

भारतीय लेखा तथा लेखापरीक्षा विभाग  
कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी),  
तमिल नाडु  
361, अन्ना साली, चेन्नई - 600 018.



INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL  
(ACCOUNTS & ENTITLEMENTS), TAMIL NADU  
361, Anna Salai, Chennai - 600 018.

## TENDER NOTICE

PAG (A&E)/OM I/III/2025-26/ARC/Comp-Stationery - Dt. 15/12/2025

**Sub: Annual Rate Contract for Computer Stationery – reg.**

Sealed quotations are invited for the supply of various Computer Stationery required for the period from **01/01/2026** to **31/12/2026**. Specimen copies of the pre-printed forms may be obtained from the Office of the Principal Accountant General (A&E) Tamil Nadu, 361, Anna Salai, Teynampet, Chennai-18 between 10.00 AM and 03.30 PM on any working day from **22/12/2025** to **26/12/2025**. The rates quoted should be maintained till the completion of contract. The procurement will be governed by the terms and conditions as detailed in ANNEXURE-I. The details of Computer Stationery items and the approximate requirement for the year are furnished in the ANNEXURE-II enclosed.

The quotation should be sent in a sealed cover superscribed, “ANNUAL RATE CONTRACT – QUOTATION FOR COMPUTER STATIONERY” and addressed to:

Smt. S.R. Subaranjani, IA&AS  
Sr. Deputy Accountant General (Administration),  
Office of the Accountant General (A&E),  
361 Anna Salai, Teynampet,  
Chennai - 600 018

so as to reach this office on or before **29/12/2025** by **4.30 PM**, No notice will be taken of the tenders received after the prescribed time. This office reserves the right to accept or reject any or all the offers in part or in full without assigning any reason.

Yours faithfully,


  
Sr. Accounts Officer (OM)

## ANNEXURE –I

### **TERMS AND CONDITIONS FOR AWARDING ANNUAL RATE CONTRACT FOR BLANK / PRE-PRINTED FORMS FOR THE PERIOD 2025-2026**

1. Rates quoted in the quotations should be valid for a period from 01.01.2026 to 31.12.2026 or till the completion of contract whichever is later. Companies/Firms that can comply with this regulation need only submit their quotation.
2. Companies/Firms that have their own individual factory for manufacturing computer blank forms with or without printing and with or without formatting (aligning holes on either side of the forms) alone should apply duly furnishing the address and location of the factory with registration number.
3. SSIs registered with Government of Tamil Nadu, Directorate of Industries, District Industrial Centre may apply duly furnishing their registration numbers. An attested Xerox copy of the Registration Certificate may be submitted along with the quotation.
4. Companies/Firms that have had all their stationery items certified/licensed by Bureau of Indian Standards (BIS) may indicate the fact, duly furnishing the License Number assigned by BIS.
5. Companies/Firms that have not so far transacted with this office may forward a copy of their list of customers specifically mentioning Government departments, if any, to which supplies are being made by them.
6. The quantities indicated against the various items in ANNEXURE-II are only rough estimates. This office is not in any case to be held responsible for any variation in quantity or even if no order is placed for any item.
7. Purchase order references from Companies/Government Offices should be enclosed with the quote along with sample specimens of forms supplied.
8. Blank forms should be delivered within 72 hours. Delivery schedule for pre-printed forms will be communicated along with supply orders for the same.
9. All the bidders should furnish Earnest Money Deposit of Rs. 20, 000/- in the form of "ACCOUNT PAYEE DEMAND DRAFT" only drawn in favour of "PAO/IAD" along with the quotations. For successful bidders, EMD shall be returned on furnishing a Security Deposit of a sum equivalent to three percent (3%) of the cost of the approximate quantity of items for which Annual Rate Contract is entered with them by this office. The Security Deposit shall be in the form of "ACCOUNT PAYEE DEMAND DRAFT" only drawn in favour of "PAO/IAD".  
  
The Security Deposit shall be refunded on expiry of the contract. To the unsuccessful bidders, EMD will be returned. (MSME vendors are exempted)
10. Details of GST applicable shall be shown separately along with the base price in the quotation.

11. The rates quoted should be Gross. (Inclusive of transportation charges for effecting delivery at this office premises). Unloading the goods and placing them at the specified area should be done by the supplier.
12. Payment for supplies will be made after duly processing the bills for the supplies made. Items raised in a bill for payment should be against the corresponding Delivery Challan. Splitting of Bills will not be allowed.
13. If the forms, after supply to this office, when put to use, are subsequently found to be defective or not in order or of relaxed specification or deviant from the samples produced, replacement should be made free of cost within 5 days.
14. No escalation of cost will be permitted.
15. If, after awarding the contract by this office and before the delivery of the same in full/ part is effected, any malpractice in business viz. customs and other formalities connected are not observed etc. or any financial irregularities on the part of such Companies/Firms is observed, this office reserves the right to cancel the contract.
16. Persistent irregularity in adhering to the time schedules for supply and any violation of the terms of contract will entail forfeiture of Security Deposit, termination of contract assigned and further such defaulting Companies/Firms will not be considered for awarding any contracts in future.
17. This office reserves the right to accept or reject any or all quotations without assigning any reasons. The decision of the Principal Accountant General (A&E) shall be final.
18. Selected firm should supply 10 sets of each pre-printed forms for confirmation from this office before printing the entire quantum of order as and when placed.

  
Sr. Accounts Officer/OM



ANNEXURE –II

I. Forms for PENSION

SN	Description	Size	Quality	Quantity required
1	Admissibility Report (Original)	9*12*2	80 GSM	2,00,000
2	Admissibility Report (Family Pension)	9*12*2	80 GSM	20,000
3	Blank Pension Benefit forms (without carbon)	9*12*2	80 GSM	1,50,000
4	Blank Pension Benefit forms (with carbon)	9*12*1	80 GSM	2,00,000

II. Forms for GPF

SN	Description	Size	Quality	Quantity required
1	Blank forms with two printed lines at top - GPF status report	9*12*1	80 GSM	12,00,000
2	Blank forms	15*12*1	80 GSM	25,000
3.	GPF A/C SLIP (for HC judges)	10*12	80 GSM	1000
4.	VI PCA forms (for Death cases)		80 GSM	250
5.	VI PCA (live cases)		80 GSM	250

  
Sr. Accounts Officer/OM