



THE ORIENTAL INSURANCE COMPANY LIMITED

Regional Office : 4, LYONS RANGE, KOLKATA - 700 001

Our Ref. No. OICL/RO/STY/QTN/01/19-21/

Dated.....201

To _____

Dear Sir,

Supply of Printing / Stationery Articles Etc.

Quotation/s in enclosed cover is/are invited to reach the Deputy General Manager, Kolkata Regional Office not later than for Printing / Supplying the undernoted Forms / Stationery Articles. Please send us your quotation as per our Tender format.

Specimens may please be seen from our Stationery Department on any working day during the office hours.

Sr. No.	Particulars of Printing / Stationery Articles	Form No / Code	Quantity Per	Price quoted
1.	Motor Certificate Folder, 10 Kg Green Board, 250 nos. in a packet. (as per sample)	V-25	1000 Nos.	
2.	Motor Claim Form, 60gsm Andhra Maplitho Paper, 100 nos. in a packet. (as per sample)	V-45	1000 Nos.	
3.	Shopkeeper Insurance Policy, 60 gsm Andhra Maplitho Paper, 100 nos. in a packet (Number of pages & Specimen as per sample)	ERO-115	1000 Nos.	
4.	Shopkeeper Insurance Proposal 60 gsm Andhra Maplitho Paper, 100 nos. in a packet. (as per sample)		1000 Nos.	
5.	Attendance Register, 95 gsm West Coast ledger paper, 3 key punch both side printing, 100 nos. in a packet. (as per sample)	Genl-124	1000 Nos.	
6.	Proposal Form Motor Insurance, Private Car/ Motorized 2 Wheelers/ Motorized 3 Wheelers Passenger Carrying for Pvt. Purpose, 60 gsm Andhara Maplitho Paper, 100 Nos. In a Pkt. As per sample		1000 Nos.	
7.	Policy Form Motor Insurance, Private Car/ Motorized 2 Wheelers/ Motorized 3 Wheelers Passenger Carrying for Pvt. Purpose, 60 gsm Andhara Maplitho Paper, 100 Nos. In a Pkt. As per sample		1000 Nos.	

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Yours faithfully,
For The Oriental Insurance
Co. Ltd.

Signature under the Seal of the Company

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THE ORIENTAL INSURANCE COMPANY LIMITED

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Sr. No.	Particulars of Printing / Stationery Articles	Form No / Code	Quantity Per	Price quoted
8.	Commercial Vehicle Package Policy, 60 gsm Andhra Maplitho Paper, 100 nos. in a packet. (as per sample)		1000 Nos.	
9.	Commercial Vehicle Package Proposal, 60 gsm Andhra Maplitho Paper, 100 nos. in a packet. (as per sample)		1000 Nos.	
10.	Happy Family Floater Policy, 60 gsm Andhra Maplitho Paper, 100 nos. in a packet. 28 pages (specimen New Format).		1000 Nos.	
11.	Happy Family Floater Policy-2015 prospectus. 60 Gsm Andhra Maplitho Paper, 12 pages (New Format). 100 in a packet.		1000 Nos.	
12.	Happy Family Proposal Form. 4 Pages (Folder). 60 Gsm Andhra Maplitho Paper, 100 in a packet (New Format).		1000 Nos.	
13.	Self Declaration Form for Happy Family (New Format) both side printing. 60 gsm Andhra Maplitho Paper, 100 nos. in a packet.		1000 Nos.	
14.	Health Insurance Claim Form. Part-A (Happy Family) 4 Pages (Folded), 60 gsm Andhra Maplitho Paper. 100 in a Pkts.		1000 Nos.	
15.	Medicclaim Insurance Policy Individual Revised (New Format), Andhra Maplitho Paper, 100 nos. in a packet. 28 pages (specimen new format)		1000 Nos.	
16.	Medicclaim Insurance Prospectus, 60 gsm Andhra Maplitho Paper, (16 Pages) 100 nos. in a packet. (New Format)		1000 Nos.	
17.	Medicclaim Insurance Proposal (Revised) New Format, 60 gsm Andhra Maplitho Paper, 100 nos. in a packet. Number of pages & specimen new format as per old sample.		1000 Nos.	
18.	Self Declaration Form (Medicclaim), both side Printing, 60 Gsm Andhra Maplitho Paper, 100 nos. in a packet.		1000 Nos.	
19.	Medicclaim Insurance Policy Claim Form both side printing, 60 Gsm Andhra Maplitho Paper, 100 nos. in a packet.		1000 Nos.	

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Sr. No.	Particulars of Printing / Stationery Articles	Form No / Code	Quantity Per	Price quoted
20	Proposal Form for Burglary an House Breaking Insurance. 4 pages folded, 60 gsm Andhra Maplitho Paper, 100 nos. in a Packet (as per sample)		1000 Nos.	
21	Burglary House Breaking Policy. 60 gsm Andhra Maplitho Paper, 100 nos. in a Packet (as per sample)		1000 Nos.	
22	Motor Cover Note Book, 3 in a sets 25 sets in a Book. Book No. & SI No., 1st copy 60 gsm Andhra Maplitho Paper, 2nd & 3rd 47 gsm Amrabati Manifold, 10 Book in a packet, (as per sample)		Each Book	
23	A4 Size Policy Printing with water mark company logo in middle portion, 80 gsm Andhra Maplitho Paper, 500 in a Packet. (as per sample)		1000 Nos.	
24	Envelop Brown, 130 GSM Star Kraft Paper, as per size & Printing specimen, 500 nos. in a Box	Genl.-9	1000 Nos.	
25	Envelop Brown Window, 120 GSM Star Kraft Paper, as per size & Printing specimen, 500 nos. in a Box	Genl.-9A	1000 Nos.	
26	Envelop White, 95 gsm (25 Kg) Andhra Mplitho Paper, as per size & Printing specimen, 500 nos. in a Box	Genl.-8	1000 Nos.	
27	Envelop White Window, 95 gsm (25 Kg) Andhra Mplitho Paper, as per size & Printing specimen, 500 nos. in a Box	Genl.-8A	1000 Nos.	
28	Envelop White (Small), 95 gsm (25 Kg) Andhra Mplitho Paper, as per size & Printing specimen, 500 nos. in a Box	Genl.-7	1000 Nos.	
29.	Kraft Envelop, 130 gsm Start Kraft Paper, as per size & Printing specimen , 500 nos. in a Box	Genl.-10	1000 Nos.	
30	Kraft Envelop (Big), 130 gsm Star Kraft Paper, as per size & Printing specimen, 100 nos. in a packet	Genl.-11	1000 Nos.	
31.	Fire Insurance Policy Non-Industrial "Form - 1" 60 gsm Andhra Maplitho Paper, 100 nos. in a packet. (as per sample)		1000 Nos.	

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Sr. No.	Particulars of Printing / Stationery Articles	Form No / Code	Quantity Per	Price quoted
32.	Fire Insurance Proposal (Industrial Risk) 60 gsm Andhra Maplitho Paper, 100 nos. in a packet. (as per sample)		1000 Nos.	
33.	Fire Insurance Policy (Industrial Risk) 60 gsm Andhra Maplitho Paper, 100 nos. in a packet. (as per sample)		1000 Nos.	
34.	Fire Claim Form, 60 gsm Andhra Maplitho Paper, 50 nos. in a packet. (as per sample)		1000 Nos.	
35.	Nagarik Suraksha Policy, 60 gsm Andhra Maplitho Paper, Number of pages & specimen as per sample.		1000 Nos.	
36.	Nagarik Suraksha Proposal, 60 gsm Andhra Maplitho Paper, Number of pages & specimen as per sample.		1000 Nos.	
37.	Policy Stamp Register 95 GSM West Coast Ledger Paper 100 Folio in a book. 1/2 canvas bound with corner 24oz Yellow Board with glossy marbel and label.		Each Book	
38.	Personal Accident Proposal (individual) Form. 4 pages (folded) 60 Gsm, Andhra Maplitho paper, 100 in a pkt.		1000 Nos.	
39.	Personal Accident Policy (Individual) 6 pages), Size: as per sample, 60 Gsm Andhra Maplitho Paper, 100 in a pkt.		1000 Nos.	
40.	Janata Personal Accident Insurance Policy, both side, 60 gsm Andhra Maplitho Paper, 100 nos. in a pad.		1000 Nos.	
41.	Janata Personal Accident Insurance Proposal, one side, 60 gsm Andhra Maplitho Paper, 100 nos. in a pad.		1000 Nos.	
42.	Marine Declaration , One side printing, 60 gsm Andhra Maplitho Paper, 100 nos. in a packet. (as per sample)	MR-43	Each Books	

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Sr. No.	Particulars of Printing / Stationery Articles	Form No / Code	Quantity Per	Price quoted
43	Marine Declaration Book 25 x 3 in a Book, 60gsm Andhra Maplitho top binding with cloth perforated 2 pages & one page fix & white. (as per sample)	MR-55	Each Books	
45	Marine Requisition / Declaration 3 in a sets 25 sets in a book, cheque binding, Andhra Maplitho Paper (as per specimen) 10 Books in a Pkt.	MR-39	Each Books	
46	Marine Declaration 100 in a book, Andhra Maplitho Paper 10 Books in a Pkt.	MR-39B	Each Books	
47	Marine Certificate 4 pages in a set, 25 sets in a Book, cheque binding with Numbers		1000 Nos.	
48	Personal Accident Claim (form as per specimen) Andhra Maplitho Paper		1000 Nos.	
49	Contractors Plant & Machinery Insurance Proposal. 4 pages folded, 60 Gsm Andhra Maplitho Paper, one side printing, 100 nos. in a Packet (as per sample)		1000 Nos.	
50	Contractors Plant & Machinery Insurance Policy. 4 pages folded, 60 Gsm Andhra Maplitho Paper, one side printing, 100 nos. in a Packet (as per sample)		1000 Nos.	
51	House Holder Insurance Proposal. 18 pages, 60 Gsm Andhra Maplitho Paper, 100 nos. in a Packet (as per sample)		1000 Nos.	
52	House Holder Insurance Policy. 8 pages, 60 Gsm Andhra Maplitho Paper, 100 nos. in a Packet (as per sample)		1000 Nos.	
53	Leave Encashment. 60 Gsm Andhra Maplitho Paper, 100 nos. in a Packet (as per sample)		1000 Nos.	
54	Despatch Register. 95 gsm w/coast ledger paper. 100 pages in each $\frac{1}{2}$ canvas with glossy merbel 24oz yellow board glossy merbel with lable.		Each Book	
55	Policy Docket, 130 GSM Star Kraft Paper, Size: as per sample, 100 nos. in a packet	Genl.51	1000 Nos.	

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Sr. No.	Particulars of Printing / Stationery Articles	Form No / Code	Quantity Per	Price quoted
56	Company letter head on Royal Executive Bond 'A4' (as per sample)		1000 Nos.	
57	Money Insurance Policy, 60 gsm Andhra Maplitho 3 pages (folded) 50 in a pkts (as per specimen)	Misc-19	1000 Nos.	
58	Money Insurance Proposal 60 gsm Andhra Maplitho 50 in a pkts (as per specimen)	58-A	1000 Nos.	
59	Private Car Package Policy, 8 pages, 60 gsm Andhra Maplitho paper (100 in a pkt.) (as per specimen)		1000 Nos.	
60	Policy For Jewelers' Block Insurance, 4 pages Folded, 60 gsm Andhra Maplitho Paper 50 in a pkts (as per specimen)	Misc-67	1000 Nos.	
61	Jewellery Block Insurance Proposal, 60 gsm Andhra Maplitho Paper (as per specimen) (50 in a Pkt.)		1000 Nos.	
62	Overseas Medclaim Policy (as per specimen) 60 gsm Andhra Maplitho Paper (500 in a pkt)		1000 Nos.	
63	PNB-Oriental Medclaim Insurance Policy (as per specimen) 8kg Andhra Maplitho (500 In a pkt)		1000 Nos.	
64	PNB-Oriental Medclaim Insurance Proposal (as per specimen) 8kg. Andhra Maplitho (500 In a pkt)		1000 Nos.	
65	PNB-Oriental Medclaim Insurance Prospectus (as per specimen) 8kg. Andhra Maplitho (500 In a pkt)		1000 Nos.	
66	OBC-Oriental Medclaim Insurance Policy (as per specimen) 8 kg. Andhra Maplitho (500 in a pkt)		1000 Nos.	
67	OBC-Oriental Medclaim Insurance Policy Prospectus (as per specimen) 8 kg. Andhra Maplitho (500 in a pkt)		1000 Nos.	
68	OBC-Oriental Medclaim Insurance Proposal (as per specimen) 8 kg. Andhra Maplitho (500 in a pkt)		1000 Nos.	

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Sr. No.	Particulars of Printing / Stationery Articles	Form No / Code	Quantity Per	Price quoted
69	PNB-Oriental Leaflet Bengali, 4 colour printing on Art Paper (as per specimen) (500 In a pkt)		1000 Nos.	
70	PNB-Oriental Leaflet English, 4 colour printing on Art Paper (as per specimen) (500 in a pkt)		1000 Nos.	
71	OBC-Oriental Leaflet Bengali, 4 colour printing on Art Paper (as per specimen) (500 in a pkt)		1000 Nos.	
72	OBC-Oriental Leaflet English, 4 colour printing on Art Paper (as per specimen) (500 in a pkt)		Each Book	
73	Pension File with less, Printing with company name & logo-Hard Board (as per existing specimen)		1000 Nos	
74	Stock Register 200 pages 95 gsm West Coast Ledger Paper, 32 OZ Yellow Board side canvas with Kona Glossy merbel and label (as per speciment)		Each Book	
75	Tour Sanction Form 60 gsm Andhra Maplitho Paper 100 Nos. in a Pkt. (as per sample)		1000 Nos.	
76	Personal Less File (as per sample)		Each	
77.	Legal File (as per sample)		Each	
78.	Less File Oriental Insurance Co. Ltd. (as per sample)		Each	
79.	Memo Pad, 60 gsm Andhra Maplitho Paper 100 Nos. in a pad (10 Pads in a Pkt.) (as per sample)		1000 Nos.	
80	Private Car Two Wheeler Standard Proposal Form "Liability only Policy", (New Format), 60 gsm Andhra Maplitho Paper, 100 Nos. in a Pkt		1000 Nos.	
81.	Commercial Vehicle Standard Proposal Form for "Liability only Policy" (for commercial vehicle other than motor trade internal risk policy) (New Format), 60 gsm Andhra Maplitho Paper, 100 Nos. in Pkt.		1000 Nos.	

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Sr. No.	Particulars of Printing / Stationery Articles	Form No / Code	Quantity Per	Price quoted
82.	Guest House Booking Book 3 in a set 25 sets in a Book, 60 gsm Andhra Maplitho Paper, (10 Books in a Pkt.)		Each	
83.	Guest House Room Rent charges Book, 11.2 kg West Coast Ledger Paper, 100 pages in a Book (as per sample)		Each	

TERMS & CONDITIONS :

- i) Paper's GSM must be as per tender specification. For Any deviation of paper/ materials, tender may be cancelled.
- ii) For any Form changed by the competent authority new format should be printed as per our specification
- iii) The Tender offering lowest bid in each item will be considered for placement of order, Quoted Rate as per Thousand or Each Basis.
- iv) Quoted Rate (item wise) is valid for 3 years from the date of handing over of the work order .
- v) It will be presumed that quotes have been submitted after seeing the relevant sample .
- vi) GST certificate and Bank details (IFS Code, Bankers Name & Branch) must be enclosed with tender.
- vii) GST % to be charged must be mentioned separately.
- viii) Please sign on each page of our Tender Form with seal without which the Tender will be rejected.

Yours faithfully,
For The Oriental Insurance
Co. Ltd.

Our quotation No..... Dated.....

In compliance with the above, we quote our price for the Items **excluding of GST and including delivery charges** etc. which will hold good for a period of three years from the date of Company's work order. We agree to abide by your above mentioned terms and conditions.

Signature under the Seal of the Company

Yours faithfully,