

Mowb-II, Itanagar-791111, Arunachal Pradesh

PAG/AP/EDP/Comp-Stat/2023-24/48

Date: 23/01/2024

**NOTICE INVITING QUOTATION**

Sealed quotations are invited from registered firms for supply of Computer Stationery for the period from 01.04.2024 to 31.04.2025 the quotations are 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 THE SUPPLY OF COMPUTERS STATIONERY" So as to reach the EDP Section on or before **02.02.2024** either by post or messenger. The sealed quotation will be opened on **06.02.2024** at **02:30 PM in the office chamber of Deputy Accountant General (Admn)** of the Office in the presence of the bidders or their authorized representative (maximum one), who choose to attend. Quotation 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

*Kavshik Das*  
23/1/24

Deputy Accountant General (Admn)

Date: 23/01/2024

PAG/AP/EDP/Comp-Stat/2024-25/48

Copt to:

1. All concerned
2. Notice Board/Office Website

*Kavshik Das*  
23/1/24

Deputy Accountant General (Admn)

Terms & Conditions

1. The Tenders are required to submit sealed 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 EDP Section on or before **02/02/2024** either by post or messenger. The sealed quotation will be opened on **06.02.2024 at 2:30PM in the office chamber of Deputy Accountant General (Admn)**.
3. The tender shall indicate the Brand, Trademark, quantity and other particulars of the articles for proper indentification.
4. No alteration or modification of the rates will be allowed after submission of the quotations. The rate (s) one accepted will remain valid for the **Financial Year 2024-25**. 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 of 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 L1 for most of the items will be offered the contract to supply all the items by matching L1 for the remaining items however if the supplier is unable to match the price, offer will be made to firms quoting L1 for L2<sup>nd</sup> most item and so on by matching the L1 price for all the items.
10. The contract will remain valid for the **Financial Year 2024-25** unless the period is terminated or extended
11. The necessary statutory deductions will be deducted as per rules.
12. Successful bidders have to submit self attested copies of Trade License, PAN, AADHAR and GST certificate as and when required.

*Kaushik Das*  
23/1/24

Deputy Accountant General (Admn)

O/o the Pr. Accountant General

Arunachal Pradesh

**Annexure-B**

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**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 Licence No. : \_\_\_\_\_

GST Regd. No. : \_\_\_\_\_

PAN : \_\_\_\_\_

Name of Contract Person : \_\_\_\_\_

Phone No. of Contact Person : \_\_\_\_\_

**Signature & Firm Seal**

**List of IT Stationery items for the Financial Year 2024-25**

Sl.No	Items	Brand	MRP	Quoted Rate	Remarks
1	CAT-6 Cable				
2	CD Jewel Case Sony/Moserbaer				
3	CD Mailer				
4	CD-R Sony/ Moserbaer				
5	CMOS Battery				
6	D-Link 5 port switch				
7	D-Link 8 port switch				
8	D-Link 16 port switch				
9	DVD-R Sony/Moserbaer				
10	External HDD 1 TB Seagate/ Toshiba				
11	External HDD 2 TB Seagate/ Toshiba				
12	External USB LAN Card				
13	External USB Wi-fi Adapter				
14	HDMI Cable 2.5 metre				
15	HP Keyboard & Mouse combo (Wired)				
16	HP Keyboard & Mouse combo (Wireless)				
17	Internal 1 TB Hard Disk for Desktop				
18	Internal 500GB Hard Disk for Desktop				
19	Internal LAN Card				
20	Keyboard (Wired) i.HP ii.Lenovo iii.Dell iv.Logitech				
21	Laptop Adapter for: i.Acer TMP214-53/2.4GHZ ii.Lenovo ideapad S415 iii.MSI AX201NGW				
22	Monitor LED 19.5" FHD (Eye Care) i.Acer ii.BenQ iii.LG iv.HP				
23	Mouse (Wired) i.Logitech ii.HP iii.Dell				
24	Mouse Pad (Good Quality)				
25	Mouse Wireless i.Logitech ii.HP. iii.DELL				
26	Pendrive 32GB (Sandisk/HP)				
27	Pendrive 64GB (Sandisk/HP)				
28	Power Cable (Printer/Desktop)				

29	Quick Heal Total Security 1 User 1 Year				
30	Quick Heal Total Security 3 User 1 Year				
31	Quick Heal Total Security 10 User 1 Year				
32	Quick Heal Total Security 1 User 3 Year				
33	Quick Heal Total Security 3 User 3 Year				
34	Quick Heal Total Security 10 User 3 Year				
35	RJ-45 Connector				
36	UPS 1KVA with Warranty				
37	UPS 600 VA with Warranty				
38	UPS Battery 7AH 12V (All Brands)				
39	USB Dongle 4G LTE wireless,all SIM network support				
40	USB Hub (4 ports)				
41	VGA Cable 2.5 metre				
42	Wi-fi Router (D-Link/Tenda/TP-Link)				
43	Wi-fi Modem i.4 port ii.8 port iii.16 port				
44	<b>Toner/ Cartridges</b>				
45	HP Toner 12A (Original)				
46	HP Toner 12A (Compatible)				
47	HP Toner 88A (Original)				
48	HP Toner 88A (Compatible)				
49	HP Toner 28/228A (Original)				
50	HP Toner 28/228A (Compatible)				
51	HP Toner 55/255A (Original)				
52	HP Toner 55/255A (Compatible)				
53	Canon Toner 057 (Original)				
54	Canon Toner 057 (Compatible)				
55	Canon Toner 337A (Original)				
56	Canon Toner 337A (Compatible)				
57	HP Toner 131 Full Set (Original) i.Cyan ii.Yellow iii.Magenta iv.Black				
58	HP Toner 131 Full Set (Compatible) i.Cyan ii.Yellow iii.Magenta iv.Black				
59	Brother TN-3448 Toner (Original)				
60	Brother TN-3448 Drum(Original)				
61	Brother TN-3448 Toner (Compatible)				
62	Brother TN-3448 Drum (Compatible)				

63	HP Toner 277A (Original)				
64	HP Toner 277A (Compatible)				
65	Epson Ink 664 Full Set (Original) i.Cyan ii.Yellow iii.Magenta iv.Black				
66	Epson Ink 003 Full Set (Original) i.Cyan ii.Yellow iii.Magenta iv.Black				
67	Toner MX237GT for Sharp AR 6031N				
68	Toner MX-M283N/363N for Sharp AR-M452U				
69	Toner MX560GT/MX561GT for Sharp MX-M5050				
70	Fargo YMCKO Full-Colour Print Ribbon for DTC 1500 Printer				
71	PVC Smart Card for DTC 1500 Printer				
72	USB RJ-45 Connector				
73	Computer Extension Cord 5 metre				
74	Switch Mode Power Supply (SMPS)				