



# Mithila Dugdh Utpadak Sahkari Sangh Ltd.

Samastipur Dairy, Industrial Area, P.O. - Harpur Alowth, District- Samastipur

E-mail: - mmu.purchase@gmail.com Mob : 8407803045

## Enquiry Letter

NO: MMU: PUR: 4204

Date: 21/11/2025

(UNDER – JICA PROJECT)

To,

Quotations are invited in sealed envelop to our office on or before – **02/12/2025** during office hours for the following requirement:-

Sl.No.	Particulars	Specification /Details	Unit	Req.Qty.
1	White Paper	A4 Size , 70 GSM , bundle (500 Pcs) [Make-Centaury]	Nos.	20
2	Note Book	Ruled, Single Line 21 x 17 CM (70 GSM)	Nos.	100
3	Ball point pen	Blue/ Black , 0.7 MM	Nos.	200
4	Cartridge	HP LASER JET (12 A) [ Make – Prodor]	Nos.	5
5	Stapler Pin	No. 10- 1 M	Pkt	20
6	Whitener Pen	7 ML , 0 MM	Pcs	20
7	Clear Bag	Document file clear bag, A4 Size	Pcs	200
8	Register	A4 Size , 200 Pages	Pcs	100

### Other term & conditions are as below:-

1. GST registration certificate is mandatory. Pls. attach with quotation.
2. Your rate should be FOR Samastipur Dairy. All the charges like Taxes, Freight, P&F, Transit insurance, etc. should be included in your price.
3. Quotation send by Fax & E-mail will not be considered. Delivery place will be Samastipur Dairy, Samastipur.
4. Tender should reach to this office on or before **02-12-2025** during office hours & open on **03-12-2025** (will extend further if respective date announced public / Gov. Holiday)
5. Envelop should super scribed **"RATE FOR STATIONERY ITEMS"**.
6. Your rate should be valid for at least 60 days from the closing date or last date of receiving Quotation.
7. Milk union can issue purchase order for supply of entire quantity of material to one party or more than one party. Payment will be made within 30 days from the date of supply of material.
8. Considering the quality of material milk union will not be bound to purchase the material on L1 basis. Decision of the MD will be final and bound to all party.
9. The Managing Director, Mithila Milk Union, Samastipur will be arbitrator in case of any dispute & for all legal matters & disputes, Samastipur Court will be our jurisdiction.
10. Managing Director Reserve the right to cancel any or all tender at any time.

Thanking you,

Yours faithfully

*Abhishek*  
21/11/2025

Purchase co-ordinator