



**Office of the Accountant General (Audit),
Nagaland, Kohima-797001.**

Tele: 0370-2225309, FAX: 0370-2243117
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IS Cell/IT Stationery/2013-14/45

Dated: 15-04-2015

Invitation of quotation for empanelment of vendors for IT stationeries and consumables during 2015-16

This office invites quotation from reputed IT firms based in Kohima, Nagaland for supply of IT stationeries and consumables for the year 2015-16.

Documents to be enclosed

- 1) Credentials/documentary proof supporting the reputation of the firm in supplying of similar items to various organisations in Kohima.
- 2) Terms and conditions enclosed in **Annexure A** should be submitted with signature and seal indicating the firm's acceptance of the terms and conditions.
- 3) Competitive rates for various items to be furnished in the prescribed proforma as in **Annexure B**.

Sealed quotation should be addressed to "The Senior Audit Officer (Administration), Office of the Accountant General (Audit), Nagaland, Kohima, 797001" and should reach this office on or before 24th April 2015.

Sd/-

Senior Audit Officer (Administration)

Copy forwarded to :-

1. AAO, Admn for putting up in the office notice board
2. Office Website

Senior Audit Officer (Administration)

Sr. Audit Officer,
Office of the Accountant General (Audit)
Nagaland : Kohima



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Annexure A

**TERMS AND CONDITIONS FOR EMPANELMENT OF VENDORS FOR SUPPLY OF IT
STATIONARIES AND CONSUMABLES**

1. The empanelment will be for one year i.e. 2015-16.
2. The selected firms will be informed of the products for which they are selected based on the least quoted rate.
3. Rates quoted will be effective for the entire period of the empanelment. No request for enhancement of rates will be entertained from the firms during the period of empanelment.
4. The firms should quote the price for the best quality of product they intend to supply and should supply the same quality during the empanelment period.
5. Defective supplies or items that do not conform to our supply order will be returned and replaced with new ones without any additional charges.
6. The firm should supply the items within one week after the issue of supply order and deliver it to the office. If not delivered within one week, this office reserves the right to cancel the supply order and also remove the firm from empanelment or impose the penalty clause cited below.
7. The office reserves the right to cancel the empanelment or remove one or more firm(s) from the panel at any time during the period if the supplies are not found satisfactory or do not conform to the requirement of this office or in violation of the terms and conditions by any or all the firms in the panel or due to change of rules and regulations of the Government of India.
8. The terms and conditions duly signed and sealed by the firm should be enclosed along with the quotations.

Penalty Clause

- (i) **Delay in supplying the items within the stipulated period of one week:** This office reserves the right to deduct 2% of the cost of supply order for the item for each day of delay after the stipulated period.
- (ii) **Failure to supply the items or failure to supply the items that conform to the quotation:** This office reserves the right to remove the firm from empanelment and also forfeit any payment in part or full which is due to the firm on any supplies made by the vendor.
- (iii) **Supplies those are inferior in quality:** This office reserves the right to cancel the entire supply order or part of the supply order, as it may think fit and also invoke clause (i) and/or (ii) above.

Senior Audit Officer (Administration)

Date:

Place:

(Signature and seal of the firm)

Annexure B

Sl. No.	Item	Specification	Rate	VAT	Total	Remarks (If any)
1	HP 12A Toner	New				
2	HP 49A Toner	New				
3	HP 11A Toner	New				
4	HP 88A Toner	New				
5	HP 78A Toner	New				
6	HP 126A Toner	New				
7	HP 802-Black Cartridge	New				
8	HP 802-Color Cartridge	New				
9	Canon NPG 28 Toner	New				
10	CD-R with cover	Sony/Moserbaer				
11	DVD-R with cover	Sony/Moserbaer				
12	CD-R without cover	Sony/Moserbaer				
13	DVD-R without cover	Sony/Moserbaer				
14	CD-Mailers (Envelope)	NA				
15	Pendrive 16 GB	HP/Transcend/Scandisk				
16	Pendrive 8 GB	HP/Transcend/Scandisk				
17	Pendrive 4 GB	HP/Transcend/Scandisk				

Seal and signature of the firm