



प्रधान महालेखाकार (लेखापरीक्षा) का कार्यालय,
Office of the Principal Accountant General (Audit),
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No: Admn/Audit/Circular No.185

Dated:19.03.2024

**CALL OF QUOTATION FOR EMPANELMENT OF VENDOR FOR SUPPLY OF
STATIONERY AND IT (INFORMATION TECHNOLOGY) STATIONERY &
CONSUMABLES FOR THE F/Y 2024-25**

This office invites quotation from reputed firms in Kohima, Nagaland for supply of stationery and IT (Information Technology) stationery & consumables for the f/y 2024-25.

Competitive rates for various items may be furnished in the prescribed pro forma 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 2024 by 4:30 PM. The tender document will be opened on 8th April 2024 in the chamber of Sr. DAG (Admin), Nagaland-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)

No: A/A/e-file/5-5/LPS/2022-23/ 1688-1689

Dated:19.03.2024

Copy to:

1. Notice board.
2. Office website.

Sr. Audit Officer (Administration)

Annexure “A”

TERMS AND CONDITIONS FOR EMPANELMENT OF

“ A ” STATIONERY AND

“ B ” IT (*INFORMATION & TECHNOLOGY*) STATIONERY & CONSUMABLES

FOR THE F/Y 2024-25_

1. The empanelment will be for financial year 2024-25
2. No conditional tender will be accepted.
3. **Bidders can bid for both “A” & “B” above or separately**
4. **Rates inclusive of GST must be quoted for the brand indicated for each items.**
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 3(three) 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 of 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 (ADMN)

AGREED BY:

DATE:

PLACE:

(SIGNATURE AND SEAL OF THE VENDOR)

Annexure – B

List of Stationery Items

Quotation rate must be inclusive of GST

Sl. No.	Particulars	Type/Size/Colour	Rate (to be precise)	Quotation Rate
1	A3 Paper JK Copier	75 GSM	Per Ream	
2	A4 Paper JK Copier	75 GSM	Per Ream	
3	JK LEDGER FS	80 GSM (Light Green)	Per Ream	
4	JK FS	75 GSM (White)	Per Ream	
5	Attendance Register (Parrot)	No. 2 / Employee	Per Piece	
6	Button folder (Infinity)	Plastic	Per Piece	
7	Calculator (Flair)	14 digits	Per Piece	
8	Correction pen/fluid (Artline)	Artline	Per Piece	
9	Cello Tape (Shree industries)	48 mm/Brown	Per Piece	
10	Cello Tape (Shree industries)	48 mm/Transparent	Per Piece	
11	Checking Pencil (Nataraj)	(Red and blue in 1)	Per Packet	
12	Royal Executive Bond Printed with Office Logo, Name and National Emblem (embossed)	100 GSM (Offwhite)	Per 100 sheets	
13	Royal Executive Bond Printed with Office Logo, Name and National Emblem (normal)	100 GSM (Offwhite)	Per 100 sheets	
14	Carbon paper (Camlin)	Blue	Per Packet	
15	Clipboard (Ajanta)		Per Piece	
16	Double hole puncher (Kangaro)		Per Piece	
17	D Ring Binder (Worldone)	Plastic	Per Piece	
18	Envelope (Glory)	9 x 4 (Brown)	Per Bundle	
19	Envelope (Glory)	10 x 4½ (Brown)	Per Bundle	
20	Envelope (Mittal Paper)	9 x 4 (Yellow)	Per Bundle	
21	Envelope (Mittal Paper)	10 x 4½ (Yellow)	Per Bundle	
22	Envelope (Mittal Paper)	11 x 5 (Yellow)	Per Bundle	
23	Envelope (Mittal Paper)	10 x 8 (Yellow)	Per Bundle	
24	Envelope (Mittal Paper)	10 x 12 (Yellow)	Per Bundle	
25	Envelope (Mittal Paper)	10 x 14 (Yellow)	Per Bundle	
26	Envelope (Mittal Paper)	16 x 12 (Yellow)	Per Bundle	
27	File Cover, with custom print on front (Office name, etc) (Glory)	Good quality	Per Piece	
28	File board/hard board (Sangam)	Good quality	Per Piece	
29	Fluorescent Paper/ colour paper		Per Ream	
30	File tag (Mangoose)	Deluxe 777 - 12"	Per Bundle	
31	Binder Clips/ Paper clip		Per Packet	

	(Amkay)			
32	Eraser (Apsara)		Per Piece	
33	File Hanger (Glory)	with custom print on front (Office name, etc)	Per Piece	
34	Glue Stick (Flair)	Kores	Per Piece	
35	Glue (Fevicol)	25 gm	Per Piece	
36	Gum (Kores)	700 ml	Per Piece	
37	Highlight Pen (Hauser)		Per Packet	
38	L-Folder (Worldone)	Transparent A4 Size	Per Piece	
39	L-Folder (Worldone)	Transparent Legal Size	Per Piece	
40	Lever Arch File (Worldone)	Plastic	Per Piece	
41	Marking flag/Sticky flag (Mongoose)	25mm x 75mm X 3 pads	Per Unit	
42	Marking cloth (Luxmi cloth)		Per Metre	
43	Note pad (Paperkraft)	14.8 x 21 cm	Per Piece	
44	Puncher (Kangaro)	Single	Per Piece	
45	Pencil (Apsara)	Normal	Per Packet	
46	Pen (Ball point pen) Unomax	Good quality	Per Piece	
47	Pen - Rorito Maxtron			
48	Poker (National)		Per Piece	
49	Permanent marker (Luxor)	Fine tip (small)	Per Piece	
50	Permanent marker (Luxor)	Broad tip (big)	Per Piece	
51	Plastic file cover/Stick file (Worldone)	Transparent	Per Piece	
52	Photo paper/glossy paper		Per Packet	
53	Register (Commander)	No. 6	Per Piece	
54	Register (Commander)	No. 8	Per Piece	
55	Register (Commander)	No. 10	Per Piece	
56	Register (Commander)	No. 12	Per Piece	
57	Register (Commander)	No. 14	Per Piece	
58	Register (Commander)	No. 16	Per Piece	
59	Register (Commander)	No. 18	Per Piece	
60	Register (Commander)	No. 20	Per Piece	
61	Register (Commander)	No. 22	Per Piece	
62	Register (Commander)	No. 24	Per Piece	
63	Register (Commander)	No. 26	Per Piece	
64	Register (Commander)	No. 28	Per Piece	
65	Register (Commander)	No. 30	Per Piece	
66	Scissor (Munix)	Munix GL-2185	Per Piece	
67	Sketch Pen (Luxor)	Luxor	Per Set	
68	Stapler (Kangaro)	24/6	Per Piece	
69	Stapler (Kangaro)	HP-45	Per Piece	
70	Stapler (Kangaro)	No. 10	Per Piece	

71	Staples (Kangaro)	24/6	Per Packet	
72	Staples (Kangaro)	No. 10	Per Packet	
73	Sealing wax (Grapix)		Per Packet	
74	Stock Register (Commander)	No. 2	Per piece	
75	Stock Register (Commander)	No. 4	Per piece	
76	Stock Register (Commander)	No. 6	Per piece	
77	Stock Register (Commander)	No. 8	Per piece	
78	Stock Register (Commander)	No. 10	Per Piece	
79	Stamp Pad (Artline)		Per Piece	
80	Stamp Pad Ink (Artline)		Per Piece	
81	Signature Pad / Dak Pad	(Commander)	Per Piece	
82	Pencil Sharpener (Apsara)		Per Piece	
83	Ruler (Classmate)	30 cm	Per Piece	

Sr. Audit Officer (Admin)

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 78A Toner	New	Per piece	
5	HP 30A Toner	New	Per piece	
6	HP 11A Toner	New	Per piece	
7	HP 126A Toner	New	Per piece	
			Per piece	
			Per piece	
			Per piece	
8	HP 802-Black Cartridge	New	Per piece	
9	HP 802-Color Cartridge	New	Per piece	
10	Espon L655 774(black) Cartridge	New	Per piece	
11	Espon L655 664(Blue) Cartridge	New	Per piece	
12	Espon L655 664(Red) Cartridge	New	Per piece	
13	Espon L655 664(yellow) Cartridge	New	Per piece	
14	Canon 337 Cartridge	New	Per piece	
15	CD-R with cover	Sony/Moserbear	Per piece	
16	DVD-R with cover	Sony/Moserbear	Per piece	
17	CD Mailer/Envelop	New	Per piece	
18	Pendrive 64 GB (OTG/C Type)	HP/Transcend/Sandisk	Per piece	
19	Pendrive 32 GB (OTG/C Type)	HP/Transcend/Sandisk	Per piece	
20	Pendrive 16 GB (OTG/C Type)	HP/Transcend/Sandisk	Per piece	
21	Pendrive 8 GB (OTG/C Type)	HP/Transcend/Sandisk	Per piece	
22	Pendrive 4 GB (OTG/C Type)	HP/Transcend/Sandisk	Per piece	
23	Pendrive 64 GB	HP/Transcend/Sandisk	Per piece	
24	Pendrive 32 GB	HP/Transcend/Sandisk	Per piece	
25	Pendrive 16 GB	HP/Transcend/Sandisk	Per piece	
26	Pendrive 8 GB	HP/Transcend/Sandisk	Per piece	
27	Pendrive 4 GB	HP/Transcend/Sandisk	Per piece	
28	Wired Keyboard & Mouse Combo	HP/Logitech/iBall	Per piece	
29	Wireless Keyboard & Mouse Combo	HP/Logitech/iBall	Per piece	

30	Wireless Keyboard	HP/Logitech/iBall	Per piece	
31	Wireless Mouse	HP/Logitech/iBall	Per piece	
32	Wired Keyboard	HP/Logitech/iBall	Per piece	
33	Wired Mouse	HP/Logitech/iBall	Per piece	
34	Canon 051 Cartridge		Per piece	
35	Canon 055 Yellow		Per piece	
36	Canon 055 Magenta		Per piece	
37	Canon 055 Cyan		Per piece	
38	Canon 055 Black		Per piece	
39	External Hard Disk drive (SSD) 1TB	WD/Sony	Per piece	
40	External Hard Disk drive (SSD) 2 TB	WD/Sony	Per piece	
41	External Hard Disk drive (HDD) 1 TB	WD/Sony	Per piece	
42	External Hard Disk drive (HDD) 2 TB	WD/Sony	Per piece	
43	Type C data cable	Portronics	Per piece	
44	Type B data cable	Portronics	Per piece	

Sr. Audit Officer (Admin)