

# **LIMITED TENDER DOCUMENT**

## **FOR THE REFILLING OF COMPUTER CARTRIDGES**

**IN THE  
O/o PRINCIPAL ACCOUNTANT GENERAL  
(AUDIT)  
TELANGANA, HYDERABAD**

**FOR THE FY 2025-26**

Date of Publishing the Tender document: 10-02-2025

Last Date of Submission of Tender Document: 03-03-2025

Date of Opening the Tender Document: 04-03-2025

प्रधान महालेखाकार (लेखापरीक्षा)  
का कार्यालय, तेलंगाना  
सैफाबाद, हैदराबाद – 500004



OFFICE OF THE  
PRINCIPAL ACCOUNTANT GENERAL  
(AUDIT), TELANGANA,  
SAIFABAD, HYDERABAD - 500004

PAG (AUDIT) TS/IS Wing/2024-25/

Date: 07.02.2025.

Sub: Quotations for refilling of computer cartridges on annual rate contract basis for the year 2025-26 -Reg.

\*\*\*

Sealed quotations are invited from the service providers for refilling of the computer cartridges/replacement of Drums etc., for re-use in this office. The vendors shall quote their competitive rates applicable throughout the financial year 2025-26 (01/04/2025 to 31/03/2026) to arrange for refilling of the computer printer cartridges as per the requisitions sent by this office from time to time. The list of computer cartridges which require refilling for the office use and the number of cartridges required approximately are listed in the annexure (price schedule) and the service providers are requested to indicate item-wise rates against each and furnish the quotations in a sealed cover. The following are the terms & conditions prescribed for the limited tender.

1. Rates quoted should be inclusive of all taxes and incidental expenses for delivery at site (office).
2. Vendors should have proficiency in refilling the computer cartridges and sufficient experience in handling the related work precisely. Delivery of the refilled cartridges should be made within 24 hours of the requisition.
3. Refilling of cartridges should be done as per the requisitions placed with the vendors from time to time on annual rate contract basis and the rates shall be valid for one year up to 31.3.2026.

The sealed quotations should reach the undersigned on or before **04-03-2025** by **3-00 pm** and the same will be opened immediately in the chamber of the Sr. Deputy Accountant General (Admin), 1st Floor, D-block of the office building. The prospective vendors responding to the tender may present themselves or authorize a representative at the time of opening the sealed quotations. The tender document is available in the office website @ <https://cag.gov.in/ag/teelangana/en>.

**Sr. Audit Officer/IS Wing**

To

.....  
.....

Phone No.: 040-22331393

Fax No.: 040-23234157

E-mail: [agautelangana@cag.gov.in](mailto:agautelangana@cag.gov.in)

**PRICE SCHEDULE**

SL.NO	MODEL OF THE PRINTER CARTRIDGE	Approx no of Cartridges required to be refilled Annually	Rate for Refilling of Cartridges (Incl of all taxes)			
			REFILL	DRUM	WIPER BLADE/ DOCTOR BLADE	MGR/ PCR
01	HP Laser Jet Cartridge CC 388A (88A)	35				
02	HP Laser Jet Cartridge Q2612A (12A)	15				
03	Canon 057	85				