Supply of General Stationery Articles for the year 2017-18

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.	Reynolds Refills 0.45 Refills each	
12.	Jotter Refills 5 Star (each)	
13.	Pin Sheets (Best export Quality)1.1/2 each	
14.	Pin Box (Best) each	
15.	Tochen (steel handle) 'Mayura' each	
16.	Pen Stand Superior (acrylic Model-4 Pens)	
17.	Pen Stand Superior (acrylic Model-2 Pens)	
18.	Pin Cushion Superior 'Best' each	Sample
19.	Pin Cushion Medium 'Best' each	Sample
20.	Post it Pad 3x3 each	
21.	Miracle Gum Tape (each) & Ibro Tape 2 inches	
22.	Big Gum Tape 2" each Miracle	
23.	Gum Tape 1" each Miracle	
24.	Gum Tape 1" Brown each Miracle	
25.	Gum Tape small (premier)	
26.	Fevi stick Super 15 g. each	
27.	Faber-Castell Super Fluorescent	
28.	Highlighters each. Luxor	
29.	Reynolds white board marker(Camlin)	
30.	Paper Gum Tape	
31.	Gum Bottle (700 ml) Camel each	
32.	Gum Bottle (150 ml) Camel each	
33.	Gum Tube adhesive each	
34.	Plastic Secret Files (four folds) each	
35.	Glass Tumblers 'Yera'	
36.	Stapler Machine No.10 Plastic "MAX"	
37.	Stapler Machine No.HD45 Plastic "MAX"	

38.	Stapler Machine No.DS12S/17Plastic "MAX"	
39.	Stapler Pin(10) 'Max' (each box)	
40.	Stapler Pin(24/6) 'Max' (each box)	
41.	Stapler Pin(23/17)'Max' (each box)	
42.	Stapler Pin(23/15)'Max' (each box)	
43.	Stapler pin(23/10)'Max' (each box)	
44.	Index Registers (Ledger) 600 Pages each	
45.	Index Registers(Ledger) 400 pages each	
46.	Index Registers(Ledger) 200 pages each	
47.	Jem Clips 'Lion' Plastic (each box of 10 small boxes)	Sample
48.	Natraj Pencil (each box)	Sample
49.	Locks Godrej (6 lever)	Sample
50.	Locks Godrej (7 lever)	
51.	Locks Godrej (8 lever)	
52.	Steel Scale (Big) 12" inches each	
53.	Plastic Scale (Big) 18" inches each	
54.	Plastic Scale Small 12" inches each	
55.	Damper Round Plastic 'AACEE' Deluxe each	
56.	Punching Machine DP600 'Kangaroo' each	
57.	Punching Machine 280 'Kangaroo' each	
58.	Rubber Bands (small) 1" super quality	
59.	Rubber Bands (small) 4" super quality	
60.	All out Machine (each)	
61.	All out Refills (each)	Per kg.
62.	L.Shape Plastic Folders (each)	Per kg.
63.	Lever Index Files (each)	
64.	Stamp Pad 'Camel/Ashoka' Med.size each	
65.	Stamp Pad 'Camel/Ashoka' Big size each	
66.	Stamp Pad Ink Bottle Camel/Ashok each	
67.	File Tags 10 inches Tread Super quality (each bundle)	
68.	File Tags 8 inches Tread Super quality (each bundle)	
69.	Gum Tape Dispenser (Stand) 'Bimal B832 each	
70.	Office Files (Spring)	

Supply of Paper Stationery Articles for the year 2017-18

S.No.	Name of the Article	Remarks
1.	Pencil Carbons (Kores) per box	
2.	Eraz-Ex (Pen) each	
3.	File Board (Big) with printing	Sample
4.	File Board with printing	Sample
5.	Ruled Registers (Ledger) 400 pages each duly numbered	Sample
6.	Ruled Registers (Ledger) 200 pages each duly numbered	Sample
7.	Ruled Registers (Ledger) 100 pages each duly numbered	Sample
8.	Brown envelopes 9"x4" with printing per 100 envelopes	Sample
9.	Brown Window envelopes 9"x4" with printing per 100 envelopes.	Sample
10.	Brown envelopes 11"x5" with printing per 100 envelopes.	Sample
11.	Plastic coated covers foolscap with printing per 100 covers	Sample
12.	Plastic coated A4 size covers with printing per 100 covers	Sample
13.	Brown covers foolscap with printing per 100 covers	Sample
14.	Brown covers A4 size with printing per 100 covers	Sample
15.	Cloth Covers A4 Size per 100 Covers	Sample
16.	Cloth Covers Full Scape per 100 Covers	Sample
17.	Decollum Writing Pad	Sample
18.	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 (2013-14, 2014-15 and 2016-17)
 - 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 firm must have valid GST certificate. (Please attach copy of 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 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.
20. 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.
21. 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.
22. 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) (2013-14, 2014-15 and 2016-17)
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 (2013-14, 2014-15 and 2016-17)
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 2017-18

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

Supply of Computer Consumables for the year 2017-18
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.	Master Roll Model CPMT 15 Copy printer CP17	
3.	Xerox Toner 1230D, MP3554S, MP6054B and Mp2501S	
4.	DM 100i Ink Cartridge Franking machine	
5.	Canon NPG 28Toner	

Supply of Computer Consumables for the year 2017-18

S.No.	Name of the Article	Remarks	Complied Yes/No
1.	Hp. LaserJet Toner Cartridge 1015/1022	12A	
2.	Fraking Machine DM100i Ink	DM100i	
3.	HP Laser Jet CE410A 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.	Computer Dust Covers along with printer covers (Amkette) and LCD covers		
21.	Hp.1566 LaserJet Toner Cartridge	78A	

Supply of Computer Stationery for the year 2017-18

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	
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 2017-18

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		

Supply of General Stationery Articles for the year 2017-18

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.	Reynolds Refills 0.45 Refills each		
12.	Jotter Refills 5 Star (each)		
13.	Pin Sheets (Best export Quality)1.1/2 each		
14.	Pin Box (Best) each		
15.	Tochen (steel handle) 'Mayura' each		
16.	Pen Stand Superior (acrylic Model-4 Pens)		
17.	Pen Stand Superior (acrylic Model-2 Pens)		
18.	Pin Cushion Superior 'Best' each	Sample	
19.	Pin Cushion Medium 'Best' each	Sample	
20.	Post it Pad 3x3 each		
21.	Miracle Gum Tape (each) & Ibro Tape 2 inches		
22.	Big Gum Tape 2" each Miracle		
23.	Gum Tape 1" each Miracle		
24.	Gum Tape 1" Brown each Miracle		
25.	Gum Tape small (premier)		
26.	Fevi stick Super 15 g. each		
27.	Faber-Castell Super Fluorescent		
28.	Highlighters each. Luxor		
29.	Reynolds white board marker(Camlin)		
30.	Paper Gum Tape		
31.	Gum Bottle (700 ml) Camel each		
32.	Gum Bottle (150 ml) Camel each		
33.	Gum Tube adhesive each		
34.	Plastic Secret Files (four folds) each		
35.	Glass Tumblers 'Yera'		
36.	Stapler Machine No.10 Plastic "MAX"		
37.	Stapler Machine No.HD45 Plastic "MAX"		
38.	Stapler Machine No.DS12S/17Plastic "MAX"		

39.	Stapler Pin(10) 'Max' (each box)		
40.	Stapler Pin(24/6) 'Max' (each box)		
41.	Stapler Pin(23/17)'Max' (each box)		
42.	Stapler Pin(23/15)'Max' (each box)		
43.	Stapler pin(23/10)'Max' (each box)		
44.	Index Registers (Ledger) 600 Pages each	Sample	
45.	Index Registers(Ledger) 400 pages each	Sample	
46.	Index Registers(Ledger) 200 pages each	Sample	
47.	Jem Clips 'Lion' Plastic (each box of 10 small boxes)		
48.	Natraj Pencil (each box)		
49.	Locks Godrej (6 lever)		
50.	Locks Godrej (7 lever)		
51.	Locks Godrej (8 lever)		
52.	Steel Scale (Big) 12" inches each		
53.	Plastic Scale (Big) 18" inches each		
54.	Plastic Scale Small 12" inches each		
55.	Damper Round Plastic 'AACEE' Deluxe each		
56.	Punching Machine DP600 'Kangaroo' each		
57.	Punching Machine 280 'Kangaroo' each		
58.	Rubber Bands (small) 1" super quality	Per kg.	
59.	Rubber Bands (small) 4" super quality	Per kg.	
60.	All out Machine (each)		
61.	All out Refills (each)		
62.	L.Shape Plastic Folders (each)		
63.	Lever Index Files (each)		
64.	Stamp Pad 'Camel/Ashoka' Med.size each		
65.	Stamp Pad 'Camel/Ashoka' Big size each		
66.	Stamp Pad Ink Bottle Camel/Ashok each		
67.	File Tags 10 inches Tread Super quality (each bundle)		
68.	File Tags 8 inches Tread Super quality (each bundle)		
69.	Gum Tape Dispenser (Stand) 'Bimal B832 each		
70.	Office Files (Spring)	Sample	

Supply of Paper Stationery Articles for the year 2017-18

S.No.	Name of the Article	Remarks	Complied Yes/No
1	Pencil Carbons (Kores) per box		
2	Eraz-Ex (Pen) each		
3	File Board (Big) with printing	Sample	
4	File Board with printing	Sample	
5	Ruled Registers (Ledger) 400 pages each duly numbered	Sample	
6	Ruled Registers (Ledger) 200 pages each duly numbered	Sample	
7	Ruled Registers (Ledger) 100 pages each duly numbered	Sample	
8	Brown envelops 9"x4" with printing per 100 envelops	Sample	
9	Brown Window envelops 9"x4" with printing per 100 envelops.	Sample	
10	Brown envelops 11"x5" with printing per 100 envelops.	Sample	
11	Plastic coated covers foolscap with printing per 100 covers	Sample	
12	Plastic coated A4 size covers with printing per 100 covers	Sample	
13	Brown covers foolscap with printing per 100 covers	Sample	
14	Brown covers A4 size with printing per 100 covers	Sample	
15	Cloth Covers A4 Size per 100 Covers	Sample	
16	Cloth Covers Full Scape per 100 Covers	Sample	
17	Decollum Writing Pad	Sample	
18	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 2017-18

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

Supply of Computer Consumables for the year 2017-18
Through Authorized Dealers appointed by the respective Manufacturing Companies

S.No.	Name of the Article	Price Rs. Ps
1.	Master Roll 4640 & Ink (Copy printer for Digital 4640 D)	
2.	Master Roll Model CPMT 15 Copy printer CP17	
3.	Xerox Toner 1230D, MP3554S, MP6054B and Mp2501S (Ricoh India Limited) Gestetner being the manufacturing company merged with Ricoh India Ltd.	
4.	DM 100i Ink Cartridge Franking machine	
5.	Canon NPG 28Toner	

Supply of Computer Consumables for the year 2017-18

S.No.	Name of the Article	Remarks	Price Rs. Ps
1.	Hp. LaserJet Toner Cartridge 1015/1022	12A	
2.	Fraking Machine DM100i Ink	DM100i	
3.	HP Laser Jet CE410A 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 Pend Driver 32 GB		
19.	Mouse Pad (good quality)	Sample to be enclosed	
20.	Computer Dust Covers along with printer covers (Amkette) and LCD covers		
21.	HP.1566 LaserJet Toner Cartridge	78A	

Supply of Computer Stationery for the year 2017-18

S.No.	Name of the Article	Remarks	Price Rs. Ps
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		
	b) 10x12x2 Part (80 column)		
	c) 15x12x1 Part (132 column)		
	d) 15x12x2 Part (132 column)		
	e) Pre-Printed pay slips (80 Column 10x12x2)		
	f) Ribbon No.P7000 Ultra Capacity Printer		
	g) Ribbon for WEP-Line Speed -5000N		
3.	h) PVC ID CARDS for Evolis Primacy PVC Card Printer Duplex		
4.	i) YMCKO Ribbons for Evolis Primacy PVC Card Printer Duplex		

Supply of Refilling of Toner Cartridges for the year 2017-18

S.No.	Name of the Article	Remarks	Price Rs. Ps
1.	Hp. Laser jet Toner Cartridge	12A	
2.	HP P1566 Laser Jet Printer Black Cartridge	78A	
3.	Hp 1007/P 1008 Laser jet Printer Black Cartridge	88A	
4.	Replacement of OPC Drum		

Supply of General Stationery Articles for the year 2017-18

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/Flora 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.	Reynolds Refills 0.45 Refills each		
12.	Jotter Refills 5 Star (each)		
13.	Pin Sheets (Best export Quality)1.1/2 each		
14.	Pin Box (Best) each		
15.	Tochen (steel handle) 'Mayura' each		
16.	Pen Stand Superior (acrylic Model-4 Pens)		
17.	Pen Stand Superior (acrylic Model-2 Pens)		
18.	Pin Cushion Superior 'Best' each	Sample	
19.	Pin Cushion Medium 'Best' each	Sample	
20.	Post it Pad 3x3 each		
21.	Miracle Gum Tape (each) & Ibro Tape 2 Inch		
22.	Big Gum Tape 2" each Miracle		
23.	Gum Tape 1" each Miracle		
24.	Gum Tape 1" Brown each Miracle		
25.	Gum Tape small (premier)		
26.	Fevi stick Super 15 g. each		
27.	Faber-Castell Super Fluorescent		
28.	Highlighters each. Luxor		
29.	Reynolds white board marker(Camlin)		
30.	Paper Gum Tape		
31.	Gum Bottle (700 ml) Camel each		
32.	Gum Bottle (150 ml) Camel each		
33.	Gum Tube adhesive each		
34.	Plastic Secret Files (four folds) each		
35.	Glass Tumblers 'Yera'		
36.	Stapler Machine No.10 Plastic "MAX"		
37.	Stapler Machine No.HD45 Plastic "MAX"		
38.	Stapler Machine No.DS12S/17Plastic "MAX"		
39.	Stapler Pin(10) 'Max' (each box)		

40.	Stapler Pin(24/6) 'Max' (each box)		
41.	Stapler Pin(23/17)'Max' (each box)		
42.	Stapler Pin(23/15)'Max' (each box)		
43.	Stapler pin(23/10)'Max' (each box)		
44.	Index Registers (Ledger) 600 Pages each	Sample	
45.	Index Registers(Ledger) 400 pages each	Sample	
46.	Index Registers(Ledger) 200 pages each	Sample	
47.	Jem Clips 'Lion' Plastic (each box of 10 small boxes)		
48.	Natraj Pencil (each box)		
49.	Locks Godrej (6 lever)		
50.	Locks Godrej (7 lever)		
51.	Locks Godrej (8 lever)		
52.	Steel Scale (Big) 12" inches each		
53.	Plastic Scale (Big) 18" inches each		
54.	Plastic Scale Small 12" inches each		
55.	Damper Round Plastic 'ACEE' Deluxe each		
56.	Punching Machine DP600 'Kangaroo' each		
57.	Punching Machine 280 'Kangaroo' each		
58.	Rubber Bands (small) 1" super quality	Per kg.	
59.	Rubber Bands (small) 4" super quality	Per kg.	
60.	All out Machine (each)		
61.	All out Refills (each)		
62.	L.Shape Plastic Folders (each)		
63.	Lever Index Files (each)		
64.	Stamp Pad 'Camel/Ashoka' Med.size each		
65.	Stamp Pad 'Camel/Ashoka' Big size each		
66.	Stamp Pad Ink Bottle Camel/Ashok each		
67.	File Tags 10 inches Tread Super quality (each bundle)		
68.	File Tags 8 inches Tread Super quality (each bundle)		
69.	Gum Tape Dispenser (Stand) 'Bimal B832 each		
70.	Office Files (Spring)	Sample	

Supply of Paper Stationery Articles for the year 2017-18

S.No.	Name of the Article	Remarks	Price Rs. Ps
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2.	Eraz-Ex (Pen) each		
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4.	File Board with printing	Sample	
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6.	Ruled Registers (Ledger) 200 pages each duly numbered	Sample	
7.	Ruled Registers (Ledger) 100 pages each duly numbered	Sample	
8.	Brown envelopes 9"x4" with printing per 100 envelopes	Sample	
9.	Brown Window envelopes 9"x4" with printing per 100 envelopes.	Sample	
10.	Brown envelopes 11"x5" with printing per 100 envelopes.	Sample	
11.	Plastic coated covers foolscap with printing per 100 covers	Sample	
12.	Plastic coated A4 size covers with printing per 100 covers	Sample	
13.	Brown covers foolscap with printing per 100 covers	Sample	
14.	Brown covers A4 size with printing per 100 covers	Sample	
15.	Cloth Covers A4 Size per 100 Covers	Sample	
16.	Cloth Covers Full Scape per 100 Covers	Sample	
17.	Decollum Writing Pad	Sample	
18.	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

ANNEXURE-III

PERFORMANCE BANK GUARANTEE FORMAT ON SECURITY DEPOSIT

This deed of Guarantee made on..... day of Month & Year by Name & Address of the bank (hereinafter called the "GUARANTOR") on the one part, on behalf of M/s Name & address of the Firm (hereinafter called the "FIRM") in favour of The Registrar, Osmania University, Hyderabad on the following terms and conditions.

Whereas the FIRM is entering into a agreement with OSMANIA UNIVERSITY FOR SUPPLY, INSTALLATION AND COMMISSIONING OF CYBEROAM/JUNIPER/SONICWALL FIREWALL EQUIPMENT and this guarantee is being made for the purpose of submission of Security money required to be deposited at the time of signing of the agreement between Osmania University and FIRM.

Know all people by these presents that the GUARANTOR, hereby undertake to indemnify and keep Osmania University indemnified up to the extent of Rs.....(Rupees in words)during the validity of this bank guarantee and authorize Osmania University to recover the same directly from the GUARANTOR. This bank guarantee herein contained shall remain in full force and effect till the expiry of its validity or till any extended period (if extended by the bank on receiving instructions from FIRM.). The liability under the guarantee shall be binding on the GUARANTOR or its successors.

Whereas the GUARANTOR further agrees that their liability under this guarantee shall not be affected by any reason of any change in the offer or its terms and conditions between the FIRM and Osmania University with or without the consent or knowledge of the GUARANTOR.

Whereas the GUARANTOR further agrees to pay guaranteed amount hereby under or part thereof, on receipt of first written demand whenever placed by Osmania University during the currency period of this guarantee. The GUARANTOR shall pay Osmania University immediately without any question, demure, reservation or correspondence.

Whereas the GUARANTOR hereby agrees not to revoke this guarantee bond during its currency period except with the previous consent of Osmania University in writing.

Notwithstanding anything contained herein

- Our liability under this bank guarantee shall not exceed Rs... (Rupees in words)
- This Bank guarantee shall be valid up to
- We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only against the written claim or demand on or before

Sealed with the common seal of the bank on thisday of (Month) and (Year).

Witness:

1.....

2.....

(Signature and seal of the bank)

SIGNATURE AND STAMP OF THE TENDERER