

University of Mumbai



DMS/Press ID/2018-19-561

MUMBAI UNIVERSITY PRESS

M. J. Phule Bhavan (Examination House),
Ground Floor, Vidyanagari,
Santacruz (East), Mumbai - 400 098.
Tel : 26530290 / 93

Ref. No. MUP/ 697 of 2019 .

Date : 5th March, 2019 .

CIRCULAR

The Director/Head of the Department/Centre,
The Warden of the University Hostels,
The Librarian,
The Principal, Sir J. J. College of Architecture

Sub. : Disposal of :-

- (1) Old records (including Old Examinations Forms, Blank Blue Sheets, Old Files etc.).
- (2) Office Sweeping (including Paper Pins, Carbon Paper, Sealed Covers, Unsealed Paper etc.).
- (3) Press Sweeping (Description mentioned in item No. 2)
- (4) Press Cuttings.
- (5) Paper Cutting Slips .
- (6) Old News Papers (Marathi, English etc.)
- (7) Old Assessed Answer books (It should be Shredded by the Contractor).

Mesdames / Gentlemen,

I am to inform you that the following successful tenderer whose rates have been approved by the University for the period of one year from **02-02-2019 to 01-02-2020** for the disposal of above mentioned 1 to 7 items. The approved party, description of the items and approved rates are shown against each item are as under :-

Name & Address of the Party & Telephone No.	Description of the Item	Rate per Kg.
1) M/s. Sakshi Enterprises Gala No. 02, Anis Compound, Mehmood Cottage, Vaishali Niwas, A. G. Link Road, Opp. BMC School, Sakinaka, Mumbai - 400 072. Tele. No. : 022 2514 55 46, Mob. No. : 9322511177	(1) Old Records	Rs. 19.20
	(2) Office Sweeping	Rs. 10.20
	(3) Press Sweeping	Rs. 14.20
	(4) Press Cuttings	Rs. 30.20
	(5) Paper Cutting Slips	Rs. 32.20
	(6) Old News Papers	Rs. 14.20
	(7) Old Assessed Answer-books (shredded)	Rs. 19.87

You are, therefore, advised to contact the above party directly for the disposal of the above mentioned items under intimation to the Offg. Controller, Printing & Stationery, Mumbai University Press, Mumbai - 400 098.

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Ref. No. MUP/ of 20

Date : 20

..2..

All the Item Nos. 1 to 7 related with the Mumbai University Press, R. O. Fort and the Examinations Section, the Purchaser will be weighed in the presence of Official/Representative of the Offg. Controller, Printing & Stationery, Mumbai University Press and one official from the Accounts or Audit Section not below the rank of the **Dy. Registrar (F. & A.), Asst. Registrar (F. & A.)** or their representative. All the Item Nos. 1 to 7 related with all the Departments/Institutions, General Administrations and Other Sections/Units of the University, the Purchase will be weighed in the presence of person deputed by the Incharge of particular Department/Institution, Section/Unit etc. and one official from the Accounts or Audit Section not below the rank of the Assistant Accountant. The weighing should be done between **10.30 a.m. and 4.00 p.m.** from **Monday to Friday**. An allowance of **1kg.** will be allowed per bag weighed. The payment of the weighed goods should be made on the same day before lifting of the goods from the University premises.

Yours faithfully,

Sd/-
Offg. Controller
Printing & Stationery
University of Mumbai

Copy to :-

1. The Finance & Accounts Officer
2. The Chief Accountant (F. & A.)
3. The Dy. Registrar (Admn.), Vidyanagari Campus,
4. The Dy. Registrar (F. & A.), Vidyanagari,
5. The Asstt. Registrar (G.A.D), Fort Campus,
6. The Assistant Registrar (Internal Audit),
7. The Assistant Registrar - III (F. & A.)
8. The Director, Board of Examinations & Evaluation
9. P.A. to the Vice-Chancellor
10. P.A. to the Pro-Vice-Chancellor
11. P.A. to the Registrar

for information.


08-02-19
Offg. Controller
Printing & Stationery