



*Utkalika*

**TENDER DOCUMENT**

**Selection of Agency for Supply of "Corrugated box for packing of different Handicrafts and Handlooms"**

**Issued By:**

**Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika)**

**D-2/3 & 4, Industrial Estate, Rasulgarh**

**Bhubaneswar – 751010**

**Tender No: 1851**

**Date of Issue: 11.06.2026**



**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) Website: [www.utkalikaodisha.com](http://www.utkalikaodisha.com)**

**TENDER CALL NOTICE NO-                                          /2026**

**Date**

Sealed tender is invited from Authorized Manufacturer/Supplier having valid documents as mentioned below to supply **Corrugated Packaging Box** of different sizes as mentioned below to Office of the Odisha State Co-Operative Handicrafts Corporation Ltd. (UTKALIKA), Rasulgarh, Bhubaneswar, Odisha for the FY 2026-27, along with supporting documents like PAN no., GST, Udyam Registration no. etc with their lowest rate for supply of above materials .

The details specification and sizes are mentioned separately which is available on our website [www.utkalikaodisha.in](http://www.utkalikaodisha.in) . The tender documents along with the quoted value(complete in all respect) should be submitted to Managing Director, Odisha State Co-Operative Handicrafts Corporation Ltd, Shed No- D-2/3, Industrial estate Rasulgarh, Bhubaneswar-751010. The last date of receipt of the sealed tender is up to **2:00PM of 02/07/2026** and it will be opened on **03/07/2026** at **4:00PM** on the same day at Office of the OSCHC Ltd., Odisha, Bhubaneswar in the presence of the bidders or their authorized representatives. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

sd/-

Managing Director



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**Issued By:**

**Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika)  
D-2/3 & 4, Industrial Estate, Rasulgarh  
Bhubaneswar – 751010  
Tender No: \_\_\_\_\_  
Date of Issue: \_\_\_\_\_**

# Tender

Request for Proposal (RFP) for empanelment of Professional Agencies for “**Supply of Corrugated box for packing of different Handicrafts and Handlooms**” to Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika), Bhubaneswar.

The following Materials are required to Supply to this office for the Financial Year 2026-27 and 2027-28;

SL No.	Particulars	Size(LxBxD) (In Inches)	No. of Ply	Price per Piece
1	Moisture free 5 ply corrugated box	9" x 7" x 6"	5 ply	
2	Moisture free 5 ply corrugated box	8" x 8" x 26"	5 ply	
3	Moisture free 5 ply corrugated box	12" x 7" x 9.5"	5 ply	
4	Moisture free 5 ply corrugated box	11" x 3" x 9"	5 ply	
5	Moisture free 5 ply corrugated box	18" x 7" x 15.5"	5 ply	
6	Moisture free 5 ply corrugated box	4" x 4" x 30"	5 ply	
7	Moisture free 5 ply corrugated box	18" x 10" x 18"	5 ply	
8	Moisture free 5 ply corrugated box	8" x 8" x 8"	5 ply	
9	Other packing items as and when required			

## Terms of Conditions:

### 1. Scope & Mode of Submission: -

- The bid should be sealed, and super scribed on the cover as “**Tender Call Notice for Supply Corrugated Packaging Box**”.
- Bid start date- 12.06.2026  
Last date for submission of the bid- 02.07.2026/ 2PM  
Bid opening date-03.07.2026/ 4PM
- The bidder should be submitted the following valid documents.
  - The bidder should be a registered firm with GST Registration / Sale Tax Authority.
  - The bidders must have PAN Card
  - Bidders must submit the last two years ITR file or Authorized Chartered Accountant certificate.

- Delivery of the order always should be within one Week from receiving of Work Order.
  - The bid shall be submitted as per the specification stated in **Annexure-A**, else bid shall be rejected.
  - Bid should be sent by Register Post/Speed post to UTKALIKA on scheduled date and time. Utkalika takes no responsibility for any loss/delay/non-receipt of bid/offer sent by post or any other arrangement. Other mode of receipt will not be accepted.
  - Bid through Fax/electronic mode will not be accepted.
  - Conditional offer/will not be accepted.
  - Authority reserves the right to increase or decrease the quantity or reject any or all of tenders received without assigning any reason thereof.
2. **Validity:** - The bid should be valid till 31.09.2026 from the date of publish of bid.
  3. **Project Period:** The successful bidder will be empanelled for supply of products whenever required for the Financial Year 2026-27 and may be extended to following Financial Year after satisfactory performance report by the concerned section(maximum extension for only one year).
  4. **Evaluation Process-** As the detailed requirements with number of Ply requirements have been mentioned the lowest bidding agencies (Two) shall be empanelled for supply of materials as and when required by OSCHC Ltd. at its discretion. The authorities are not bound to accept the lowest financial bid. It depends on the Proof of Concept (PoC)(Sample piece) of the Odisha State Co-operative Handicrafts Corporation Ltd., Odisha Bhubaneswar as requirements.
  5. **Bid Processing Fees:-** The bidders must have submitted an amount of Rs.1000/- (One Thousand Only)which is non- refundable in shape of Demand Draft in favour of “**Odisha State Co-operative Handicrafts Corporation Ltd.**”, payable at Bhubaneswar.
  6. **Consignee:** - **Managing Director, Odisha State Co-operative Handicrafts Corporation Ltd., Odisha Bhubaneswar**
  7. **Payment:** - The payment shall be made after successful supply of the whole order in time and submission of bill.
  8. **Price:** The price should be quoted as per the format. GST shall be extra as applicable.
  9. **Self-Certification:** The bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any Central and State Government/PSU in the country of India. A self-declaration certificate to this effect should be enclosed.
  10. **Necessity:** Single bid is allowed as per the circular of Finance Department, Govt of Odisha if no other bid will be received after a 10 days extension, but needs to check the technical specification and pricing negotiation if required.
  11. **Delivery of Materials:** - The above materials should be supplied to the Managing Director, Odisha State Co-operative Handicrafts Corporation Ltd, Odisha, Bhubaneswar within 7 (Seven days) of issue of work order. The successful bidder shall submit the materials delivery acknowledge receipt copy during the payment.
  12. **Jurisdiction of Court:** - Suits or legal proceedings if any arising out of the contract shall be filled by either party in a court of law to which the jurisdiction of Hon'ble District and session Court, Bhubaneswar extends.

**Annexure A**

<b>SL No.</b>	<b>Particulars</b>	<b>Size(LxBxD) (In Inches)</b>	<b>No. of Ply</b>	<b>Price per Piece</b>
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