No. PAG (Audit-I)/OM-II/Old Records/2026-27/32 Dated: 06/11/2026

To

Sirs,

Sub: Disposal of time-barred records - Quotations called for - Regarding.

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It is proposed by this office to dispose of time-barred old records such as white Papers, Dull white papers, colour papers, files, pads. Newspapers, etc., in diagonally cut form.

Quotations are called for from nearby dealers to offer their rates with the following Specifications:

1. Rates shall be quoted separately for each type of records mentioned above.

2. Rates shall be specified in terms of weight in kilogram.

3. Quotations shall be forwarded in a sealed cover addressed to The Senior Deputy Accountant General (Admn.), O/o the Principal Accountant General (Audit-I), Tamil Nadu, 'Lekha Pariksha Bhavan', 361, Anna Salai, Teynampet, Chennai- 600 018.

4. Quotations shall be forwarded so as to reach this office latest by 16.11.2026 05.00 pm. Quotations received after this date/time will not be entertained.

5. The date of weighment/disposal will be intimated to the successful bidder.

6. The dealer shall dump the cut white papers/colour papers/Dull white papers /newspapers/pads in their own gunny bags, weigh them and transport them from this office premises at their own cost.

7. The nominated officers of this office will supervise the process of weighment and calculate the amount of proceeds based on the weight of each type of records and the quoted rates for the same.

8. Payment shall be made by means of cash on the same day after the process of weighment is completed.

9. The weighed bags of cut papers should be removed from this office premises within a day from the date of weighment.

Yours faithfully,

Senior Audit Officer (Office Management)