

Divisional Office-1, Jeevan Prakash, 25, K G Marg New Delhi Ph-011-28844118, 28844129
email-id os.delhi-do1@licindia.com

TENDER NOTICE FOR SUPPLY OF PRE PRINTED POLICY BONDS COMPUTER CONTINUOUS STATIONERY

.NO.	ACTIVITY	DETAILS
1	Tender Date	21/7/2017
2	EMD	15000 /- (Fifteen Thousand only) (refundable) by way of Demand Draft drawn on any Scheduled Bank payable at New Delhi.
3	Tender Fee	250/- (two Hundred fifty only) (non-refundable) by way of cash or Demand Draft payable at New Delhi.
4	Address for submission Of bid(To be put in Tender Box)	Manager (E&OS) Life Insurance Corporation of India, Delhi Divisional Office -1,Jeevan Prakash building , 25, K G Marg, New Delhi-110001.
5	Submission of Bids Date And Time	Bidders fulfilling the eligibility conditions for SUPPLY OF PREPRINTED POLICY BONDS COMPUTER CONTINUOUS STATIONERY should put together in 2 separate sealed covers envelope superscribed as " Technical Bid" & "Financial Bid" in a large sealed cover envelope superscribed as " SUPPLY OF PRE PRINTED POLICY BONDS COMPUTER CONTINUOUS STATIONERY Delhi DO-1 " by 10/8/2017 at 01:00 PM. Tender Application Forms may be obtained from OS Deptt. Life Insurance Corporation of India, Divisional Office –1, Jeevan Prakash,25 KG Marg, New Delhi-110001 from 21/7/17 to 9/8/17 on all working days from 10 AM to 1 PM except on Saturday when forms may be obtained from 10 AM to 12 noon on payment of Rs. 250 by cash at cash counter.
6	Technical Bid opening Date / Venue	The sealed covers having Technical Bids will be opened by the Tender opening committee on 10/8/2017 at 02:00 PM in the presence of bidders or one of the their representatives who wishes to attend. Venue address as mentioned above at S.NO. 4.
7	Financial Bid	The financial Bid will be opened on a later date which will be intimated separately to technically qualified bidders only.
8	Contact Details	Telephone no-011-28844118, 28844129 E mail id – os.delhi-do1@licindia.com
9	Official Website (URL)	The tender Document can be downloaded from our website www.licindia.in , go to " Tenders " and click on the link " TENDER FOR SUPPLY OF PRE PRINTED POLICY BONDS COMPUTER CONTINUOUS STATIONERY DELHI DO-1 "

The Tender Document can be downloaded from our website www.licindia.in

In case there is any change in the schedule, the same will be displayed on our web site

Sr Divisional Manager



Divisional Office –I, Jeevan Prakash, 25, KG Marg, New Delhi- 110001 ,
TEL: 011-28844118, 011-28844129, email id: os.delhi-do1@licindia.com

INSTRUCTIONS TO BIDDERS

The sealed tender is invited for running contract under two bid system for supply of Computer Continuous Stationery as per enclosed Annexure - A, B, C , D, E & F.

The Bidders are advised to follow the following instructions.

As two bid system is to be followed, three envelopes duly sealed should be used for submission of tender as detailed below:-

- (i) **Envelope No. 1: Technical Bid (Annexure - A, B, C, D , E, EMD & Tender fee)** duly completed and signed should be put in this envelope. The envelope should be sealed properly with sealing wax and super scribed as '**Technical Bid**'. Firm's name and address should be written on the envelope. **Annexure - A should be supported with the specimen copies of the paper which the firm intends to supply as per our specifications in Annexure -F.**
- (ii) **Envelope No. 2: Financial Bid (Annexure -F)** duly completed and signed should be put in this envelope. The envelope should be sealed properly with sealing wax and super scribed as '**Financial Bid**'. Firm's name and address should be written on the envelope. Annexure-F should be duly filled with **net rates inclusive of all taxes and charges.**
- (iii) **Envelope No. 3: Both the Envelope No. 1 and 2 as mentioned above,** are to be put into this envelope. The envelope should be sealed properly with sealing wax and super-scribed as "**Tender for supply of pre printed policy bonds computer Continuous Stationery**". The name of firm & address should be mentioned on the envelope.

Each page of all the Annexures - A, B, C, D, E & F should be duly signed and sealed .

The sealed tender envelope should reach us on or before **10/8/17 1.00 PM** addressed to

**The Chairperson (Stores Committee),
LIC of India, Divisional Office –I, Jeevan Prakash ,
4th Floor, 25, KG Marg, New Delhi- 110001**

The tender received after the stipulated time and date will not be entertained.

Sr. Divisional Manager



DIVISIONAL OFFICE-I, JEEVAN PRAKASH, 25,KG MARG, NEW DELHI -110001,
Tel: 011-28844118, 011-28844129 email id:os.delhi-do1@licindia.com

APPLICATION FORM - TECHNICAL BID

ANNEXURE A

S. No.	Information sought	Information Provided
1.	Name of the Firm (In Block Letters)	
2.	Date of Establishment/Incorporation	
3.	Registration no. for registration under Companies Act, 1956. (Please enclose photocopy of certificate)	
4.	Correspondence address and telephone no. with email id	
5.	Address of Head Office (If separate) and Telephone no.	
6.	Status Proprietary/ Partnership/ Private Limited Company/ Public Limited Company	
7.	Name of the Partners/ Directors	
8.	Name of Chief Executive with his present address and Telephone nos.	
9.	Name of Representative (s) with Designation who would be calling on us and attending to our jobs and his Contact numbers.	
10.	Name of Bankers with address & telephone nos. IFSC Code & A/C No.	
11.	PAN No. of the Firm (Please enclose photocopy)	
12.	Whether the firm has enough capacity for storing required raw materials needed for printing & supply of stationery/COMPUTER CONTINUOUS STATIONERY)	
13.	Details of binding/finishing/printing/cutting/stitching/ Perforating/colour printing machines available with the firm for execution of orders.	
14.	Whether the firm is GST compliant. Please mention the GST registration number(copy to be enclosed)	
15.	State the latest Income tax assessed year and the amount of	

	tax assessed (Copies of last 03 years, IT Returns, Balance Sheets & Revenue A/C to be enclosed)	
16.	Turnover for the last three financial years	2016-17----- 2015-16..... 2014-15.....
17.	Details of stationery supplied to any office of LIC of India and /or prestigious P.S.U.s.(Central), (Please fill Annexure-B).	
18	Mention any other specialties of your Establishment	
19	Have your firm ever been blacklisted by LIC of India or PSU/BFSI organization/ Govt./ Semi Govt./ Quasi Govt. departments in India as on date of submission of bid	

(Note : Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number duly authenticating the same with seal and signature and attach it to the form)

I/We _____ request Life Insurance Corporation of India, Divisional Office-1, NEW Delhi to consider our bid. We agree to abide by all the ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS of supplier/printer of computer Continuous stationery and assure to render the services to the fullest satisfaction of the corporation.

We further give our consent and undertake that our firm is competent and capable of printing & supplying of COMPUTER CONTINUOUS STATIONERY the ordered materials to L.I.C of India, Delhi DO-1 office i.e. Jeevan Prakash 25, KG Marg, New Delhi-110001 within the stipulated time as desired by LIC of India.

Dated atthis.....day2017

Signature with Seal

Name:

Designation:

Note: The Corporation reserves the right to accept or cancel tender/bids of any/ of the agencies at their absolute discretion without assigning any reason thereof. Applications received with incomplete information or alteration not authenticated with proper seal and signature will not be considered.



DIVISIONAL OFFICE-I, JEEVAN PRAKASH , 25 KG MARG, NEW DELHI -110001,
TEL:01128844118, 011-28844129 email id:os.delhi-do1@licindia.com.

Annexure-B

Details of Existing Clients:

(Separate page must be submitted for each Client)

Name of the Company
Address of the Company
Name, designation of contact person
with telephone no. and e-mail ID
Name:
Designation:
Landline No.:
Cell No. :
Email ID:
Details of material supplied in last 3 years (Ref.No, date of work order with photo copy of same)

(Please attach attested copies of Purchase Orders executed or certificate from customer)

Authorized Signatory Signature

NAME:

DESIGNATION:

Name and Address and SEAL OF THE FIRM / COMPANY:

Date.....



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Annex
ure-C

UNDERTAKING

We hereby confirm that we have not been blacklisted by LIC or PSU/ BFSI Organization/ Government / Semi Government / Quasi Govt. Departments in India as on date of submission of bid in response to the above.

We also agree with your terms and conditions quoted in tender.

Dated at _____ this _____ day of _____ 2017

Authorized Signatory Signature

NAME:

DESIGNATION:

Name and Address and SEAL OF THE FIRM / COMPANY:



DIVISIONAL OFFICE-I, JEEVAN PRAKASH, 25, KG MARG, NEW DELHI -110001,
Tel:011-28844118, 011-28844129, email id:os.delhi-do1@licindia.com.

Annexure- D

ELIGIBILITY CRITERIA & OTHER CONDITIONS

1. The firm/supplier should be having the experience of printing/supply of Computer Continuous Stationery as mentioned in Annexure-F for at least 3 years (copy of proof must be enclosed)
2. The firm/supplier should be on the approved panel of at least 3 reputed firms.
3. **The firm/supplier should have registration with state and local authorities for undertaking the profession (copies of proof to be enclosed)**
4. Minimum annual turnover of the company should be **Rs 50 Lacs** and above during **last three years** and experience of having executed an order of one PSU/ Govt./reputed pvt firm/company worth **Rs 2Lac** and above for any one of the last 3 years.
5. The company should have a valid PAN Card no. issued by Income tax department.
6. Certificate of satisfactory completion of work/supply issued by concerned department/authority/reputed firm must be attached as proof.
7. The vendors/suppliers/printers who have been black listed/removed earlier by any office of LIC need not apply.
8. **10% security deposit will be charged/ deducted against bill where the total quantum of the order placed inclusive of all previous orders under this tender for specific vendor exceeds Rs.10 lac. Further this deposit shall not carry any interest.**
9. If the Tenderer is registered under DGS&D/ NSIC they have to clearly mention and submit a copy of supporting valid documents. In absence of any such document, tenderer shall be considered as not registered under DGS&D/ NSIC.
10. **Annexure - A should be supported with the sample paper of all three paper mills for items which the firm intends to supply as per our specifications in Annexure -F.**
11. **The firm should be GST compliant.**

Declaration:

I/we have read the instructions appended to the form and I/we understand that if any false information is revealed at a later date, any contract made between ourselves and the corporation, on the basis of the information given by me/us shall be treated as invalid at the sole discretion of the Corporation and I/we will be solely responsible for the consequences and shall make good all loses caused to LIC of India in the process. I/we agree that the decision of the corporation in selection of tender will be final and binding on me/us. All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.

I/we have no objection if inspection of my/our premises/ workshop, shop, etc is done by the official of the corporation including inspection of the quality of any or all items of the tender.

Sign.....

With seal of firm/company

Name & designation.....

Place.....date.....



DIVISIONAL OFFICE-I, JEEVAN PRAKASH, 25 KG MARG ,NEWDELHI -110001,
Tel: 011-28844118, 011-28844129 email id:os.delhi-do1@licindia.com.

ANNEXURE E

Terms and conditions of the Tender

1. The tender in the prescribed format (**Hard Copy only**) should be dropped in the tender box located at chamber of Manager(OS),LIC of India ,DO-I on or before the last date specified. No corrections are to be made in the terms quoted.
2. **Annexure-A should be supported with the sample paper of all three paper mills for items which the firm intends to supply as per our specifications in AnnexureF.**
3. **The rates to be quoted in Annexure-F shall be on F.O.R basis, i.e. Transportation expenses and other expenses etc but excluding GST. The supplier has to ensure the delivery of material in good condition, duly packed at corporation store.**
4. **The paper quality has to be Maplitho A Grade Mill Century/ Ballarpur/J K Paper as mentioned in Financial Bid Annexure F.**
5. **In work order supply each sheet will contain print line “ item name/vendor’s name/ month-year of work order/qty”**
6. **The rates shall be valid for one year from date of acceptance of the tender. The contract can be extended up to further one year on mutual understanding of both the parties with same rates and terms and conditions.**
7. The Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotation will be accepted.
8. After engaging the services of the firms, if it is found that the services are not rendered to the satisfaction of the Corporation, the services may be terminated at the sole discretion of Corporation and Corporation shall have the right to engage the services of any of other firms as it may deem fit. In this course if any financial loss/damage to reputation of corporation is caused, the firms shall be legally bound to make good the same in monetary term to be decided by LIC.
9. Mere submission of the application for tender does not confer the right of Selection.
10. The selection on tender would be without any liabilities from our side.
11. Life Insurance Corporation of India reserves its right to reject, accept or cancel the process of tender selection without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action.
12. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Delhi and be subject to adjudication of competent Court in Delhi only.
13. Any tender not complying wholly with these terms and conditions shall be liable for rejection.
14. The quality, quantity and punctuality in rendering services are the essence of the contract and the vendor undertakes to abide by them at all times.
15. In the event of any loss/damage being caused to LIC on account of the negligence of the vendor or its employees, the vendor shall make good the loss sustained by LIC either by replacement of the material/equipment or payment of compensation.
16. The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.
17. The vendor shall give the services during the period of contract as per the LIC’s requirements.
18. If the vendor commits breach of any of the terms and conditions hereof and/or fail to carry out any instructions issued to him by the LIC from time to time, it shall be open and lawful for the LIC to terminate this agreement forthwith without assigning any reason and can get the work

- done by any person(s) or through any other agency or vendor at the risk and cost of the vendor and the vendor shall have no right to make any representation in this regard.
19. In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the Sr. DIVISIONAL MANAGER, LIC, DELHI DIVISION-1 whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Delhi. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.
 20. The employees/agents of the Supplier shall never be considered to enjoy any right to enter the premises of LIC by virtue of this agreement or otherwise at any time except with the prior permission of the LIC.
 21. In the event of failure of the vendor to provide the services or part thereof, as mentioned in this agreement for any reasons whatsoever, the LIC shall be entitled to procure services from other sources and the contractor shall be liable to pay forthwith to the LIC, the difference of payments made to such other sources alongwith other incidental charges of any nature whatsoever incurred by the LIC.
 22. It is clearly understood by the Supplier that the persons employed by the Supplier for providing services as mentioned herein, shall be the employees of the Supplier and not of "The LIC". The Supplier shall be liable to make payments to its said employees.
 23. If vendor commits breach of any covenant or any clause of this agreement, the LIC may send a written notice to the vendor to rectify such breach within the time limit specified in such notice. In the event the vendor fails to rectify such breach within the stipulated time, the agreement shall forthwith stand terminated and the vendor shall be liable to the LIC for losses or damages on account of such breach.
 24. This agreement may be terminated forthwith if either party becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangement for the benefit of creditors, the other party shall have the right to immediately terminate this agreement.
 25. **Supply of the items should be within 25 days.**
 26. Any obligations under this agreement either expressly or by their nature are to continue after termination or expiration of this agreement shall survive and remain in effect.
 27. Tax at source will be deducted from the payment as per the Income Tax Rules applicable from time to time.
 28. **10% security deposit will be charged/ deducted against bills submitted where the total quantum of the orders placed inclusive of all previous orders under this tender for specific vendor exceeds Rs.10 lac. No interest is payable on this at the time of refund.**
 29. **No Advance payment shall be made for purchasing items.**
 30. **After the approval of proof of draft work order may be placed in parts depending upon the requirements during the year. The material will be delivered at the stores of OS deptt, upper ground floor, Jeevan Prakash, 25, KG Marg, New Delhi-110001 or any other place that may be specified by the corporation if so needed within the stipulated period as decided at the time of placing order but not more than 25 days from the date of order. Date failing which goods will be accepted with price reduced @ 1% per day (subject to maximum of 10% of the billed amount) from 26th day onward will be charged. Part of the week is considered as a full week.**
 31. If any, material supplied falls below the contractual specifications with regard to the quantity and quality of paper, penalty clause (which will be decided by the competent authority on the merit of each case) would be invoked which is part and parcel of the conditions of the tender.
 32. In case of any deviation from the specification in paper size/quality/brand/printing/binding/GSM/weight etc the order shall be liable for rejection at the sole discretion of competent authority.
 33. If defects of any kind in printing or deviation from specification etc are detected and reported to supplier then suitable replacement is to be made or defect to be removed by supplier free of

charge unless additional job is assigned which was not expected of him at the time of placing the orders. The quantity of orders may be increased or decreased at corporation's discretion.

34. Serial no. and LIC Logo should be printed on supplied computer continuous stationery. If variation in the GSM/Specification of paper is observed on receipt of consignment, the entire lot may be rejected besides imposition of penalty as stated in above paras at the discretion of competent authority.
35. **No extra Terms and Conditions of the vendor will be accepted. If any vendor gives his own Terms and Conditions his tender will be rejected without informing him.**
36. The tender notice is also available at our official website: www.licindia.in. Overwriting/white-inking of any word/figure in the quotation unless duly authenticated by the tenderer is liable to be rejected at the discretion of LIC.

THE INSURANCE LAWS (AMENDMENT) ACT, 2015

1. In terms of provisions of Section 33 (3) of The Insurance Laws (Amendment) Act , 2015, Insurance Regulatory and Development Authority of India (IRDAI), is authorized to verify all such books of account, register, other documents and the data base in the custody of the contractor in respect of service outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by IRDAI .

We agree with all terms and conditions of the tender.

Tenderer's sign./ name and seal

Sr. Divisional Manager

DIVISIONAL OFFICE-I, JEEVAN PRAKASH, 25 KG MARG ,NEWDELHI -110001,

Tel: 011-28844118, 011-28844129 email id:os.delhi-do1@licindia.com.

ANNEXURE E

SL NO.	ITEM PARTICULARS	GSM	PRINTING & colour	NUMBERING	PAPER QUALITY	UPTO 5000	5001-10000	10001-25000	25001-50000	50001-100000
1a	PRE-PRINTED POLICY BOND WITHOUT CARBON (15X12X2)	ORGL=106	TWO colour	YES	ORGL-A-GRADE PAPER, PARCHMENT PAPER					
		COPY=70			COPY -A-GRADE PAPER , MAPLITHO PAPER					
	ANNEXURE									
1b	15x12x1	106 gsm	Two colour	No	A-GRADE PAPER PARCHMENT PAPER					
1c	15x12x1	70 gsm	Two colour	No	A-GRADE PAPER , MAPLITHO PAPER					
					TOTAL 1a+1b+1c					
2a	PRE-PRINTED POLICY BOND WITHOUT CARBON (15X12X2)	ORGL=106	TWO colour	YES	ORGL-A-GRADE PAPER, PARCHMENT PAPER					
		COPY=70			COPY -A-GRADE PAPER , MAPLITHO PAPER					
	ANNEXURE									
2b	15x12x1	106 gsm	Two colour	NO	A-GRADE PAPER PARCHMENT PAPER					
2c	15x12x1	70 gsm	Two colour	NO	A-GRADE PAPER MAPLITHO PAPER					
2d	7.5x12x1	106 gsm	Two colour	No	A-GRADE PARCHMENT PAPER					
2e	7.5x12x1	70 gsm	Two colour	No	A-GRADE PAPER , MAPLITHO PAPER					
					TOTAL 2a+2b+2c+2d+2e					
3a	PRE-PRINTED POLICY BOND WITHOUT CARBON (15X12X2)	ORGL=106	THREE colour	YES	ORGL-A-GRADE PAPER, PARCHMENT PAPER					
		COPY=70			COPY -A-GRADE PAPER , MAPLITHO PAPER					
	ANNEXURE									
3b	15x12x1	106 gsm	THREE colour	No	A-GRADE PAPER, PARCHMENT PAPER					
3c	15x12x1	70 gsm	THREE colour	No	A-GRADE PAPER , MAPLITHO PAPER					
					TOTAL 3a+3b+3c					

4a	PRE-PRINTED POLICY BOND WITHOUT CARBON (15X12X2)	ORGL=106	THREE colour	YES	ORGL-A-GRADE PAPER, PARCHMENT PAPER					
		COPY=70	THREE colour		COPY -A-GRADE PAPER , MAPLITHO PAPER					
	ANNEXURE									
4b	15x12x1	106 gsm	THREE colour		A-GRADE PAPER, PARCHMENT PAPER					
4c	15x12x1	70 gsm	THREE colour		A-GRADE PAPER, MAPLITHO PAPER					
4d	7.5x12x1	106 gsm	THREE colour		A-GRADE PAPER, PARCHMENT PAPER					
4e	7.5x12x1	70 gsm	THREE colour	No	A-GRADE PAPER, MAPLITHO PAPER					
					TOTAL 4a+4b+4c+4d+4e					
5a	PRE-PRINTED POLICY BOND WITHOUT CARBON (15X12X2)	ORGL=106	MULTI COLOUR	YES	ORGL-A-GRADE PAPER, PARCHMENT PAPER					
		COPY=70			COPY -A-GRADE PAPER , MAPLITHO PAPER					
	ANNEXURE									
5b	15x12x1	106 gsm	MULTI COLOUR	No	A-GRADE PAPER, PARCHMENT PAPER					
5c	15x12x1	70 gsm	MULTI COLOUR	No	A-GRADE PAPER , MAPLITHO PAPER					
					TOTAL 5a+5b+5c					
6a	PRE-PRINTED POLICY BOND WITHOUT CARBON (15X12X2)	ORGL=106	MULTI COLOUR	YES	ORGL-A-GRADE PAPER, PARCHMENT PAPER					
		COPY=70	MULTI COLOUR		COPY -A-GRADE PAPER , MAPLITHO PAPER					
	ANNEXURE									
6b	15x12x1	106 gsm	MULTI COLOUR	NO	A-GRADE PAPER, PARCHMENT PAPER					
6c	15x12x1	70 gsm	MULTI COLOUR	NO	A-GRADE PAPER, MAPLITHO PAPER					
6d	7.5x12x1	106 gsm	MULTI COLOUR	No	A-GRADE PAPER, PARCHMENT PAPER					
6e	7.5x12x1	70 gsm	MULTI COLOUR	No	A-GRADE PAPER , MAPLITHO PAPER					
					TOTAL 6a+6b+6c+6d+6e					
7	PRE-PRINTED POLICY BOND WITHOUT CARBON (15X12X2)	ORGL=106	MULTI COLOUR	YES	ORGL-A-GRADE PAPER, PARCHMENT PAPER					
		COPY=70	MULTI COLOUR		COPY -A-GRADE PAPER , MAPLITHO PAPER					

	ANNEXURE									
8	15x12x1	106 gsm	MULTI COLOUR	NO	A-GRADE PAPER, PARCHMENT PAPER					
9	15x12x1	70 gsm	MULTI COLOUR	NO	A-GRADE PAPER, PARCHMENT PAPER					
10	7.5x12x1	106 gsm	MULTI COLOUR	NO	A-GRADE PAPER, PARCHMENT PAPER					
11	7.5x12x1	70 gsm	MULTI COLOUR	NO	A-GRADE PAPER, PARCHMENT PAPER					

Note : Net Rate - (Inclusive of all taxes, transportation expenses and packaging charges etc excluding GST . L1 WILL BE ON THE BASIS OF NET RATE where GST will be excluded.

Please mention GST rate against each item separately .

WITHOUT SAMPLE PAPER TENDER WILL NOT BE ACCEPTED.

For SL no 1 to 6, L1 will be total of each group For e.g. under group multicolor policy bonds , L1 will be total of 6a+6b+6c+6d+6e

For SL no 7 to 11, L1 will be decided on the individual item

Sr Divisional manager

We accept the above specifications & assure to supply the same.

Signature & Seal Of the Vendor.