

VPDUSS-SOP-8.5.1.2-01.F02
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

PDP: PUR: FBD:

6421

22.01.2024

Dear sir,

We are interested in purchasing of the following items. In case you can supply the same, you may send your quotation in sealed cover addressed to the Managing Director address given above superscribing on the top of the envelope quotation for **stationery items** so as to reach us on or before 05.02.2024.

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

S.No.	Item	Specification	Qty reqd
1.	Box file with lid		24 nos
2.	Box file/index file with clip fine quality		500 nos
3.	Correction fluid eraser white		48 nos
4.	Cutter (pencil) Natraj		24 nos
5.	Dispatch register 4 qr		12 nos
6.	Duplicate note book		250 nos
7.	Envelope big (Plain)		6000 nos
8.	Envelope A4 size		500 nos
9.	Flat file/cobra file with fine heavy duty clip		1000 nos
10.	Gum paste 150 ml- Camlin		24 nos
11.	Paper weight Ovel		36 nos
12.	Pencil carbon small – Kores		24 nos
13.	Punching machine 600 nos Kangaroo		24 nos
14.	Register 2 qr fine binding		200 nos
15.	Register 3 qr fine binding		200 nos
16.	Scale 12" plastic		24 nos
17.	Stamp pad – medium Camlin		12 nos
18.	Stepler machine No.10 Max		60 nos
19.	Stepler pin big 24/6 Max		24 nos
20.	Stock book 3 qr		50 nos
21.	Stock book 5 qr		12 nos
22.	Stock book 6 qr		12 nos
23.	Stock book 7 qr		06 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 licence
2. Copy of GST registration
3. Copy of pan
4. Minimum 3 years experience in same trade
5. Manufacturer authorization letter if any

Thanking you,

Yours faithfully,


Manager (MM)