



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

Tele: 0370-2225309, FAX: 0370-2243117  
e-mail: agaunagaland@cag.gov.in

**No: Admn/Audit/6-26/Vol-I/2010-11/1003**

**Date: 13/09/2013**

**CALL OF QUOTATION FOR EMPANELMENT OF STATONERY ITEMS  
FOR THE YEAR 2013-14**

This office invites quotation from reputed firms in Kohima, Nagaland for supply of stationery items for the year 2013-14.

Competitive rates for various items may be furnished in the prescribed proforma in Annexure-B

The sealed quotations addressed to “Audit Officer (Admn), Office of the Accountant General (Audit), Nagaland, Kohima - 797001” should reach this office latest by **30<sup>th</sup> September 2013.**

The tender will be opened on **4<sup>th</sup> October 2013 at 1.00 PM** at the chamber of the Deputy Accountant General (Audit), Nagaland-Kohima and the tenderers may be present on that day.

Documents to be closed:

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

Sd/-

Audit Officer (Administration)

**No: Admn/Audit/6-26/Vol-I/2010-11/**

**Date: 13/09/2013**

Copy to:

1. Notice board.
2. Office website.

Audit Officer (Administration)

**Annexure "A"**

**TERMS AND CONDITIONS FOR EMPANELMENT OF STATIONERY ITEMS  
FOR THE YEAR 2013-14**

1. THE EMPANELMENT WILL BE FOR 1 YEAR.
2. NO CONDITIONAL TENDER WILL BE ACCEPTED.
3. THE SELECTED FIRMS WILL BE INFORMED OF THE PRODUCTS FOR WHICH THEY ARE EMPANELLED BASED ON THE LEAST QUOTED PRICE.
4. THE PRICE QUOTED WILL BE EFFECTIVE FOR THE EMPANELMENT.
5. THE FIRM SHOULD QUOTE THE PRICE FOR THE BEST QUALITY OF PRODUCT THEY INTEND TO SUPPLY AND SHOULD THE SAME QUALITY DURING THE EMPANELMENT PERIOD.
6. DEFECTIVE SUPPLIES OR ITEMS THAT DO NOT CONFIRM TO OUR SUPPLY ORDER WILL BE RETURNED AND REPLACED WITH NEW ONES WITHOUT ANY ADDITIONAL CHARGE.
7. 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.
8. 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 OR RULES AND REGULATIONS OF THE GOVERNMENT OF INDIA.
9. THE TERMS AND CONDITIONS DULY SIGNED AND SEALED BY THE FIRM SHALL BE ENCLOSED ALONG WITH QUOTATIONS.

AUDIT OFFICER (ADMINISTRATOR)  
AGREED BY:

DATE:  
PLACE:

(SIGNATURE AND SEAL OF THE VENDOR)