



**Oriental**  
insurance

**PRITHVI, AGNI, JAL, AKASH**  
Sab Ki Suraksha Hamare Paas

IRDA REG. NO. 556 CIN - U66010DL1947GOI007158

THE ORIENTAL INSURANCE COMPANY LIMITED  
(A Govt. Of India Undertaking)  
Regional Office  
4, Lyons Range, Kolkata-700001  
Ph : 033-22303425,40441835,22303632  
Website : [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in)  
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## ANNEXURE-II

### IMPORTANT INSTRUCTIONS

1. Technical Bid to be put up in envelope-1 duly sealed and superscribed as “Technical Bid” and mentioning your name, address and telephone number thereon.
2. Financial Bid to be put up in envelope-2 duly sealed and super scribed as “Financial Bid” and mentioning your name, address and telephone number thereon.
3. Both the Financial and Technical Bid envelopes are to be put up in the envelope -3 duly sealed and super scribed as “Offer for Selection of Third Party Administrator for the implementation of SWASTHYA SATHI, GOVT. OF WEST BENGAL ” and mentioning your name, address and telephone number thereon.
4. The envelope-3 should be sent to:

The Deputy General Manager I/c,  
The Oriental Insurance Company Limited,  
Regional Office,Kolkata  
4, Lyons Range, Kolkata-700001.

On or before: 9<sup>th</sup> January, 2020, 17.00 hours.

5. Any offer received after this date and time shall not be considered.
6. Offers received through post should also reach before the stipulated last date and time.  
For offers, lost in transit, Company will not be held liable.

DEPUTY GENERAL MANAGER, I/C