



भारत सरकार

भारतीय लेखा तथा लेखा परीक्षा विभाग
प्रधान महालेखाकार का कार्यालय (ले.व.ह.) नागालैंड, कोहिमा-७९७००१
GOVERNMENT OF INDIA

INDIAN AUDIT AND ACCOUNTS DEPARTMENT

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) NAGALAND, KOHIMA-797001

Email:-agaenagaland@cag.gov.in

75
Azadi Ka
Amrit Mahotsav

TENDER NOTICE

1. Sealed quotations are invited for supply of Stationary articles from the registered Stockiest / Suppliers for empanelment for the financial year 2025-26.
2. Sample of major articles (A4. Register, note sheet etc.) should be furnished along with tenders.
3. Tenders will be received up to 16-06-2025 on or before 1:00 PM. The tender should be sent in double sealed cover addressed to the Principal Accountant General (A&E) Nagaland, Kohima. The tender will be opened on 17-06-2025 at 4:00 PM and the tenders should be present on the day.
4. The rate should be quoted for delivery at Principal Accountant General (A&E) Office. Kohima. The office reserve the right to reject any tender or item without assigning any reason thereof. No conditional tender will be accepted.
5. All supplies must be made to this office within 3(three) days of receipt of a supply order. The list of articles/stationary items may be collected from the office during office hours. Deposit at call (D.A.C) for Rs. 500/- in favor of Principal Accountant General (A&E) Nagaland, Kohima duly acceptable by SBI, Lerie branch, Kohima is to be submitted along with the tender. Selected tenderer, will have to furnish a security deposit of Rs. 10,000/- in the form of D.A.C valid upto 31st March 2026 in favor of Principal Accountant General (A&E) Nagaland, Kohima which will be refunded on successful completion of the supply orders issued from this office and State Tax Clearance for the year 2025-26. In case the successful tenderer fails to supply the articles, the security deposit shall be liable to be forfeited. D.A.C of all unsuccessful bidders will be returned on or before the 30th day after the award of the contract.

Memo No. Admn/A&E/Sta-tender/2021-22/Vol-VI/

Copy to

1. The Post Master, Head Post Office, Kohima, Nagaland with a request to display this tender Notice in his Office notice Board.
2. The Deputy Commissioner, Kohima. with a request to display this Tender Notice in his Office Notice Board
3. The Editor, Morong Express with a request to publish the same at the earliest convenient date.
4. The Office Notice Board.
5. IS cell to upload in our official website.

Sr. Accounts Officer (Admn)

Date: 27/05/2025
म.ले. का कार्यालय (ले.व.ह.) नागालैंड, कोहिमा

Sr Accounts Officer (Admn.)
O/o the Pr A. G. (A&E) Nagaland, Kohima

Sr. Accounts Officer (Admn)

म.ले. का कार्यालय (ले.व.ह.) नागालैंड, कोहिमा

Sr Accounts Officer (Admn.)
O/o the Pr A. G. (A&E) Nagaland, Kohima

STATIONERY ITEMS 2024-25

Sl. No	ITEMS	No. of Quantities	
1	A-4 Size Paper	1 Ream	
2	Attendance Register	1 Nos	
3	Alpin	1 pkt	
4	LED Bulb	1 Nos	
5	Binder Clip (32mm)	1 Nos	
6	Binder Clip (41mm)	1 Nos	
7	Broom	1 Nos	
8	Blank CD	1 Nos	
9	Bucket	1 Nos	
10	Carbon (Blue)	1 Pkt	
11	Carbon (Red)	1 Pkt	
12	Calculator	1 Nos	
13	Candle (Small)	1 Pkts	
14	Colin	1 Nos	
15	Colour Pen (Sketch)	1 Pkts	
16	Cello Tape (Small)	1 Bundle	
17	Cello Tape Brown (Big)	1 Bundle	
18	Cello Tape (Big)	1 Bundle	
19	Chair Cushion	1 Nos	
20	Correction Fluid	1 Nos	
21	CD Mailer	1 Nos	
22	Dampad	1 Nos	
23	Doormat	1 Nos	
24	Dustbin	1 Nos	
25	Dustbin plastic bag	1 Roll	
26	Dustbin with lid	1 Nos	
27	Eraser	1 Nos	
28	Extension Cord (Anchor)	1 Nos	
29	Envelope Brown (Big)	1 Bundle	
30	Envelope Brown (Small)	1 Bundle	
31	Envelope Yellow (A4 Size)	1 Bundle	
32	Envelope Yellow (Legal Size)	1 Bundle	
33	Envelope Yellow poly coated (Big)	1 Bundle	
34	Envelope Yellow poly Coated (Small)	1 Bundle	
35	Fevicol (Small)	1 Nos	
36	Flag	1 pkts	

37	Glue Stick	1 Box	
38	Guard File	1 Nos	
39	Hand sanitizer 100ml	1 Nos	
40	Hand Wash	1 Nos	
41	Harpic	1 Bottle	
42	Highlighter	1Pkt	
43	Knife	1 Nos	
44	Lock with Key (60 mm)	1 Nos	
45	Liquid Hand Soap	1 Bottles	
46	Legal Size Paper	1 Ream	
47	Markin Cloth	1 meter	
48	Marker Parment Small	1 Pkt	
49	Marker Parment (Big)	1 Pkt	
50	Note Sheet	1 Ream	
51	Odonil	1 Nos	
52	Pencil	1 pkt	
53	Puncher	1 Nos	
54	Paper Cutter (white)	1 Nos	
55	Phenyl	1 Nos	
56	Poker	1 Nos	
57	Gel pen (Blue)	1 Nos	
58	Pen (Blue)	1 Nos	
59	Pen (Black)	1 Nos	
60	Pen (Red)	1 Nos	
61	Pencil Battery (AAA)	1 Nos	
62	Pencil Battery (AA)	1 Nos	
63	Remote Battery	1 Nos	
64	Pen Drive 64 GB	1 Nos	
65	Pen Drive 32 GB	1 Nos	
66	Pen Drive 16 GB	1 Nos	
67	Plastic folder Transparent	1 Nos	
68	Register Size No.40	1 Nos	
69	Register Size No.30	1 Nos	
70	Register Size No.24	1 Nos	
71	Register Size No.20	1 Nos	
72	Register Size No.15	1 Nos	
73	Register Size No.10	1 Nos	
74	Register Size No.6	1 Nos	
75	Register Size No.8	1 Nos	

76	Stock Register No.30	1 Nos	
77	Stock Register No.24	1 Nos	
78	Room Freshner	1 Nos	
79	Sticky note	1 Nos	
80	Sutli Rope	1 Roll	
81	Soap	1 Nos	
82	Stapler (No. 10)	1 Nos	
83	Stapler Big 24/6	1 Nos	
84	Stapler Big 26/6	1 Nos	
85	Stapler (No. 24/6-1M)	1 Nos	
86	Stapler Pin (No. 10)	1 pkts	
87	Stapler Pin (No. 24/6-1M)	1 pkts	
88	Stamp Ink	1 Bottle	
89	Stamp Pad	1 Nos	
90	Sealing Wax	1 Pkt	
91	Scissor (Medium)	1 Nos	
92	Scissor (Small)	1 Nos	
93	Slip Pad	1 Nos	
94	Table glass	1 Nos	
95	Toilet paper	1 Roll	
96	Tissue Box	1 Nos	
97	Towel (Big)	1 Nos	
98	Towel (Small)	1 Nos	
99	Tube Light LED	1 Nos	
100	T pin	1 Pkt	
101	Tag	1 Bundle	
102	Prodor Cartridge 88A	1 Nos	
103	Prodor Cartridge 12A	1 Nos	
104	Prodor Cartridge 28A	1 Nos	
105	Prodor Cartridge 110A	1 Nos	
106	Prodor Cartridge 30A	1 Nos	
107	Prodor Cartridge 78A	1 Nos	
108	Prodor Cartridge 92A/93A	1 Nos	
109	Computer Paper 10*12*1	1 Nos	
110	Computer Paper 10*12*2	1 Nos	
111	Computer Paper 10*12*3	1 Nos	
112	Cartridge Ribbon 6800/6600	1 Nos	
113	Toner 1250S Ricoh Photocopier Machine	1 Nos	
114	Toner 1230D Ricoh Photocopier Machine	1 Nos	

115	Toner 2014S Ricoh Photocopier Machine	1 Nos	
116	Toner 006R01573 Ricoh Photocopier Machine Model WC5024	1 Nos	
117	Zen Clip	1 Pkt	