VAISHAL PATLIPUTRA DUGDH UTPADAK SAHKARI SANGH LTD
PATNA DAIRY PROJECT
PHULWARISHARIF, PATNA 801 505
PHONE :0612-2252542, 2252553, 2251622,
E-mail : vpmu.pur@gmail.com

VPDUSS-SOP-8.5.1.2-01.F02
Date- **07.11.2026**

PDP:PUR:fbd: 5527/

Sub: Invitation for submission of quotation for supply of ATTENDANCE SHEET & GATE PASS BOOK.

Dear Sir,

With reference to above, VPMU, Patna is hereby interested in purchase of **ATTENDANCE SHEET & GATE PASS BOOk.** 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 **ATTENDANCE SHEET & GATE PASS BOOK.**"

The quotation shall reach this office on or before **17.11.2026**, 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 18.11.2026.

The sealed/password protected quotation will be opened on **18.11.2026 at 5 PM**.
All rates must be **F.O.R – FBD, PATNA** on door delivery basis. **(PR. NO. 1900011225 dt. 02.11.2026)**

S.No.	Item	Specification	Qty reqd.
1	ATTENDANCE SHEET P.D.P	SIZE AND SPECIFICATION AS PER OUR SAMPLE	50 NOS.
2	GATE PASS BOOK (MATERIAL)		500 NOS.

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

1 **Copy of Registration under shop and Establishment act / factory license.**
2 **Copy of GST Registration.**
3 **Copy of PAN.**
4 **Minimum 3 Years experience in same trade.**
5 **Manufacturing authorization letter if any.**

Note:- 1) Quotation validity for 30 days.
:- 2) Our payment terms is 100% after delivery of material within 30 days of supply.
:- 3) GST percentage must be mention in quotation.

Delivery – Within 30 days

Thanking You

Yours faithfully
07/11/2026
Dy. Manager (MM)