

**Office of the Comptroller and Auditor General of India**  
9, DDU Marg, New Delhi-110124.

No.: 47/C&S/2021-22/24

Dated: 23.04.2021

To

All the vendor/bidders concerned,

Subject: **Invitation for sealed quotation for disposal off computer consumables (used/empty ink/toner cartridges & drum etc.) of assorted printers – reg.**

Sir/Madam,

This office has a large number of used/empty ink/toner cartridges and drums etc of various make, model and type of printers, which are proposed to dispose of on “As is, where is and as it is basis” by the means of inviting sealed quotations from the likely dealers/buyers in trade preferably registered dealer under E-Waste Management with concerned authorities. Brief details are as under:

<i>Sl. No.</i>	<i>Brief description</i>	<i>Quantity</i>
1.	Inkjet cartridges of assorted models/types (HP/Canon etc)	100
2.	Colour/black toner cartridges of assorted models/types (HP/Brother/Samsung/Lexmark etc)	1911
3.	Drums of Colour/Mono Laserjet printers of assorted models (HP/Brother/Samsung/Lexmark etc)	163
	<b>Total</b>	<b>2174</b>

Sealed quotations with superscript as “*Quotation for used/empty Ink/toner Cartridges*” shall be dropped in a Tender-Box at Reception (East) of this office latest by 2.30 pm on 21<sup>th</sup> May, 2021, which will be opened on the same day by the authorised officer (s) so nominated and informed telephonically, if required so.

No physical inspection of material or presence is allowed in prevention of spread of COVID19 in current situation. However, quantity of each specified items can be ensured at the time of taking out material by the successful bidder.

A uniform format for offering quotes and other terms & conditions of the tender enquiry are enclosed herewith as Annexure-I & II.

**Encl.:** as above.

Yours truly,

*Sd/-*  
**(Mukesh Singh)**  
Sr. Administrative Officer (C&S)

**'Format'**

(for quoting prices for disposable ink/toner cartridges and drum etc.)

<b>Sl. No.</b>	<b>Description</b>	<b>Qty</b>	<b>Quoted unit price (Rs.)</b>	<b>Total price (Rs.)</b>
1.	Ink cartridges of assorted type & models of printers (HP/Samsung/Canon/Brother etc)	100		
2.	Toner cartridges of assorted type & models of printers (HP/ /Brother/Samsung/Lexmark etc)	2174		
3.	Drum of assorted type & models of printers (HP/ /Brother/Samsung/Lexmark etc)	163		
<b>Total Price (in figure)</b>				
<b>Total Price (in words)</b> _____				

**Details of bidder**

1. Name of firm : \_\_\_\_\_
2. Name of authorised person : \_\_\_\_\_
3. Designation : \_\_\_\_\_
4. EMD details (Bank, DD No./Date/Amount) : \_\_\_\_\_
5. E-Waste registration number, if applicable (copy to be enclosed) : \_\_\_\_\_
6. Contact Nos (Mobile/Landline) : \_\_\_\_\_
7. E-mail ID : \_\_\_\_\_
8. Corresponding Address : \_\_\_\_\_

**Undertaking**

- a) I/We, the undersigned certify that I have gone through the terms and conditions of the tender enquiry and undertake to comply with the same.
- b) The rates quoted are final and binding upon us.
- c) I/We give the rights to the competent authority of office of the Comptroller and Auditor General of India to take appropriate action as deems fit in case, contravenes of any of directions or terms & conditions of the tender enquiry is observed against the firm or its representative (s) at any stage.

**Date:** \_\_\_\_\_**Place:** \_\_\_\_\_

**Signature of Authorised signatory**  
**Designation:** \_\_\_\_\_

**(Office/firm seal)**

**Annexure-II**  
(Terms & Conditions)

1. This office does not bind itself to accept the highest offer and reserves the right to reject any or all the bids received without assigning any reason whatsoever.
2. Quotations in which any of the particulars or information is found inadequate or incomplete in any respect or the prescribed conditions are not fulfilled are liable to be rejected.
3. Canvassing in any form by the bidder will result in summary rejection of their tenders. The decision of the competent authority of this office shall be final in this regard and binding on the tenderer.
4. An 'Earnest Money Deposit (EMD)' amounting to Rs. 2500/- in form of Demand Draft in favour of 'PAO, CAG', New Delhi shall be accompanied alongwith sealed quotation.
5. Quantity shown in this tender enquiry may increase at the time of conclusion of the tender and the successful bidder will have to pay cost according to present quantity of material.
6. The entire amount of bid cost shall be deposited by the successful bidder within 2 working days before receiving of all the stuff, which should be removed immediately or within time allowed (not more one day) for the purpose, after remitting the total sale price.
7. EMDs of unsuccessful bidders shall be returned as such within one-week time after conclusion of tender process.
8. In case the selected bidder does not remove the items within stipulated time period, the bid security shall be forfeited in full or partially and re-sale of the items shall be made at the risk and cost, if any, of such defaulter, which will be adjusted from the security deposit. Decision of the competent authority of this office shall be final in this regard and binding on the bidder.
9. Copy of E-Waste Registration certificate shall be furnished in case of authorised E-Waste bidders/tenderers.
10. The successful bidder shall have to submit a certificate/undertaking towards adoption of mode of further use/disposal/destruction of these items in an eco-friendly manner as per guidelines laid down in E-Waste (Management) Rules.
11. This office shall have full right to forfeit the EMD partially or in full in any case, the successful bidder fails to comply the instructions of this office or withdraw bid at any stage or breaches any of terms & conditions of the tender enquiry or acceptance letter.
12. Disputes, if any, subject to jurisdiction of Delhi Courts only.
13. The successful tenderer shall indemnify this office against any liability for compensation due to injury to his own labour or to other persons inside the office premises while taking out the material under the contract and for any damage to the property of this office in any manner.

**Sd/-**  
**(Mukesh Singh)**  
Sr. Administrative Officer(C&S)

**Undertaking**

I/We solemnly affirm and declare that the acquired computer consumables shall be further dispose of/re-used in eco-friendly manner as per provisions under E-Waste Management Rules-2016 and other stipulations by the Government of India and other authority concerned and will be fully responsible for any fault, negligence or contravention of any of provisions and other guidelines issued in this regard by the Government of NCT of Delhi and other authorities.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Signature of Authorised signatory**

**Designation:** \_\_\_\_\_

**(Office/firm seal)**