

दि ओरिएंटल इन्श्योरेंस कंपनी लिमिटेड

क्षेत्रीय कार्यालय, 4 थी मंजिल, एस.के. टावर
नेल्सन चौक, छिंदवाड़रोड
नागपुर-440013



THE ORIENTAL INSURANCE CO. Ltd.

Regional Office, 4th Floor, S.K. Tower,
Nelson Square, Chhindwara Road,
Nagpur-440013
CIN : U66010DL1947GOI007158

Deptt: Establishment

Date : 15/11/2021

Re: Installation of Sign Board on Regional Office Premises

Quotations are invited from the interested experienced vendors for Installation of sign board of Regional Office of The Oriental Insurance Co. Ltd. Nagpur situated at following address :

The Oriental Insurance Co. Ltd.
Regional Office, 4th Floor, S.K. Tower
Chhindwara Road, Nagpur-440013

A. GENERAL INSTRUCTIONS

1. The Sign Board is to be installed at the front side of the regional office premises above 4th Floor of the building.
2. Sealed offers should be submitted by the interested vendors to our office not later than the 22nd November 2021 before 16:00 Hrs. at the above address.
3. The Installation cost in Rs. per Sq. Feet rate should include all material cost, handling cost & Labour cost required for onsite installation of sign board. The invoice should mention all taxes (as applicable).
4. It shall be the sole responsibility of the vendor to maintain the safety of the life &/or property of the public &/or other occupants and owner of the building as well it's own workers &/or staff while installing the sign board and The Oriental Insurance company shall not be legally liable for any wrongful act of the vendor &/or shall not be held responsible for any consequences arising out of faulty installation of sign board.
5. Civil, electrical & other works has to be done as per the specifications given here under :
 - A. OUTER / INNER SHELL
 1. 26 Gauge MS Sheet (Plain) for the back rest.
 2. 24 Gauge MS Powder Coated Sheet in corporate colours for the side panels / periphery.
 3. Width/Depth of the Signage shall be 8".
 4. Reflectors inside the side panels.
 - B. ELECTRICAL FITTINGS
 1. Phillips Slim Light 40 Watt.
 2. Phillips leather Weight Choke.
 3. Finolex Electrical Wires.
 4. ISI Marked ANCHOR SWITCH GEAR.
 - C. BACKLIT SKIN
 1. LC Chemical Water Mark 18 Oz Backlit Flex.
 2. Use of Vutek UV original ink.
 3. Clear coat lamination.

[Handwritten signature]



D. Other Requirements :

1. The size of the Sign Board shall be decided keeping in view the location of office and should be within the permissible norms and rules and regulations of the local municipal authorities.
2. The Website address of the Company, Call Center Numbers and CIN Number must be mentioned on the Sign Boards.
3. The design, colour scheme and contents of Sign Board may be made available in jpg or cdr format.
4. The design and colour scheme and deviation in any manner is not permitted. Please also ensure that the blue colour wherever present is sufficiently dark so that it does not fade away.
5. Furnish the KYC Documents, Bank, GST, PAN Details & previous details of similar work done in other PSUs in conformity to your work experience.

B. The competent authority at The Oriental Insurance Co. Ltd. R.O. Nagpur reserves its rights to Accept or Reject any Quotations and its decision shall be binding to all concerned.

Please submit the quotation in compliance to above details.

For The Oriental Insurance co. Ltd.


Regional Manager


I have read & agreed to abide by all the above terms and conditions and accordingly submitting herewith my quotations.

Signature of the Vendor : _____

Name & mobile no. : _____

Address. : _____