

VAISHAL PATLIPUTRA DUGDH UTPADAK SAHKARI SANGH LIMITED

## PATNA DAIRY PROJECT

PHULWARISHARIF, PATNA 801505

An ISO P22000:2005 certified Organisation

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Email: [vpmu.pur@gmail.com](mailto:vpmu.pur@gmail.com)

VPDUSS-SOP-8.5.1.2-01FO2

VPDUSS:PUR:FBD Enq: 2167

Dated 05.07.23

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Sub: R.F.Q FOR Stationery FBD Patna.

Dear Sir,

We are interested in purchase the following Items. If you are interested please quote your competitive rate addressed to Managing Director mentioning on the envelope quotation for stationery for FBD, Patna by so as to reach us before 22.07.23 The details of item is follows:

All rates must be F.O.R FBD, Patna on door delivery basis.

S.No.	Item	Specification	Unit	Qty reqd
1.	Stationery	Details Attached as Annexure 01 (SL. 01 to 23 )	Nos	Attached as Annexure 01 (SL. 01 to 23 )

New bidder who are previously not regstrate with Patna Dairy Project have to submit following paper with Quotation .

1. Copy of Registration under shop and Establishment act / factory licence
2. Copy of GST Registration
3. Copy of Pan
4. Minimum 3 years experience in same trade
5. Manufacturer authorization letter if any

Please feel free to contact the undersigned for further clarification or additional information, if needed.

Thanking you

Yours faithfully,



Manager (MM)

## Annexure 01

S.No.	Item	Specification	Unit	Qty reqd
1	Box File / Index File	Fine Quality	Nos	600
2	Flat File / Cobra File	Fine Quality Clip	Nos	1,000
3	Correction Fluid Erazex White	Kores	Nos	48
4	Stepller Machine No - 10	Kangaroo / Kores	Nos	24
5	Stepller Pin Small No- 10	Kores	Nos	500
6	Register 3 Qr.	Fine Binding	Nos	400
7	Register 2 Qr.	Fine Binding	Nos	300
8	Register 2Qr.	Ordinary	Nos	200
9	Punching Machine 600 nos	Kangaroo	nos	24
10	Dust Bin		Nos	24
11	Paper Tray Plastic		Nos	24
12	Stamp Pad		nos	24
13	Duplicate Note Book		nos	400
14	Photo Copy Paper Size- A4 Zerox		PAC	1,000
15	Ink for Stamp Pad		Nos	24
16	Dispatch Register 6Qr.		nos	6
17	Leave Application Form		nos	50
18	Milk Despatch Challan		nos	300
19	Parmanent Marker Pen Slim + Clip		nos	100
20	Pencil Carbon Small	Kores / Fine Quality	Nos	50
21	Duster Size - 22" x22"		nos	600
22	Hi -Lighter ( Scatch Pen )		Nos	36
23	Agani Icy Gel Pen Disposal		nos	1500

Please Submit to Sample Box File , Flat File, Register 3Qr. , Register 2Qr. , Duplicate Note Book & Duster