



महालेखाकार (लेखापरीक्षा) का कार्यालय,
Office of the Accountant General (Audit),
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No: Admn/Audit/Circular No. 44

Date: 01/03/2021

**CALL OF QUOTATION FOR EMPANELMENT OF VENDOR FOR SUPPLY OF
STATIONERY AND IT (INFORMATION TECHNOLOGY) STATIONERY &
CONSUMABLES FOR THE F/Y 2021-22**

This office invites quotation from reputed firms in Kohima, Nagaland for supply of stationery and IT (information Technology) stationery & consumables for the f/y 2021-22.

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 (Admn), Office of the Pr. Accountant General (Audit), Nagaland, Kohima - 797001” should reach this office latest by 25th March 2021. The tender will be opened on 31st March 2021 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 (Annexure – A enclosed) 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/2020-21/1185-1186

Date: 01/03/2021

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 2021-22

1. The empanelment will be for financial year 2021-22
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	Per Piece	
6	Calculator	14 digits	Per Piece	
7	Correction pen/fluid	Kores	Per Piece	
8	Cello tape	Large/Brown	Per Piece	
9	Cello Tape	Large/Transparent	Per Piece	
10	Checking Pencil	(Red and blue in 1)	Per Packet	
11	Royal Executive Bond Printed with Office Logo, Name and National Emblem (embossed)	100 GSM (Offwhite)	Per Packet/ream	
12	Royal Executive Bond Printed with Office Logo, Name and National Emblem (normal)	100 GSM (Offwhite)	Per Packet/ream	
13	Carbon paper	Blue	Per Packet	
14	Envelope	9 x 4 (Brown)	Per Box	
15	Envelope	10 x 4½ (Brown)	Per Box	
16	Envelope	9 x 4 (Yellow)	Per Box	
17	Envelope	10 x 4½ (Yellow)	Per Box	
18	Envelope	11 x 5 (Yellow)	Per Box	
19	Envelope	10 x 8 (Yellow)	Per Bundle	
20	Envelope	10 x 12 (Yellow)	Per Bundle	
21	Envelope	10 x 14 (Yellow)	Per Bundle	
22	Envelope	16 x 12 (Yellow)	Per Bundle	
23	File Cover, with custom print on front (Office name, etc)	Good quality	Per Piece	
24	File board/hard board	Good quality	Per Piece	
25	Fluorescent Paper/ colour paper		Per Ream	
26	File tag	Deluxe 777 - 12"	Per Bundle	
27	Binder Clips/ Paper clip		Per Packet	
28	Eraser		Per Piece	
29	File Hanger	with custom print on front (Office name, etc)	Per Piece	
30	Glue Stick	Kores	Per Piece	
31	Glue (Fevicol)	25 gm	Per Piece	
32	Gum	700 ml	Per Piece	
33	Highlight Pen		Per Packet	
34	L-Folder File Clear Documents Holder Paper Holders Organizer	Transparent A4 Size	Per Piece	
35	Marking flag/Sticky flag	25mm x 75mm X 3 pads	Per Unit	
36	Marking cloth		Per Metre	
37	Note pad	14.8 x 21 cm Paperkraft	Per Piece	
38	Puncher	Single (kangaro)	Per Piece	

39	Pencil	Normal	Per Packet	
40	Pen (Ball point pen)	Pentonic	Per Piece	
41	Poker		Per Piece	
42	Permanent marker	Fine tip (small)	Per Piece	
43	Permanent marker	Broad tip (big)	Per Piece	
44	Plastic file cover	Transparent	Per Piece	
45	Plastic file envelope		Per Piece	
46	Photo paper/glossy paper		Per Packet	
47	Register (Commander)	No. 6	Per Piece	
48	Register (Commander)	No. 8	Per Piece	
49	Register (Commander)	No. 10	Per Piece	
50	Register (Commander)	No. 12	Per Piece	
51	Register (Commander)	No. 14	Per Piece	
52	Register (Commander)	No. 16	Per Piece	
53	Register (Commander)	No. 18	Per Piece	
54	Register (Commander)	No. 20	Per Piece	
55	Scissor	Munix GL-2185	Per Piece	
56	Sketch Pen	Luxor	Per Set	
57	Stapler	24/6	Per Piece	
58	Stapler	HP-45	Per Piece	
59	Stapler	No. 10	Per Piece	
60	Staples	24/6	Per Packet	
61	Staples	No. 10	Per Packet	
62	Sealing wax		Per Packet	
63	Stock Register	No. 2	Per piece	
64	Stock Register	No. 4	Per piece	
65	Stock Register	No. 6	Per piece	
66	Stock Register	No. 8	Per piece	
67	Stock Register	No. 10	Per Piece	
68	Stamp Pad		Per Piece	
69	Stamp Pad Ink		Per Piece	
70	Signature Pad / Dak Pad		Per Piece	
71	Pencil Sharpener		Per Piece	
72	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	
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	

Sd/-

Sr. Audit Officer (Admin)