

NOTICE INVITING QUOTATION

Sealed quotations are invited from the local interested registered firms/suppliers for supply of miscellaneous stationery articles specified in the list enclosed for the Office of the Principal Accountant General, Arunachal Pradesh, Itanagar for the **Financial Year 2021-22**.

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 STATIONERY ITEMS**” so as to reach Administration Section on or before 11/03/2021 either by post or messenger. The sealed quotation will be opened on 12.03.2021 at 04:00 PM in the office chamber of Sr. Deputy Accountant General/Deputy Accountant General (Admn).
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 2021-22. 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 demand from this office.
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 L1 for most items will be offered to supply all the items by matching the L1 for the remaining items however if the supplier is unable to match the price, offer will be made to firms quoting L1 for 2nd most items and so on by matching the L1 price for all the items.
10. The contract will remain valid for the Financial Year 2021-22 unless the period is terminated or extended.


Sr. Dy. Accountant General (Admn)

No. PAG/AP/Admn/Misc-Stationery/2021-22/ 224
Copy to:

Date: .02.2021

1. All concerned
2. Official website

03 MAR 2021


Sr. Dy. Accountant General (Admn)

कोटेशन आमंत्रित करने हेतु अधिसूचना

वित्तीय वर्ष 2021-22 हेतु प्रधान महालेखाकार कार्यालय, अरुणाचल प्रदेश, ईटानगर के लिए संलग्न सूची में स्टेशनरी सामग्री की आपूर्ति हेतु स्थानीय सत्यनिष्ठ/पंजीकृत फर्मों/आपूर्तिकर्ताओं को सील कोटेशन आमंत्रित किए जाते हैं।

नियम एवं शर्तें:

1. निविदाकारों के लिए आवश्यक है कि संलग्नक में उल्लिखित सामग्रियों हेतु अन्य सभी शुल्क सहित दरों के हवाले से कोटेशन प्रस्तुत करने होंगे।
2. लिफाफे के उपर "QUOTATION FOR SUPPLY OF STATIONERY ITEMS" लिखी हुई तथा प्रधान महालेखाकार कार्यालय, अरुणाचल प्रदेश, मौब-II, ईटानगर-791111 को संबोधित करते हुए, कोटेशन मोहरबंद (sealed) लिफाफे में, डाक या संदेशवाहक द्वारा जमा करनी होगी, जिसे प्रशासन अनुभाग तक दिनांक 11.03.2021 तक या पहले पहुँच जाना चाहिए। मोहरबंद कोटेशन को दिनांक 12.03.2021 04 बजे मध्याह्न के पश्चात् वरिष्ठ उपमहालेखाकार (प्रशा.) के कक्ष में खोला जाएगा।
3. निविदाकारों को सामग्रियों के उचित पहचान हेतु उनके ब्रांड, ट्रेडमार्क, मात्रा और अन्य विवरण प्रस्तुत करने होंगे।
4. कोटेशन जमा करने के पश्चात् दरों में कोई फेरबदल या संशोधन की अनुमति नहीं दी जाएगी। एक बार स्वीकृत किए जाने पर दर(रों) वित्तीय वर्ष 2021-22 के लिए मान्य रहेगा। बाजार मूल्यों में वृद्धि या अन्यथा के लिए कोई भी प्रतिनिधित्व पर विचार नहीं किया जाएगा। यदि अनुमोदित आपूर्तिकर्ता, निर्धारित समय के भीतर, स्वीकृत दरों पर, किसी भी वस्तु की आपूर्ति 07 दिनों के भीतर करने में असफल रहता है, तो वस्तु बाजार से खरीदे जाएंगे और लागत में अंतर, यदि कोई हो, को अनुमोदित आपूर्तिकर्ता के बाद के बिल से पुनर्प्राप्त किया जाएगा।
5. प्रत्येक वस्तु (करों को मिलाकर) के लिए दरों को आंकड़ों और शब्दों दोनों में पृथक रूप से उद्धृत किया जाना चाहिए।
6. अनुबंध के अंतर्गत आपूर्ति किए गए वस्तुओं को अनुमोदित गुणवत्ता और विनिर्देश की पुष्टि की जानी चाहिए। अवमानक वस्तुएं अस्वीकार कर दिए जाएंगे।
7. इस कार्यालय द्वारा आपूर्ति आदेश की रसीद प्राप्त होने के 07 दिनों के भीतर वर्णित सामग्री का वितरण इस कार्यालय को हो जाना चाहिए।
8. प्रधान महालेखाकार का कार्यालय बिना किसी कारण बताए किसी भी अन्य सबसे कम कोटेशन लगाने वाले निविदाकर्ता को उक्त कार्य आवंटित करने का अधिकार संरक्षित रखता है।
9. कोटेशन रेट के आधार पर जिस फर्म का चुनाव L 1 हेतु किया जाता है, उसके द्वारा ज्यादातर वस्तुओं की आपूर्ति अन्य फर्मों के द्वारा उद्धृत (Quoted) रेट से कम रेट पर की चाहिए।
10. अनुबंध वित्तीय वर्ष 2021-22 के लिए मान्य रहेगा जब तक कि अवधि समाप्त न हो जाए या उसे बढ़ाया नहीं जाता है।

वरिष्ठ उपमहालेखाकार) प्रशासन(

No. PAG/AP/Admn/Misc-Stationery/2021-22/224

दिनांक: /02/2021

प्रतिलिपि:

03 MAR 2021

1. सभी संबंधित
2. कार्यालयीन वेबसाइट

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 ii. Reynolds iii. Luxor or similar quality				
6	Brown Cello Tape (2")	Good quality				
7	Brown Paper	Good quality				
8	Calculator 10 digit with minimum one year warranty	i. Citizen ii. Casio iii. Orpat or similar quality				
9	Calculator 12 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				

Sl. No.	Item's Name	Brand/ Specification	Quantity	MRP	Rate quoted	Remarks
21	1C White dista paper	(60 GSM & above)				
22	Synthetic White Glue Tube 50 ml	i. Fevicol ii. Pidilite or similar quality				
23	File board	(100 - 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				
	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 (21x14.02 cm) (65-70 GSM)	Good quality				
41	Note sheet	(75 GSM) (JK Copier [®] or similar quality)				
42	Paper Puncher (single)	Kangaroo or				

Sl. No.	Item's Name	Brand/ Specification	Quantity	MRP	Rate quoted	Remarks
13	Paper Weight (Oval flat bottom square)	Good quality				
14	Pen stand Pen holder angle hole (multi color)	Infinite 0 or similar quality				
15	Pencil Round (HB)	i. Apsara ii. Faber Castell Or similar quality				
16	Pen Book	Good quality				
17	Photo paper (Glossy)	i. Kodak ii. Canon iii. HP or similar quality				
18	Photo paper (Matte)	i. Kodak ii. Canon iii. HP or similar quality				
19	Pilot pen (Blue, Black, Green & Red)	i. Luxor ii. Faber Castell iii. V5 or similar quality				
20	Pilot pen ink	i. Luxor ii. Faber Castell iii. V5 or similar quality				
24	Plastic mesh Dustbin (5 Lit.)	Good quality				
22	Plastic Ruler transparent with cm and inch marking (12x1.5" or 30x3.5 cm)	Good quality				
23	Poker (good quality)	Good quality				
24	Register General No. 10(65-70 GSM)	Good quality				
25	Register General No. 10(65-70 GSM)	Good quality				
26	Ring File (Round Ring) 2", 3", 4" & 5"	Good quality				
27	Ring File (D Ring) 2", 3", 4" & 5"	Good quality				
28	Scissors stainless steel medium (good quality)	Good quality				
29	Scissors stainless steel Large (good quality)	Good quality				
30	Sharpener	i. Apsara ii. Nataraj or similar quality Good quality				
31	Spiral spring	Good quality				
32	Spiral pad A4 A5 3x6"					

Sl. No.	Item's Name	Brand/ Specification	Quantity	MRP	Rate quoted	Remarks
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				
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	Fowel (Hand Towel)	Good quality				
80	Towel (Big)	Good quality				
81	Table glass per Sq. Ft.	Good quality				
82	Water Sponge	Good quality				
83	White board duster	Good quality				
84	White board marker	i. Luxor ii. Faber Castell or similar quality				
85	White cello tape (2")	Good quality				