



महालेखाकार (लेखापरीक्षा) का कार्यालय,
Office of the Accountant General (Audit),
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No: Admn/Audit/Circular No. 48

Date: 03/03/2022

**CALL OF QUOTATION FOR EMPANELMENT OF VENDOR FOR SUPPLY OF
STATIONERY AND IT (INFORMATION TECHNOLOGY) STATIONERY &
CONSUMABLES FOR THE F/Y 2022-23**

This office invites quotation from reputed firms in Kohima, Nagaland for supply of stationery and IT (Information Technology) stationery & consumables for the f/y 2021-23.

Competitive rates for various items may be furnished in the prescribed pro forma in Annexure – B for stationery and Annexure – C for IT (Information Technology) stationery & consumables.

The sealed quotations addressed to “Sr. Audit Officer (Admin), Office of the Pr. Accountant General (Audit), Nagaland, Kohima - 797001” should reach this office latest by 25th March 2022. The tender will be opened on 28th March 2022 in the chamber of Sr. AO’s (Admin), Nagaland-Kohima and the tenderers may be present on that day.

Documents to be closed:

1. Terms and conditions (enclosed as Annexure – A) should be submitted with signature and seal indicating the firms’ acceptance of the terms and condition.

Sd/-

Sr. Audit Officer (Administration)

No: Admn/Audit/6-26/Vol-II/2020-21/1199-1200

Date: 03/03/2022

Copy to:

1. Notice board.
2. Office website.

Sd/-

Sr. Audit Officer (Administration)

Annexure “A”

TERMS AND CONDITIONS FOR EMPANELMENT OF

“A” STATIONERY AND
“B” IT (*INFORMATIONA TECHNOLOGY*) STATIONERY & CONSUMABLES

FOR THE F/Y 2022-23

1. The empanelment will be for financial year 2022-23
2. No conditional tender will be accepted.
3. **Bidders can bid for both “A” & “B” or separately**
4. The selected firms will be informed of the products for which they are empanelled based on the least quoted price.
5. The price quoted will be effective for the empanelment.
6. The firm should quote the price for the best quality of product they intend to supply and should be of the same quality during the empanelment period.
7. Defective supplies or items that do not conform to our supply order will be returned and replaced with new ones without any additional charge.
8. The firms should supply the items within 3(three) days after the issue of supply order. If supply is not completed within three days, this office reserves the right to cancel the supply order and also blacklist the firm from future empanelment.
9. The office reserves the right to cancel the empanelment or remove one or more firm/firms from the panel at any time during the period if the supplies are not found satisfactory or do not conform to the requirement of the office or in violation of the terms and conditions by any or all the firms or due to change of rules and regulations of the government of India.
10. The terms and conditions duly signed and sealed by the firm shall be enclosed along with quotations.

Sd/-

SR.AUDIT OFFICER (ADMN)

AGREED BY:

DATE:
PLACE:

(SIGNATURE AND SEAL OF THE VENDOR)

List of Stationery Items

Annexure – B

Quotation rate must be inclusive of GST

Sl. No.	Particulars	Type/Size/Colour	Rate (to be precise)	Quotation Rate
1	A3 Paper JK Copier	75 GSM	Per Ream	
2	A4 Paper JK Copier	75 GSM	Per Ream	
3	JK LEDGER FS	80 GSM (Light Green)	Per Ream	
4	JK FS	75 GSM (White)	Per Ream	
5	Attendance Register	No. 2 / Employee	Per Piece	
6	Button folder	Plastic	Per Piece	
7	Calculator	14 digits	Per Piece	
8	Correction pen/fluid	Kores	Per Piece	
9	Cello tape	48 mm/Brown	Per Piece	
10	Cello Tape	48 mm/Transparent	Per Piece	
11	Checking Pencil	(Red and blue in 1)	Per Packet	
12	Royal Executive Bond Printed with Office Logo, Name and National Emblem (embossed)	100 GSM (Offwhite)	Per Packet/ream	
13	Royal Executive Bond Printed with Office Logo, Name and National Emblem (normal)	100 GSM (Offwhite)	Per Packet/ream	
14	Carbon paper	Blue	Per Packet	
15	Clipboard		Per Piece	
16	Double hole puncher		Per Piece	
17	D Ring Binder	Plastic	Per Piece	
18	Envelope	9 x 4 (Brown)	Per Bundle	
19	Envelope	10 x 4½ (Brown)	Per Bundle	
20	Envelope	9 x 4 (Yellow)	Per Bundle	
21	Envelope	10 x 4½ (Yellow)	Per Bundle	
22	Envelope	11 x 5 (Yellow)	Per Bundle	
23	Envelope	10 x 8 (Yellow)	Per Bundle	
24	Envelope	10 x 12 (Yellow)	Per Bundle	
25	Envelope	10 x 14 (Yellow)	Per Bundle	
26	Envelope	16 x 12 (Yellow)	Per Bundle	
27	File Cover, with custom print on front (Office name, etc)	Good quality	Per Piece	
28	File board/hard board	Good quality	Per Piece	
29	Fluorescent Paper/ colour paper		Per Ream	
30	File tag	Deluxe 777 - 12"	Per Bundle	
31	Binder Clips/ Paper clip		Per Packet	
32	Eraser		Per Piece	
33	File Hanger	with custom print on front (Office name, etc)	Per Piece	
34	Glue Stick	Kores	Per Piece	
35	Glue (Fevicol)	25 gm	Per Piece	
36	Gum	700 ml	Per Piece	
37	Highlight Pen		Per Packet	
38	L-Folder	Transparent A4 Size	Per Piece	
39	L-Folder	Transparent Legal Size	Per Piece	

40	Lever Arch File	Plastic	Per Piece	
41	Marking flag/Sticky flag	25mm x 75mm X 3 pads	Per Unit	
42	Marking cloth		Per Metre	
43	Note pad	14.8 x 21 cm Paperkraft	Per Piece	
44	Puncher	Single (kangaro)	Per Piece	
45	Pencil	Normal	Per Packet	
46	Pen (Ball point pen)	Pentonic	Per Piece	
47	Poker		Per Piece	
48	Permanent marker	Fine tip (small)	Per Piece	
49	Permanent marker	Broad tip (big)	Per Piece	
50	Plastic file cover/Stick file	Transparent	Per Piece	
51	Photo paper/glossy paper		Per Packet	
52	Register (Commander)	No. 6	Per Piece	
53	Register (Commander)	No. 8	Per Piece	
54	Register (Commander)	No. 10	Per Piece	
55	Register (Commander)	No. 12	Per Piece	
56	Register (Commander)	No. 14	Per Piece	
57	Register (Commander)	No. 16	Per Piece	
58	Register (Commander)	No. 18	Per Piece	
59	Register (Commander)	No. 20	Per Piece	
60	Scissor	Munix GL-2185	Per Piece	
61	Sketch Pen	Luxor	Per Set	
62	Stapler	24/6	Per Piece	
63	Stapler	HP-45	Per Piece	
64	Stapler	No. 10	Per Piece	
65	Staples	24/6	Per Packet	
66	Staples	No. 10	Per Packet	
67	Sealing wax		Per Packet	
68	Stock Register	No. 2	Per piece	
69	Stock Register	No. 4	Per piece	
70	Stock Register	No. 6	Per piece	
71	Stock Register	No. 8	Per piece	
72	Stock Register	No. 10	Per Piece	
73	Stamp Pad		Per Piece	
74	Stamp Pad Ink		Per Piece	
75	Signature Pad / Dak Pad		Per Piece	
76	Pencil Sharpener		Per Piece	
77	Ruler	30 cm	Per Piece	

Sd/-

Sr. Audit Officer (Admin)

List of IT Stationery & Consumables**Annexure – C***Quotation rate must be inclusive of GST*

Sl. No.	Particulars	Type/Size/Colour	Rate (to be precise)	Quotation Rate
1	HP 12A Toner	New	Per piece	
2	HP 49A Toner	New	Per piece	
3	HP 88A Toner	New	Per piece	
4	HP 78A Toner	New	Per piece	
5	HP 30A Toner	New	Per piece	
6	HP 11A Toner	New	Per piece	
7	HP 126A Toner	New	Per piece	
			Per piece	
			Per piece	
			Per piece	
8	HP 802-Black Cartridge	New	Per piece	
9	HP 802-Color Cartridge	New	Per piece	
10	Espon L655 774(black) Cartridge	New	Per piece	
11	Espon L655 664(Blue) Cartridge	New	Per piece	
12	Espon L655 664(Red) Cartridge	New	Per piece	
13	Espon L655 664(yellow) Cartridge	New	Per piece	
14	Canon 337 Cartridge	New	Per piece	
15	CD-R with cover	Sony/Moserbear	Per piece	
16	DVD-R with cover	Sony/Moserbear	Per piece	
17	CD Mailer/Envelop	New	Per piece	
18	Pendrive 32 GB	HP/Transcend/Sandisk	Per piece	
19	Pendrive 16 GB	HP/Transcend/Sandisk	Per piece	
20	Pendrive 8 GB	HP/Transcend/Sandisk	Per piece	
21	Pendrive 4 GB	HP/Transcend/Sandisk	Per piece	
22	Wired Keyboard & Mouse Combo	HP	Per piece	
23	Wireless Keyboard & Mouse Combo	HP	Per piece	
24	Canon 051 Cartridge		Per piece	
25	Canon 055 Yellow		Per piece	
26	Canon 055 Magenta		Per piece	
27	Canon 055 Cyan		Per piece	
28	Canon 055 Black		Per piece	

Sd/-

Sr. Audit Officer (Admin)