




ODISHA STATE CO-OPERATIVE HANDICRAFTS CORPORATION LTD.  
D-2/3 & 4, Industrial Estate, Rasulgarh, Bhubaneswar-751010  
Ph-0674-2975390, GSTN:- 21AAAAO0096K2ZQ  
E-mail : [oschcutkalika@gmail.com](mailto:oschcutkalika@gmail.com) Facebook: [www.facebook.co/utkalika](http://www.facebook.co/utkalika)

Letter No. 2424

Date 16/07/25

**Notice inviting Tender for Disposal of Old records / Files**

Odisha State Cooperative Handicrafts Corporation Ltd.(Utkalika), Bhubaneswar intends to dispose of Old records/ Files " as is and where is" basis. Interested parties/ firms may submit their price quotations in the prescribed format on or before 28.07.2025 indicating rate per kilogram for each category of the item, proposed for disposal.

  
Managing Director



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Letter No. 2425

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Odisha State Cooperative Handicrafts Corporation Ltd.(Utkalika), Bhubaneswar intends to dispose of Old records/ Files "as is and where is" basis. Interested parties/ firms may submit their price quotations in the prescribed format on or before 28.07.2025 by 03:00 P.M. indicating rate per kilogram for each category of the item, proposed for disposal.

**TERMS AND CONDITIONS**

1. The physical inspection is permissible during office hours only i.e. 10:30 A.M. to 05:00 P.M.
2. Bidders are advised to inspect the stock of old Records, Receipts, Registers, Guard Files, Advance Registers etc. before submitting their tender.
3. The highest rates will be accepted.
4. The firms must quote the rates in INR in figure as well as in words for both items. The firms should quote the rates clearly without any overwriting/ strikethrough.
5. PAN card must be included.
6. Quotation letter is non-transferable and vendor should invariably submit if firm's letterhead duly signed by the competent signatory.
7. Weighing of the old records and files shall be done in the presence of Committee Members.
8. The bidder has to bring their own gunny bags, labourer for picking up and carrying the raddi at the time of weighing.
9. All packing, loading and unloading of items sold will have to be done by the successful bidder at their own cost. No extra charges will be paid.
10. The entire lot old records and files shall have to be lifted within **5 days from the date of award of tender** and when directed by the Record Asst. of the Record Room, Mancheswar, Bhubaneswar. Before lifting the items, the successful bidder shall have to deposit the entire sale proceeds by cheque in favour of the **Odisha State Co-operative Handicrafts Corporation Ltd., Odisha, Bhubaneswar.**
11. The right to acceptance of the vendors will rest with the competent authority of Odisha State Cooperative Handicrafts Corporation Ltd.(Utkalika). The competent authority also reserves the right to reject any or all the tenders without assigning any reason thereof.
12. The sale will be on "as is and where is". Items once sold are not returnable under any circumstances.
13. GST number to be provided (where applicable).
14. The tenders will be opened on 28.07.2025 at 03:30 P.M. before a Committee duly constituted for the purpose in the presence of the bidders, if any.

  
Manager  
16/07/25

**PERFORMA OF TENDER FOR THE RATES OF DISPOSAL OF OLD RECORDS/ FILES**

From .....

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Sir,

I/ We hereby offer rates to purchase old records / files of Odisha State Cooperative Handicrafts Corporation Ltd.(Utkalika), Bhubaneswar.

Sl. No.	Description of items	Rate/ per kg Amount in Figure	Amount in Words
1.			
2.			

Yours Truly,

Sign .....

Name .....

Seal & Stamp .....

Place: .....

Date: .....