



# BIHAR STATE MILK CO-OPERATIVE FEDERATION LTD.

UNIT - NALANDA DAIRY, BIHAR SHARIF DAIRY PROJECT

AT - BIJWANPAR, P. O - RANABIGHA, BIHAR SHARIF - 803101

PHONE No - 06112 - 233366, FAX - 06112 - 233365

Email - [nalandadairy@gmail.com](mailto:nalandadairy@gmail.com) ND-PUR-REC-02 ISSUE NO1.00/01.03.16

COMFED:ND:PUR.: 2628

Date: 23-10-2025

## Enquiry

To,

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Dear Sir,

You are kindly requested to submit your **most competitive quotation** for the items listed in the enclosed *Annexure 1*, in accordance with the terms and conditions mentioned below. The quotation should be submitted **in a sealed envelope along with the sample, either by Post, Courier, By Hand, or through a Password-Protected Email** on or before **03.11.2025, 17:00 Hrs.** Please ensure that the word "QUOTATION" is clearly written on the upper left-hand corner of the envelope, along with the letter number and date. The quotation should be addressed and sent to the following address:

CHIEF EXECUTIVE,  
BIHAR STATE MILK CO-OPERATIVE FEDERATION LTD.  
UNIT - NALANDA DAIRY, AT - BIJWANPAR, P. O - RANABIGHA,  
BIHAR SHARIF - 803101, NALANDA

SL. No.	Item descriptions	Approx Qty.
1.	As per enclosed Annexure	

### Terms & Conditions:-

- The bidder must clearly mention their GST Number and corresponding HSN Code in the quotation.**
- The quotation should strictly comply with the terms and conditions specified in this request.**
- Quotations received after the due date and time shall not be considered.**
- Please offer your rate on FOR-Nalanda Dairy, Bihar Sharif Stores basis
- Our Term of Payment is 100% within 30 days from the date of receipt and inspection/acceptance of goods.
- Please quote your Basic Price and clearly mention the applicable Taxes & Duties, Satautory levies, Transit risk insurance on percentage basis separately, party must enclose the GST Registration No.(With HSN Code).
- Packing Forwarding charges and time of delivery should be clearly indicated.





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8. Your offer should be valid for minimum 30 days from the date of receipt of your quotation.
9. Please enclose technical specification leaflet, literature and samples along-with quotation wherever applicable.
10. Earnest Money Deposit : Rs. (NIL)
11. Delivery Period : As per our order.
12. If we do not receive any response to our enquiry it would be presumed that you are not interested in the above terms/work and therefore. We will discontinue sending enquiries thereafter.
13. For any disputes, Bihar Sharif court will be our jurisdiction.
14. The undersigned reserves all the right to modify, partly or fully or cancel the enquiry without assigning any reason thereof.
15. You shall have to arranged all transit risk, insurance, which should be included in the offer.
16. Technical and commercial aspect must be clearly mentioned in your offer letter.
17. Eraser, over writing in the quotation should be strictly avoided and correction (if any) should be attested. Over writing, cutting, correction (if any) not attested may lead to cancellation of the quotation.
18. Mode of Transport: Road
19. Bidder who wishes to submit their quotation in person may do so by submitting their sealed quotation in the establishment office, Nalanda Dairy, Bihar Sharif.
20. Nalanda Dairy, Bihar Sharif shall not be responsible for the quotation received later than the time and date mentioned in the above schedule due to postal or any other type of delay at any stage.

**Thanking You,**

**For Bihar State Milk Co-op. Fed. Ltd.**

  
**Chief Executive**



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- Cc To: -** 1) All milk union/units: Request to display on your notice board  
2) Notice Board, Nalanda Dairy, Bihar Sharif  
3) All Committee Members, Nalanda Dairy, Bihar Sharif  
4) (I/c Account, I/c Plant, I/c Engg, and I/c Store)

## Annexure-1

SL. N	Item descriptions	Specifications	Make	Approx Qty.
1.	Delivery Challan Cum Gate Pass (4 Copy)	<ul style="list-style-type: none"><li>Naini Paper 58 GSM, 1/4 Size Perforated sheet in Middle.</li><li>Sheets with Triplicate</li><li>(50 x 3 ), 50 GSM</li><li>Size- 21 (L) x 14 (W) CM, colour Paper</li><li>One Side Printing and Serially Numbering, Good Quality Card Board Cover</li></ul>		500 Nos.
2.	Society Letter Pad	Size- 21 (L) x 18 (W) CM, 200 Sheets 58 GSM, 1/6 DEMY 200 Sheet Perforated on Top Serially Numbering, duplicate Good Quality Card Board Cover		<del>200 Nos.</del> 500 Nos
3.	Writing Pad	58 GSM, 1/6 DEMY 42 Pages Perforated on Top	Standard	100 Nos.
4.	Questionnaire for Milk Producers Level (same matter on each page)	Naini Paper, A-4 Size, 58 GSM Single colour Print		50,000 Sheets book of 50 Sheets with Good Quality Card Board Cover
5.	Questionnaire for DCS Level (same matter on each page)	Naini Paper, A-4 Size, 58 GSM Single colour Print		2000 Sheets, in b of 50 Sheets with Good Quality Card Board Cover

For Nalanda Dairy



**Questionnaire for Milk Producers Level/दूध उत्पादक स्तरीय प्रश्नावली**  
(KNOW YOUR MILK POURER)

3x.No4  
Sample

S. No. क्रम संख्या	General Information (To be filled by Route Supervisor)	
1	Union/Unit Name यूनियन/यूनिट का नाम	
2	DCS Name डीसीएस का नाम	
3	DCS Code डीसीएस कोड	
4	Secretary Name and Contact Number सचिव का नाम और संपर्क नंबर	
5	Supervisor Name and Contact Number पर्यवेक्षक का नाम और संपर्क नंबर	
<b>दूध उत्पादक का विवरण (To be filled by DCS Secretary)</b>		
S. No. क्रम संख्या	Particulars/विवरण	Details/जानकारी
1	Name of Milk Producer* दूध उत्पादक का नाम	
2	Father/Spouse Name* पिता/पति का नाम	
3	Gender/लिंग*	
4	Aadhar Number/आधार संख्या*	
5	Mobile Number/मोबाइल नंबर*	
6	Date of Birth/जन्म तिथि	
7	Category- General/BC/ST/SC श्रेणी - सामान्य/बीसी/एसटी/एससी	
8	PAN/पैन कार्ड	
9	Village/गाँव	
10	Panchayat/पंचायत	
11	Block/प्रखंड	
12	Ward/वार्ड	
13	District/जिला	
14	Are you registered member क्या आप पंजीकृत सदस्य हैं	(Yes/NO) (हाँ/नहीं)
15	Milk Producer's Registration Code दूध उत्पादक पंजीकरण कोड	
16	Bank Name* बैंक का नाम	
17	Account Number* खाता संख्या	
18	IFSC Code/IFSC कोड*	
19	Average milk poured per day at DCS दूध उत्पादक द्वारा समिति पर दिए गए प्रतिदिन औसत दूध की मात्रा	
19	Number of Cows and Milk Quantity गाय की संख्या और दूध की मात्रा	
20	Number of Buffalo भैंस की संख्या और दूध की मात्रा	
21	Breed of Cow/ गाय की नस्ल	देशी /संकर
22	Breed of Buffalo/ भैंस की नस्ल	देशी /संकर
23	Interested in Govt. sponsored cattle loan subsidy schemes क्या सरकार द्वारा आयोजित पशु सब्सिडी योजना का लाभ लेना चाहेंगे	(Yes/NO)/(हाँ/नहीं)
24	Clear copy of Adhaar attached आधार की स्पष्ट प्रति संलग्न है	(Yes/NO)/(हाँ/नहीं)
25	Clear copy of Bank Passbook/Cancelled Cheque attached बैंक पासबुक/कैंसिल चैक की स्पष्ट प्रति संलग्न है	(Yes/NO)/(हाँ/नहीं)

Note/नोट : \* मार्क फ़ील्ड की जानकारी जमा करना जरूरी है।

भरे हुए फॉर्म को रूट सुपरवाइजर को जमा करने से पहले इसकी एक प्रतिलिपि सचिव द्वारा समिति पर रखना अनिवार्य है।

Signature of Secretary  
जमाकर्ता का हस्ताक्षर



88 No.5  
Sample

**Questionnaires for DCS Level**  
**डीसीएस स्तर के लिए फील्ड सर्वेक्षण प्रश्नावली**  
(To be Filled by Route Supervisor)

S. No/ क्रम संख्या	Particulars/विवरण	Details/जानकारी	Remarks/ अभियुक्ति
1	Union/Unit Name यूनियन/यूनिट का नाम		
2	Name of Plant/BMC Where Society is associated समिति का सम्बंधित बल्क मिल्क चिलर /प्लांट का नाम		
3	Route No. रूट नंबर		
4	Supervisor Name and Mobile Number पर्यवेक्षक का नाम और मोबाइल नंबर		
5	Zonal/Area incharge Name and Mobile Number/ ज़ोनल प्रभारी का नाम और मोबाइल नंबर		
S. No/ क्रम संख्या	Particulars/विवरण	Details/जानकारी	Remarks/ अभियुक्ति
1	Name of DCS/ डीसीएस का नाम		
2	DCS Code/ डीसीएस कोड		
3	Women DCS/महिला डी.सी.एस	(Yes/NO)/(हाँ/नहीं)	
4	DCS Registration Code/ डीसीएस पंजीकरण कोड		
5	Registered DCS/ पंजीकृत डीसीएस	(Yes/NO)/(हाँ/नहीं)	
6	DCS Secretary Name and Mobile Number डीसीएस सेक्रेटरी का नाम और मोबाइल नंबर		
7	Name of Chairman and Mobile Number अध्यक्ष का नाम और मोबाइल नंबर		
8	Village/गाँव		
9	Panchayat/पंचायत		
10	Ward/वार्ड		
11	Block/प्रखंड		
12	District/जिला		
13	No of households/घरों की संख्या		
14	Total Number of associated Milk Pourers enrolled कुल पंजीकृत दूध उत्पादकों की संख्या		
15	Total Number of active pourers (1st Oct to till Date) सक्रिय दूध डालने वालों की संख्या (1st अक्टूबर से अब तक)		
16	Daily Milk Collection (in litres) प्रतिदिन दूध संग्रहण (लीटर में)		
17	DCS-Bank Name/बैंक का नाम		
18	DCS-Account Number/खाता संख्या		
19	IFSC Code/आईएफएससी कोड		
20	Last Audit Year in FY(2024-2025), (2023-2024) as per drop down for selection./ अंतिम ऑडिट वर्ष (2024-2025), (2023-2024) — ड्रॉपडाउन चयन के लिए		
21	No. of Gen, BC, ST, SC & Women Member/ सामान्य, पिछड़ा वर्ग, अनुसूचित जनजाति, अनुसूचित जाति और महिला सदस्य की संख्या		
22	Number of Member and Non-Member Milk Pourers दूध उत्पादकों की संख्या — सदस्य/गैर-सदस्य		
23	Testing Facilities Available परीक्षण सुविधाएं उपलब्ध हैं	Gerber/AMCU/DPMCU/Analyser	
24	Government Assistance Received सरकारी सहायता प्राप्त हुई	(Yes/NO)/(हाँ/नहीं)	
Signature of Supervisor जमाकर्ता का हस्ताक्षर			