



COMFED

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

ND-PUR-REC-02 ISSUE NO1.00/01.03.16

COMFED:ND:PUR.: 671

Date: 24-03-2026

Enquiry

To,

Dear Sir,

Please quote your most competitive rates for the items listed in the enclosed Annexure, in accordance with our terms and conditions mentioned below.

Your quotation should be submitted in a sealed envelope by Post, Courier, or by Hand, on or before **07.04.2026 at 17:00 Hrs.** Kindly ensure that the envelope is clearly superscribed with the word "QUOTATION" on the upper left corner, along with the letter number and date.

The quotation should be sent to the address mentioned below.

**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:-

1. Please offer your rate on FOR-Nalanda Dairy, Bihar Sharif Store basis
2. Our Term of Payment is 100% within 30 days from the date of receipt and inspection/acceptance of goods.
3. **Please quote your Basic Price and clearly mention the applicable Taxes & Duties, Statutory levies, Transit risk insurance on percentage basis separately, party must enclose the GST Registration No.(With HSN Code).**
4. Packing Forwarding charges and time of delivery should be clearly indicated.
5. Your offer should be valid for a minimum of 30 days from the date of receipt of your quotation.
6. Quotations not received within the due date are not likely to be considered.
7. Please enclose technical specification leaflet, literature and samples along-with quotation wherever applicable.
8. Earnest Money Deposit: Rs. (NIL)
9. Delivery Period: As per our order.



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- 10.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.
- 11.For any disputes, Bihar Sharif court will be our jurisdiction.
- 12.The undersigned reserves all the right to modify, partly or fully or cancel the enquiry without assigning any reason thereof.
- 13.You shall have to arranged all transit risk, insurance, which should be included in the offer.
- 14.Technical and commercial aspect must be clearly mentioned in your offer letter.
- 15.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.
- 16.Mode of Transport: Road
17. 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.
- 18.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.

K.K. Azad.
24/3/2026
f **Chief Executive**
[Signature]

- 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
(I/c Account, I/c Plant, I/c Engg and I/c Store)

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Annexure

SL. No.	Item descriptions	Specifications	Make	Approx Qty.
1.	Xerox Paper	A - 4 Paper 70 GSM	Century (Blue)	500 Nos
2.	Trimex Pen Refill	Blue & Black	Reynold	24 Nos.
3.	Carbon Paper		Kangaro Corex	12 Pkt
4.	Register, Side Cloth Binding	01 Quire	Standard/ Milan	24 Nos.
5.	Register, Side Cloth Binding	02 Quire	Standard/ Milan	24 Nos.
6.	Register, Side Cloth Binding	03 Quire	Standard/ Milan	12 Nos.
7.	Register, Side Cloth Binding	04 Quire	Standard/ Milan	12 Nos.
8.	Trimex Pen	Blue & Black	Reynold	24 Nos.
9.	Pencil		Doms	50 Nos.
10.	Flat File with Iron Clip		Cobra/Crystal	500 Pcs.
11.	Whitener Pen		Standard	24 Nos.
12.	Arch File (Index File)	Premium Quality	Standard	200 Nos.
13.	Jetter Pen	Blue/Black	Reynolds	24 Nos.

For Nalanda Dairy

Note: It is important to note by bidders that only sealed envelopes and password protected quotation will be entertained all other means of communications in this regard will lead to rejection.