

VPDUSS-SOP-8.5.1.2-01.F02

VAISHAL PATLIPUTRA DUGDH UTPADAK SAHKARI SANGH LTD  
PATNA DAIRY PROJECT  
PHULWARISHARIF, PATNA 801 505  
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PDP: PUR: FBD: 3475

03.09.2021

Dear sir,

We are interested to purchase stationary items as per list enclosed.

If you are interested to supply please submit your quotation F.O.R-our Dairy latest by 15.09.2021 in sealed envelope superscribing quotation for Stationary.

Thanking you,

Yours faithfully,

  
Manager (MM)

Encl : a.a.

List of stationary items

S.No.	Item & specification	quantity
1.	Box file (Index file) with fine quality clip (heavy duty)	300 pcs
2.	Flate file (Cobra file) – triple extra thick with fine quality clip	500 pcs
3.	Register – 3 quire – fine binding	400 pcs
4.	Register – 2 quire – fine binding	500 pcs
5.	Register – 2 quire – ordinary	100 pcs
6.	Duplicate note book – size 1/6 fine quality	250 pcs
7.	Xerox paper A4 Trust 1 pkt of 500 sheet	1000 pkt
8.	Punching machine Kangaroo 600	12 nos
9.	Paper tray plastic	30 pcs
10.	Stepler pin Kores No.10	1000 pkt
11.	-do- Kores 24/6	36 pkt
12.	Stamp pad – medium size Kores	36 pcs
13.	Jem clip – Kores – plastic coated	300 pkt
14.	Agni jel pen – Blue	1500 pcs
	Black	500 pcs
15.	Whitner (correcting fluid) Kores	24 pcs
16.	Permanent marker	100 pcs
17.	Stepler – M10	48 pcs

**Note : Please submit one sample of item No.1, 2, 3 & 6 for quality verification.**