



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

**DIVISIONAL OFFICE-2, SCOPE MINAR, CORE-2, 9th FLOOR,
LAKSHMI NAGAR, DELHI -110092, Ph.Nos.011- 28822231, 28822233 email id : os.delhi-
do2@licindia.com**

NOTICE INVITING TENDER QUOTATION FOR SUPPLY OF IT CONSUMABLES

LIC of India, Delhi DO-2 intends to invite quotations under TWO-BID system for SUPPLY OF IT CONSUMABLES, in sealed envelope from reputed firms/ vendors having sound financial capacity and proven track record of at least 3 years of supplying above mentioned items to other reputed/Government/PSU organizations etc. The quotations, meeting the eligibility criteria specified in the tender format, shall only be considered for further evaluation. **For complete details and bid documents please log on to our website www.licindia.in and go to “Tenders” and click on the link “Tender/2016-17/ for SUPPLYING OF IT CONSUMABLES, LIC, Delhi Division-2”.** Application forms may be obtained from OS department of Divisional Office-2 of LIC of India at above mentioned address from **29/03/2016 till 11/04/2016** on all working days from 10 AM to 1.00 PM except on Saturday when forms may be obtained from 10AM to 12 noon.

Last date for submission of tender forms is 12/04/2016 (3PM)

LIC of India reserves the right to accept or reject any or all offers/ Quotations in full/ part without assigning any reason whatsoever.

Sr. Divisional Manager



Divisional Office –II, “Scope Minar”, 9th Floor, North Tower, Laxmi Nagar, Delhi- 110092 , 011-28822231,011-28822233 email id:os.delhi-do2@licindia.com

TENDER NOTICE FOR SUPPLY OF IT CONSUMABLES		
S.NO.	ACTIVITY	DETAILS
1	Tender Date	29/03/2016
2	EMD	16000 /- (SIXTEEN THOUSAND only) (refundable) by way of Demand Draft drawn on any Scheduled Bank payable at Delhi favouring LIC of India
3	Tender Fee	500/- (Five Hundred only) (non-refundable) by way of Demand Draft payable at Delhi favouring LIC of India
4	Address for submission of bid (to be put in Tender Box)	OS Deptt. Life Insurance Corporation of India, Divisional Office –II, “Scope Minar”, 9th Floor, North Tower, Laxmi Nagar, Delhi-110092
5	Submission of Bids Date And Time	Bidders fulfilling the eligibility conditions for supply of IT Consumables as per Technical Specifications mentioned in tender should submit separate sealed covers superscribed as " Technical Bid " & " Financial Bid " put together in a large sealed cover superscribed as " Tender/2016-17/ for SUPPLYING OF IT CONSUMABLES, LIC, Delhi Division-2 " and Name of Tenderer on or before 12/04/2016 3 PM (last date of submission of tender) . Tender Application Forms may be obtained from OS Deptt. Life Insurance Corporation of India, Divisional Office –II, “Scope Minar”, 9th Floor, North Tower, Laxmi Nagar, Delhi- 110092 from 29/03/2016 to 11/04/2016 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. 500 by cash on cash counter.
6	Technical Bid opening Date / Venue	The sealed covers having Technical Bids will be opened by the Tender opening committee on 12/04/2016 at 4 PM . The concerned agency/firm may send one representative at the time of opening of the Tender. 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. 011-28822231,011-28822233 email id- os.delhi-do2@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/2016-17/ for SUPPLYING OF IT CONSUMABLES, LIC, Delhi Division-2 "
In case there is any change in the schedule, the same will be displayed on our web site.		
LIC of India reserves the right to accept or reject any or all offers/quotations in full/part without assigning any reason whatsoever.		
Sr. Divisional Manager		



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TEL: 011-28822231,011-28822233 email id:os.delhi-do2@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 & G.

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 & F)** duly completed and signed should be put in this envelope. The envelope should be sealed properly with sealing wax and super scribed as **“Tender/2016-17/ for SUPPLYING OF IT CONSUMABLES, LIC, Delhi Division-2 - Technical Bid”**. Firm’s name and address should be written on the envelope. **The DD for tender fee and EMD** should be enclosed separately with the technical bid only.
- (ii) **Envelope No. 2: Financial Bid (Annexure -G)** duly completed and signed should be put in this envelope. The envelope should be sealed properly with sealing wax and super scribed as **“ Tender/2016-17/ for SUPPLYING OF IT CONSUMABLES, LIC, Delhi Division-2-Financial Bid”**. Firm’s name and address should be written on the envelope. **Annexure-G 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/2016-17/ for SUPPLYING OF IT CONSUMABLES, LIC, Delhi Division-2”**. The name of firm should be mentioned on the envelope.

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

The sealed tender envelope should reach us **on or before 12/04/2016 3 PM** addressed to

**The Chairperson (Stores Committee),
LIC of India, Divisional Office –II, Scope Minar ,
9th Floor, North Tower, Laxmi Nagar, Delhi- 110092**

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

Sr. Divisional Manager

LIC OF INDIA, DIVISIONAL OFFICE-II, SCOPE MINAR, 9th FLOOR, LAKSHMI NAGAR, DELHI -110092,
Tel: 011-28822231, 011-28822233 email id:os.delhi-do2@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/IT consumable items)	
13.	Details of binding/finishing/printing/cutting/stitching/ Perforating/colour printing machines available with the firm for execution of orders.	
14.	Details if registered with any other Government Authority	
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	2014-15 2013-14..... 2012-13.....
17.	Details of stationery/IT consumable items 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.	Whether holding certificate under shops and establishment act,(If yes duly renewed copy should be enclosed.)	
20	Is the firm is registered under the factories act, Details of License No. (Please enclose photocopy of the renewed license certificate)	

(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-2, Delhi to consider our bid. We agree to abide by all the ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS of supplier of IT consumables 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 supplying of IT consumables the ordered materials to L.I.C of India, Delhi DO-2 office i.e. Laxmi Nagar, Jeevan Pragati, Delhi within the stipulated time as desired by LIC of India.

Dated atthis.....day of2016

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.



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Annexure-B

Details of Existing Clients: (top 5 clients/customers)

(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)

SIGN OF TENDERER/AUTHORISED SIGNATORY

NAME / DESIGNATION

AND

SEAL OF THE FIRM / COMPANY

Date.....



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ANNEXURE C

Undertaking

Re: Tender/2016-17/ for SUPPLYING OF IT CONSUMABLES, LIC, Delhi Division-2

We hereby confirm that we have not been black-listed by LIC or any PSU/ BFSI organization/ Government / Semi-Govt/ Quasi Govt. Departments in India or by manufacturer of IT consumables as on date of submission of bid in response to the above tender.

Sign of Tenderer:

NAME / DESIGNATION :

Mobile no:

Email id:

SEAL OF THE FIRM / COMPANY

Date.....

ANNEXURE D

(To be submitted on Company (OEM)'s letter head duly signed by the Authorized signatory of Company)

MANUFACTURER'S AUTHORIZATION FORM (MAF)

To

L.I.C. of India,
Delhi Divisional Office-II

Dear Sir,

Re: Tender/2016-17/ for SUPPLYING OF IT CONSUMABLES, LIC, Delhi Division-2

We, M/s. _____ who are established and reputed manufacturers of _____ having factories / Depot as _____ and _____ do hereby authorize M/s. _____ (Name and address of bidder) to offer their quotation and conclude the contract with you against the above invitation for the Bid, as one of our Authorized Dealers.

We, hereby, extend our full guarantee and comprehensive warranty as per terms and conditions of the tender for our products offered against this invitation for Bid by the above firm.

Dated at _____ this _____ day of _____ 20 16

Authorized Signatory

Signature :

Name :

Designation :

Email.id:

Mobile no:

Name & Address of the company :

Seal of the Company



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Annexure- E

ELIGIBILITY CRITERIA & OTHER CONDITIONS

1. The firm/supplier should be having the experience of supplying of IT consumables as mentioned in Annexure-G 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 5 lacs** and above during **last three years** and experience of having executed an order of one PSU/ Govt./reputed pvt firm/company worth Rs 2 Lac 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 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 deposits 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. **The firm should be authorized dealer for supply of IT consumables of that company for which rates are being quoted like WIPRO, LIPI, HP, Samsung, Xerox, Printronix, Epson, Canon etc. The firm/company is required to submit original MANUFACTURER'S AUTHORIZATION FORM (MAF) on Company (OEM)'s letter head duly signed by the Authorized signatory of Company as per Annexure D for supply of IT consumables.**

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 losses 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.

We agree with all terms and conditions of the tender.

Sign.....
With seal of firm/company
Name & designation.....
Place.....date.....

ANNEXURE -F

LIC OF INDIA, DIVISIONAL OFFICE-II, SCOPE MINAR, 9th FLOOR, LAKSHMI NAGAR, DELHI - 110092, Tel: 011-28822231, 011-28822233, email id-os.delhi-do2@licindia.com.

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-II on or before the last date specified. No corrections are to be made in the terms quoted.
2. **The firm should be authorized dealer for supply of IT consumables of that company for which rates are being quoted like WIPRO, LIPI, HP, Samsung, Xerox, Printronix, Epson, Canon etc. The firm/company is required to submit original MANUFACTURER'S AUTHORIZATION FORM (MAF) on Company (OEM)'s letter head duly signed by the Authorized signatory of Company as per Annexure D for supply of IT consumables.**
3. **The rates to be quoted in Annexure-G shall be on F.O.R basis, i.e. inclusive of all types of taxes, VAT and Transportation expenses, etc and the supplier has to ensure the delivery of material in good condition, duly packed at corporation store.**
4. The rates shall be valid for one year only.
5. 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.
6. 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.
7. Mere submission of the application for tender does not confer the right of Selection.
8. The selection on tender would be without any liabilities from our side.
9. 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.
10. 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.
11. Any tender not complying wholly with these terms and conditions shall be liable for rejection.
12. 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.
13. 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.
14. The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.
15. The vendor shall give the services during the period of contract as per the LIC's requirements.
16. 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.
17. 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-2 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.
18. 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.

19. 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.
20. 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.
21. 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.
22. 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.
23. 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.
24. The contract shall be for a period of one year and can be extended up to further one year on mutual understanding of both the parties with same rates and terms and conditions.
25. Tax at source will be deducted from the payment as per the Income Tax Rules applicable from time to time.
- 26. 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.**
- 27. No Advance payment shall be made for purchasing items.**
- 28. Supply of the items should be within 25 days.**
29. Work order may be placed in parts depending upon the requirements during the year. The material will be delivered at IT deptt, 5th floor, Jeevan Pragati ,Laxmi Nagar,Delhi-92 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%. Part of the week is considered as a full week.
30. If any, material supplied falls below the contractual specifications with regard to the quantity and quality, 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.
31. In case of any deviation from the specification in Supply of IT Consumables, the order shall be liable for rejection at the sole discretion of competent authority.
32. If defects of any kind 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.
- 33. If variation in specification of IT consumables 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.**
- 34. This shall be running contract with an option to increase or decrease the quantity of articles within range of +/- 25%. However we reserve the right not to give complete order as specified in the tender.**
- 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. For Refilling Items, vendors to bear all the expenses including courier charges, incurred in refilling/repairing of Ribbon/Toner. Vendors are advised to include all the expenses in his Refilling/Repairing works tender. No extra payment is to be made to the vendor against his rate quoted in his tender. Other than special cases repairing/refilling works is to be done by the vendor in our offices only. If necessary then vendor is allowed to take Ribbon/Toner for repairing/refilling works to his work place. In this matter whatsoever expenses or loss incurred against Ribbon/Toner is to be bear by the vendors only.
37. 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.

We agree with all terms and conditions of the tender.

Tenderer's sign/ name and seal

Sr. Divisional Manager

**LIC OF INDIA, DIVISIONAL OFFICE-II, SCOPE MINAR, 9th FLOOR, LAKSHMI NAGAR,
DELHI -110092, Tel: 011-28822231, 011-28822233, email id-os.delhi-do2@licindia.com.**

FINANCIAL BID

ANNEXURE -G

LIST OF IT CONSUMABLES

Sl. No.	Name of Item/Model No.	Make	Specifications/PART NO.	Appx. QTY in a yr	RATE PER PIECE (INCLUSIVE OF ALL TAXES)	REMARKS
1	Laser Cartridge (106R01159)	XEROX	Phaser 3117	5		
2	Laser Cartridge (2612-A)	HP	HP1022	5		
3	Laser Cartridge (MLT-D1053S)	Samsung	ML1911	20		
4	Laser Cartridge (MLT-D1043S)	Samsung	ML1866	75		
5	Laser Cartridge (LBP6018B)	Canon	MLT 5134821MPFSFR17R	45		
6	Line Printer Ribbon Cartridge(p7000) - round	Wep	P-7000 (179499-001)	30		
7	Line Printer Ribbon Cartridge (P8000/7000)	Wep (30000 PAGES)	P-7000(256976-404)	200		
8	Refilling /Drum change of MFP Cartridge	XEROX	Xerox 3100	5		PL QUOTE RATE OF PER ONE REFILLING INCLUSIVE OF DRUM change and CHIP change (IF ANY)
9	Refilling/ drum change of Laser Cartridge (106R01159)	XEROX	Phaser 3117	15		PL QUOTE RATE OF PER ONE REFILLING INCLUSIVE OF DRUM change and CHIP change (IF ANY)
10	Refilling /Drum change of Laser Cartridge (2612-A)	HP	HP1022	15		PL QUOTE RATE OF PER ONE REFILLING INCLUSIVE OF DRUM change and CHIP change (IF ANY)
11	Refilling / Drum change/ Chip change of Laser cartridges (MLT-1053S)	Samsung	ML1911	100		PL QUOTE RATE OF PER ONE REFILLING INCLUSIVE OF DRUM change and CHIP change (IF ANY)
12	Refilling / Drum change/ Chip change of Laser cartridges (MLT-D1043S)	Samsung	ML1866	250		PL QUOTE RATE OF PER ONE REFILLING INCLUSIVE OF DRUM change and CHIP change (IF ANY)
13	Refilling/Drum change/chip changes of laser cartridge (LBP6018B)	Canon	MLT 5134821MPFSFR17R	115		PL QUOTE RATE OF PER ONE REFILLING INCLUSIVE OF DRUM change and CHIP change (IF ANY)
14	Refilling of Dot Matrix Printer Ribbon	TVSE	MSP-355	10000		per one refilling
15	DMP Printer heads (24W) ,T 15 - Big	TVSE	MSP-355 / 2023020084	50		
16	DVD R/W with cover	Spindlepack	Any	100		

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

Tenderer's sign/ name and seal

Sr. Divisional Manager