



भारत सरकार  
भारतीय लेखा तथा लेखा परीक्षा विभाग  
प्रधान महालेखाकार का कार्यालय (के. वं ह), नागालैंड, कोहिमा-७९७००१  
Government Of India  
Indian Audit and Accounts Department  
Office of the Principal Accountant General(A&E), Nagaland: Kohima-797001  
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### TENDER NOTICE

1. Sealed quotations are invited for supply of Stationary articles from the registered Stockiest/suppliers for empanelment for the financial year 2022-23
2. Sample of major articles (A4, Register, note sheet etc.) should be furnished along with tenders.
3. Tenders will be received up to 30/03/2022 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 31/03/2022 at 1:00 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 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 March'2023 in favour 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 2021-22. In case the successful tenderer fails to supply the articles, the security deposit shall be liable to be forfeited.

Sd/-

Sr. Accounts Officer (Admn)

Memo No. Admn/A&E/Sta-tender/2021-22/Vol-VI/1438-1442

Date: 09/03/2022

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. He is requested to display this Tender Notice in his Office Notice Board
3. The Editor, Morung 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.

  
10/3/22

Sr. Accounts Officer (Admn)

Sl.No	Particulars	Quantity	Rate
1.	Attendance Register	1 Nos	
2.	Alpin	1 Pkt	
3.	Battery (Pencil)	1 Nos	
4.	Bucket (16 litres)	1Nos	
5.	Broom (Flower)	1 Nos	
6.	Broom (Bamboo)	1 Nos	
7.	Bulb	1 Nos	
8.	Correction fluid	1 Nos	
9.	Candle (Small size)	1 Pkt	
10.	Carbon (Blue)	1 Pkt	
11.	Chair cushion	1 Nos	
12.	Cello tape (Big & Small)	1 dozen	
13.	Doormat	1 Nos	
14.	Dak Pad	1 Nos	
15.	Eraser	1 Pkt	
16.	Envelope (File Size)	1 bundle	
17.	Envelope(30*13)	1 bundle	
18.	Envelope (23*11)	1 Bundle	
19.	Extension Cord (Anchor)	1 Nos	
20.	File Board	1 Nos	
21.	Harpic	1 Nos	
22.	Highlighter	1 Nos	
23.	Lock with key (60 mm)	1 Nos	
24.	Markin cloth	1 Meter	
25.	Mug (Plastic)	1 Nos	
26.	Note Sheet	1 Ream	
27.	Odonil	1 Nos	
28.	Pen	1 Pkt	
29.	Pencil	1 Pkt	
30.	Puncher	1 Nos	
31.	Poker	1 Nos	
32.	Photostat paper (A4 Size)	1 Ream	
33.	Photostat paper Legal size	1 Ream	
34.	Register No (6 to 40)	1 Nos	
35.	Ruler Scale	1 Nos	
36.	Room freshner	1 Nos	
37.	Stapler pin No 24/6	1 Pkt	
38.	Stapler pin No 10	1 Pkt	
39.	Stapler machine Big size	1 Nos	
40.	Stapler Machine Small size	1 Nos	
41.	Sealing Wax	1 Pkt	
42.	Scissor (Big)	1 Nos	
43.	Stamp pad	1 Nos	
44.	Stamp pad ink	1 bottle	
45.	Slip pad	1 nos big size	

46.	Sketch pen	1 pkt	
47.	Sutli rope	1 roll	
48.	Tag	1 Bundle	
49.	Table glass	1 Nos (80x60)	
50.	Towel (Big size)	1 Nos	
51.	Towel (Small)	1 Nos	
52.	Toilet paper	1 Nos	
53.	Tube light LED	1 Nos	
54.	Tissue paper	1 Pkt	
55.	Dustbin	1 Nos	
56.	Glue stick	1 Pkt	
57.	Collin liquid	1 Nos	
58.	Stick pad/flag	1 Pkt	
59.	Plastic folder	1 Nos	
60.	Temporary marker	1 Nos	
61.	Blank CD	1 pkt	
62.	CD Mailer	1Nos	
63.	Prodot Cartridge 88A	1 Nos	
64.	Prodot Cartridge 12 A	1 Nos	
65.	Prodot cartridge 28A	1 Nos	
66.	Prodot Cartridge 110A	1 Nos	
67.	Prodot Cartridge 30 A	1 Nos	
68.	Prodot Cartridge 78A	1 Nos	
69.	Pendrive 8GB	1 Nos	
70.	Pendrive 16 GB	1 Nos	
71.	Computer Paper 10*12*1	1 Pkt	
72.	Computer Paper 10*12*2	1 Pkt	
73.	Computer Paper 10*12*3	1 Pkt	
74.	Tonner 1250S ricoh photocopier machine	1 Nos	
75.	Tonner 1230D ricoh photocopier machine	1 Nos	
76.	Tonner 2014S ricoh photocopier machine	1 Nos	
77.	Tonner 006RO1573 photocopier machine model WC5024	1 Nos	