

Office of the Principal Accountant General, Indian Audit & Accounts Department

Mowb-II, Itanagar-791111, Arunachal Pradesh

"NOTICE INVITING QUOTATION"

Sealed quotations are invited from the local interested registered firms/suppliers for supply of stationeries specified in the list enclosed for the Office of the Principal Accountant General, Arunachal Pradesh, Itanagar for the **Financial Year 2026-27 & 2027-28**.

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 STATIONERIES"** so as to reach Sr. DAG (Admn) Chamber on or before 25/03/2026 either by post or messenger. The sealed quotation will be opened on 26.03.2026 at 04:00 PM in the office chamber of Sr. Deputy Accountant General (Admn) Chamber.
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 2026-28. 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. All participating firms must clearly indicate their GST Number on the quotation. A copy of the firm's PAN Card and GST Registration Certificate shall also be submitted along with the quotation.
11. The contract will remain valid for the Financial Year 2026-27 and 2027-28 unless the period is terminated or extended.

Sr. Dy. Accountant General (Admn)

No. PAG/AP/Admn-II/Misc-Stationeries/2025-26/

Date: 17.03.2026

Copy to:

1. All concerned
2. Official website

Sr. Dy. Accountant General (Admn)

LIST OF STATIONERY ITEMS

Sl. No.	Item's Name	Brand/ Specification	Quantity	MRP	Rate quoted	Remarks
1	A4 Paper	(75 GSM) (JK Copier® or similar quality)				
2	A4 Colour paper	(75 GSM) (JK Copier® or similar quality)				
3	Attendance register	Good quality				
4	Audit Checking Pencil (Brown)	(Polo or similar quality)				
5	Ball-point Pen (Blue, Black, Red)	i. Cello(Maxwriter) ii. Reynolds iii. Luxor or similar quality				
6	Brown Cello Tape (2")	Good quality				
7	Chart Paper	Good quality				
8	Calculator 12 digit with minimum one year warranty	i. Citizen ii. Casio iii. Orpat or similar quality				
9	Calculator 16 digit with minimum one year warranty	i. Citizen ii. Casio iii. Orpat or similar quality				
10	Calculator 14 digit with minimum one year warranty	i. Citizen ii. Casio iii. Orpat or similar quality				
11	Correction Fluid Pen	i. Faber-Castell ii. Luxor iii. Korres or similar quality				
12	Cutter Big/ Paper Knife	Good Quality				
13	Dak pad	Good Quality				
14	Double side tape (2")	Good Quality				
15	Dusting Cloth	Good Quality				
16	Envelope 5*10 (Plastic coated)with printed office address	(110 GSM & above)				
17	Envelope 5*11(PC)with printed office address	(110 GSM & above)				
18	Envelope A4 (PC)size with printed office address	(120 GSM & above)				
19	Envelope FS (PC) sizewith printed office address	(120 GSM & above)				
20	Eraser (Non- Dust)	i. Apsara ii. Nataraj or similar quality				
21	FC White dista	(60 GSM & above)				

Sl. No.	Item's Name	Brand/ Specification	Quantity	MRP	Rate quoted	Remarks
	paper					
22	Synthetic White Glue Tube 50 ml	i. Fevicol ii. Pidilite or similar quality				
23	File board	(400 – 600 GSM)				
24	File Cover with printed office address (multi colour)	(300 GSM)				
26	Gel Pen (Blue, Black, Red & Green)	i. Cello ii. Classmate iii. Pentel Energel iv. ADD Achiever or similar quality				
27	Gems clip (multi colour)	Good quality				
28	Glue stick 8 gm	i. Fevicol ii. Pidilite iii. Faber Castell or similar quality				
29	Guard File	Good quality				
30	Gum Bottles 500 ml	i. Camlin or similar quality				
31	Hard board (Triplex board)	Good quality				
32	Highlighter (multi colour)	i. Faber Castell ii. Luxor or similar quality				
33	Lamination Pouch (70x100 mm) 150 micron	Good quality				
33	Lamination sheet (A4) 125 micron	Good quality				
34	Legal Size paper	(75 GSM) (JK Copier® or similar quality)				
35	Log Book	Good quality				
36	Marker pen (Blue, Black, Red)	i. Luxor ii. Faber Castell or similar quality				
37	Marker pen (small size)(Blue, Black, Red)	i. Luxor ii. Faber Castell or similar quality				
38	Marking Cloths	Good quality				
39	Marker Pen ink	i. Luxor ii. Faber Castell or similar quality				
40	Note pad with office logo	Good quality				
41	Note sheet	(75 GSM) (JK Copier® or similar quality)				
42	Paper Puncher (single)	Kangaroo or similar quality				
43	Paper Weight (Oval flat bottom/ square)	Good quality				
44	Pen stand single hole (multi color)	Infinity® or similar quality				

Sl. No.	Item's Name	Brand/ Specification	Quantity	MRP	Rate quoted	Remarks
45	Pencil Regular (2B)	i. Apsara ii. Faber Castell Or similar quality				
46	Peon Book	Good quality				
47	Photo paper (Glossy)	i. Kodak ii. Canon iii. HP or similar quality				
48	Photo paper (Matte)	i. Kodak ii. Canon iii. HP or similar quality				
49	Pilot pen (Blue, Black, Green & Red)	i. Luxor ii. Faber Castell or similar quality				
50	Pilot pen ink	i. Luxor ii. Faber Castell iii. V5 or similar quality				
51	Plastic mesh Dustbin (5 Ltr.)	Good quality				
52	Plastic Ruler transparent with cm and inch marking (12x1.5" or 30x3.5 cm)	Good quality				
53	Poker (good quality)	Good quality				
54	Register General No.40(65-70 GSM)	Good quality				
55	Register General No.10(65-70 GSM)	Good quality				
56	Ring File (Round Ring) 2", 3", 4" & 5"	Good quality				
57	Ring File (D Ring) 2", 3", 4" & 5"	Good quality				
58	Scissors stainless steel medium (good quality)	Good quality				
59	Scissors stainless steel Large (good quality)	Good quality				
60	Sharpener	i. Apsara ii. Nataraj or similar quality				
61	Spiral spring	Good quality				
62	Spiral pad A4 A5 3x6"	Good quality				
63	Stamp Pad	i. Faber Castell ii. Korres or similar quality				
64	Stamp Pad Ink	i. Faber Castell ii. Korres or similar quality				
65	Stapler machine 23/7	i. Kangaroo or similar quality				
66	Stapler Big 24/6	i. Kangaroo or similar quality				
67	Stapler G-10	i. Kangaroo or similar quality				

Sl. No.	Item's Name	Brand/ Specification	Quantity	MRP	Rate quoted	Remarks
68	Stapler pin 23/7	i. Kangaroo or similar quality				
69	Stapler pin 24/6	i. Kangaroo or similar quality				
70	Stapler pin G-10	i. Kangaroo or similar quality				
71	Stick Files A4	i. Kangaroo or similar quality				
72	Stick Files A5	i. Korres ii. Infinity or similar quality				
73	Sticky note pad	i. Korres ii. Infinity or similar quality				
74	Sticky pad/Flag Big (page marker)	(Best quality)				
75	Sutli (Jute thread)	Good quality				
76	Plastic binding thread	Good quality				
77	Tag (Nylon) 15 cm	Good quality				
78	Thumb pin (multi colour)	Good quality				
79	Towel (Hand Towel)	Raymond or Bombay deing or similar quality				
80	Towel (Big)	Raymond or Bombay deing or similar quality				
81	Pilot pen V5	Good quality				
82	Water Sponge	Good quality				
83	White board duster	Good quality				
84	Envelope with office address, A3 Size	120 GSM & above				
85	Spiral binding sheet	Good quality				
86	Binding rubber	Good quality				
87	White glue, 50gm	Fevicol, camlin or similar quality				
88	Gum bottle, 750 ml	Good quality				
89	Stock register no.40	Good quality				
90	Stock register no.30	Good quality				
91	White board marker	i. Luxor ii. Faber Castell or similar quality				
92	Executive roller pen	Parker pen				
93	White cello tape (2")	Good quality				

Signature with seal

Name of the firm

Dealers name

Contact number