

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

PAG/ARP.EDP/CompStat/2021-22/252

Date: 11.03.2021

NOTICE INVITING QUOTATION

Quotations are invited from registered firms for supply of Computer Stationery for the period from 01.04.2021 to 31.03.2022. the quotations are addressed to the Sr. 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 Section on or before **23.03.2021** either by post or messenger. The sealed quotation will be opened on 24.03.2021 at 04:00 PM in the office chamber of Sr. Deputy Accountant General (Admn.) 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 arise the decision of the Administration is final and binding.

Terms and conditions: Annexure-A

Quotation format & List of items: Annexure-B

Ch. V. Saip
Sr. Deputy Accountant General (Admn)

PAG/AP/EDP/CompStat/2021-22/253-61

Date: 11.03.2021

Copy to:

1. M/s Arunachal Computers, C-Sector, Near Capital Auto Agency, Itanagar, Arunachal Pradesh.
2. M/s System & Software, C-Sector, Opp. Petrol Pump, Itanagar, Arunachal Pradesh.
3. M/s L.M.G Enterprises, Super Market, Main Road, Naharlagun, Arunachal Pradesh.
4. M/s Ananya Computers & Traders, C-Sector, Itanagar, Arunachal Pradesh.
5. M/s Gourichen Enterprises, Ganga, Itanagar, Arunachal Pradesh.
6. M/s Pentasofware, Near Civil Secretariat, Itanagar, Arunachal Pradesh.
7. M/s D.L. Traders, Opp. TRIHMS, Naharlagun, Arunachal Pradesh.
8. M/s Rumi Enterprises, Vivek Vihar, Itanagar, Arunachal Pradesh.
9. Notice Board/Office Website.

[Signature]
Sr. Deputy Accountant General (Admn)

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 Sr. Deputy Accountant General (Admn), 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 COMPUTER STATIONERY**” so as to reach Administration Section on or before 23/03/2021 either by post or messenger. The sealed quotation will be opened on 24.03.2021 at 04:00 PM in the office chamber of Sr. Deputy Accountant General/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 2021-22. 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 L1 for most items will be offered to supply all the items by matching the L1 for the remaining items however if the supplier is unable to match the price, offer will be made to firms quoting L1 for 2nd most items and so on by matching the L1 price for all the items.
10. The contract will remain valid for the Financial Year 2021-22 unless the period is terminated or extended.

Sr. Audit Officer (Admn)

FORMAT OF QUOTATION

To,

Sr. 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:

GSTIN:

PAN:

Name of contact person:

Phone No. of Contact person:

Signature & Seal

List of IT Stationery items for the financial year 2021-22

Sl. No.	Items	Rate	Brand
1.	Toner HP 12A		
2.	Toner HP 28A/228A Toner		
3.	Toner HP 55A/255A		
4.	Toner HP 88A		
5.	Toner Canon Cartridge 337		
6.	Toner Canon 057		
7.	Toner Epson 664 ink Cyan		
8.	Toner Epson 664 ink Magenta		
9.	Toner Epson 664 ink Yellow		
10.	Toner Epson 664 ink Black		
11.	HP Toner 131A Black		
12.	HP Toner 131A Cyan		
13.	HP Toner 131A Yellow		
14.	HP Toner 131A Magenta		
15.	Toner Brother TN-3448		
16.	Drum Brother		
17.	12A Toner Compatible (All brands)		
18.	28A/228A Toner Compatible (All brands)		
19.	55A/255A Toner Compatible (All brands)		
20.	88A Toner Compatible (All Brands)		
21.	Canon Cartridge 337 Compatible		
22.	Canon Toner 057 compatible		
23.	Epson 664 ink Cyan compatible		
24.	Epson 664 ink Magenta compatible		
25.	Epson 664 ink Yellow compatible		
26.	Epson 664 ink Black compatible		
27.	HP Toner 131A Black compatible		
28.	HP Toner 131A Cyan compatible		
29.	HP Toner 131A Yellow compatible		
30.	HP Toner 131A Magenta compatible		
31.	Toner Brother TN-3448 Compatible		
32.	Drum Brother Compatible		
33.	Cat 6 cable		
34.	CD Jewel Case Sony/ Moser Baer		
35.	CD mailer		
36.	CD-R Sony/ Moser Baer		
37.	CD-RW Sony/Moser Baer		
38.	Dlink 16 port switch		
39.	Dlink 5 port switch		
40.	Dlink 8 port switch		

Sl. No.	Items	Rate	Brand
41.	DVD-R Sony/Moser Baer		
42.	Extension cord		
43.	External HDD 1TB Seagate/Toshiba		
44.	External HDD 500GB Seagate/Toshiba		
45.	External USB Lane Card		
46.	HP Keyboard & Mouse Combo		
47.	HP USB Keyboard K1500		
48.	HP USB Mouse X1000		
49.	TN-3448 Toner (OEM)		
50.	Internal Hard Disc 1TB for Desktop		
51.	Internal Hard Disc 500GB for Desktop		
52.	Internal Lan Card		
53.	Laptop Adaptor (All brands)		
54.	Laptop Battery (All Brands)		
55.	Monitor LED 19" FHD (Eye-Care)		
	i. Acer		
	ii. BenQ		
	iii. LG		
	iv. HP		
56.	Mouse Pad (Good quality)		
57.	Mouse wireless		
	i. Logitech		
	ii. HP		
	iii. Dell		
	iv. Frontech		
58.	Pen Drive 8 GB		
59.	Pen Drive 16 GB		
60.	Pen Drive 32GB		
61.	Pen Drive 64GB		
62.	Quick Heal Antivirus Total (10 users)		
63.	Quick Heal Antivirus Total (Single User)		
64.	UPS Battery 7Ah 12V (All brands)		
65.	USB Keyboard (All Brands)		
66.	USB Mouse (All Brands)		

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



Sr. Audit Officer (Admn.)