

**OFFICE OF THE CONTROLLER
PRINTING & STATIONERY DEPARTMENT
OLD SECRETARIAT ANNEXE-II, TREASURY SQUARE
AIZAWL- 796001, MIZORAM**

TENDER NOTICE

Dated Aizawl, the 14th July, 2026

Sealed quotations are hereby invited by the undersigned on behalf of the Government of Mizoram from authorized dealers/ firms for supply of various stationery & allied items as per list enclosed in annexure. Quotation will be received by the undersigned upto 10:30 A.M of the 14th August 2026 and will be opened on the same day at 12:00 Noon in the Office Chamber of the Controller, Printing & Stationery Department, Govt. of Mizoram, Treasury Square, Aizawl.

The tender documents and other details are attached herewith for ready reference. It can also be obtained from the Office of the Controller, Printing & Stationery Department, Mizoram, during office hours or downloaded from Department website: **printingstationery.mizoram.gov.in**

The contact number given below may be used for further enquiry.

Mb: 9862009855/8527124985

Encl: As stated.

Sd/-BENJAMIN LALZAMA
Controller
Printing & Stationery Department
Mizoram: Aizawl

Memo No.D.15015/1/2026-DTE(P&S) : Dated Aizawl the 14th July, 2026

Copy to: -

1. Under Secretary to the Government of Mizoram, Information, Public Relations, Printing & Stationery Department.
2. Chief Informatics Officer, ICT Department for kind publication in the e-tender portal.
3. Website Manager, Printing & Stationery Department for publication in the department's Website.
4. List Enclosed
5. Notice Board
6. Guard File.


Controller,
Printing & Stationery Department
Mizoram: Aizawl

**TERMS AND CONDITIONS FOR SUPPLY OF STATIONERY &
ALLIED ITEMS UNDER PRINTING & STATIONERY
DEPARTMENT**

1. The Stationery & Allied Items should be as per annexure.
2. Approximate amount involved will be ₹ 100,00,000.00/-(Rupees One Crore) only.
3. Part supply may be adopted based on the rates of each item listed by the bidders
4. The tender shall follow a rate contract system, valid for a period of one financial year from the date the of execution of the agreement.
5. The quotations should be addressed to the Controller, Printing & Stationery Department, Aizawl, Mizoram and the envelope containing the quotation should be sealed and superscribed with 'QUOTATIONS FOR SUPPLY OF STATIONERY & ALLIED ITEMS' in capital letters.
6. The quotation shall be accompanied by earnest money deposit of 2% of the total value of the quoted rates, only in the form of Cheque/ Bank Draft in favour of the Controller, Printing & Stationery, Govt of Mizoram and payable at Aizawl, to be released after finalization of the contract.
7. Materials to be supplied are mentioned in Annexure – 'D'. Quotations shall be submitted in the Format at Annexure - 'A' to 'C' and shall be accompanied by the following duly attested documents:
 - a) Photocopy of GST Registration Certificate.
 - b) For Non-Tribal bidders, photocopy of Income Tax Clearance Certificate.
 - c) For Tribal bidders, photocopy of Schedule Tribe Certificate or House Tax Payee Certificate.
 - d) Bidders having more experiences shall have higher weightage.
 - e) In the case of firms/ dealers quoting rates on behalf of manufacturers/ authorized dealers, an authenticated Letter of Authority from the manufacturer/ or dealership certificate for distribution or sale of the product should be enclosed with the quotation. Original Certificates should be produced at the time of opening of the Quotation, if demanded.
 - f) Detailed specifications of the materials/ items quoted, Sample of the item and relevant documents including a catalogue/ brochure should also be enclosed.
 - g) Sample of the items similar to the one mentioned in the specifications should be supplied.
8. Bidders may offer rates in terms of Indian Rupees and, if there is more than one brand, separate rates for such brands with specific details, both in figures and words as given in the format at Annexure – 'C' enclosed herewith. The rates quoted shall be inclusive of all taxes/duties including GST.

9. The rate should be FOR destination Aizawl i.e. Printing & Stationery Go-down, Luangmual - 796009, Aizawl, Mizoram.
10. Any extra charges including unloading charge shall be borne by the supplier.
11. All pages of the quotation papers shall be printed, signed by the appropriate Authority whose name should be written clearly in capital letters, stamped and dated. Corrections, if any, shall be initialed, stamped and dated.
12. Warranty period and availability of after-sales service facilities during the warranty period, if any, should be mentioned clearly.
13. The authority to accept the quotation shall lie with the Departmental Purchase Advisory Board, subject to the approval of the Government, which reserves the right to accept or reject any quotation without assigning any reasons thereof and also does not bind itself to accept the lowest rate or any other rates.
14. Quotations submitted after the stipulated date and time stated in the Notice shall in no case be accepted.
15. Incomplete Quotations are liable to be summarily rejected and the quotations shall be awarded in package not in part and the bidders shall have to bid for all the items mentioned in the tender document.
16. The successful bidders will have to execute Deed of Agreement within specified period to be indicated in the communication of selection of the quotations. The selected bidders who fail to execute Deed of Agreement within the stipulated time will be treated as not interested and the selection will stand cancelled with forfeiture of Earnest Money.
17. The successful bidders will have to supply the materials within 30 (thirty) days from the date of issue of the supply order or as may be decided and indicated specifically in the supply order, failing which the supply order will be treated as cancelled automatically, unless the Controller, Printing & Stationery Department on the written request of the supplier, extends the periods in exceptional and reasonable cases.
18. The materials supplied shall be exactly similar to the specifications accepted and will be physically checked and received at the said destination by the officials duly authorized by the Controller, Printing & Stationery Department, Aizawl, Mizoram.
19. No advance payment will be made for the supply of the said material.
20. Payment will be made only after receipt of materials in full and to the satisfaction of the Department on submission of Completion Certificate/ Bill countersigned by the competent authority.

21. In the case of any legal disputes/litigations arising out of this tender notice or its terms and conditions, the local court i.e., District Court, Aizawl shall have the jurisdiction as per the relevant laws in force.
22. The bidder must prepare his/her quotation after a thorough study of the Tender Documents, and agree to all the terms and conditions.
23. Controller, Printing & Stationery Department reserves the right to cancel the tender/contract at any stage.
24. Photocopy Paper A-4 and FS should preferably be JK Copier as it is the most demanded company by government departments.



Controller
Printing & Stationery Department
Mizoram : Aizawl

ANNEXURE - 'A'
PROFORMA FOR SUBMISSION OF QUOTATION

To,

The Controller,
Printing & Stationery Department,
Mizoram : Aizawl

Subj: Submission of Quotation against Tender vide.....

Sir,

I/ We have carefully examined and read the Notice Inviting Sealed Tender, Tender Terms and Conditions and all other documents attached regarding tender vide No. I/ We hereby express my/our interest for Quotation of "Supply of Stationery & Allied Items" according to the terms and conditions mentioned therein.

That, I/ We have carefully read each and every Terms and Conditions and Technical Specifications given in the Tender Documents and understood the terms and conditions of the Quotation and I/ We do hereby undertake, in the acceptance of our bid, I/ We do hereby undertake to provide the materials/ goods as per these Terms and Conditions.

That, I/ We do hereby offer to provide goods/ materials at the price and rate mentioned in the Financial Bid Format of the Quotation.

I / We enclose herewith the Earnest Money Deposit of ₹..... (Rupees.....) only in the form of Bank Draft/ Demand Draft From..... (Name of Bank) in your favour.

I/ We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof, the tender document shall constitute a binding contract between both parties.

I/ We further certify that I/ We have suppressed no fact in the Tender which could debar me to participate in the Tender. If it is revealed after opening of the Tender that any fact is suppressed by me/us, Tendering Authority shall have the right to reject my/our Tender.

Date :.....
Place :
Seal :

Signature of Bidder (with date) :.....
Full Name of Bidder:
Contact:

ANNEXURE - 'B'
TENDER FOR SUPPLY OF STATIONERY & ALLIED ITEMS UNDER
PRINTING & STATIONERY DEPARTMENT

FORMAT OF TECHNICAL BID

1. Name of Firm :
2. Name of Tenderer :
3. Full Address :
4. Contact No. :
5. E-Mail ID :

6. Whether copy of EPIC/ Aadhaar card enclosed? : Yes/No
7. Whether copy of Letter of Authority/ Dealership enclosed? : Yes/No
8. Whether copy of GST Registration Certificate enclosed? : Yes/No
9. Whether copy of Income Tax Clearance Certificate enclosed? : Yes/No
(for Non-Tribal bidders only)
10. Whether copy of Scheduled Tribe Certificate/ House Tax Payee Certificate enclosed? (any one) : Yes/No
11. Whether detailed specifications/ catalogue/brochures/ sample enclosed? : Yes/No
12. Whether earnest Money Deposited? : Yes/No
13. Whether proof of experience, if any, enclosed? : Yes/No

Date :	Signature of Bidder (with date) :
Place :	Full Name of Bidder :
Seal :	Contact :

ANNEXURE – ‘C’
TENDER FOR SUPPLY OF STATIONERY & ALLIED ITEMS UNDER
PRINTING & STATIONERY DEPARTMENT

FORMAT OF FINANCIAL BID

1. Name of Firm :
2. Name of Tenderer :
3. Full Address :
4. Contact No. :
5. E-Mail ID (if any) :
6. Rate quoted for destination : (i.e., Printing & Stationery Department Go-down,
Luangmual, Aizawl-796 009, Mizoram)

Sl/ no	Items	Specification with Brand/Model	Rate (inclusive of all taxes)	Quantity	Amount
1					
2					
3					
4					

(Rupees.....)
only

I/ We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs.
(Rupees.....) only within the period specified in the Tender Terms and Conditions.

Date :.....
Place :
Seal :

Signature of Bidder (with date) :.....
Full Name of Bidder :
Contact :

Slno.	Items
1	Xerox Paper A4 (75 GSM)
2	Xerox Paper FS (75 GSM)
3	Xerox Paper A3 (75 GSM)
4	Note Sheet Paper FS (80 GSM)
5	Art Paper 130 GSM D/C
6	Ivory Board 280 GSM
7	Plastic Bucket 16 lts
8	Plastic Mug (big)
9	Ballpen click-
	a) Blue
	b) Black
	c) Red
10	Facial Tissue - Paper (100 pulls) (Paseo)
11	Napkin Paper (100 pcs per pkt)
12	Garbage bag (small) (Shalimar)
13	Garbage bag (Medium) (Shalimar)
14	Garbage bag (Large) (Shalimar)
15	Garbage bag (Extra Large) (Shalimar)
16	Binder Clip 19 mm
17	Binder Clip 25 mm
18	Binder Clip 32 mm
19	Binder Clip 41 mm
20	Binder Clip 51 mm
21	Envelope 9X4 (Kraft)
22	Envelope A4 (laminated)
23	File Cover (laminated)
24	Markin Cloth
25	Plastic Transparent Folder
26	Plastic Scale 12"
27	Waste Paper Basket
28	Ring File F.S. Size
29	Ring File A4 Size
30	Envelope A3 (laminated)