

VAISHAL PATLIPUTRA DUGDH UTPADAK SAHKARI SANGH LTD

PATNA DAIRY PROJECT

PHULWARISHARIF, PATNA 801 505

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VPDUSS-SOP-8.5.1.2-01.F02

Date- 24.08.2026

PDP: PUR:FBD : 3914

Sub: Invitation for submission of quotation for supply of ENVELOPE, WRITING PAD & CONCEYANCE PAD.

Dear Sir,

With reference to above, VPMU, Patna is hereby interested in purchase of **ENVELOPE, WRITING PAD & CONCEYANCE PAD**. Accordingly, submission of quotation is invited under following terms and conditions:-

The quotation can be submitted either through email (in password protected format) or in a sealed envelope addressed to the Managing Director. The envelope shall be superscribed as: "Quotation **ENVELOPE, WRITING PAD & CONCEYANCE PAD**."

The quotation shall reach this office on or before **02.09.2026**, 5:00 PM in sealed envelope/email (Password protected).

In the event of submission of the quotation through email (vpmu.pur@gmail.com), the password (OTP) for opening of the quotation shall be sent separately(not along with the quotation) to the designated email ID vpmu.pur@gmail.com between 2:30 PM to 3:00 PM on 03.09.2026.

The sealed/password protected quotation will be opened on **03.09.2026** at 5 PM.

All rates must be **F.O.R – FBD, PATNA** on door delivery basis. (PR No. 1900009789 dt. 17.08.2026)

SR. NO.	Item No.	Specification	Quantity
1	ENVELOPE BIG (PLAIN)		5000 NOS.
2	LOCAL CONVEYANCE PAD		60 NOS.
3	WRITING PAD 5½" X 8½" SUDHA		1000 NOS.

Note :- GST percentage must be mention in quotation.

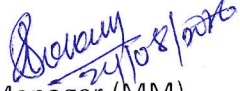
Note:- Quotation validity for 30 days.

Note :- Our payment terms is 100% after delivery of material within 30 days of supply.

Delivery – Within 30 days

Thanking You

Yours faithfully


Dy. Manager (MM)