

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,**

**NEW DELHI**

**No.31-GSS/68-2013**

**Dated: 30 .01.2018**

**To**

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**Subject:- Invitation of Quotations for disposal of empty toners/ cartridges.**

Sir/Madam,

Office of the Comptroller and Auditor General of India has a large number of used/empty laser toners and ink cartridges. It has been decided to dispose them off by means of inviting quotations from the local buyers in this trade. It is understood that your company deals with the purchasing of used laser toners/ink cartridges. The Office of the Comptroller and Auditor General of India has following number of used/empty laser toners, ink cartridges.

<b>Sl. No.</b>	<b>Specification</b>	<b>Quantity (Nos.)</b>
1.	Laserjet Toners of assorted models (HP/Brother/Samsung etc.)	<b>5547</b>
2.	Ink Jet Cartridges of assorted models (HP/Canon etc.)	
3.	Laserjet Drums of assorted models (HP/Brother/Samsung etc.)	

In case your firm is interested to buying used/empty ink cartridges and laser toners / drums, you are requested to submit your quotation for the above number of articles. The used/ empty toners/drums/cartridges can be inspected on **02/02/2018** between 11.00 AM to 2.00 PM. Your quotation in a sealed cover, super scribed as "Quotation for used Toners/ Ink Cartridges", accompanied by a Demand Draft of Rs. 10,000/- (as Earnest Money) in favour of Pay and Account Officer, Comptroller and Auditor General of India, Delhi payable at New Delhi should reach the undersigned or may be dropped in a Tender-Box (Reception-premises of the office) latest by 2.30 PM on **09/02/2018**. The quotations will be opened on the same day at 3.30 PM in the Committee Room of this office in the presence of the tenderers who may wish to be present.

The bidder shall be required to be authorized by the Government for taking the above said e-waste and shall be responsible in the context of following the relevant laws in this regards completely. A copy of authorization shall be required to be attached by the bidder alongwith the quotation.

The Competent Authority reserves the rights to reject any or all the bids without assigning any reason and the decision of the competent authority of the office of the Comptroller and Auditor General of India, shall be final and binding.

**Yours faithfully,**

**(P S Rao)**  
**Sr. Administrative Officer (GS)**

**Format for Quoting Prices for disposal of used / empty.**

**Laser Toners / Ink Cartridges / Drums**

Sl. No.	Specification	Quantity (Nos.)	Quoted Prices Per Unit (Rs.)	Quoted Amount (Rs.)
1.	Laserjet Toners of assorted models (HP/Brother/Samsung/Canon)			
2.	Ink Jet Cartridges of assorted models (HP/Brother/ Samsung/Canon)			
3.	Laserjet Drums of assorted models (HP/Brother /Samsung /Canon)			
	<b>Total Quoted Prices (in Figures)</b>			
	<b>Total Quoted Prices (in Words) (Rupees.....</b> .....			

**BIDDER'S DETAILS**

1. **NAME OF THE FIRM** .....
2. **NAME OF THE AUTHORISED PERSON** .....
3. **DESIGNATION** .....
4. **PHONE NO.** .....
5. **MOBILE NO.** .....
6. **E-MAIL I.D.** .....
7. **ADDRESS** .....

**UNDERTAKING**

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the Notice Inviting Quotations and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me and it is certified that the rates quoted are the highest rates as quoted in any other institution in India.
3. I/We give the rights to the competent authority of the office of the Comptroller and Auditor General of India to forfeit the Earnest Money/ Security money deposit by me/us in case of conditions of Contract or withdrawal of bid at any stage.
4. I hereby undertake to deposit the entire amount in Cash Branch of the Office of the Comptroller and Auditor General of India within two days from the date of acceptance of bid.
5. I also undertake to remove the used / empty toners / drums / cartridges within two days from the date of deposit of the amount in the office of the Comptroller and Auditor General of India.

**Signature of the Authorised Signatory**

Date:-

Place:-

**Designation**

**(Office seal of the Bidder)**

**List of Empty Cartridges**

<b>Sl. no.</b>	<b>Name Of Toner/Cartridges</b>	<b>Quantity</b>
1.	HP-540,41,42,43 Toner	655
2.	HP-320,21,22,23 Toner	165
3.	HP-388cc A Toner	300
4.	HP-2612A Toner	205
5.	HP-15 D black cartridge	350
6.	HP-17 colour cartridge	540
7.	HP-310 ,11,12,13 Toner	120
8.	HP-45,23 cartridge	45
9.	HP-678,703,850,802,854,950,951,685,	670
10.	Brother-3145 Toner	440
11.	Brother -3250- Toner	188
12.	Brother-5450 DN-3320 Toner	167
13.	Brother-340B,C,Y,M	340
14.	Brother-261 Black, C,Y,M	264
15.	Brother-2365 Toner	360
16.	Brother-3217 Drum Kit	18
17.	Brother-3117 Drum Kit	43
18.	Brother-1020 Toner	50
19.	Brother-340 CL Drum	05
20.	Brother-3355 CL Drum	10
21.	Smsung-CLP-610 Black,C,Y,M	150
22.	Samsung-CLP-610 Drum	02
23.	Samsung-4521 Toner	200
24.	Samsung-D-101 Toner	48
25.	Samsung-406,609 Black,C,Y,M	105
26.	Samsung-205/s Toner	42
27.	Canon	30
28.	Ricoh Black	05
29.	HP-680,905,934,410,11,12,13, 400,401,402,403	30
30.	<b>TOTAL</b>	<b>5547</b>