



SHORT TENDER NOTICE

Ref: E-14855:SBP:P&S:2025-26/ 5202

Date:14.11.2025

Sub: Enquiry letter for supply of office stationaries to Omfed, Corporate Office-Reg.

Sir,

Kindly submit your lowest offer rate for the items is appended as Annexure-I considering our terms and conditions mentioned below. Your lowest offer in a sealed envelope must reach us only through Post, Courier service, e-mail or hand delivery till date 21.11.2025 up to 2.30PM and it will be opened on 21.11.2025 at 3.00PM at Omfed Corporate office in presence of Committee members and participated bidders. Please write the word "Quotation for office stationaries" on the upper left of envelope with letter No and date and send it to INCHARGE(HR), Omfed Corporate Office, D-2, Sahidnagar-751007 and mention GSTIN 21AABTT3220G2Z2

General Terms & Condition:

1. Bidder should furnish their GST number in their offer.
2. Rate contract will be applicable for the next nine-month period.
3. 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.
4. Party must specify the make, specification and quality parameters in their offer letter and must quote the rate-F.O.R Omfed, Corporate Office
5. Party must specify tax structure in the quotation, if not mentioned, it will consider rate is including all taxes.
6. Notwithstanding the above, the Purchase reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotation at any time prior to the award of contract.

Thanking you

Yours faithfully

INCHARGE(HR)

Encl : As above(Annexure-I)

Cc to 1 Notice Board of Omfed, Corporate office.
2. Manager (Dairy & Proj.), INCHARGE (FIN-MKT & MM)/Dy. Manager (CSS & P&I)/Plant Manager, OMFED Dairy, Arilo/ Blasore Dairy/Sambalpur Dairy/Angul Dairy/Keonjhar Dairy /Salpada Dairy /Sonepur/OMTDC /CFP Jagannathpur/CFP Radhadamodarpur /Dairy for information please with a request to display the tender notice in notice board for wide circulation.

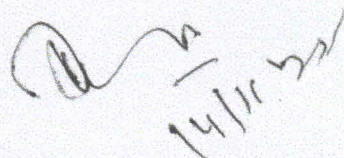
Corporate Office
Visit us
www.omfed.com

THE ORISSA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD
D-2, SAHID NAGER, BHUBANESWAR- 751007, GRAM : omfed
Ph: (0674)2540273, 2546030, 2540417, 2546121, Fax (0674) 2540974
E-mail: omfed@yahoo.com / comktg@yahoo.com

Annexure-I

Lists of Stationery items to be procure at OMFED ,C.O.

Sl No	Description of Material	Quantity Required	Description
1	Letter head Pad	100 books	100GSM
2	Flat File	500 nos	Omfed printed as per sample
3	Fly Leaf	400 nos	Omfed printed as per sample
4	Envelope Big (Window) (10"*4.5")	8000 nos	White in colour
5	Envelope Plain (Window) (10"*4.5")	2000 nos	White in colour
6	Cloth Envelope legal Size (16"*12")	1000 nos	As per sample
7	Cloth Envelope A4 Size (10"*12")	1000 nos	As per sample
8	Correcting Fluid	100 nos	kores
9	James Clip	50 pkts	Bell clip
10	Plastic Folder	200 nos	As per Sample(White)
11	Letter Head Pad	100 Books	100GSM
12	Note Sheet Pad	100 Books	As per sample
13	Register No-04	100 nos	(Classmate/Navneet)
14	Register No-06	100 nos	(classmate/navneet)
15	Register No-08	100 nos	(Classmate/Navneet)
16	Register No-10	100 nos	(Classmate/Navneet)
17	Register No-12	150 nos	(Classmate/Navneet)
18	Register No-14	100 nos	(Classmate/Navneet)
19	Register No-16	100 nos	Classmate/Navneet
20	Register No-16	50 nos	Classmate/Navneet


14/11/22