

**NOTICE INVITING QUOTATION**

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Sealed quotations are invited from the local interested registered firms/suppliers for supply of stationery items specified in the list enclosed for the Office of the Principal Accountant General, Arunachal Pradesh, Itanagar for the **Financial Year 2024-25**.

**Terms and Conditions:**

1. The Tenderers are required to submit quotations quoting the rates including all other charges for the articles mentioned in the enclosure.
2. The quotations addressed to the O/o the Principal Accountant General, Arunachal Pradesh, Mowb-II, Itanagar – 791111 should be submitted under sealed covers super scribed with the words “**QUOTATION FOR SUPPLY OF STATIONERY ITEMS**” so as to reach **Administration-II Section** on or before **31/01/2024** either by post or messenger. The sealed quotation will be opened on **05/02/2024** at **02:00 PM** in the office chamber of Deputy Accountant General/ (Admn).
3. The tenderer shall indicate the Brand, Trademark, quantity and other particulars of the articles for proper identification.
4. No alteration or modification of the rates will be allowed after submission of the quotations. The rate(s) once accepted will remain valid for the **Financial -Year 2024-25**. No representation whatsoever for enhancement of rates on the ground of increase in market prices or otherwise will be entertained. If the approved supplier fails to supply any articles at the accepted rates within a stipulated time of **07 days** from the date of supply order, the articles will be purchased from the market and the difference in cost, if any, be recovered from the subsequent bill of such approved supplier.
5. The rates for each item (inclusive of taxes) should be quoted separately both in figures and words.
6. Articles supplied under the contract must conform to the approved quality and specification. Sub-standard articles will be rejected.
7. The articles as ordered for are to be delivered as per specification within **07 (seven)** days from the receipt of the demand from this office.
8. The office of the Principal Accountant General reserves the right to allot the work to the lowest of any other tenderer without assigning any reasons whatsoever.
9. The firm quoting the LI for most of the items will be offered the contract to supply all the items by matching the LI for the remaining items however if the supplier is unable to match the price, offer will be made to the firms quoting for the 2<sup>nd</sup> most items and so on by matching the LI price for all the items.
10. The contract will remain valid for the **Financial Year 2024-25** unless the period is terminated or extended.
11. The necessary statutory deductions will be deducted as per rules.
12. Successful bidders have to submit self attested copies of Trade License, PAN, AADHAAR and GST certificate as and when required.

No.Admn/PAG/MISC-STATIONERY/2024-25/783

Copy to:

1. All concerned
2. Office website

*Kavshik Das*  
22/01/24  
Dy. Accountant General (Admn)  
Date: 22/01/2024

*Kavshik Das*  
22/01/24  
Dy. Accountant General (Admn)

## कोटेशन आमंत्रित करने हेतु अधिसूचना

वित्तीय वर्ष 2024-25 हेतु प्रधान महालेखाकार कार्यालय, अरुणाचल प्रदेश, ईटानगर के लिए संलग्न सूची में स्टेशनरी सामग्री की आपूर्ति हेतु स्थानीय सत्यनिष्ठ/पंजीकृत फर्मों/आपूर्तिकर्ताओं को सील कोटेशन आमंत्रित किए जाते हैं।

### नियम एवं शर्तें:

1. निविदाकारों के लिए आवश्यक है कि संलग्नक में उल्लिखित सामग्रियों हेतु अन्य सभी शुल्क सहित दरों के हवाले से कोटेशन प्रस्तुत करने होंगे।
2. लिफाफे के उपर **“QUOTATION FOR SUPPLY OF STATIONARY ITEMS”** लिखी हुई तथा प्रधान महालेखाकार कार्यालय, अरुणाचल प्रदेश, मोव्व-II, ईटानगर-791111 को संबोधित करते हुए, कोटेशन मोहरबंद (sealed) लिफाफे में, डाक या संदेशवाहक द्वारा जमा करनी होगी, जिसे प्रशासन अनुभाग-II तक दिनांक **31/01/2024** तक या पहले पहुँच जाना चाहिए। मोहरबंद कोटेशन को दिनांक **05/02/2024** 02 बजे मध्याह्न के पश्चात् उपमहालेखाकार (प्रशा.) के कक्ष में खोला जाएगा।
3. निविदाकारों को सामग्रियों के उचित पहचान हेतु उनके ब्रांड, ट्रेडमार्क, मात्रा और अन्य विवरण प्रस्तुत करने होंगे।
4. कोटेशन जमा करने के पश्चात् दरों में कोई फेरबदल या संशोधन की अनुमति नहीं दी जाएगी। एक बार स्वीकृत किए जाने पर दर(रों) वित्तीय वर्ष 2024-25 के लिए मान्य रहेगा। बाजार मूल्यों में वृद्धि या अन्यथा के लिए कोई भी प्रतिनिधित्व पर विचार नहीं किया जाएगा। यदि अनुमोदित आपूर्तिकर्ता, निर्धारित समय के भीतर, स्वीकृत दरों पर, किसी भी वस्तु की आपूर्ति 07 दिनों के भीतर करने में असफल रहता है, तो वस्तु बाजार से खरीदे जाएंगे और लागत में अंतर, यदि कोई हो, को अनुमोदित आपूर्तिकर्ता के बाद के बिल से पुनर्प्राप्त किया जाएगा।
5. प्रत्येक वस्तु (करों को मिलाकर) के लिए दरों को आंकड़ों और शब्दों दोनों में पृथक रूप से उद्धृत किया जाना चाहिए।
6. अनुबंध के अंतर्गत आपूर्ति किए गए वस्तुओं को अनुमोदित गुणवत्ता और विनिर्देश की पुष्टि की जानी चाहिए। अवमानक वस्तुएं अस्वीकार कर दिए जाएंगे।
7. इस कार्यालय द्वारा आपूर्ति आदेश की रसीद प्राप्त होने के 07 दिनों के भीतर वर्णित सामग्री का वितरण इस कार्यालय को हो जाना चाहिए।
8. प्रधान महालेखाकार का कार्यालय बिना किसी कारण बताए किसी भी अन्य सबसे कम कोटेशन लगाने वाले निविदाकर्ता को उक्त कार्य आवंटित करने का अधिकार संरक्षित रखता है।
9. कोटेशन रेट के आधार पर जिस फर्मका चुनाव L1 हेतु किया है, उसके द्वारा ज्यादातर वस्तुओं की आपूर्ति अन्य फर्मों के द्वारा उद्धृत(Quoted) रेट से कम रेट पर की चाहिए।
10. अनुबंध वित्तीय वर्ष 2024-25 के लिए मान्य रहेगा जब तक कि अवधि समाप्त न हो जाए या उसे बढ़ाया नहीं जाता है।
11. नियमानुसार आवश्यक वैधानिक कटौतियां काटी जाएंगी।
12. सफल बोलीदाताओं को आवश्यकता पड़ने पर ट्रेड लाइसेंस, पैन, आधार और जीएसटी प्रमाणपत्र की स्वप्रमाणित प्रतियां जमा करनी होंगी।

*कोशिक डाम*

उपमहालेखाकार (प्रशासन)

संख्या: प्रशासन/प्र.म.ले./विविध स्टेशनरी/2024-25/783

दिनांक: 22/01/2024

प्रतिलिपि:

1. सभी संबंधित
2. कार्यालयीन वेबसाइट

*कोशिक डाम*

उपमहालेखाकार (प्रशासन)

LIST OF STATIONERY ITEMS

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Sl. No.	Item's Name	Brand/ Specification	Quantity	MRP	Rate quoted	Remarks
1	A4 Paper	(75 GSM) (JK Copier® or similar quality)				
2	A4 Colour paper	(75 GSM) (JK Copier® or similar quality)				
3	Attendance register	Good quality				
4	Audit Checking Pencil (Brown)	(Polo or similar quality)				
5	Ball-point Pen (Blue, Black, Red)	i. Cello(Maxwriter) ii. Reynolds iii. Luxor or similar quality				
6	Bond Paper					
7	Brown Cello Tape (2")	Good quality				
8	Chart Paper	Good quality				
9	Calculator 12 digit with minimum one year warranty	i. Citizen ii. Casio iii. Orpat or similar quality				
10	Calculator 16 digit with minimum one year warranty	i. Citizen ii. Casio iii. Orpat or similar quality				
11	Calculator 14 digit with minimum one year warranty	i. Citizen ii. Casio iii. Orpat or similar quality				
12	Correction Fluid Pen	i. Faber-Castell ii. Luxor iii. Korres or similar quality				
13	Cutter Big/ Paper Knife	Good Quality				
14	Dak pad	Good Quality				
15	Double side tape (2")	Good Quality				
16	Dusting Cloth	Good Quality				
17	Envelope 5*10 (Plastic coated)with printed office address	(110 GSM & above)				
18	Envelope 5*11(PC)with printed office address	(110 GSM & above)				

Sl. No.	Item's Name	Brand/ Specification	Quantity	MRP	Rate quoted	Remarks
19	Envelope A4 (PC) size with printed office address	(120 GSM & above)				
20	Envelope FS (PC) size with printed office address	(120 GSM & above)				
21	Eraser (Non- Dust)	i. Apsara ii. Nataraj or similar quality				
22	FC White dista paper	(60 GSM & above)				
23	Synthetic White Glue Tube 50 ml	i. Fevicol ii. Pidilite or similar quality				
24	File board	(400 – 600 GSM)				
25	File Cover with printed office address (multi colour)	(300 GSM)				
26	Gel Pen (Blue, Black, Red & Green)	i. Cello ii. Classmate iii. Pentel EnerGel iv. ADD Achiever or similar quality				
27	Gems clip (multi colour)	Good quality				
28	Glue stick 8 gm	i. Fevicol ii. Pidilite iii. Faber Castell or similar quality				
29	Guard File	Good quality				
30	Gum Bottles 500 ml	i. Camlin or similar quality				
31	Hard board (Triplex board)	Good quality				
32	Highlighter (multi colour)	i. Faber Castell ii. Luxor or similar quality				
33	Lamination Pouch (70x100 mm) 150 micron	Good quality				
34	Lamination sheet (A4) 125 micron	Good quality				
35	Legal Size paper	(75 GSM) (JK Copier® or similar quality)				
36	Log Book	Good quality				
37	Marker pen (Blue, Black, Red)	i. Luxor ii. Faber Castell or similar quality				

Sl. No.	Item's Name	Brand/ Specification	Quantity	MRP	Rate quoted	Remarks
38	Marker pen (small size)(Blue, Black, Red)	i. Luxor ii. Faber Castell or similar quality				
39	Marking Cloths	Good quality				
40	Marker Pen ink	i. Luxor ii. Faber Castell or similar quality				
41	Note pad (21x14.81 cm) (65-70 GSM) 80 pages	i. Paperkraft or similar quality				
42	Note pad (21x14.81 cm) (65-70 GSM) 20-40 pages	i. Paperkraft or similar quality				
43	Note sheet	(75 GSM) (JK Copier® or similar quality)				
44	Paper Puncher (single)	Kangaroo or similar quality				
45	Paper Weight (Oval flat bottom/ square)	Good quality				
46	Pen stand single hole (multi-color)	Infinity® or similar quality				
47	Pencil Regular (2B)	i. Apsara ii. Faber Castell Or similar quality				
48	Peon Book	Good quality				
49	Photo paper (Glossy)	i. Kodak ii. Canon iii. HP or similar quality				
50	Photo paper (Matte)	i. Kodak ii. Canon iii. HP or similar quality				
51	Pilot pen (Blue, Black, Green & Red)	i. Luxor ii. Faber Castell or similar quality				
52	Pilot pen ink	i. Luxor ii. Faber Castell iii. V5 or similar quality				
53	Plastic mesh Dustbin (5 Ltr.)	Good quality				
54	Plastic Ruler transparent with cm and inch marking (12x1.5" or 30x3.5 cm)	Good quality				
55	Poker (good quality)	Good quality				
56	Register General No.40(65-70 GSM)	Good quality				

Sl. No.	Item's Name	Brand/ Specification	Quantity	MRP	Rate quoted	Remarks
57	Register General No.10(65-70 GSM)	Good quality				
58	Ring File (Round Ring) 2", 3", 4" & 5"	Good quality				
59	Ring File (D Ring) 2", 3", 4" & 5"	Good quality				
60	Scissors stainless steel medium (good quality)	Good quality				
61	Scissors stainless steel Large (good quality)	Good quality				
62	Sharpener	i. Apsara ii. Nataraj or similar quality				
63	Spiral spring	Good quality				
64	Spiral pad A4 A5 3x6"	Good quality				
65	Stamp Pad	i. Faber Castell ii. Korres or similar quality				
66	Stamp Pad Ink	i. Faber Castell ii. Korres or similar quality				
67	Stapler machine 23/7	i. Kangaroo or similar quality				
68	Stapler Big 24/6	i. Kangaroo or similar quality				
69	Stapler G-10	i. Kangaroo or similar quality				
70	Stapler pin 23/7	i. Kangaroo or similar quality				
71	Stapler pin 24/6	i. Kangaroo or similar quality				
72	Stapler pin G-10	i. Kangaroo or similar quality				
73	Stick Files A4	i. Kangaroo or similar quality				
74	Stick Files A5	i. Korres ii. Infinity or similar quality				
75	Sticky note pad	i. Korres ii. Infinity or similar quality				
76	Sticky pad/Flag Big (page marker)	(Best quality)				
77	Sutli (Jute thread)	Good quality				
78	Plastic binding thread	Good quality				
79	Tag (Nylon) 15 cm	Good quality				
80	Thumb pin (multi colour)	Good quality				

Sl. No.	Item's Name	Brand/ Specification	Quantity	MRP	Rate quoted	Remarks
81	Towel (Hand Towel)	Raymond or Bombay Dyeing or similar quality				
82	Towel (Big)	Raymond or Bombay Dyeing or similar quality				
83	Pilot pen V5	Good quality				
84	Water Sponge	Good quality				
85	White board duster	Good quality				
86	Envelope with office address, A3 Size	120 GSM & above				
87	Spiral binding sheet	Good quality				
88	Binding rubber	Good quality				
89	White glue, 50gm	Fevicol, camlin or similar quality				
90	Gum bottle, 750 ml	Good quality				
91	Stock register no.40	Good quality				
92	Stock register no.30	Good quality				
93	White board marker	i. Luxor ii. Faber Castell or similar quality				
94	Executive roller pen	Parker pen				
95	White cello tape (2")	Good quality				
96	Carbon Paper	Good quality				
97	Binder clip	Good quality				
98	Thumb Pin (Board Pin) multicolour	Good quality				

Signature with seal:

Name of the firm:

Dealer's name:

Contact number: