

निविदा सूचना

संख्या : 18/68/STY./2013 – “कम्प्यूटर उपभोज्य वस्तुओं (उपयोग किए हुए खाली श्याही/टोनर कार्टरिजेस (cartridges) एवं इम) के निपटान हेतु” ।

1.	निविदा आमंत्रण अधिकारी, कार्यालय, पदनाम एवं पता	निदेशक (कार्मिक), भारत के नियंत्रक महालेखापरीक्षक का कार्यालय, 9, दीन दयाल उपाध्याय मार्ग, न्यू दिल्ली वैबसाइट: www.cag.gov.in
2.	अ) निपटान योग्य सामग्री का नाम एवं ब) निष्पादन का स्थान	कम्प्यूटर उपभोज्य वस्तुओं (उपयोग किए हुए खाली श्याही/टोनर कार्टरिजेस (cartridges) एवं इम आदि । 9, दीन दयाल उपाध्याय मार्ग, न्यू दिल्ली
3.	निविदा का प्रस्तुतीकरण	दिनांक 14 .01.2019 से 25.01.2019, वैबसाइट http://eprocure.gov.in/eprocure/app
4.	अ) बयाना/निविदा की सुरक्षा रकम (EMD) ब) निविदा शुल्क	रुपये 20,000/- (कुल आकलित मूल्य का लगभग 10%) निशुल्क

प्रस्ताव अनुसूचि:

प्रकाशन (http://eprocure.gov.in/eprocure/app)	21.01.2019
निविदा दस्तावेज़ डाउनलोड आरम्भ तारीख	21.01.2019
स्पष्टीकरण आरम्भ तारीख	22.01.2019
स्पष्टीकरण समाप्ति तारीख	25.01.2019
स्पष्टीकरण प्रस्तुत करने की तारीख	28.01.2019
भौतिक निरीक्षण की तारीख	30 & 31.01.2019
निविदा अपलोड हेतु आरम्भिक तारीख	01.02.2019
निविदा अपलोड हेतु अंतिम तारीख	15.02.2019
तकनीकी निविदा खुलने की तारीख	18.02.2019

उपरोक्त निविदा संख्या: 18/68/STY./2013 दिनांक: 18.01.2019 – “कम्प्यूटर उपभोज्य वस्तुओं (उपयोग किए हुए खाली श्याही (ink)/टोनर (toner) कार्टरिजेस (cartridges) एवं इम) के निपटान हेतु ऑनलाइन माध्यम से संलग्न नियम, शर्तों, दिशानिर्देशों के अनुसार निविदाएं आमंत्रित की जाती हैं। निविदाएं, EMD के अतिरिक्त, भौतिक रूप में स्वीकार नहीं की जाएंगी।

इच्छुक निविदाकार, “केंद्रीय सार्वजनिक खरीद पोर्टल (CPPP)” की वैबसाइट <http://eprocure.gov.in/eprocure/app> से निविदा दस्तावेज़ डाउनलोड कर सकते हैं। निविदा दस्तावेज़ इस कार्यालय की वैबसाइट <https://cag.gov.in/tenders> से भी प्राप्त किए जा सकते हैं। ऑनलाइन निविदाएं, भौतिक रूप में जमा की गई EMD के सबूत की प्रति के साथ अपलोड की जाएंगी। निविदाकार द्वारा भौतिक रूप में जमा की गई EMD के सबूत की प्रति के बिना अपलोड की गई तकनीकी निविदा अपूर्ण मानी जाएंगी और खारिज कर दी जाएंगी।

हस्ता/-

(मुकेश सिंह)

प्रशासन अधिकारी (सी. एंड एस.)

Tender Enquiry No.: 18/68/GS/STY./2013 - 'Disposal of computer consumables'

Online Tender Notice

**(for disposal of computer consumables (used/empty ink/toner cartridges & drum etc)
at Office of Comptroller and Auditor General of India,
9, DDU Marg, New Delhi-110124**

Section-I – Invitation of Bids

1. Proposal for Tender Enquiry:

- a) This office invites online tenders for disposal of a large numbers of used empty/discarded ink/toner cartridges and drums etc of various make, model and type of printers from the likely dealers/buyers in this trade preferably registered dealer under E-Waste Management with concerned authorities.
- b) Bids submitted in physical mode will not be accepted, except EMD, which may be submitted in form of original Demand Draft/Banker's Cheque and acknowledged. Proof/receipt of submission of EMD should be scanned and uploaded online alongwith bid offer.
- c) Intending eligible bidders may download the Tender documents/details from the "Central Public Procurement Portal (CPPP)" website <https://eprocure.gov.in/eprocure/app>. Tender document are also made available in this office website <http://cag.gov.in> for information.
- d) The bidders, who claim the exemption for EMD should scan and upload such proof online alongwith bid offer and also submit a hard copy of the same in physical mode.
- e) Bids shall be submitted online only at CPP Portal <https://eprocure.gov.in/eprocure/app>. Manual bids shall not be accepted.
- f) Bidders shall not temper/modify the tender form in any manner and provide all requisite information in prescribed formats.
- g) Bidders are advised to follow the instructions provided in the 'Instructions to the bidders' at <https://eprocure.gov.in/eprocure/app>.

2. Schedule of the proposal:

Sl. No.	Particulars	Description
1.	Tender Reference	No.: 18/68/GS/STY./2013 - 'Disposal of computer consumables'
2.	Tender inviting authority	The Director (Personnel), O/o the Comptroller and Auditor General of India, New Delhi
3.	Name of tender	Disposal of computer consumables (used/empty ink/toner cartridges and drums etc of varied printers)
4.	Tender cost/fee	Nil
5.	Earnest Money Deposit (EMD)	Rs. 20,000/- in form of DD/Banker's cheque payable at Delhi only
6.	Date of publication of Tender enquiry	21 st January, 2019 (11.00am)
7.	Bid document download start date	21 st January, 2019 (03.00 pm)
80	Start date for seeking clarifications	22 nd January, 2019 (11.00 am)
8.	Last date for seeking clarifications	25 th January, 2019 (05.00 pm)

	Date of providing clarification to the queries	28 th January, 2019 (12.00 am)
8.	Date of Physical inspection of the site	30 th and 31 th January, 2019 (between 03.00 pm to 05.00 pm)
10.	Start date for submission/uploading of bids	1st February, 2019 (11.00 am)
11.	Last date and time for submission of bids	15 th February, 2019 05.00 pm
12.	Date of opening of Technical bids	18 th February, 2019 (12.00 Noon)
13.	Address of communication	O/o the C & AG of India, Pocket-9, Deen Dayal Updhayay Marg, New Delhi-110124
14.	E-mail ID	singhm3.cag@cag.gov.in
15.	Contact person	AO (C&S), O/o the C & AG of India, New Delhi (011-23509373/300/163)

Note: No bid shall be accepted after the due date and time given in the above schedule for any reasons whatsoever may be.

Section II – ‘Eligibility Criteria’

1. The bidder (s) should fulfil the following eligibility criteria:

- a) The bidders registered with Ministry of Environment and Forests (MOEF)/Central Pollution Control Board (CPCB)/State Pollution Control Board (SPCB) or any recognised authority as recyclers/re-processor/Collection centre/dismantler of E-Waste (computer consumables) shall be preferred.
- b) A declaration duly signed & stamped with respect to recycling/re-use/re-sale of ink/toner cartridges & drum etc as per E-Waste (Management) Rules-2016 or other stipulations by the GOI/concerned authority or as amended from time to time shall be uploaded.
- c) The proof of legal entity in form of Limited or Private Limited Company under the Companies Act, 1956, if applicable, shall be submitted in form of incorporation documents such as MoA, AoA etc.
- d) The bidder must be registered under appropriate authorities i.e. GST/PAN/Income Tax etc.
- e) The bidder must have successfully executed/completed similar services costing not less than 10 Lakh over the last three years i.e. current financial year and last three financial years.
- f) The bidder should have their registered office/branch office in Delhi with valid proof such as rental agreement, latest telephone bill copy, GST registration and property tax receipt etc.
- g) Bank details for NEFT/RTGS payment alongwith copy of cancelled blank cheque in format Annexure-III (enclosed), in case of refund, if any, shall be provided alongwith bid documents.
- h) Non disclosure agreement in format Annexure-IV (enclosed).

2. Definition of Similar services:

Sale of scrap/disposal of computer hardware & consumables, disposal of electric & Electronic items etc to any Central/State Government/PSUs/Autonomous Bodies/Reputed Organisation etc under a single contract/order during the last three years. Documentary proof for such services/works shall be produced alongwith bid offer, failing which bids will be summarily rejected.

Note: appropriate & relevant documents, certificates should be submitted as per the eligibility criteria by the bidder.

3. Process for tendering:

- a) Tender shall be submitted only through online in two bid system (technical bid & financial bid) duly scanned and signed by the authorised representative of the bidders.
- b) The tender form for ‘Technical Bids’ prescribed at Annexure-I (enclosed) complete in all respect (including EMD) should be submitted in First Cover superscribed –“Technical Bid – Disposal of computer consumables (ink/toner cartridges & drum etc.)” at O/o the C & AG of India, 9, DDU Marg, New Delhi-110124”.

- c) The tender form for 'Financial Bids' prescribed at Annexure-II (enclosed) complete in all respect should be submitted in Second Cover superscribed –“Financial Bid- Disposal of computer consumables (ink/toner cartridges & drum etc.)” at O/o the C & AG of India, 9, DDU Marg, New Delhi-110124”
- d) The due date for submission of technical bid document is by 05.00PM on 15.02.2019

4. Contents of Technical Bids (Part/Cover-I):

The bidder in this regard should submit the scanned copies of following documents in the Technical Bid:

- a) Proof of submission of EMD worth Rs. 20,000/- in form of DD/Banker's Cheque. The bid received without EMD will be summarily rejected.
- b) In case, the bidder claims exemption for payment of EMD, relevant and valid proofs claiming exemption.
- c) Proof of self attested copy of valid registration certificates issued by the Ministry of Environment and Forests (MOEF)/Central Pollution Control Board (CPCB)/State Pollution Control Board (SPCB) or any other recognised authority, if applicable, as recyclers/re-processor (computer consumables).
- d) Declaration w.r.t. recycling/re-use/re-sale of ink/toner cartridges & drum etc as per E-Waste (Management) Rules-2016 as amended from time to time or other stipulations by GOI/Authority concerned to this effect.
- e) Copies of Certification of Registration of the Company and Incorporation documents such as MoA, AoA etc., if applicable.
- f) Copies of GST registration certificate and PAN Card/Income Tax.
- g) Details of annual turnover for last three financial years' alongwith copies of duly audited P&L Accounts, Balance Sheet or CA Certificate.
- h) Proof of similar work as mentioned in the eligibility criteria point No. 1 (e).
- i) Valid Proof of having registered office/branch office in Delhi such as rental agreement, latest telephone bill copy, GST registration and property tax receipt etc.
- j) Bank details for NEFT/RTGS payment alongwith the copy of cancelled bank cheque as specified in format (Annexure-III).
- k) Non disclosure agreement as per format in Annexure-IV duly filled and signed by the bidder affixing office seal.
- l) Signed copy of complete set of tender document including blank page prescribed for financial bid.
- m) Any other disclosure/related documents.

5. Contents of Financial bid (Part/Cover-II):

The financial bid shall contain the financial details of tender as per format –Annexure-II

Section-III: Instructions to the Bidders

1. Registration:

- a) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (CPPP).
- b) During enrolment/registration, the bidders should provide the correct/true information including valid e-mail ID & Phone/Mobile Number etc.

2. Preparation of bids:

- a) The bids and all accompanying documents should be legible for reading. If the documents submitted by the bidders are not legible/readable, their bid will not be considered and stands rejected.
- b) Bidders shall search the tender mentioning name of the tender or the tender ID from the published tender list available on the site and download the complete tender document and should take into account corrigendum (s), if any published before submitting their bids.

3. Submission of bids:

- a) Bidders shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidder shall note the number of covers in which the bid documents are to be submitted, the number of documents, including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
- b) Bidders are required to submit duly authorised scanned copies of their bids electronically on the CPP Portal.
- c) The bids should be prepared in following two parts:

Part/Cover-I: All documents sought for evaluating/pre-qualification and technical criteria.

Part/Cover-II: All Documents sought for financial offer.

4. Bid opening and Evaluation - Technical bid (Part/Cover-I):

- a) After opening of the technical bids and verifying the EMD, the technical bids shall be scrutinized and evaluated by the competent authority/committee with reference to parameters specified in the tender documents.
- b) The authority/committee will scrutinize the bids based on eligibility criteria and other compliance. The bidders shall be required to upload the self attested copies of the relevant documents in support of the documentary evidences for being considered during the technical evaluation. The technical bid not meeting minimum requirements as per the tender documents shall be rejected and their financial proposal will be unopened. The bidder qualified in all or more categories as per eligibility criteria will be considered as technically qualified bidder. Decision of the competent authority of this office will be final in this regard and binding on the bidders.

5. Opening of Financial Bid (Part/Cover-II):

- a) Commercial offer of those bidders, who fulfilled all or maximum eligibility criteria and declared technically qualified by the competent authority/committee, would be opened.

6. Clarification of bids:

During evaluation of bids, the competent authority may at its discretion ask the bidder for clarification, if any, of its bid. The request for clarification and response shall be in writing.

- a) If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected at this end accordingly. If there is a discrepancy between words and figures, the amount in words shall prevail. If the tenderer does not accept the correction of the error, his/her bid shall be rejected.
- b) The evaluation and comparison of responsive bids shall be done on the price of the goods/services offered inclusive of all Levies & Taxes as indicated in the Price Schedule of the bid document.
- c) The competent authority of this office may waive any minor non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

7. Site visit or material check-up:

- a) Bidders are advised to inspect, examine the site/material and its surrounding and satisfy themselves before submitting their tenders. A tenderer shall be deemed to have full knowledge of the site/material whether he/she inspects it or not and no extra charges consequent on misunderstanding or otherwise shall be allowed. For inspection, bidders may contact on 011-23509163/9711051907.
- b) The inspection for disposable items should be carried out in presence of authorised staff from this office only.
- c) Bidders or his authorised agents with valid identity proof shall at all time be accompanied by authorised personnel from this office when undertaking site visit on 30th and 31th January, 2019 between 3.00pm to 5.00 pm.

8. Earnest Money Deposit:

- a) The residual value of disposable used/empty ink/toner cartridges and drums etc, is set to be around Rs. 2,10,000/-, based on total quantity of disposable item (s) and assessed unit price thereof.
- b) The bidders are required to deposit Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupee twenty thousand only) i.e. 10% of total assessed value, in form of Demand Draft/Banker's cheque in favour of Pay & Accounts Officers, O/o the C & AG of India, New Delhi.
- c) The original documents of EMD, in an envelope, should be submitted in this office with AO (C&S), Room No. 313 before bid submission deadline given in Section-I.

9. Refund/Retention of EMD:

- a) The EMD, without any interest accrued or as such will be refunded to the unsuccessful bidder within one month period.
- b) EMD of successful bidder will be adjustable within total offered cost.

10. Forfeiture of EMD:

- a) In case, where a bidder withdraws its bid during the period of Bid validity specified by the bidder on the bid document
- b) In case, successful bidder fails to sign the contract or breach any of conditions of the contract.

11. Contacting the Tendering Authority:

- a) No bidder shall contact this office on any matter relating to its bid, from time of opening of bids to the time the contract is awarded. For any additional information, the competent authority reserves the right as whether such additional information should be considered or otherwise.
- b) Any efforts by a Bidder to influence this office in its decision on bid evaluation, bid comparison or contract award may result in disqualification of the Bidder's bid and also forfeiture of its EMD

12. Period of validity of bids:

- a) Bids shall be valid for 60 days after bid opening date. A bid valid for a shorter period shall be rejected as non-responsive. In exceptional circumstances, the Tendering Authority may solicit the Bidders consent to an extension of the period of validity. Such request and response thereto shall be made in writing.

13. Right to accept or reject any or all bids:

- b) This office reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the bidder (s).
- c) Any deviation/irrelevant specifications in this tender will not be accepted. Final decision for accepting or rejecting any/all bid (s) will be at absolute discretion of competent authority of this office.

14. Award of contract:

- a) Finalisation of the tender will be done based on recommendation by the appropriate level committee constituted by competent authority for the purpose.
- b) Award of contract shall be considered on the bidder whose offer has been found technically and financially acceptable. The competent authority has full right to place order on fully or partially.

15. Annulment of Award:

- a) This office reserves the right to terminate the order in case of violation of terms & conditions or non-fulfilment of the essential requirement.
- b) This office reserves the right to cancel the order without assigning any reason whatsoever at any stage.
- c) This office reserves the right to disqualify the contractor for a suitable period who habitually failed to take the services. This office also reserves the right to blacklist a bidder for suitable period in case he/she fails to honour his/her bid without sufficient and reasonable grounds.

Section-IV: 'Conditions to the bidders'

1. Definitions:

In this contract, the following terms shall be interpreted as indicated:

- a) **"Tendering Authority"** means the Director (Personnel), O/o the Comptroller and Auditor General of India.
- b) **"Computer consumables"** means used, empty ink/toner cartridges and drums etc of assorted printers mentioned in Section-V and required to be taken under the contract.
- c) **"Bidder"** means any vendor that is participating in the tender process.
- d) **"Price"** means the total cost payable by the successful bidder in full as value of disposable computer consumables under the contract.
- e) **"Contract"** means the written agreement held between both parties.
- f) **"Contractor"** is the successful bidder to whom the contract will be awarded.

2. General Conditions:

- a) Lots of proposed items are sold on **as is, where is and as what is basis**. The disposal of used/empty ink/toner cartridges and drums of various make, model and types of printers is strictly on the understanding that bidder had inspected the items. No complaint/claim will be entertained in this regard.
- b) Bid acceptance will rest with the competent authority of this office and sale order will be issued to the technically and financially successful bidder.
- c) The material will be counted/weighed on the spot in the presence of successful bidder and authorised official (s) of this office and endorsed by both the parties before taking out from the office premises.

3. Payment details:

- a) Payment should be made only by the way of Demand Draft/Banker's cheque.
- b) 25% payment of total sale value shall be made in favour 'Pay and Accounts Officer, O/o the C & AG of India, New Delhi within 7 days from the issue of acceptance letter/sale order.
- c) Balance amount shall be paid within next 7 days before delivery. Delivery will be accepted only after payment of full amount including EMD.

4. Delivery details:

- a) Delivery of items has to be taken within 15 days from the date of acceptance letter/sale order. The delivery of the material will be given only after realization of DD/Banker's cheque for full value.

- b) Bidder shall obtain confirmation well in advance before taking delivery and can contact at Phone Nos: 23509163/971051907 for the purpose.
- c) Counting/Weighing of material should be carried out in presence of authorised official (s) from this office.

5. Delay in taking delivery:

- a) If the bidder/contractor is not able to lift the material within the free delivery period as stated above, he/she may request for an extension. However, such request will be on sole discretion of the competent authority of this office and binding on the bidder/contractor.
- b) If the material is not removed even within the extended period, if agreed to, the advance amount and total sale amount paid will be forfeited and order will be cancelled. Decision of the competent authority of this office shall be final in this regard and binding on the contractor.
- c) The material shall be removed by the contractor or its duly authorised agent in presence of authorised official (s) from this office.
- d) The bidder/contractor shall arrange his own person/labour for counting/weighing, loading and transportation of material from the site.
- e) Contractor will leave storage place of the material quite clear.
- f) The contractor shall comply with all safety measures and indemnify this office against any liability for compensation due to injury to his own labour/person (s) or to other persons inside the office premises while taking out the material under the contract and for any losses or damages to the building/structure/property of this office due to any fault or negligence or wilful acts, omission or any other reasons whatsoever.
- g) Any attempt to influence the decision will make the bidder unqualified. The bidders, who are in relation with any of staff of this office in any capacity, are not eligible to participate in the tender process.

6. Decision taken:

The decision taken by the competent authority of this office in the process of the tender process will be full and final and binding on the bidders.

7. Execution of order:

- a) Disposal of used, empty ink/toner cartridges and drums etc shall be carried out in this office at Pocket-9, Deen Dayal Upadhyay Marg, New Delhi-110124 as per directions of the authorised personnel/officer in charge at location from this office.

16. Legal jurisdiction:

- a) All legal disputes are subject to jurisdiction of Delhi courts only.

Section IV: Scope of work/sale

1. Scope:

- b) The scope of work is for sale of computer consumables (used/empty ink/toner cartridges and drum etc) at Office the Comptroller and Auditor General of India, Pocket- 9, Deen Dayal Updhayay Marg, New Delhi-110124 as per details given below:

<i>Sl. No.</i>	<i>Category/Description</i>	<i>Approx. Qty.</i>
1.	Inkjet cartridges of assorted models/types (HP/Canon etc)	4579
2.	Colour/black toner cartridges of assorted models/types (HP/Brother/Samsung/Lexmark etc)	1741
3.	Drums of Colour/Mono Laserjet printers of assorted models (HP/Brother/Samsung/Lexmark etc)	129
	Total	6449

Note: Quantity shown above in each category is approximated, which may be increased effecting total cost of the contract as per offered unit price of each categorised item, which should be acceptable by the contractor and binding as well.

Annexure-I: Technical Bid

Duly self attested copies with office seal of each required document (s) are to be uploaded as stated below:

- a) Details of the bidder:
- | | | |
|-------------------------------|---|-------|
| Name of firm | : | _____ |
| Name of authorised person | : | _____ |
| Designation | : | _____ |
| Contact No. (Mobile/Landline) | : | _____ |
| E-mail ID | : | _____ |
| Corresponding Address | : | _____ |
- b) Proof of submission of EMD Yes/No
- c) In case of exemption availed for EMD, a valid certificate from NSIC/MSME etc. Yes/No
- d) Proof of being registered with Ministry of Environment and Forests (MOEF)/Central Pollution Control Board (CPCB)/State Pollution Control Board (SPCB) or any other recognised authority as recyclers/re-processor/Collection centre/dismantler of E-Waste (computer consumables) etc. Yes/No
- e) Declaration with respect to recycling/re-use/re-sale of computer consumables including ink/toner cartridges & drum etc as per E-Waste (Management) Rules-2016 or other stipulations by the GOI/concerned authority or as amended from time to time. Yes/No
- f) Copies of Original Registration Certificates:
- | | |
|--|--------|
| (i) Incorporation Documents such as MoA and AoA etc. | Yes/No |
| (ii) GST Registration Certificate | Yes/No |
| (iii) PAN Card Number/Income Tax Number | Yes/No |
| (iv) Incorporation Certificate/Registration of the Company | Yes/No |
- g) Audited financial statements for last three financial years (copies of P&L statements alongwith Balance sheet for the year 2015-16, 2016-17 & 2017-18). Yes/No
- h) Copies of proof of similar work as mentioned in the eligibility criteria point No. 1 (e). Yes/No
- i) Copy of proof having Registered office/branch office in Delhi with valid proof such as rent agreement/latest telephone bill copy/GST registration certificate/property tax receipt etc. Yes/No
- j) Bank details for NEFT payment alongwith copy of cancelled bank cheque as per format in Annexure-III. Yes/No
- k) Non Disclosure agreement as per format in Annexure-IV. Yes/No
- l) Self attested bid document duly signed and affixing office seal in all pages including blank financial bid page. Yes/No

I/We certify that all terms and conditions of the bid/tender documents are acceptable to us.

Signature of authorised person

Name:

Designation:

Company Seal:

Date:

Place:

Annexure-II

Financial Bid:

a) Rates shall include cost of transportation, taxes and other overheads:

Price Schedule						
This template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant column, else the bidder is liable to be rejected for the tender. Bidder are allowed to enter the bidder Name and Value only						
<i>Sl. No.</i>	<i>Items' description</i>	<i>Approx. Qty</i>	<i>Units</i>	<i>Assessed unit price (Rs)</i>	<i>Offered unit price (to be entered by the bidder)</i>	<i>Total amount (Rs.)</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Ink cartridges of assorted type & models of printers (HP/Samsung/ Canon/Brother etc)	4579	Nos	80	--	--
2.	Toner cartridges of assorted type & models of printers (HP/Brother/ Samsung/ Lexmark etc)	1741	Nos	13	--	--
3.	Drum of assorted type & models of printers (HP/ /Brother/Samsung /Lexmark etc)	129	Nos	18	--	--
Total (in figures)						--
Total (in words) _____						--

Signature of authorised person

Name:

Designation:

Company Seal:

Date:

Place:

Annexure-III

Bank Details for NEFT/RTGS Payment

<i>Sl. No.</i>	<i>Particulars</i>	<i>Description</i>
1.	Name of Bank	
2.	Branch Name	
3.	Account type	
4.	Account No.	
5.	Name of Account holder (s)	
6.	IFSC Code	

The bidder is requested to enclose copies of bank cancelled cheque for verification of details.

Signature of authorised person

Name:

Designation:

Company Seal:

Date:

Place:

Annexure-IV

‘Non-Disclosure agreement’

Tender Inviting Authority	Bidder/Contractor
Office of the Comptroller and Auditor General of India Pocket-9, Deen Dayal Updhayay Marg, New Delhi-110124 Phone: 23509286	

1. I/We, the undersigned certify that I/We have gone through the requirement and terms & conditions of the tender enquiry and undertake to comply with the same.
2. The rates quoted are final and binding upon us.
3. 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.
4. I/We hereby agree and undertake to maintain such information as confidential and undertake not to use any of part or the whole of such information, directly or indirectly learnt at location for any other purpose other than executing the scope of work for disposal of used/empty ink/toner cartridges and drum etc at 9, DDU Marg, New Delhi

Signature of authorised person

Name:

Designation:

Company Seal:

Date:

Place: