

THE ORIENTAL INSURANCE CO LTD  
MUMBAI REGIONAL OFFICE II  
Oriental House, 7<sup>th</sup> Floor.,  
7., J.D. Tata Road., Churchgate.,  
MUMBAI- 400 020

**NOTICE INVITING QUOTES FOR SHREDDING AND DISPOSAL OF FILES.**

Quotes are invited from Agencies for shredding and disposal of the following items :-

1. Files with white paper and soft cover.
2. Files with white paper and semi hard cover.
3. Bound white paper books with hard cover .

The quote will include picking of the files from the location,removal of pins and staples, shredding in the presence of our representative,transportation ,pulping, disposal,and issue of the relevant shredding certificate.

Rates to be paid to our Company should be quoted for each item mentioned above under serial number 1 to 3, and should be inclusive of GST. The quote should be all inclusive and no further expenses will be paid.

The records are in varied volumes and stored at different locations. Details will be shared with the selected Bidder.

Interested Agencies with sufficient capacity to carry out bulk shredding,pulping and disposal work, may drop their **sealed quotations** in the Tender Box at the following address before 11 am on 19-9-2022 :-

THE ORIENTAL INSURANCE CO LTD  
Mumbai Regional Office II,  
Oriental House., 7<sup>th</sup> Floor.,  
7, J .Tata Road., Churchgate, MUMBAI- 400 020

The envelopes should be superscribed as under :-

**NOTICE INVITING QUOTES FOR SHREDDING OF FILES & BOUND BOOKS**

For any further queries /clarifications, please contact us at email ID [-malvika.alva@orientalinsurance.co.in](mailto:-malvika.alva@orientalinsurance.co.in) with a cc to [ranjanishankar@orientalinsurance.co.in](mailto:ranjanishankar@orientalinsurance.co.in)

The Company reserves the right to accept/reject any of the quotes.

FOR THE ORIENTAL INSURANCE CO.LTD.



AJAY POTE  
REGIONAL MANAGER