



# 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

Yours faithfully,

# THE ORIENTAL INSURANCE COMPANY LIMITED

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

## Supply of Printing / Stationery Articles Etc.

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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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