

**द्वि ओरिएण्टल इन्शुरेंस कम्पनी लिमिटेड**

(भारतीय वाणिज्य बीमा निगम को सहायक कम्पनी)

सुरेन्द्र बिल्डिंग, एस.सी.ओ. 109-110-111

सेक्टर 17-डी, चण्डीगढ़-160 017

टेलीफोन : पी.बी.एक्स. : 702102 - 702104

704236, 704732

डाइरेक्ट 704257, 704102, 704561

तार का पता : ओरिएण्टलभारओ



क्षेत्रीय कार्यालय  
Regional Office

**THE ORIENTAL INSURANCE COMPANY LIMITED**

(Subsidiary of General Insurance Corporation of India)

Surendra Building, S.C.O. 109-110-111

Sector 17-D, CHANDIGARH-160 017

Telephones PBX 702102 - 702104

704236, 704732

Direct 704257, 704102, 704561

Grams ORIENTRO

Fax 0172 - 703998

Deptt. : Information Technology

March 2, 2012

*Office Copy-24*

**Re: Purchase of Computer Consumables - Continuous Stationery, Floppies, CDs/ DVDs, Toner Cartridges, Printer Ribbons and other items for 2012-2013**

We are pleased to inform you that we are going to empanel suppliers for various computer consumables for the financial year 2012-2013. The specification and terms and conditions are enclosed herewith. If you are interested in empaneling your concern for supply of any or all of our requirements, you may please fill up the enclosed questionnaire along with the quotation and forward the same to the undersigned along with price offered for supply of various items. Please note that only the items of specified brands should be quoted by you. The quotations must be forwarded in the enclosed format only. No other format would be entertained. The quotations in sealed envelopes should reach the undersigned at the following address on or before **15th March, 2012 by 5.00 P.M.** Open quotations shall be rejected outright.

Dr. N.K. Nagal,  
Regional Manager,  
The Oriental Insurance Company Limited,  
Regional Office,  
SCO No.109-110-111, Sector 17-D,  
Chandigarh-160 017

Yours faithfully,

**REGIONAL MANAGER**

Encl. As mentioned above