

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL ARUNACHAL PRADESH
MOWB-II, ITANAGAR- 791 111

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PAG/Admn-II/EDP/Comp-Stat/2022-23/ 724

Date: 15-02-2022

"Notice inviting sealed quotation"

Sealed quotations are invited from registered firms for supply of Computer Stationery for the period from 01.04.2022 to 31.03.2023. The quotation addressed to the Deputy Accountant General (Admn.), O/o the Principal Accountant General, Arunachal Pradesh, Mowb-II, Itanagar- 791111 should be submitted under the sealed covers super scribed with the words "**QUOTATION FOR SUPPLY OF COMPUTER STATIONERY**" so as to reach the **Administration-II Section** on or before **01.03.2022** either by post or messenger. The sealed quotation will be opened on **02.03.2022 at 02:00 PM** in the Conference Hall of the Office in the presence of the bidders or their authorized representative (maximum one), who choose to attend. Quotations received after the scheduled date will not be entertained.

The competent authority reserves the right to accept or cancel any part of or whole Quotation without assigning any reason thereof. In case if any dispute arises the decision of the Administration is final and binding.

Terms and conditions: Annexure-A

Quotation format & List of items: Annexure-B

Sd/-


Deputy Accountant General (Admn)

PAG/Admn-II/EDP/Comp-Stat/2022-23/ 724

Date: 15-02-2022

Copy to:


1. All Venders/Firms
2. Notice Board/Office Website.


Deputy Accountant General (Admn)

Annexure-A

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, Mowb-II Arunachal Pradesh, Itanagar – 791111 should be submitted under sealed covers super scribed with the words “**QUOTATION FOR SUPPLY OF IT STATIONERY**” so as to reach **Administration-II Section** on or before 01/03/2022 either by post or messenger. The sealed quotation will be opened on 02/03/2022 at 02:00 PM in the **Conference Hall** of the Office.
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 2022-23.** 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 supply order from this office at own cost.
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 2nd most items and so on by matching the LI price for all the items.
10. The contract will remain valid for the Financial Year 2022-23 unless the period is terminated or extended.


Dy. Accountant General (Admn.)
O/o the Pr. Accountant General
Arunachal Pradesh

FORMAT OF QUOTATION

To,

Deputy Accountant General (Admn)
O/o the Principal Accountant General,
Mowb-II, Arunachal Pradesh, Itanagar-791111

Sub: **QUOTATION FOR SUPPLY OF COMPUTER STATIONERY.**

Name of the firm: _____

Address: _____

Trade License No.: _____

GST Regd No.: _____

PAN: _____

Name of contact person: _____

Phone No. of Contact person: _____

Signature & Seal

List of IT Stationery items for the financial year 2022-23

Sl. No.	Items	Brand	MRP	Quoted Rate	Remarks
	Misc. Items				
1	Cat 6 cable				
2	CD Jewel Case Sony/ Moserbaer				
3	CD mailer				
4	CD-R Sony/ Moserbaer				
5	CD-RW Sony/Moserbaer				
6	CMOS battery				
7	Dlink 5 port switch				
8	Dlink 8 port switch				
9	Dlink 16 port switch				
10	DVD-R Sony/Moserbaer				
11	External HDD 1TB Seagate/Toshiba				
12	External HDD 2TB Seagate/Toshiba				
13	External USB LAN Card				
14	External USB Wifi Adapter				
15	HDMI Cable 2.5 metre				
16	HP Keyboard & Mouse Combo (wired)				
17	HP Keyboard & Mouse Combo (wireless)				
18	Internal Hard Disc 1TB for Desktop				
19	Internal Hard Disc 500GB for Desktop				
20	Internal LAN Card				
21	Keyboard (Wired)				
	i. HP				
	ii. Lenovo				
	iii. Dell				
	iv. Logitech				
22	Laptop Adaptor for: i. Acer TMP214-53/2.4GHZ ii. Lenovo ideapad S415 iii. MSI AX201NGW				
23	Laptop Battery (All Brands): i. Acer TMP214-53/2.4GHZ ii. Lenovo ideapad S415 iii. MSI AX201NGW				
24	Monitor LED 19.5" FHD (Eye-Care) i. Acer ii. BenQ iii. LG iv. HP				
25	Mouse (Wired) i. Logitech				

	ii. HP				
	iii. Dell				
	iv. Frontech				
26	Mouse Pad (Good quality)				
27	Mouse wireless				
	i. Logitech				
	ii. HP				
	iii. Dell				
	iv. Frontech				
28	Pen Drive 32GB				
29	Pen Drive 64GB				
30	Power Cable (Printer/Desktop)				
31	Printer Cable 2.5 metre				
32	Quick Heal Antivirus Total (10 users)				
33	Quick Heal Antivirus Total (Single User)				
34	RJ45 Connector				
35	UPS 1 KVA with warranty				
36	UPS 600 VA with warranty				
37	UPS Battery 7Ah 12V (All brands)				
38	USB Dongle 4G LTE Wireless, all SIM network support				
39	USB Hub (4 Ports)				
40	VGA Cable 2.5 metre				
41	WiFi Router (Dlink)				
	Toner/Cartridge				
42	HP Toner 12A (Original)				
43	HP Toner 12A (Compatible)				
44	HP Toner 88A (Original)				
45	HP Toner 88A (Compatible)				
46	HP Toner 28A/228A (Original)				
47	HP Toner 28A/228A (Compatible)				
48	HP Toner 55A/255A (Original)				
49	HP Toner 55A/255A (Compatible)				
50	Canon Toner 057 (Original)				
51	Canon Toner 057 (Compatible)				
52	Canon Cartridge 337 (Original)				
53	Canon Cartridge 337 (Compatible)				
54	HP Toner 131 Full set (Original)				
55	HP Toner 131 Cyan (Original)				
56	HP Toner 131 Yellow (Original)				
57	HP Toner 131 Magenta (Original)				
58	HP Toner 131 Black (Original)				
59	HP Toner 131 Full set (Compatible)				
60	HP Toner 131 Cyan (Compatible)				
61	HP Toner 131 Yellow (Compatible)				
62	HP Toner 131 Magenta (Compatible)				
63	HP Toner 131 Black (Compatible)				

64	Brother TN-3448 Toner (Original)				
65	Brother TN-3448 Drum (Original)				
66	Brother TN-3448 Toner (Compatible)				
67	Brother TN-3448 Drum (Compatible)				
68	HP Toner 304 Full set (Original)				
69	HP Toner 304 Cyan (Original)				
70	HP Toner 304 Yellow (Original)				
71	HP Toner 304 Magenta (Original)				
72	HP Toner 304 Black (Original)				
73	HP Toner 304 Full set (Compatible)				
74	HP Toner 304 Cyan (Compatible)				
75	HP Toner 304 Yellow (Compatible)				
76	HP Toner 304 Magenta (Compatible)				
77	HP Toner 304 Black (Compatible)				
78	Epson Toner 304 Full set (Original)				
79	Epson Toner 304 Cyan (Original)				
80	Epson Toner 304 Yellow (Original)				
81	Epson Toner 304 Magenta (Original)				
82	Epson Toner 304 Black (Original)				
83	Epson Toner 304 Full set (Compatible)				
84	Epson Toner 304 Cyan (Compatible)				
85	Epson Toner 304 Yellow (Compatible)				
86	Epson Toner 304 Magenta (Compatible)				
87	Epson Toner 304 Black (Compatible)				
88	Toner MX237GT for Sharp AR-6031N				
89	Toner MX-M283N/363N For Sharp AR-M452U				
90	Toner MX560GT/MX561GT For Shar MX-M5050				
91	Fargo YMCKO Full-Color Print Ribbon for DTC1500 Printer				
92	PVC smartcard for DTC1500 Printer				

(Note: List of rate of items should be signed and sealed at the end)

Seal and sign