



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

Ref. No. MUP/ 395 of 2017.

Date : 24th October, 2017.

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 07-10-2017 to 06-10-2018 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. Jay Maharashtra Paper Mart Gala No. 62, Anis Compound, Near Ajmeri Masjid, A. G. Link Road, Opp. BMC School, Sakinaka Mumbai - 400 072. Tele. No. : 022 2514 55 46, Mob. No. : 9322511177	(1) Old Records	Rs. 18.10
	(2) Office Sweeping	Rs. 10.00
	(3) Press Sweeping	Rs. 14.10
	(4) Press Cuttings	Rs. 28.10
	(5) Paper Cutting Slips	Rs. 30.10
	(6) Old News Papers	Rs. 14.10
	(7) Old Assessed Answer-books (shredded)	Rs. 19.10

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



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Date : 20

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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 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 Purchaser 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,

Offg. Controller
Printing & Stationery
University of Mumbai

Copy to :-

1. Offg. 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. P.A. to the Vice-Chancellor
 9. P.A. to the Pro-Vice-Chancellor
 10. P.A. to the Registrar
- for information.

Offg. Controller
Printing & Stationery