

20.11.2025

Ref: WZO/ OS/T&N

M/s Shah Enterprises
Jay Mahal Estate,
39 Kitchen garden Lane,
Shop no 23/A,
Mumbai- 400002.

Dear Sir,

Re: Supply of Towels & Napkins – Tender No 73 dated 20.11.2025 .

This has reference to your Quotation No.SE/1503/2025 dated 06.11.2025 for supply of Towels and Napkins submitted on 06.11.2025 . We are pleased to inform you that your rate has been approved by the Competent Authority and as such we place our order as given below:

Sr No	Brand	GSM	Size	Quantity	Rate per set (Towel+ Napkin + Cotton bag) Same colour inclusive of all (packing, transportation and GST)
1	Trident	600	75cm x 150 cm	320	Rs 651/- inclusive of GST
2	Trident	600	40cm x 60 cm	320	

Rate: Your rate for a set of one Towel and one Napkin is Rs 651/- and total order value is Rs 2,08,320/- all inclusive for 320 sets.

Packing: One set containing one towel + one napkin to be packed suitably indicating the colour in cotton bag.

Delivery: Delivery to be made to LIC of India, Western Zonal office, OS Dept, Ground floor, Yogakshema Bldg, Nariman Point, Mumbai by 25.11.2025.


Kindly issue the bill favoring – **Life Insurance of India with the above address.**

Also, note that all the Towels and Napkins should match with the sample provided by you. Any defective pieces will be replaced by you. We may place the order for Additional 25% to 30% as per our requirement at the same rate.

You have to submit Security Deposit or Bank Guarantee of a scheduled bank in lieu of security deposit equivalent to an amount to the extent of 5% of the total order value amounting to Rs 10,416/-within 7 days from the date of placing the order.

Kindly send a duplicate copy of this letter, duly signed and dated as a token of acceptance of this order.

Yours faithfully,


Secretary (OS).