



प्रधान महालेखाकार (लेखापरीक्षा) का कार्यालय,
Office of the Principal Accountant General (Audit),
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**CALL FOR QUOTATION FOR EMPANELMENT OF VENDOR FOR SUPPLY OF
STATIONERY AND IT (INFORMATION TECHNOLOGY) CONSUMABLES FOR
THE FINANCIAL YEAR 2025-26**

This office invites quotation from reputed firms in Kohima, Nagaland for supply of stationery and IT (Information Technology) stationery & consumables for the Financial Year 2025-26.

Competitive rates for various items may be furnished in the prescribed proforma in Annexure – “B” for stationery and Annexure – “C” for IT (Information Technology) stationery & consumables. Rates must be quoted for the brand indicated for each items for maintaining uniformity amongst the bidders.

The sealed quotations addressed to “Sr. Audit Officer (Admin), Office of the Pr. Accountant General (Audit), Nagaland, Kohima – 797001” should reach this office latest by 4th April 2025 by 12:00 P.M. The tender document will be opened on 8th April 2025 in the chamber of Sr. DAG (Admin), Kohima and the tenderer may be present on that day.

Documents to be enclosed:

1. Terms and conditions (enclosed Annexure – A) should be submitted with signature and seal indicating the firms' acceptance of the terms and condition.

Sr. Audit Officer (Administration)

Annexure "A"

**TERMS AND CONDITIONS FOR EMPANELMENT OF VENDOR FOR
STATIONERY & IT CONSUMABLES FOR THE F/Y 2025-26**

1. The empanelment will be for financial year 2025-26.
2. No conditional tender will be accepted.
3. Bidders can bid for both "B" & "C" above or separately.
4. Rates inclusive of GST must be quoted for the brand indicated for each item.
5. Only genuine products should be supplied. If, any breakdowns occur to the office appliances such as printers due to use of fake products supplied by the firm, the firm will bear the cost of full repair or replacement of the defective item.
6. The selected firms will be informed of the products for which they are empaneled based on the least quoted price.
7. The price quoted will be effective for the empaneled year.
8. 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.
9. Defective supplies or items that do not conform to our supply order will be returned and replaced with new ones without any additional charge.
10. The firms should supply the items within 5 (five) 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.
11. 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 by the Government of India.
12. The terms and conditions duly signed and sealed by the firm shall be enclosed along with quotations.


SR. AUDIT OFFICER (ADMIN)

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	A4 Paper JK Copier	75 GSM	Per Ream	
2	JK LEDGER FS	80 GSM (Light Green)	Per Ream	
3	Attendance Register (Trison register with arrival and departure time)	No. 2 / Employee	Per Piece	
4	Button folder (Infinity)	Plastic	Per Piece	
5	Calculator (Flair)	14 digits	Per Piece	
6	Correction pen/fluid (Artline)	Kores	Per Piece	
7	Cello tape (Shree industries)	48 mm/Brown	Per Piece	
8	Cello tape (Shree industries)	48 mm/Transparent	Per Piece	
9	Checking Pencil (Polo)	(Red and blue in 1)	Per Packet	
10	Royal Executive Bond Printed with Office Logo, Name and National Emblem (embossed)	100 GSM (Offwhite)	Per Packet/ream	
11	Royal Executive Bond Printed with Office Logo, Name and National Emblem (normal)	100 GSM (Offwhite)	Per Packet/ream	
12	Carbon paper (Camlin)	Blue	Per Packet	
13	Clipboard (Ajanta)		Per Piece	
14	Double hole puncher (Kangaro)		Per Piece	

15	D Ring Binder (Worldone)	Plastic	Per Piece	
16	Envelope (Glory)	9 x 4 (Brown)	Per Bundle	
17	Envelope (Glory)	10 x 4½ (Brown)	Per Bundle	
18	Envelope (Mittal Paper)	9 x 4 (Yellow)	Per Bundle	
19	Envelope (Mittal Paper)	10 x 4½ (Yellow)	Per Bundle	
20	Envelope (Mittal Paper)	11 x 5 (Yellow)	Per Bundle	
21	Envelope (Mittal Paper)	10 x 8 (Yellow)	Per Bundle	
22	Envelope (Mittal Paper)	10 x 12 (Yellow)	Per Bundle	
23	Envelope (Mittal Paper)	10 x 14 (Yellow)	Per Bundle	
24	Envelope (Mittal Paper)	16 x 12 (Yellow)	Per Bundle	
25	File Cover, with custom print on front (Office name, etc) (Glory)	Good quality	Per Piece	
26	File board/hard board (Sangam)	Good quality	Per Piece	
27	Fluorescent Paper/ colour paper		Per Ream	
28	File tag (Mangoose)	Deluxe 777 - 12"	Per Bundle	
29	Binder Clips/ Paper clip (Amkay)		Per Packet	
30	Eraser (Apsara)		Per Piece	
31	File Hanger (Glory)	with custom print on front (Office name, etc)	Per Piece	
32	Glue Stick (Flair)	Kores	Per Piece	
33	Glue (Fevicol)	25 gm	Per Piece	
34	Gum (Kores)	700 ml	Per Piece	

35	Highlight Pen (Hauser)		Per Packet	
36	L-Folder (Worldone)	Transparent A4 Size	Per Piece	
37	L-Folder (Worldone)	Transparent Legal Size	Per Piece	
38	Lever Arch File (Worldone)	Plastic	Per Piece	
39	Marking flag/Sticky flag (Mangoose)	25mm x 75mm X 3 pads	Per Unit	
40	Sticky Notes (Big)			
41	Marking cloth (Laxmi cloth)		Per Metre	
42	Note pad (Paperkraft)	14.8 x 21 cm Paperkraft	Per Piece	
43	Puncher (Kangaro)	Single (kangaro)	Per Piece	
44	Pencil (Apsara)	Normal	Per Packet	
45	Pen (Ball point pen) Unomax and Trimax)	Pentonic	Per Piece	
46	Poker (National)		Per Piece	
47	Permanent marker (Luxor)	Fine tip (small)	Per Piece	
48	Permanent marker (Luxor)	Broad tip (big)	Per Piece	
49	Plastic file cover/Stick file (Worldone)	Transparent	Per Piece	
50	Photo paper/glossy paper		Per Packet	
51	Register (Classmate)	No. 6	Per Piece	
52	Register (Classmate)	No. 8	Per Piece	
53	Register (Classmate)	No. 10	Per Piece	
54	Register (Classmate)	No. 12	Per Piece	

55	Register (Classmate)	No. 14	Per Piece	
56	Register (Classmate)	No. 16	Per Piece	
57	Register (Classmate)	No. 18	Per Piece	
58	Register (Classmate)	No. 20	Per Piece	
59	Scissor (Munix)	Munix GL-2185	Per Piece	
60	Sketch Pen (Luxor)	Luxor	Per Set	
61	Stapler (Kangaro)	24/6	Per Piece	
62	Stapler (Kangaro)	HP-45	Per Piece	
63	Stapler (Kangaro)	No. 10	Per Piece	
64	Staples (Kangaro)	24/6	Per Packet	
65	Staples (Kangaro)	No. 10	Per Packet	
66	Sealing wax (Grapix)		Per Packet	
67	Stock Register (Commander)	No. 2	Per piece	
68	Stock Register (Commander)	No. 4	Per piece	
69	Stock Register (Commander)	No. 6	Per piece	
70	Stock Register (Commander)	No. 8	Per piece	
71	Stock Register (Commander)	No. 10	Per Piece	
72	Signature Pad / Dak Pad (Commander)		Per Piece	
73	Pencil Sharpener (Apsara)		Per Piece	
74	Ruler (Classmate)	30 cm	Per Piece	

Annexure – C
List of IT Stationery & Consumables
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 30A Toner	New	Per piece	
5	HP 802-Black Cartridge	New	Per piece	
6	HP 802-Color Cartridge	New	Per piece	
7	Espon L655 774(black) Cartridge	New	Per piece	
8	Espon L655 664(Blue) Cartridge	New	Per piece	
9	Espon L655 664(Red) Cartridge	New	Per piece	
10	RAM (8 GB)			
11	Espon L655 664(yellow) Cartridge	New	Per piece	
12	Canon 337 Cartridge	New	Per piece	
13	CD-R with cover	Sony/Moserbear	Per piece	
14	DVD-R with cover	Sony/Moserbear	Per piece	
15	Pendrive 64 GB (OTG/C Type)	HP/Transcend/Sandisk	Per piece	
16	Pendrive 32 GB (OTG/C Type)	HP/Transcend/Sandisk	Per piece	
17	Pendrive 16 GB (OTG/C Type)	HP/Transcend/Sandisk	Per piece	
18	Pendrive 8 GB (OTG/C Type)	HP/Transcend/Sandisk	Per piece	
19	Pendrive 4 GB (OTG/C Type)	HP/Transcend/Sandisk	Per piece	
20	Pendrive 64 GB	HP/Transcend/Sandisk	Per piece	
21	Pendrive 32 GB	HP/Transcend/Sandisk	Per piece	
22	Pendrive 16 GB	HP/Transcend/Sandisk	Per piece	
23	Pendrive 8 GB	HP/Transcend/Sandisk	Per piece	

24	Pendrive 4 GB	HP/Transcend/Sandisk	Per piece	
25	Wired Keyboard & Mouse Combo	HP/Logitech/iBall	Per piece	
26	Wireless Keyboard & Mouse Combo	HP/Logitech/iBall	Per piece	
27	Wireless Keyboard	HP/Logitech/iBall	Per piece	
28	Wireless Mouse	HP/Logitech/iBall	Per piece	
29	Wired Keyboard	HP/Logitech/iBall	Per piece	
30	Wired Mouse	HP/Logitech/iBall	Per piece	
31	Canon 051 Cartridge		Per piece	
32	Canon 055 Yellow		Per piece	
33	Canon 055 Magenta		Per piece	
34	Canon 055 Cyan		Per piece	
35	Canon 055 Black		Per piece	
36	External Hard Disk drive (SSD) 1TB	WD/Sony	Per piece	
37	External Hard Disk drive (SSD) 2 TB	WD/Sony	Per piece	
38	External Hard Disk drive (HDD) 1 TB	WD/Sony	Per piece	
39	External Hard Disk drive (HDD) 2 TB	WD/Sony	Per piece	
40	Type C data cable	Portronics	Per piece	
41	Type B data cable	Portronics	Per piece	

Sd/-
Sr. Audit Officer (Admn)