

**Government of India**

**Office of the Principal Accountant General (Audit-I), West Bengal  
2, Govt. Place(West), Treasury Buildings(1<sup>st</sup> floor), Kolkata – 700001  
(Indian Audit and Account Department)**

**Dated: 11.07.2022**

**NOTICE INVITING QUOTATION**

1. Sealed quotations are invited from reputed, experienced and financially sound firms/agencies for disposal of various computer printer cartridges (used only once) of Office of the Principal Accountant General (Audit-I), West Bengal as per enclosed specification (Annexure A) and terms and conditions (Annexure B).
2. The bid, filled in the specified format (Annexure C) along with required documents packed in a envelope super scribed "**Quotation for disposal of various computer printer cartridges**" should be submitted (by hand only) to Senior Audit Officer, Record Section (Audit-I), 1st Floor, Treasury Buildings, 2, Government Place (West), Kolkata- 700 001 by **12.00 PM on 25<sup>th</sup> July,2022**. Bids received after the stipulated date and time shall not be entertained.
3. The bid shall be opened at 12:30 PM on 25<sup>th</sup> July,2022 by Purchase/Disposal Committee of this office. Authorized representatives (as per Annexure D) of the firms may attend at the time of opening of the bids. If, due to any exigency, the due date for opening of bid declared as "Holiday", the bid shall be opened on the next working day at the same time or any other date and time as decided by the competent authority.



**Sr. Audit Officer (Record & Estate)**

Copy to (through e-mail only) for information & wide circulation:-

1. Sr. A.O. (Rec.), O/o the Pr. A.G. (A&E), W.B., Kolkata - 700001
2. Sr. A.O. (Rec.), O/o the DGA(Central), 8, K.S. Roy Road, Kolkata - 700001
3. Sr. A.O. (Rec.), O/o the A.G.(Audit-II),W.B., 3<sup>rd</sup> MSO Building, CGO Complex (5<sup>th</sup> floor), DF Block, Salt Lake, Kolkata - 700064
4. Sr. A.O. (Rec.), O/o the Director General of Audit (Mines), 1, Council House Street, Kolkata-700001.
5. Sr. A.O. (Rec.), O/o of the Pr. Dir. of Audit, Eastern Railway, New K G building, Old Strand Road, Kolkata-700001.
6. Notice board.
7. Forwarded to EDP section for uploading in the departmental website.



## Annexure A

### Specifications for empty printer cartridges:

Sl. No.	OEM	Cartridges No.	No. of times used	Quantity
1.	hp	88A/88AC/88X	only once	150
2.	hp	12A/12X	only once	18
3.	hp	35A/35X	only once	3
4.	hp	36A/36X	only once	8
5.	hp	130A/130X	only once	4
6.	hp	131A/131X	only once	4
7.	hp	201A/201X	only once	12

*Handwritten signature and date: 11/03/12*

## Annexure B

### General Instructions and Terms & Conditions:

1. The empty printer cartridges will be disposed of on “**as is where is basis**” and deemed to have been on the clear understanding that they have satisfied themselves full in regard to the conditions, quality and quantity of the cartridges proposed to be sold.
2. The vendor should satisfy himself thoroughly as to what is offered for sale before submitting his quotation and may inspect the empty printer cartridges on any working day between 12 pm to 3:30 pm prior to bidding and shall be deemed (whether or not such inspection shift have in fact taken place) to have had notice of all defects as aforesaid which might have discovered on inspection and shall not be entitled to compensation on account thereof.
3. The successful bidder has to submit the quoted amount at the time of disposal. The sold cartridges will be removed by the successful bidder(s) within 7 days in consultation with record section of this Office. No assistance/transportation will be provided by this office. Permission to take out the disposed furniture from office premises will not be allowed on holidays/Saturdays and Sundays.
4. The bidding Firm must furnish valid registration for GST. In absence of this documents, the tender will not be considered valid.
5. In case any firm is already done same kind of work with any other Ministry/Department of State/Central Government or other reputed Organization (details thereof may also be furnished along with the quotations) will be preferred.
6. The Office is not bound to accept the highest rate and reserves the right to accept or reject any tender in full or in part without assigning any reason thereof and giving any compensation. The decision of the office in this regard shall be final and binding on the firm. Any enquiry after submission of the quotations will not be entertained.
7. **Interested bidder should quote for all items. Split bid is not allowed.**



8. No overwriting or cutting is permitted in the quotation. In such cases, the tender shall be summarily rejected. Incomplete quotations will also be rejected.
9. If the items are not removed within 1 week (7 days) of receiving work order, 1% of the base price of the quoted amount will be charged for delay per week.
10. If the successful bidder fails to deposit the quoted amount within specified time, the firm/agency shall be blacklisted by this office from making all subsequent contract.
11. The conditional bids shall not be considered and likely to be rejected in the very first instance.
12. The Contractor/Vendor shall be responsible for any injury to their workmen during removal of cartridges.
13. No minor shall be engaged at work.
14. All disputes and differences arising out of or in connection with this bids/contract shall be subject to the exclusive jurisdiction of courts at Kolkata.
15. Firm has to submit the declaration (on company's letter head) that it has not been blacklisted in the past by any other Ministry/ Department of State/ Central Government or other reputed Organization.
16. Any additions / modifications of the bid will be uploaded in the office website <https://cag.gov.in/ag1/west-bengal/en/tenders>. Interested bidders may look the website for further updates, if any.

## Annexure C

To  
Deputy Accountant General (Admn.),  
O/o the Principal Accountant General (Audit-I), W.B,  
2, Government Place (W), Treasury Buildings, 1<sup>st</sup> Floor,  
Kolkata – 700 001

**Subject: Quotation for disposal of various computer printer cartridges**

Sir/Madam,

With reference to your NIQ No. Pr. AG (Audit-I)/Rec./ IT Consumable/2021/21/110 dated 11.07.2022, I am to submit my quotation for disposal of various computer printer cartridges:

Sl. No.	Cartridges No.	Quantity *	Rate (₹) per unit including all applicable charges & taxes	Amount (₹) including all applicable charges & taxes
1.	88A/88AC/88X	150	to be filled	to be filled
2.	12A/12X	18	to be filled	to be filled
3.	35A/35X	3	to be filled	to be filled
4.	36A/36X	8	to be filled	to be filled
5.	130A/130X	4	to be filled	to be filled
6.	131A/131X	4	to be filled	to be filled
7.	201A/201X	12	to be filled	to be filled
<b>Total</b>				to be filled

(Total Amount in Words .....)

\* If quantity increases or decreases, then the amount will be adjusted proportionately

I further affirm that I have read and fully understood the NIQ and agree to abide by all the terms and conditions laid therein. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Yours faithfully,

Date:

Signature with seal (of the authorized person)

Name:

Address :

Contact No.:

FAX/ E-mail :



**ANNEXURE - D**

**LETTER OF AUTHORISATION FOR ATTENDING THE OFFICE**

To  
Deputy Accountant General (Admn.),  
O/o The Principal Accountant General (Audat-I), W.B,  
2, Government Place (W), Treasury Buildings, 1<sup>st</sup> Floor,  
Kolkata - 700 001

**Subject:** Authorization for attending the office on 12.30 PM on 25<sup>th</sup> July, 2022 in the opening of the bid for disposal of various computer printer cartridges

Sir,

Following person is authorized to attend the office for the tender mentioned above on behalf of ..... (Bidder).

Name of the Representative	Specimen Signature

Yours faithfully,

Date:

Signature with seal (of the authorized person)

Note: Maximum one representative will be permitted to attend the office. Permission for entry to the office may be refused in case authorization as prescribed above is not received.