



OSMANIA UNIVERSITY
HYDERABAD - 500007, INDIA

No. 47 /COE/OU/BID/2020

Date: 19-06-2020

**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 items, Computer Stationery items and Printer Cartridges 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 **22-06-2020 to 07-07-2020** 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 **07-07-2020** by 3.00 P.M. Sealed tenders received after the due date and time will not be entertained. The Tenders will be opened on **07-07-2020** 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. 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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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

1. Name of the Tender : Supply of General Stationery items/
Computer Stationery items.
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. Down loading of Tender forms : From 22-06-2020 to 07-07-2020
(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 22-06-2020 to 07-07-2020
(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 : 07-07 -2020 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 07-07-2020 (3.00 P.M.).
7. Date, Venue & Time of opening : 07-07-2020 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.

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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.5000/- (Rupees Five Thousand only) and EMD for a sum of Rs. 50,000/- (Rupees Fifty Thousand 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., 2017-18, 2018-19 & 2019-20.
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 (2017-18, 2018-19, 2019-20) 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 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. 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.

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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) 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
(2017-18, 2018-19 & 2019-20).
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 cover 12" x 10" (New Cloth) (80 GSM)	Per 100	25000			
3.	Brown Covers 12" X 10" (80 GSM) plain	Per 1000	20000			
4.	Correcting pen White (Camelin)	Each	200 nos.			
5.	Carbon Paper Pencil (Kores)	Each Box	5 boxes			
6.	Calico (20 mtrs) roll(all colors)	<u>Per Roll</u> (20 mtrs)	<u>10 rolls</u>			
7.	Envelopes 9 1/2 "X 4" - Blue 90 GSM printed with given matter 2 sides	Per 1000	20000 Nos.			
8.	Pencil Erasers -(Natraj)	Each per box containing (20) No.s	25 boxes			
9.	File Boards (good quality) Yellow brand 4mm	Per 1000	5000 nos.			
10.	File Tags 12" Super quality	Per bundle of 10 bunches each 50 nos.	20 bundle			
11.	Gum Bottle - Camel 700 ml - Yellow gum	Each	200 nos.			
12.	Gum Bottle - Camel 50 ml - Yellow gum	Each	500 nos.			
13.	Kangaroo Punching Machine No.280	<u>Each</u>	20 Nos.			
14.	Plastic baskets (chetan) (Waste Paper Basket)	Each	50 nos.			
15.	Lever Index File SNS (Brand) 7415 model	Each	500 nos.			
16.	Long Cloth (Chehalwari)	Per Meter	1000 mtrs			
17.	Locks Big Size 8 levers (Godrej)	Each	25 nos.			
18.	Locks Small Size 7 levers (Godrej)	Each	25 nos.			
19.	Miracle Cello Tape 2" M-Wonder-555 White and brown 50 Mtrs	<u>Each</u>	<u>500 nos.</u>			
20.	Numbering Machine Pads	Per dozen	20 doz.			

Contd..2

S.No	Description of item	Rate Per unit	Qty	Rate in Rs.		Remarks
				In Figures	In words	
21.	Office Files	Each	100 nos.			
22.	Plastic Scales 12"(Camelin)	Each box	100 Boxes			
23.	Pockers (Touchans) Plastic good quality	Per dozen	25 dozens			
24.	Pencil Black Lead (Natraj)	Each per box containing 10 nos.	500 boxes			
25.	Scented Phenyl - Supreme	5 Liter Tin	100 tins			
26.	Acid (5 lts) - Supreme	5 Liter Tin	25 Tins/ Jars.			
27.	Rubber Bands 4" (Super quality) double colour (Nylon)	Per Kg	1000 kgs			
28.	Ruled Register 100 Pages (Ledger paper) (Delux)	Each	500 nos.			
29.	Ruled Register 200 Pages (Delux) (Ledger paper)	Each	500 nos.			
30.	Ruled Register 300 Pages (Delux) (Ledger paper)	Each	500 nos.			
31.	Ruled Register 400 Pages (Delux) (Ledger paper)	Each	500 nos.			
32.	Stapler Pins (Max No.10)	Each box consists of 20 packets	200 boxes			
33.	Sketch Pen (Luxor) Blue, Red	Each packets contains 10 pcs.	500 pkts			
34.	Stamp Pad Ink Purple(110 ml) each - Camel	Each	20 Nos.			
35.	Stamp Pad Medium Blue/ each (Camel)	Each	50 nos.			
36.	Stapler No. 10 (Max No. 10)	Each	1000 nos.			
37.	Stamp Pad Big Blue 167mm X 97 mm (Camel)	Each	200 nos.			
38.	Scissors (215 mm) - Wilson	Each	1000 nos			
39.	Sutli - 5 ply	Per kg	1000 kg			
40.	Small Knives - SDI (cutters) Each boxes 12 nos.	Per doz	25 dozens			
41.	Table Tray Plastic (Chetan)	each	50 nos.			
42.	Twine Binding - White Fit pack (400 Mtrs) Glace No.2	Each	50 nos.			

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S.No	Description of item	Rate Per unit	Qty	Rate in Rs.		Remarks
				In Figures	In words	
43.	Xerox Paper FS (JK (Red) 75 GSM)	Per Ream	1000 reams			
44.	Xerox Paper A4-size (JK (Red) 75 GSM)	Per Ream	3000 reams			
45.	Straw Board (Atta) Size 15" X 12" (2 pound)	Each	1000 nos.			
46.	Lie (paste)	Per kg	100 kgs			
47.	Rexine (good quality) All colors	50 mtrs per roll	10 rolls			
48.	Xerox color Papers (Sprint Brand) 75GSM A4 (Yellow, Pink)	Per ream	1000 reams			
49.	Yellow cover (14"X12" size) with polythine laminated inside with (address information) printing & self gumming	per 1000	100000			
50.	Envelopes (6" X 11") Green 90 GSM polythine laminated inside printed with given matter	Per 1000	20000			
51.	Bleaching Powder -Grasim	Each 25 kgs bag	100 kgs			
52.	Sabeena Powder	Each 1 kg	25 kgs			
53.	A4 -size Green Cloth & Laminated cover with self gumming and printed with give matter	Per 1000	100000			

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.	Alphabet 1020/1022 (12A) Laserjet Toner Cartridge	Each	500 nos.			
	Alphabet 1008, (88A) Laserjet Toner Cartridge	Each	250 nos.			
5.	Mouse (HP) with pad (Original Company Product)	Each	50 nos.			
6.	Key Board (HP) (Original Company Product)	Each	50 nos.			

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