

UNIVERSITY OF MUMBAI

No. MUP / Stationery /64 of 2019.

M. J. Phule Bhavan,

Mumbai - 400 098.

Date : 6th May, 2019

CIRCULAR : -

1. The Director, University Department of Economics.
2. The Head, University Department of Sociology.
3. The Head, University Department of Civics & Politics.
4. The Head, University Department of Statistics.
5. The University Librarian & Head, University Department of Library and Information Science.
6. The Head, University Department of Applied Psychology.
7. The Head, University Department of Law.
8. The Director, J. B. Institute of Management Studies.
9. The Head, University Department of Sanskrit.
10. The Head, University Department of English.
11. The Head, University Department of Mathematics.
12. The Head, University Department of Linguistics.
13. The Head, University Department of Chemistry.
14. The Head, University Department of Physics.
15. The Head, University Department of Marathi.
16. The Head, University Department of Gujarati.
17. The Head, University Department of Hindi.
18. The Head, University Department of History.
19. The Head, University Department of Education.
20. The Head, University Department of Geography.
21. The Head, University Department of Music.
22. The Head, University Department of Kannada.
23. The Head, University Department of Commerce.
24. The Head, University Department of Life Sciences.
25. The Head, University Department of Biotechnology.
26. The Head, University Department of Biophysics.
27. The Head, University Department of Sindhi.
28. The Head, University Department of Computer Science and Computer Centre.
29. The Head, University Department of Urdu.
30. The Head, University Department of Philosophy.
31. The Director, Centre for African Studies.
32. The Director, Centre for Central Eurasian Studies.
33. The Head, University Department of Persian.
34. The Head, University Department of German.
35. The Head, University Department of Russian.
36. The Head, University Department of Arabic.
37. The Head, University Department of French.
38. The Principal, Sir J. J. College of Architecture.

39. The I/c Professor-Cum-Director, Institute of Distance and Open Learning.
40. The Director, Western Regional Instrumentation Centre.
41. The Director, Department of Adult and Continuing Education and Extension.
42. The Director, Garware Institute of Career Education and Development.
43. The Programme Co-ordinator, N.S.S. Unit.
44. The Director, Academic Staff College.
45. The Head, Dr. C.D. Deshmukh Counselling Centre.
46. The Hon. Director, Alkesh Dinesh Mody Institute of Financial & Management Studies.
47. The Director, Department of Students' Welfare.
48. The Director, Centre for Extra Mural Studies.
49. The Director, Department of Physical Education & Sports.
50. The I/c., Centre for Comparative Literature (Gurudeo Tagore Chair of Comparative Literature).
51. The Co-ordinator, Department of Information Technology.
52. The Director, Department of Communication & Journalism.
53. The Co-ordinator/Secretary, Women Development Cell.
54. The Director, Department of Theatre Arts (Academy of Theatre Arts).
55. The Director, Department of Academy of Administrative Career.
56. The Co-ordinator, Department of Folk Arts (Lokkala Academy).
57. The Head, Centre for Information Technology (Physics Department).
58. The Head, Centre for Jain Studies.
59. The Co-ordinator, University Computerisation Centre.
60. The Co-ordinator, Dr. Ambedkar Centre for Social Justice.
61. The Head, Department of Pali.
62. The Director, Rajiv Gandhi Centre for Contemporary Studies.
63. The Co-ordinator, Phule-Ambedkar Chair.
64. The Director, Centre for Nano Science & Nano Technology.
65. The Co-ordinator, Mahatma Gandhi Peace Centre.
66. The Hon. Physician, University Health Centre.
67. The Head, FM Community Radio.
68. The Director, Department of Atomic Energy Centre.
69. University of Mumbai's Times Centre for Disaster Management.
70. Dinesh Mody Institute for Numismatics & Archaeology.
71. N. U. Jain Institute of Career Education & Development.
72. Department of School of Engineering.
73. Department School of Law.
74. Maharashtra Adhyayan Kendra.
75. Shankarrao Chavan Training Academy.
76. The Director, Sports Activities.
77. Savitribai Phule Girls Hostel, Kalina.
78. Ramabai Girls Hostel, Kalina.
79. Maharshi Karve Girls Hostel, Kalina.
80. Karmaveer Bhaurao Patil Boys Hostel, Kalina.
81. Annabhau Sathaye Boys Hostel, Kalina.
82. Jagganath Shankarseth Boys Hostel, Churchate.
83. International Boys Hostel, Churchate.

Subject : Purchase of Stationery and Other Items including Envelopes and Continuous Stationery Items during the Financial Year 2019-2020 (ending on 31-03-2020).

Mesdames / Gentlemen,

The recommendations of the Scrutiny & Finalisation Committee appointed by the Hon'ble Vice-Chancellor for acceptance of the e-tenders, for purchase of Stationery and Other Items including Envelopes and Continuous Stationery Items required by the various Departments/Sections in the Registrar's Office (General Administrations) including Accounts Section and Examinations Section etc. during the Year 2019-2020 (ending on 31-03-2020) have been approved by the Purchase Committee vide Item Nos. 13 at its meeting held on 30th March, 2019. In pursuance of the decision of the Purchase Committee in this behalf (1) Schedule of Stationery and Other Items including Envelopes and Continuous Stationery Items (under Group A to F & H) vide enclosure No. 2. Showing therein (i) the description of the items, (ii) brand names wherever possible, (iii) quantity required, (iv) names abbreviated of the approved suppliers, (Full names, addresses and telephone numbers are mentioned in the enclosure No. 1), (v) the approved rate mentioned against each item per unit and 1% Discount for the payment within 30 days etc. are enclosed herewith for ease of reference.

2. In accordance with the terms and conditions of the e-tender, the successful tenderers (i.e. approved suppliers) have been asked to make their own arrangements to deliver the goods to the following campuses of the University :-
 - a) Fort Campus - Registrar's Office (General Administrations) and Other Departments including J.B.I.M.S. etc.
 - b) Vidyanagari Campus, Kalina - University Departments / Institutes etc.
 - c) Sir J. J. College of Architecture, Mumbai - 400 001, etc.depending upon location of the indenting Departments / Stationery Units as the case may be.
3. As regards Continuous Computer Stationery Items which may be purchased as and when required by the Departments / Institutes at the approved rates and terms mentioned in the schedule under the Group "H".
4. As regards the Stationery Items listed under Group 'I' a separate requisition should be placed with the Controller, Printing and Stationery, Mumbai University Press, M. J. Phule Bhavan, Ground Floor, Vidyanagari, Mumbai - 400 098.
5. As regards Paper in 'F' Scap & Quarter size will be supplied by the University Press on receipt of requisition in writing from the Departments / Sections etc.
6. As regards items of various kinds and sizes of envelopes listed in Group "F" (schedule F and F(2)) shall be purchased from the approved suppliers as per the approved rate/s and as per terms mentioned in the Schedule with printing name and addresses of the University Departments/Sections in single colour by submitting matter/specimen alongwith purchase order.
7. As regards electrical items mentioned in the Group "G" may be purchased from the nearest authorised dealer (Fort, Matunga and Vidyanagari Campus etc.) of M/s. Philips India Ltd. as and when required after obtaining the prior permission / sanction of the Hon'ble Vice-Chancellor/under the power vested to the H.O.D. if required during the year.
8. The Head of the University Departments are therefore, requested to ensure that the total quantity of Stationery and Other Items required during the course of the year 2019-2020 will not exceed and the cost thereof will have to be within the financial limits under budgetary provisions of the respective departments for the year 2019-2020.
9. As regards accounting and issue of Stationery and Other items and Continuous Computer Stationery Items and maintenance of the relevant records such as Stock Register etc. following instructions will have to be strictly adhered to.

The Heads of Departments / Sections or a person-in charge are duly authorised, who

- 1) will keep the Purchase Order Book under lock and key with him to rule out the possibility of any misuse:

- 2) on receiving the items, will examine the same both quantity & qualitywise ;
- 3) will account for all Stationery and Other Items (whether purchased or transferred from other Departments) the Stock Register maintained for the purpose & will also allot separate folios to each of the Stationery Items ;
- 4) on receipt of the Stationery articles from the suppliers, will keep the same in his custody to avoid malpractices ;
- 5) will issue the Stationery Items to the extent actually required, on the authority of issue slips duly countersigned by the Heads of the Departments / Sections ;
- 6) will mention Sr. No. of items in the requisition slips while submitting requisition ;
- 7) will put serial number and date on these issue slips and make postings therefrom in the Stock Register in chronological order and will record stock folios against each of the items on the issue slips. He will also enter the issue slip No. and date in the Stock Register against each of the entries as per issue slip and will strike the balance ;
- 8) has to accept the bills from the dealers for the supply of such Stationery and Other Items in quadruplicate. The original bill along with the certificate in the prescribed form given hereunder be sent directly to the Accounts Section for payment, after due scrutiny. The duplicate copy be sent to the Controller, Printing and Stationery, Mumbai University Press for records. The triplicate copy be sent to the Assistant Registrar (Internal Audit) and the last copy be retained by the indenting department for its record ;

FORM OF CERTIFICATE WHICH ACCOMPANY THE BILL

Name of the Department: _____

Certified that : -

- 1) Stationery Items mentioned in the bill have been indented within the budgetary provisions of this Department / Section and after having found that the stock of the same is necessary ;
- 2) Stationery Items detailed in the bill have been actually received ;
- 3) The quantity of every item has been checked and found correct as per the receipt of the challan and the quality of the same has been according to the specification in the schedule and as per the samples approved ;
- 4) The rates shown in the bill have been found to be as per the accepted rates mentioned in the schedules ;
- 5) Necessary entries in respect of the items received as per the bill, have been made in the Stock Register maintained by the Department / Section and Stock folio have been mentioned on the top of the bill ;
- 6) The bill carries discount of _____ % and should be settled for payment within _____ days (i.e. on or before _____) ;
- 7) Against the provision of Rs. _____ expenditure of Rs. _____ (including this bill) has been incurred and the balance left for the remaining period of the year, is Rs. _____.

Signature of the
Head of the Dept./Section
(With rubber stamp).

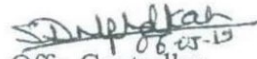
10. As regards the procurement of Stationery Items by the various sections in the Registrar's Office (General Administrations) including Account Section, Examinations Section, Head of the concerned sections are requested to follow existing procedure of placing indents with the Controller, Printing and Stationery (C.O.P.&S.), Mumbai University Press. In case of envelopes, printed specimen along with requisition letter be sent to the C.O.P. & S., in advance.
11. The contents of the circular and its enclosures be brought to the notice of the concerned staff and they may be

instructed to do the needful in accordance with the procedure prescribed.

12. The difficulty, if any, may be brought to the notice of the Controller, Printing and Stationery, Mumbai University Press, Mumbai - 400 098, so as to get it cleared.
13. As regards non branded items, it is requested to see the approved Samples of various Items which are with the Controller, Printing and Stationery, Mumbai University Press, Vidyanagari, Mumbai - 400 098 for verification prior to accepting delivery of the same from the approved parties, if necessary.
14. **Above rates are not inclusive of GST.**
15. As per directed by purchase committee in its meeting held on 30th March, 2019 it is decided that University Press only place purchase order as per requirement given by Registrar Office and Examinations Section upto June, 2019. Thereafter it is mandatory for Registrar Office and various units of Examinations Section to place an order as per requirement to approved venders at approved rates. The list of approved venders and approved list is herewith attached for perusal.

Yours faithfully,

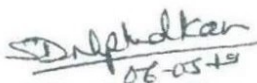
Mumbai - 400 098.
Date : 6th May, 2019


06-05-19
Offg. Controller
Printing and Stationery
University of Mumbai

COPY TO :-

1. The Director, Board of College & University Development,
2. The Finance & Accounts Officer,
3. The Controller of Examinations,
4. The University Engineers, Fort & Kalina Campuses,
5. The Presiding Officer, Mumbai University & College Tribunal,
6. The Deans of Faculties,
7. The Director, Central Computing Facility,
8. The Hon. Legal Advisor, University of Mumbai,
9. The Public Relations Officer, University of Mumbai,
10. The Deputy Registrars / Assistant Registrars / Person in-charge of different sections / units in the Registrar's Office (General Administrations) including Accounts Section and Examinations Section,
11. The Deputy Accountants / Superintendents / Cashiers / Assistant Cashiers,
12. The Security Officer / Assistant Security Officers,
13. The Assistant Registrars, Administrative Sub-Centre, Ratnagiri, and Thane.
14. The Personal Assistants to the 1) Vice-Chancellor, 2) Pro-Vice-Chancellor and 3) Registrar.

Mumbai - 400 098.
Date : 6th May, 2019


06-05-19
Offg. Controller
Printing and Stationery
University of Mumbai

UNIVERSITY OF MUMBAI

Mumbai University Press,
M. J. Phule Bhavan,
Vidyanagari,
Mumbai - 400 098.
Date : 6th May, 2019

The names, addresses and telephone numbers of the approved suppliers for the supply of Stationery and Other Items and Continuous Computer Stationery Items required by the University of Mumbai for the Year, 2019-2020 (ending on 31-03-2020).

STATIONERY & OTHER ITEMS

Under the Group A to F

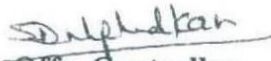
Sr. No.	Name of the party & address	Telephone Nos.
1.	M/s. Paras Stationery & Xerox Shop No. 11, Gundecha Chambers, 9, Nagindas Master Road, Fort, Mumbai - 400 001.	66336845 66558115 Mobile : 9820391419 9819057985
2.	M/s. Rameshwar Enterprises D'Souza Compound, Opp. Boomerang, Near Thambi Hotel, Chandivali Farm Road, Chandivali, Andheri (E), Mumbai - 400 072.	66782457 66782458 Mobile : 9768790608
3.	M/s. Shreebag Sahakari Madhyvarti Grahak Mandal Ltd. Raigad Bazar, Thikrul Naka, Alibag - Raigad - 402 201.	02141- 222476 222576 Mobile : 9130018514
4.	M/s. Mangal Traders Ram Ratan Patra Chawl, S.L. Road, Mulund (W), Opp, Saibaba Mandir, Mumbai - 400 080.	Mobile : 9819571721 8082555724
5.	M/s. Hitu Jitu Enterprises 18, Israel's Chawl, 25 St. Mary Road, Mazagaon, Mumbai - 400 010	23774832 Mobile : 9820283637
6.	M/s. Shivani Creations C-309, Anand Nagar, Forject Street, Tardeo, Mumbai - 400 036.	23881572 Mobile : 9320506020
7.	M/s. Arihant Enterprises 11-C, Nikadwari Lane, Ground Floor, Khotachi Wadi, Near Jain Clinic, Mumbai - 400 004.	23820446 Mobile : 9821021391

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**CONTINUOUS COMPUTER STATIONERY
(UNDER THE GROUP "H")**

Sr. No.	Name of the party & address	Telephone Nos.
13.	M/s. Pacific Papers 29/31, Bora Bazar Street, Ganesh Building, Fort, Mumbai - 400 001.	22614008 Mobile : 9819737936
2.	M/s. Nagesh Publishers Pvt. Ltd. At Post Veshi, Alibag, Dist. Raigad - 402 201.	02141-222290 222761 Mobile : 8605899100

Mumbai - 400 098.
Date : 6th May, 2019


Offg. Controller
Printing and Stationery
University of Mumbai

UNIVERSITY OF MUMBAI
SCHEDULE OF STATIONERY AND OTHER ITEMS
GROUP A

**Pencils, Erasers, Pens, Ball-Point Pens, Refills,
Stamp Pad Ink, Stamp Pads, Chalk, White-Fluid Pen etc.**


Item Nos.	Description	Brand	Size and Unit	Approx. Qty. Req. for the year 2019-20	Approved Dealer	Rate		Per Unit
						Rs.	P.	
1.	Pencil-Black Lead-Sup.	Apsara (HB)Hexagon		5000 Nos.	PSX	3	30	Eac
2.	Short-hand Pencil	Apsara		200 Nos.	PSX	3	85	Eac
3.	Erasers Pencil	Natraj 621 Plasto		600 Nos.	RE	0	80	Eac
4.	Rubber Band-45 gms. in Box	Vandan No. 16. i.e. 3"		500 Bxs.	PSX	15	00	Box
5.	Nylon Rubber Bands loose packing of 1 Kg. packet		3"	200 kgs.	SSMGML	320	00	Kg.
6.	Pens-Ball Point Pen with Red/Blue/Black/Green as per requirement	Flair FX Rorito charmer		15000 Nos.	RE	3	79	Eac
7.	Pens-Ball Point Pen with Jotter Refill (Half Steel plated Cap)	Ricoh	Std. Size	600 Nos.	RE	20	00	Eac
8.	Pens-Marker Pen-Red and Blue	Pik	Std. Size	700 Nos.	PSX	9	00	Eac
9.	Pens-Sketch-Artist Sign Pen	Luxor	Std. Size	1200 Nos.	PSX	5	75	Eac
10.	Hi-Tec point Pen-Pilot-0.5 (Non Toxic, Extra Fine)	Luxor	Std. Size	200 Nos.	PSX	28	00	Eac
11.	Jotter Refills for Pens Red/Blue (Needle point 0.5)	Ricoh	Std. Size	500 Nos.	RE	7	25	Eac
12.	Jotter Refills for Pens Black/Green (Needle point 0.5)	Ricoh	Std. Size	250 Nos.	RE	7	25	Eac
13.	Ink for Stamp Pad Purple and Red-50 ml.	Kores	50 ml.	150 Bts.	PSX	18	50	Bt.
14.	Stamp Pad No. 2-Plastic Box	Faber Castell	110 x 70 mm	150 Pads	PSX	26	00	Pad
15.	Stamp Pad No. 3-Metal Box	Camel	157 x 96 mm.	150 Pads	PSX	45	00	Pad
16.	Chalks- Box of 144 nos. - White	Kores		30 Bxs.	PSX	42	00	Box
17.	Chalks- Box of 144 nos. - Assorted	Kores		25 Bxs.	PSX	62	00	Box
18.	Dust free Chalks Box of 144 Nos.	Kores		10 Bxs.	RE	56	00	Box
19.	Typewriter Carbon Paper - F'scap size Box of 100 sheets	Kores 503 Black 210 x 330 mm.		200 Bxs.	PSX	143	00	Pkt.
20.	Eraz-ex White Fluid Correction Pen-Fine Point	Kores Smart correction	7 ml.	700 Pens.	PSX	13	00	Pen

Above rates are not inclusive of GST.

PSX - M/s. Paras Stationery & Xerox
RE - M/s. Rameshwar Enterprises
SSMGML - M/s. Shreebag Sahakari
Madhyavarti Grahak Mandal Ltd.

Less : 1% Discount for payment within 30 days.

Date : 06-05-2019


Offg. Controller
Printing and Stationery
University of Mumbai

UNIVERSITY OF MUMBAI
SCHEDULE OF STATIONERY AND OTHER ITEMS
GROUP B

**Paper Clips, Pins, Binder Clips, Stapling Machines, Staple Pins,
Gum, Paste and Gum Tapes, Adhesive Tepes,
Candles, Safety Matches etc.**

Item Nos.	Description	Brand	Size and Unit	Approx.Qty. Req. for the year 2019-20	Approved Dealer	Rate		Per Unit
						Rs.	P.	
21.	Paper Clips-Nickel Plated V or U Shape-Each Small Pkt. = 100 Nos. and 10 Small Pkts. = 1 Big Box.	Soni Sharp	26 mm.	600 Big Bxs.	RE	81	80	Big Box
22.	Paper Pins (Galvanised)-Nickel Electro plated 80 gms. Box-nett. Wt.	Soni Sharp		200 Pkts.	RE	24	90	Pkt.
23.	Binder Clip	Music-555	32 mm.	200 Nos.	PSX	3	00	Each
24.	Staple Machine-Kangaro-10-D	Kangaro 10-D	Std. size	500 Nos.	PSX	42	00	Each
25.	Staple Machine-Kangaro-H.D.-45	Kangaro H.D.-45	Std. size	150 Nos.	PSX	60	00	Each
26.	Staple Pins-Kores-10 (1 Pkt = 1000) (20 Small Pkts. = 1 Big Box)	Kores-10	No.10	400 Big Bxs.	PSX	82	00	Big Box
27.	Staple Pins-24/6 (1 pkt = 1000)	Kores24/6	No.24/6	400 SmallBxs.	PSX	8	80	S.Box
28.	Gum-In Plastic Bottle	Camel	300 ml.	800 Bts.	PSX	45	00	Bt.
29.	Gum-Gloy Paste in Plastic Bottle with Brush and Cap	Camel	50 ml.	300 Bts.	PSX	11	50	Bt.
30.	Gum Tubes	Camel	30 ml.	250 Tubes	RE	9	19	Tub.
31.	Adhesive Tape in Rolls (Small)	King Hawk	2.50cmx9m.	150 Small Rolls	RE	7	70	S.Roll
32.	Adhesive Tape in Rolls (Big)	Wonder	2.50cmx65m	2000 Big Rolls	PSX	9	50	B.Roll
33.	Wax Candle-Six in a Pkt.	Silver Light (No. 706)	(140 gm.)	400 Pkts.	RE	31	98	Pkt
34.	Safety Matches-Karborised	Wimco/ Ship	Box of 50 sticks	800 Small Bxs.	SSMGML	0	95	Small Box

Above rates are not inclusive of GST.

PSX - M/s. Paras Stationery & Xerox
RE - M/s. Rameshwar Enterprises
SSMGML - M/s. Shreebag Sahakari
Madhyavarti Grahak Mandal Ltd.

Less : 1% Discount for payment within 30 days.

Date : 06-05-2019

S. D. Chatur
Offg. Controller
Printing and Stationery
University of Mumbai

UNIVERSITY OF MUMBAI SCHEDULE OF STATIONERY AND OTHER ITEMS

GROUP C

Plastic Items, Files, Exercise Books, Short-Hand Note Books, Index Books

Item Nos.	Description	Brand	Size and Unit	Approx. Qty. Req. for the year 2019-20	Approved Dealer	Rate		Per Unit
						Rs.	P.	
35.	Plastic Tumbler Pen Stand (Round) for Pens, Pencils, Pins and Clips etc.	Prime	Std. Size	30 Nos.	RE	30	00	Each
36.	Pen holder stand-Golden Two Socket Desk Stand (without Pen Holders)	Armour	Std. Size	40 Nos.	SSMGML	151	86	Each
37.	Golden pen Holders with Red/Blue Jotter Refills (Holder Type) for use in the Golden Pen Stand	Armour	Std. Size	100 Nos.	SSMGML	20	00	Each
38.	Plastic Paper Trays	Ratan	14 " x 10" (Approx.)	100 Nos.	RE	66	00	Each
39.	Waste Paper Baskets	Pavan	9"x 10" (Approx.)	150 Nos.	RE	64	00	Each
40.	Sponges with Plastic Cup	Mangal	Round Shape	150 Nos.	RE	10	00	Each
41.	Sponges with ordinary plastic Dubbies	Mangal	Std. Size	500 Nos.	PSX	4	40	Each
42.	Sponges (only) for use in the above items			1000 Nos.	PSX	1	80	Each
43.	Plastic Covers for Glass Tumblers (good quality)		Round or Square Shape	100 Nos.	PSX	10	00	Each
44.	Plastic Buckets with Steel Plated Handles	Pavan	10-11 Litres (Approx.)	100 Nos.	RE	93	00	Each
45.	Latrine Tumbler with Handle	Milan	1 Litre (Approx.)	80 Nos.	RE	18	00	Each
46.	Plastic Jug with Cover for keeping water	Elegance	2 Litres (Approx.)	200 Nos.	RE	62	25	Each
47.	Office Files : Double Extra Thick Assorted Colour Super Deluxe quality with Printing "University of Mumbai"		10" x 13 3/4 "	15000 Nos.	RE	10	79	Each
48.	Computer Files Plastic	Marvel	15" x 12"	100 Nos.	PSX	32	00	Each
49.	Computer Files Plastic	Marvel	10" x 12"	50 Nos.	PSX	25	00	Each
50.	Clip Files : F"scap size	SVS	1"x10"x13 3/4 "	50 Nos.	RE	40	00	Each
51.	Box Files : (Lever) (Kangaro Clip) (good quality)		3"x11"x13 1/2 "	2500 Nos.	SSMGML	46	00	Each
52.	Exercise Book-200 Pages (good quality)		Std. Size	350 Bks.	RE	22	00	Each
53.	Short-Hand Note-Book-200 Pages (good quality)		Std. Size	50 Bks.	PSX	30	00	Each
54.	Index Book (A to Z) (Exercise Book Type) (good quality)		Std. (About 200 pages)	30Bks.	RE	88	95	Each

Above rates are not inclusive of GST.

RE	- M/s. Rameshwar Enterprises	} Less : 1% Discount for payment within 30 days.
PSX	- M/s. Paras Stationery & Xerox	
SSMGML	- M/s. Shreebag Sahakari Madhyavarti Grahak Mandal Ltd.	

Date : 06-05-2019

S. D. Kar
Offg. Controller
Printing and Stationery
University of Mumbai

UNIVERSITY OF MUMBAI

SCHEDULE OF STATIONERY AND OTHER ITEMS

GROUP D

Twines, Jute Twine, Laces, Locks, Punching Machines, Scissors, Knife, Pencil Sharpners, Tochas, Paper Weights, Glass Tumblers, Plastic Foot Ruler, Wooden Items etc.

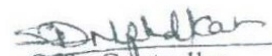
Item Nos.	Description	Brand	Size and Unit	Approx. Qty. Req. for the year 2019-20	Approved Dealer	Rate		Per Unit
						Rs.	P.	
55.	Thin Twine-16 Balls Packet	15 gms, each ball (Approx.)		7000 Pkts.	RE	33	95	Pkt.
56.	Thick Twine (Bengal Jute) in Ball Packing (good quality)	150 gms, each ball. (Approx.)		2300 kgs.	RE	123	50	Kg.
57.	Sutli-(Jute Twine) Soft (good quality)			1500 kgs.	RE	84	90	Kg.
58.	Laces-Superior and Strong Laces for Files (White)(Cotton) (good quality)		About 14"	500 Dozens	MT	5	05	Dozen
59.	Tag.-9" Approx. (Red) (good quality)		9" Approx.	3000 Nos.	PSX	100	00	1000
60.	Ordinary Locks-Small Size	Mahavir	Five Levers.	30 Nos.	RE	45	00	Each
61.	Godrej pad locks with 2 keys	Navtal	Seven Levers	60 Nos.	PSX	420	00	Each
62.	Godrej pad locks with 2 keys	Navtal	Six Levers	50 Nos.	PSX	295	00	Each
63.	Godrej pad locks with 2 keys	Navtal	Five Levers	30 Nos.	PSX	220	00	Each
64.	Punching Machine (Perforated No. 500)	Kangaro	D. P. - 500	150 Nos.	PSX	77	00	Each
65.	Scissors-6" Size (Med.)(Steel plated) (good quality)	Mahavir	6 "	150 Nos.	PSX	37	00	Each
66.	Scissors-9" Size (Big.)(Steel plated)	Mahavir	9 "	125 Nos.	RE	84	00	Each
67.	Knife-Office Paper Cutter	Mahavir	Std. Size	100 Nos.	PSX	26	00	Each
68.	Pencil Sharpner-Single Blade	Apsara	Std. Size	300 Nos.	PSX	3	45	Each
69.	Tochas-Wooden handle 9" Approx. Steel Plated blade (Big.) (good quality)		Std. Size	75 Nos.	PSX	12	00	Each
70.	Paper Weight-(Glass) (Round Shape) (good quality)		200 gms. Approx.	500 Nos.	RE	16	75	Each
71.	Glass Tumbler	Yera	4 1/2" Height Approx.	400 Nos.	RE	34	00	Each
72.	Foot Ruler-Plastic with Inches and Metric markings	Omega	1" x 12"	300 Nos.	PSX	15	00	Each
73.	Foot Ruler-Wooden with Inches and Metric markings (good quality)		1" x 12"	75 Nos.	RE	8	25	Each
74.	Date Stamp with Plastic Handle (good quality)		Std. size	60 Nos.	PSX	37	00	Each
75.	Clip-Board Wooden Writing Pad with sunmika F' Scap Size (good quality)		12 1/2" x 8 1/2" (Approx.)	25 Nos.	PSX	33	00	Each

Above rates are not inclusive of GST. T

RE - M/s. Rameshwar Enterprises
PSX - M/s. Paras Stationery & Xerox
MT - M/s. Mangal Traders

} Less : 1% Discount for payment within 30 days.

Date : 06-05-2019


Offg. Controller
Printing and Stationery
University of Mumbai

UNIVERSITY OF MUMBAI SCHEDULE OF STATIONERY AND OTHER ITEMS

GROUP E

Soaps, Cleaning Powders, Phenyl, Dusters, Zadoos etc.

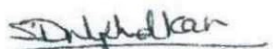
Item Nos.	Description	Brand	Size and Unit	Approx.Qty. Req. for the year 2019-20	Approved Dealer	Rate		Per Unit
						Rs.	P.	
76.	Sunlight	Hindustan Uni Lever	Std. Size	2000 Bars	MT	22	78	Bar
77.	Liquid Soap-Rose/Jasmine/Lavender	"Real Guard"	5 Lit Tin	50 Tins	MT	252	50	Tin
78.	Cleaning Powder in- (Packet of 1 kg.)	"Odopic" Pouch	1 Kg. Pkt.	1200 Pkts.	PSX	23	00	Pkt.
79.	Green Phenyl in Tin 5 Litres Tin for Toilet Room use - Round or Square shape	"Sunny"	5 Litres Tin	40 Tins	PSX	500	00	Tin
80.	White Scented Phenyl in 5 Litres Tin for Toilet Room use-Round or Square shape	"Glito"	5 Litres Tin	100 Tins	MT	192	00	Tin
81.	Green Phenyl in Bottle	"Sunny"	200ml.	2000 Bts.	PSX	27	00	Bt
82.	Naphthalene Balls (good quality)			80 kgs.	HJE	135	00	Kg
83.	Top Cleaner	"Top Clean"	1000 ml. (Approx.)	1400 Bts.	HJE	21	00	Bt
84.	Cloth Duster (Checks) (good quality)		16" x 16" (Approx.)	250 Dozens	PSX	96	00	Dozs
85.	Floor Duster - (Rough Big) (good quality)		24" x 24" (Approx.)	250 Dozens	HJE	136	00	Dozs
86.	Phool Zadoo (good quality)			200 Dozens	MT	582	00	Dozs
87.	Sali Zadoo (Thin Stick) - (good quality)			125 Dozens	HJE	310	00	Doz

Above rates are not inclusive of GST.

MT - M/s. Mangal Traders
PSX - M/s. Paras Stationery & Xerox
HJE - M/s. Hitu Jitu Enterprises

} Less : 1% Discount for payment within 30 days.

Date : 06-05-2019


Offg. Controller
Printing and Stationery
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UNIVERSITY OF MUMBAI SCHEDULE OF STATIONERY AND OTHER ITEMS

GROUP F

Cloth-lined, Ledger Paper, Cloth Craft Sheets, Kraft paper, Envelopes

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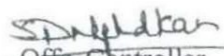
Item Nos.	Description	Brand	Size and Unit	Approx. Qty. Req. for the year 2019-20	Approved Dealer	Rate		Per Unit
						Rs.	P	
97.	Cloth Lined Ledger Paper Envelopes (90 gsm.)		17" x 11½"	20000 Nos.	AE	9540	00	1000
97A.	Inside PVC Laminated Ledger Paper Envelopes (90 gsm.)		17" x 11½"	5000 Nos.	SC	7380	00	1000
98.	Cloth Lined Ledger Paper Envelopes (90 gsm.)		18" x 12"	50000 Nos.	AE	9900	00	1000
98A.	Inside PVC Laminated Ledger Paper Envelopes (90 gsm.)		18" x 12"	5000 Nos.	AE	7740	00	1000
99.	Cloth Lined Ledger Paper Envelopes (90 gsm.)		18½" x 14"	75000 Nos.	AE	10,530	00	1000
99A.	Inside PVC Laminated Ledger Paper Envelopes (90 gsm.)		18½" x 14"	5000 Nos.	SC	8460	00	1000
100.	Cloth Lined Kraft paper Envelopes. (90 gsm.)		11½" x 8½"	10000 Nos.	SC	6480	00	1000
100A.	Inside PVC Laminated Kraft Paper Envelopes (90 gsm.)		11½" x 8½"	5000 Nos.	SC	4194	00	1000
101.	Cloth Lined Kraft Paper Envelopes. (90 gsm.)		15" X 10"	40000 Nos.	SC	8280	00	1000
101A.	Inside PVC Laminated Kraft Paper Envelopes (90 gsm.)		15" X 10"	5000 Nos.	SC	6300	00	1000
102.	Cloth Lined Kraft Paper Envelopes. (90 gsm.)		17½" x 11½"	5000 Nos.	SC	10,530	00	1000
102A.	Inside PVC Laminated Kraft Paper Envelopes (90 gsm.)		17½" x 11½"	5000 Nos.	AE	7560	00	1000
103.	Cloth Lined Kraft Paper sheets (90 gsm.)		44" x 29"	100000 Sheets	AE	27,000	00	1000
103A.	Inside PVC Laminated Kraft Paper Sheets (90 gsm.)		44" x 29"	300 Sheets	AE	12,250	00	1000
104.	Kraft Paper Envelopes (80 gsm.)		8" x 4"	5000 Nos.	AE	972	00	1000
105.	Kraft Paper Envelopes (80 gsm.)		9" x 4"	100000 Nos.	AE	972	00	1000
106.	Kraft Paper Envelopes (80 gsm.)		10½" x 4½"	10000 Nos.	AE	1044	00	1000
107.	Inside PVC Laminated Kraft Paper (Window) Envelopes (80 gsm.) with self adhesive flap		9½" x 4½"	70000 Nos.	AE	2340	00	1000

All the items of the envelopes will be supplied by the respective party as per the approved samples of the various kind of Envelopes duly printed with the name and address in single colour printing as per the specimen of the respective Department / Section of the University of Mumbai.

Above rates are not inclusive of GST. The tenderer should be submit the bill of material as per rates quoted plus(+) applicable GST Extra.

AE – M/s. Arihant Enterprises
SC – M/s. Shivani Creations } Less : 1% Discount for payment within 30 days

Date : 06-05-2019


Offg. Controller
Printing and Stationery
University of Mumbai

UNIVERSITY OF MUMBAI SCHEDULE OF STATIONERY AND OTHER ITEMS

GROUP F

**Different Sizes and Kinds of White, Cloth-lined Ledger Paper,
Inside PVC Laminated Paper and Cloth-lined Kraft Paper Envelopes**

Item Nos.	Description	Brand	Size and Unit	Approx.Qty. Req. for the year 2019-20	Approved Dealer	Rate		Per Unit
						Rs.	P.	
88.	White Envelopes- (S. S. Maplitho) (80gsm)		7 1/4" x 5 1/4"	3000 Nos.	SC	855	00	1000
89.	White Envelopes- (S. S. Maplitho) (80gsm)		9" x 4"	3000 Nos.	SC	855	00	1000
90.	White Envelopes- (S. S. Maplitho) (80gsm)		10 1/2" x 4 1/2"	3000 Nos.	SC	1080	00	1000
91.	Cloth Lined Ledger Paper Envelopes (90 gsm.)		9 1/2" x 4 1/2"	5000 Nos.	AE	2430	00	1000
91A.	Inside PVC Laminated Ledger Paper Envelopes (90 gsm.)		9 1/2" x 4 1/2"	5000 Nos.	AE	2070	00	1000
92.	Cloth Lined Ledger Paper Envelopes (90 gsm.)		11" x 5 1/2"	5000 Nos.	AE	3240	00	1000
92A.	Inside PVC Laminated Ledger Paper Envelopes (90 gsm.)		11" x 5 1/2"	80000 Nos.	AE	2340	00	1000
93.	Cloth Lined Ledger Paper Envelopes (90 gsm.)		11 1/2" x 8 1/2"	10000 Nos.	AE	6210	00	1000
93A.	Inside PVC Laminated Ledger Paper Envelopes (90 gsm.)		11 1/2" x 8 1/2"	5000 Nos.	AE	2880	00	1000
94.	Cloth Lined Maplitho Paper (in various colours) Envel. (90 gsm.)		12" x 6 1/2"	5000 Nos.	AE	6480	00	1000
94A.	Inside PVC Laminated Maplitho Paper (in various colours) Envel. (90 gsm.)		12" x 6 1/2"	80000 Nos.	AE	3330	00	1000
95	Cloth lined ledger paper Envelopes (90 gsm)		13" x 09"	20,000 Nos.	SC	6480	00	1000
95A	Inside PVC Laminated Ledger Paper Envelopes (90 gsm.)		13" x 09"	50000 Nos.	SC	5310	00	1000
95 B	Maplitho Paper (in various colours) Envelopes (90 gsm.)		13" x 09"	200000 Nos.	AE	4500	00	1000
95 C	Inside PVC Laminated Maplitho Paper (in various colours) Envel. (90 gsm.)		13" x 09"	20000 Nos.	AE	5670	00	1000
96.	Cloth Lined Ledger Paper Envelopes (90 gsm.)		15" x 10"	40000 Nos.	AE	7290	00	1000
96 A.	Inside PVC Laminated Ledger Paper Envelopes (90 gsm.)		15" x 10"	25000 Nos.	AE	5940	00	1000
96 B.	Maplitho Paper (in various colours) Envelopes (90 gsm.)		15" x 10"	50000 Nos.	AE	4500	00	1000
96 C.	Inside PVC Laminated Maplitho Paper (in various colours) Envel. (90 gsm.)		15" x 10"	5000 Nos.	AE	5130	00	1000

All the items of the envelopes will be supplied by the respective party as per the approved samples of the various kinds of Envelopes duly printed with the name and address in single colour printing as per the specimen of the respective Department / Section of the University of Mumbai.

Above rates are not inclusive of GST.

SC - M/s. Shivani Creations
AE - M/s. Arihant Enterprises } Less : 1% Discount for payment within 30 days

Date : 06-05-2019

S. D. D. Kar
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Printing and Stationery
University of Mumbai

UNIVERSITY OF MUMBAI
SCHEDULE OF STATIONERY AND OTHER ITEMS

GROUP F

Kraft paper, Manila Paper Envelopes

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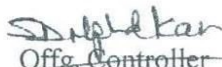
Item Nos.	Description	Brand	Size and Unit	Approx.Qty. Req. for the year 2019-20	Approved Dealer	Rate		Per Unit
						Rs.	P	
108.	Kraft Paper Envelopes (80 gsm.)		11 1/2" x 8 1/2"	30000 Nos.	AE	2,250	00	1000
109.	Kraft Paper Envelopes (80 gsm.)		12" x 10"	20000 Nos.	AE	2,295	00	1000
110.	Kraft Paper Envelopes (80 gsm.)		13" x 9"	30000 Nos.	AE	2,430	00	1000
111.	Kraft Paper Envelopes (80 gsm.)		15" x 5 1/2"	5000 Nos.	AE	1,944	00	1000
112.	Kraft Paper Envelopes (80 gsm.)		15" x 11"	30000 Nos.	AE	2,880	00	1000
113.	Kraft Paper Envelopes (80 gsm.)		18 1/2" x 11 1/2"	130000 Nos.	AE	4,950	00	1000
114.	Kraft Paper Envelopes (80 gsm.)		18 1/2" x 14 1/4"	150000 Nos.	AE	5,130	00	1000
115.	Kraft Paper Envelopes (80 gsm.) (Window) (PVC)		9" x 4"	100000 Nos.	AE	1,170	00	1000
116.	Manila Paper Envelopes (60 gsm.)		9" x 4"	40000 Nos.	AE	999	00	1000
117.	Manila Paper Envelopes (60 gsm.)		9 1/2" x 4 1/2"	5000 Nos.	AE	900	00	1000
118.	Manila Paper Envelopes (60 gsm.)		10 1/2" x 4 1/2"	100000 Nos.	AE	999	00	1000
119.	Manila Paper Envelopes (Window) (PVC) (60 gsm.)		9" x 4"	200000 Nos.	AE	1,080	00	1000

All the items of the envelopes will be supplied by the respective party as per the approved samples of the various kinds of Envelopes duly printed with the name and address in single colour printing as per the specimen of the respective Department / Section of the University of Mumbai.

Above rates are not inclusive of GST.

AE – M/s. Arihant Enterprises } Less : 1% Discount for payment within 30 days

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Printing and Stationery
University of Mumbai

UNIVERSITY OF MUMBAI

SCHEDULE OF STATIONERY AND OTHER ITEMS

GROUP H

Blank, EZ Read, Pre-printed Continuous Paper Stationery etc.

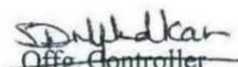
Item Nos.	Description	Brand	Size and Unit	Approx.Qty. Req. for the year 2019-20	Approved Dealer	Rate		Per Unit
						Rs.	P.	
120.	Both Side Blank Continuous Stationery (with side perforation) 60 gsm. Paper,		10" x 12" x 1	20000 Sheets	PP	421	20	1000
121.	Both Side Blank Continuous Stationery (with side perforation) 60 gsm. Paper,		10" x 12" x 2	30000 Sheets	PP	1100	00	1000
122.	Both Side Blank Continuous Stationery (with side perforation) 60 gsm. Paper,		15" x 12" x 1	20000 Sheets	PP	644	05	1000
123.	Both Side Blank Continuous Stationery (with side perforation) 60 gsm. Paper,		15" x 12" x 2	20000 Sheets	PP	1650	00	1000
124.	Both Side Blank Continuous Stationery (with side perforation) 80 gsm. Paper,		10" x 12" x 1	120000 Sheets	PP	525	40	1000
125.	Both Side Blank Continuous Stationery (with side perforation) 80 gsm. Paper,		10" x 12" x 2	40000 Sheets	PP	1300	00	1000
126.	Both Side Blank Continuous Stationery (with side perforation) 80 gsm. Paper,		15" x 12" x 1	80000 Sheets	PP	789	85	1000
127.	Both Side Blank Continuous Stationery (with side perforation) 80 gsm. Paper,		15" x 12" x 2	30000 Sheets	PP	1949	15	1000
128.	EZ Read Light Grey Colour with Logo etc. as per specimen, 60 gsm. paper,		10" x 12" x 1	125000 Sheets	PP	508	45	1000
129.	EZ Read Light Grey Colour with Logo etc. as per specimen, 60 gsm. Paper,		10" x 12" x 2	10000 Sheets	PP	1245	75	1000
130.	EZ Read Light Grey Colour with Logo etc. as per specimen, 60 gsm. Paper,		10" x 12" x 3	50000 Sheets	PP	2215	25	1000
131.	EZ Read Light Grey Colour with Logo etc. as per specimen, 60 gsm. Paper,		15" x 12" x 1	220000 Sheets	PP	771	20	1000
132.	EZ Read Light Grey Colour with Logo etc. as per specimen, 60 gsm. Paper,		15" x 12" x 2	25000 Sheets	PP	1905	95	1000
133.	EZ Read Light Grey Colour with Logo etc. as per specimen, 60 gsm. Paper,		15" x 12" x 3	150000 Sheets	PP	3059	30	1000

All the items of the Continuous Stationery will be supplied by the respective party as per the approved Paper Samples and as per specifications/specimen. The microperforations and perforation on carbon papers for Double and Triple Parts Continuous Stationery are essent

Above rates are not inclusive of GST.

PP – M/s. Pacific Papers } Less : 1% Discount for payment within 30 days

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SCHEDULE OF STATIONERY AND OTHER ITEMS

GROUP H

Blank, Pre-printed Continuous Paper Stationery etc.

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Item Nos.	Description	Brand	Size and Unit	Approx. Qty. Req. for the year 2019-20	Approved Dealer	Rate		Per Unit
						Rs.	P.	
134.	Both Side Blank Continuous Stationery with Side Perforations with Logo (Letterhead type) 60 gsm. Paper,		10" x 12" x 2	100000 Sheets	PP	1250	85	1000
135.	Both Side Blank Continuous Stationery with Side Perforations with Logo (Letterhead type) 60 gsm. Paper,		10" x 12" x 3	150000 Sheets	PP	2033	90	1000
136.	Blank Paper with Logo etc. as per specimen, 80 gsm. Paper,		10" x 12" x 1	20000 Sheets	PP	615	25	1000
137.	Blank Paper with Logo etc. as per specimen, 105 gsm. Parchment Paper West Coast Mill,		12" x 12" x 1	20000 Sheets	NPPL	1242	00	1000
138.	Blank Paper with Logo etc. as per specimen 105 gsm. Parchment Paper West Coast Mill,		15" x 12" x 1	300000 Sheets	NPPL	1438	00	1000
139.	Pre-Printed Examiner/Moderators mark list-Light Grey Colour with perforation as per specimen, 60 gsm. Paper,		15" x 12" x 2	10000 Sheets	PP	1850	00	1000
140.	Pre-printed Examiner/Moderators marklist-Light Grey colour with perforations as per specimen, 60 gsm paper,		15" x 12" x 1	10000 Sheets	PP	734	75	1000
141.	Pre-printed Receipts-two receipt in a sheet as per specimen, 60 gsm. Paper,		10" x 12" x 3	80000 Sheets	PP	2155	10	1000
142.	Pre-printed Admission Cards, with perforation on sheets (four cards in a sheet of 14" x 12") printed with instructions on overleaf as per specimen, 80 gsm. paper,		14" x 12" x 1	10000 Sheets	PP	614	40	1000 Sheets

All the items of the Continuous Stationery will be supplied by the respective party as per the approved Paper Samples and as per the specifications/specimen. The microperforations and perforation on carbon papers for Double and Triple Parts Continuous Stationery are essential.

Above rates are not inclusive of GST.

PP – M/s. Pacific Papers

NPPL – M/s. Nagesh Publishers Pvt. Ltd.

} Less : 1% Discount for payment within 30 days

Date : 06-05-2019

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UNIVERSITY OF MUMBAI
SCHEDULE OF STATIONERY AND OTHER ITEMS
To be supplied by the University Press.

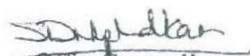
GROUP I

Ruled Papers, Blank Papers, Registers, Letter Heads etc.

Item Nos.	Description	Brand	Size and Unit	Approx. Qty. Req. for the year 2019-20	Approved Dealer	Rate		Pe Un
						Rs.	P.	
143.	Ruled Statement Size Papers -Folded (Thick) -Pkt. of 25 Sheets.		Double F'scap	1000 Sheets				
144.	Blank Papers for Typing (Thick) Pkt. of 100		F'scap.	500 Pkts.				
145.	Blank Medium Size Papers for Typing (Thick) Pkt. of 100 pp.		1/6 Size	100 Pkts.				
146.	Blank Pads 1/8 Size -100 pp.		1/8 Size	100 Pads				
147.	Ruled Pads F'scap Size -100 pp.		F'scap	100 Pads				
148.	F'scap Register Book White Ptg. Paper-150 pp.		F'scap	300 Bks.				
Letter Heads : (Thick) (Item No. 149 To 152)								
149.	F'scap Size (Thick) Pkt. of 100 Sheets		F'scap	1500 Pkts.				
150.	Quarter Size (Thick) Pkt. of 100 Sheets		Quarter (A/4)	1000 Pkts.				
151.	Medium Size (Thick) Pkt. of 100 Sheets		Med.(1/6)	800 Pkts.				
152.	Small Size (Thick) Pkt. of 100 Sheets		Small (1/8)	50 Pkts.				
153.	Outward Register (Printed) -200 pp. (White Printing Paper)		F'scap	100 Bks.				
154.	Minutes Book-Maplitho Paper-150 pp.		14 1/2" x 10"	50 Bks.				
155.	Card Board Files -Extra Thick 32 Ozs. with Ilets		14" x 10"	150 Doz.				
156.	Limp Cloth File Covers with Ilets		14" x 10"	75 Doz.				
157.	Two Flap-board Files with Thick White Tape going full round the Board -(Folder)		14" x 10"	250 Doz.				
158.	Peon Books - Ledger Paper-150 pp.		8" x 6"	150 Bks.				

Note : All the items mentioned in the Group "I" will be supplied by the Mumbai University Press. The Department Institute/s may place their order/s for item Nos. 149 to 152 alongwith specimen/s.

Date : 06-05-2019


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