



# The Oriental Insurance Company Limited

Head Office, New Delhi



**Request for Proposal**

**For**

**Supply & Installation of Desktops**

(Tender Ref No: OICL/HO/ITD/PC/2019/01 Dated 20.03.2019)

**Information Technology Department**

**The Oriental Insurance Company Limited  
2<sup>nd</sup> Floor, Oriental House  
A-25/27, Asaf Ali Road,  
New Delhi – 110002**

**CIN-U66010DL1947GOI007158  
[www.orientalinsurance.org.in](http://www.orientalinsurance.org.in)**



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**Non-Refundable Tender Fee****Non-Transferable Receipt****To be filled by OICL Official**

<b>Tender Ref. No.</b>	<b>OICL/HO/ITD/PC/2019/01 Dated 20.03.2019</b>
<b>Date of Issue</b>	
<b>Tender Issued to Bidder</b>	
<b>Draft No.</b>	
<b>Date</b>	
<b>Draft Amount</b>	
<b>Bank Name</b>	
<b>Name of OICL Official</b>	
<b>Designation of OICL Official</b>	
<b>Signature</b>	
<b>OICL Official</b>	<b>Bidder's Representative with Contact No. and Date</b>



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### Important Notice

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This tender document is not transferable.

Bidders are advised to study this tender document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.

The response to this tender should be full and complete in all respects. Incomplete or partial bids shall be rejected. The Bidder must quote for all the items asked for, in this tender.

The Bidder shall bear all costs associated with the preparation and submission of the bid, including cost of presentation and demonstration for the purposes of clarification of the bid, if so desired by OICL. OICL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

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## Purpose of this document

The purpose of this Request for Proposal (hereafter referred to as “RFP”) is to define scope of work for the Bidder for Request for Proposal for Supply and Installation of Desktops.

This RFP contains details regarding scope, project timelines, evaluation process, terms and conditions as well as other relevant details which Bidder needs to factor while responding to this RFP.

## Definitions and Acronyms

AMC	Annual Maintenance Contract
API	Application Program Interface
ATR	Acceptance Test Report
Bidder	Single point appointed by OICL for Request for Proposal for Supply, Installation, Implementation, Integration, Maintenance and Support of Security System, based on the bill of materials shared by OICL.
CVC	Central Vigilance Commission
DC	Data Centre which is located at Bengaluru
DRS/DRC/DR	Disaster Recovery Site which is located in Mumbai
HO	Head Office
RO	Regional Office
DO / BO / SVC	Divisional Office / Branch Office / Service Centre
EC / MO	Extension Counter / Micro Office hereinafter referred as Business Centre (BC)
INR	Indian Rupees
IP	Internet Protocol
IT	Information Technology
LAN	Local Area Network
Mbps	Million Bits per Second
MPLS	Multi-Protocol Label Switching
RF	Radio Frequency
NCR	National Capital Region
PO	Purchase Order
OEM	Original Equipment Manufacturer
OICL	Oriental Insurance Company Limited
OS	Operating System
RFP	Request for Proposal
SOW	Scope of Work
T&C	Terms & Conditions
TCO	Total Cost of Ownership
TO	Technical Offer
ToR	Terms of Reference
UAT	User Acceptance Test
Vendor	Selected / Successful Bidder as an outcome of the RFP with whom OICL signs the Contract.
VSAT	Very Small Aperture Terminal
BFSI	Banking, Financial Institution and Insurance Company



## 1 Introduction

### 1.1 About the Company

The Oriental Insurance Company Limited (OICL), a public sector undertaking dealing in non-life insurance, is ahead of its peers in the industry in adopting information technology. OICL has been enjoying the highest rating from leading Indian credit rating agencies such as CRISIL and ICRA.

OICL has its head office at New Delhi, Primary Data Centre (DC) at Bengaluru & Secondary Data Centre (SDC/DRS) at Mumbai, 31 regional offices in various cities, Oriental Staff Training College (OSTC) at Faridabad and Chennai, 350+ divisional offices, 500+ branch offices, Regional Training Centers, 28 Claims Service centers, 32 TP Hubs and 900+ business centers/micro offices geographically spread out across India.

Major OICL offices are provisioned with dual active-active links using MPLS over RF and leased lines. Smaller offices are provisioned with single links using either MPLS over RFP, Leased lines, VSATs or 2FA VPN connectivity over internet. For more than a decade, OICL has leveraged information technology to serve its customers effectively.

Apart from the Core-Insurance application (INLIAS), OICL has deployed various centralized applications viz web portal, Investment Management System (SAP Based), HRMS (PeopleSoft), E-mail, (MS Exchange), Video Conferencing, Proxy etc. Co-hosted at its Data Centers at Mumbai and Bengaluru. These Data Centers are equipped with enterprise class IT infrastructure. The company has sold more than 12 million policies in the year 2017-18. The Company has more than 100 general insurance products to cater to the varied insurance needs of its customers. It also has a strong workforce of about 15,000 employees and over 35,000 agents. The Company has a web portal [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in) for use of its customers and agents with a provision for online issue/renewal of policies.

### 1.2 Notice Inviting Bids

The Chief Manager (IT) invites sealed bids from eligible Bidders for selection of vendor for Supply and Installation of Desktops under buy-back of obsolete hardware.

### 1.3 Project Objective

The Oriental Insurance Company Ltd (OICL) envisages refreshing the obsolete office IT hardware and implementing latest technology hardware to meet its business and technology requirements. OICL proposes to invite sealed bids from eligible Bidders for Supply and Installation of Desktops under buy-back of obsolete hardware.



## 1.4 Schedule of Events

<b>General Details</b>	
<b>Department's Name</b>	Information Technology Department
Scope of Work	Selection of Vendor for Supply and Installation of Desktops under buy-back of obsolete hardware.
Tender Details	Request for Proposal for Supply and Installation of Desktops
Tender Type	Open
Tender No.	<b>OICL/HO/ITD/PC/2019/01 Dated 20.03.2019</b>
Consortium	Not Allowed
Download Tender Documents	Document to be purchased from Information Technology Department, The Oriental Insurance Company Limited, Asaf Ali Road, Delhi
<b>Key Dates</b>	
Document Purchase Start Date and Time	<b>20.03.2019 at 11:00 AM</b>
Document Purchase End Date and Time	<b>18.04.2019 at 15:00 Hrs</b>
Last Date and Time for receipt of pre-bid queries	<b>26.03.2019 Before 15:00 Hrs</b>
Pre Bid Meeting Date, Time and Location*	<b>29.03.2019 at 15:00 Hrs</b> at Information Technology Department, The Oriental Insurance Company Limited, Asaf Ali Road, New Delhi
Last Date and Time for submission of Bids	<b>18.04.2019 at 15:00 Hrs</b>
Date and Time of Eligibility Bid Opening	<b>18.04.2019 15:30 Hrs</b>
Opening of Technical bid	Will be communicated
<b>Opening of Commercial bid</b>	Will be communicated
<b>Declaration of L1 Bidder</b>	Will be communicated
<b>Payment Details</b>	
Tender Fees (INR)	INR 5,000/- (Rupees five thousand only) by crossed Demand Draft/Banker's Pay Order in favor of "The Oriental Insurance Company Limited" payable at New Delhi. The RFP Document Price is non-refundable and inclusive of taxes (Exempt for eligible entities (i.e. MSME/NSIC), as per Government of India Guidelines, subject to submission of the relevant certificate. Certificate should be valid on the date of Bid Submission)
EMD Amount (INR)	INR 50,00,000/- (Rupees Fifty Lakh only) (Exempt for eligible entities (i.e. MSME/NSIC), as per Government of India Guidelines, subject to submission of the relevant certificate. Certificate should be valid on the date of Bid Submission)
Bid Validity	As per Tender Document
Performance Bank Guarantee (for successful Bidder)	As per Tender Document
<b>Other Details</b>	
Mode of Tender	Online
Bid submission to Tender	<a href="https://eauction.auctiontiger.net">https://eauction.auctiontiger.net</a>
Contact details of e-Tender service provider	M/s. e-Procurement Technologies Ltd. (AuctionTiger), Ahmedabad, Ms. Geeta Phone: +91-79-68136814



General Details	
	Email-Id: <a href="mailto:geeta@auctiontiger.net">geeta@auctiontiger.net</a> and <a href="mailto:support@auctiontiger.net">support@auctiontiger.net</a>
System requirement for online bid submission	<ol style="list-style-type: none"><li>1. Computer / Laptop (Notebook) with internet connection of minimum 256 kbps speed</li><li>2. Operating System: Windows XP(32-Bit) Service Pack -3/ Vista / Windows 7 or above</li><li>3. Supported Browsers: Internet explorer 9.0 or above/Mozilla Firefox 13.0 or above/Google Chrome 20.0 or above</li><li>4. Valid Digital Signature Certificate Signing and Encryption (Class II or Class III).</li></ol> <b>Refer Appendix 3 for Detailed Process.</b>
Contact Information	Chief Manager (IT), Information Technology Department, The Oriental Insurance Company Limited 2nd Floor, Head Office, Oriental House, A-25/27, Asaf Ali Road, New Delhi – 110 002 Tel: +91 11 43659207 E-mail: <a href="mailto:tender@orientalinsurance.co.in">tender@orientalinsurance.co.in</a>

\*It is mandatory for the Bidder to purchase the tender document so as to participate in the pre-bid meeting.

OICL reserves the exclusive right to make any amendments / changes to or cancel any of the above actions or any other action related to this RFP.

If any of the above dates is declared a holiday for OICL, the next working date will be considered. OICL reserves the right to change the dates mentioned in the RFP.

### 1.5 Availability of tender document

- a) Non-transferable RFP document containing conditions of pre-qualification, detailed requirement specifications as also the terms and conditions can be obtained from the address given below:

**The Oriental Insurance Company Limited  
Information Technology Department,  
A - 25/27, 'Oriental House', 2nd Floor,  
Asaf Ali Road, New Delhi – 110 002**

The RFP document will be available for sale at the above address on all working days as per the date and time specified in section 1.4 Schedule of Events on payment of non-refundable Tender Fee of Rs. 5,000/- (Rupees Five Thousand only) (Exempt for eligible entities (i.e. MSME/NSIC), as per Government of India Guidelines, subject to submission of the relevant certificate. Certificate shall be valid on the date of Bid Submission) by crossed Demand Draft/ Banker's Pay Order in favor of "The Oriental Insurance Company Limited" payable at New Delhi. **Tender fee is inclusive of all taxes.**

A Copy of the Tender document is available on the web portal [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in) under the link 'Tenders'. Bidders have to purchase Tender document in order to submit bids.



Please note that the Company shall not accept any liability for non-receipt/non-delivery of bid document(s) in time.

### 1.6 Eligibility Criteria

#	Eligibility Criteria	Supporting Documents
<b>Bidder's Eligibility Criteria</b>		
1	The Bidder should be a Government Organization/ PSU/ PSE or a public/ private limited company registered in India	Certificate of Incorporation
2	The bidder should have been operational in India for minimum of five (5) years as on the date of bid submission	Self-Declaration/ Undertaking to this effect to be submitted by the bidder
3	The bidder should have an annual turnover of Rs.100 crore (Rupees One hundred Crores) per annum for each of the last 3 financial years (i.e. 2015-16, 2016-17 & 2017-18).	Copy of Audited Financial Statements (P&L and Balance Sheet) for the FY 2015-16, 2016-17 & 2017-18 and CA Certificate
4	Should have a positive net worth positive in each of the three (3) financial years i.e. FY 2015-16, 2016-17 & 2017-18	Copy of Audited Financial Statements (P&L and Balance Sheet) for the FY 2015-16, 2016-17 & 2017-18 and CA Certificate
5	The Bidder should not have been blacklisted by the any Government or PSU enterprise or Regulatory/Statutory Body in India as on the date of bid submission.	Self-Declaration/ Undertaking to be submitted by the bidder
6	<p>The Bidder should be original equipment manufacturer (OEM) for Desktop / authorized reseller of the Desktops in India.</p> <p>In case the bidder is an Authorized partner of the OEM, Bidder has to submit the authorization letter from the OEM.</p> <p>In case both OEM and its authorized representative bid for the captioned tender both will be rejected. In case of authorized representative a letter of authorization to this effect from OEM must be furnished</p>	<p>Letter of authorization / Manufacturer Authorization Form (MAF from the OEM should fulfill the below mentioned intents.</p> <p>1.) We who are established and reputable manufacturers/ producers of _____ having _____ factories/ development facilities at (address of factory/ facility) do hereby authorize M/s _____ (Name and address of the bidder) to submit a Bid, and sign the contract with you against the above Bid Invitation</p>



#	Eligibility Criteria	Supporting Documents
		2.) We hereby extend our warranty for the Solution, Products and services offered by the above firm against this Bid Invitation.
7	The Bidder should have executed atleast 1 single order for supply of at least 3,000 Desktops in PSU/BFSI/Govt. Organization in India in the last 3 years (i.e. 1 <sup>st</sup> Jan 2016 to date of Bid Submission)	Copy of Contract / Purchase order from the Client
8	The Bidder should be an <b>ISO 9001:2015</b> certified company.	Copy of valid ISO Certificate
<b>OEM Eligibility Criteria</b>		
9	The Desktop make offered should have been sold for minimum of One lakh and Fifty Thousand numbers in last financial year i.e. 2017-2018 in India	IDC Report or Copy of Contract / Purchase order from the Client
10	OEM should be an <b>ISO 9001:2015</b> and <b>ISO 14001</b> certified company	Copy of valid ISO Certificate(s)

Note:

- i. Bidders need to ensure compliance to all the eligibility criteria points.
- ii. Public Sector / scheduled commercial banks do not include regional rural banks and cooperative banks.
- iii. In-case of corporate restructuring the earlier entity's incorporation certificate, financial statements, Credentials, etc. may be considered.
- iv. In case of business transfer where bidder has acquired a Business from an entity ("Seller"), work experience credentials of the Seller in relation to the acquired Business may be considered.
- v. Purchase orders without relevant organization confirmation through a credential letter will not be considered as credentials.
- vi. While submitting the bid, the Bidder is required to comply with inter alia the following CVC guidelines detailed in Circular No. 03/01/12 (No.12-02-6 CTE/SPI (I) 2 / 161730 dated 13.01.2012): Commission has decided that in all cases of procurement, the following guidelines may be followed:
  - a. *In a RFP, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same RFP. The reference of 'item/product' in the CVC guidelines refer to 'the final solution that bidders will deliver to the customer.*
  - b. *If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same RFP for the same item/product.'*





## 1.7 Project Timelines

The Project Manager/Coordinator shall submit weekly report on the progress of the project to OICL and appraise the activities completed during the week and activities to be taken up in next week. Necessary assistance from OICL officials will be provided to ensure that activities will be completed in time. The detailed activities to be completed in each phase are mentioned below along with the timelines.

S.No.	Activity	Timelines
1	The Delivery, Migration, Configuration, Installation & Commissioning of all Hardware and Software	Within 12 weeks from the date of issuance of Purchase Order

Note:

- a) OICL, at its discretion, shall have the right to alter the delivery schedule and quantities based on the implementation plan. This will be communicated formally to the Bidder during the implementation, if a need arises.

## 2 Scope of Work

### 2.1 Overview of Scope

OICL has outlined its vision for replacement of end of life IT hardware and implementing latest technology hardware to meet its business and technology requirements. OICL proposes to invite sealed bids from eligible Bidders for Supply and Installation of Desktops under buy-back of obsolete hardware. The contract duration would be for 03 months.

### 2.2 Geographical Location

For the purpose of supply and implementation, the location of different sites is as follows:

The List of OICL offices where Desktops will be delivered is provided in the Annexure 14.

### 2.3 Detailed Scope of Work

1. The selected vendor will supply, commission, install, test, configure (one time) the Desktops under buyback at various locations as mentioned in Annexure 14 as per the timelines mentioned in the RFP. The Technical Specifications of the Hardware to be supplied are mentioned in Appendix 1: Functional and Technical Specifications.
2. The Bidder will create the image of the system and the same image is to be installed in all procured PC's. The same image will be provided in optical disk in each desktop for system restore purpose.
3. The Bidder is responsible for all unpacking, assemblies, wiring, installations, cabling between hardware units. The Bidder will test all hardware operations and accomplish all adjustments necessary for successful and continuous operation of the hardware at all the installation sites.



4. The Successful Bidder must send the proposed delivery schedule to OICL well in advance.
5. The supply and installation of ordered items along with necessary operational and user manuals / drawings, circuit diagram, etc. is the bidder responsibility.
6. Configuration will include IP Setting, browser settings for Core Insurance Solution, E-mail Client Configuration and configuration of add on devices such as printers, Scanners etc.
7. The Bidder will also coordinate with Networking and application vendors and provide the necessary assistance for successful installation, integration and functioning of application.
8. The supply is comprehensive inclusive of OS Support on all the systems supplied and installed under this contract. Any problem related with OS Maintenance, reloading of OS with all device drivers, OS upgrade, device drivers, system configuration and network configuration (if required) shall be attended to and rectified by the Bidder. The Bidder shall also keep a copy of all device drivers. Original CD / DVD of OS to be handed over to OICL.
9. Re-installation of OS and other software in case of system crash and formatting of disk to be carried out on site during the contract period.
10. Bidder shall provide on-site comprehensive maintenance services including Repairs / replacement of faulty / defective spare parts at their own cost including transport, if any, during the contract period. Bidder shall provide equivalent or higher model of same make as standby against faulty desktop at all circumstances wherever the replacement cannot made functional within defined SLA. Bidder should ensure that necessary OS / application / software are installed on Standby Desktop Computer in order to carry out day-to-day operations by the user. All the parts of the procured Desktop Computer shall be covered under Warranty.
11. The new releases (minor / major), versions, bug fixes etc. for the hardware & its operating system shall be provided to OICL at no extra charge, with necessary documentation during the contract period.
12. The Installation engineer to install any additional software as instructed by OICL at the time of installation in respective offices.
13. The Bidder shall ensure compatibility of the hardware and software that they supply with the hardware and software systems being used in OICL.
14. In case of hard disc failure / Formatting & re-installation of system, it would be the responsibility of vendor to retrieve the data to whatever extent possible and to ensure the functionality of the hardware during the contract period.
15. All the proposed product should come with comprehensive on-site three Month (3 Month) warranty for supplied hardware. All the parts of items supplied would be covered under comprehensive warranty. If there is any gap between OICL's requirement and OEM warranty then it will be the responsibility of Bidder to fill up the gap at no additional cost to OICL.
16. The bidder should ensure asset tagging of each desktop in the format provided by OICL.



17. The bidder should provide single point of contact for support required at all the office locations for the contract period.
18. Bidder shall generate the configuration / specification report from the Desktops and present the printout of same along with installation report to the branch/office for their verification & signatures. The signed report is to be submitted to head office.
19. Successful Bidder shall submit all the duly signed Installation Note(s) at OICL Head office. Post completion of at least 90% of PC's, OICL shall arrive at common acceptance dates for the entire lot of desktops delivered and installed at respective offices. Accordingly, the contract period and warranty period of three month (3 Month) starting from the date of acceptance, shall be determined and conveyed to the vendor.
20. The bidder to ensure the migration of data to the new desktop. The bidder will provide a location wise report post transfer of data to new desktop, specifying that there is no data loss and no OICL data is being transferred out of the location.
21. The bidder will coordinate with the existing vendor(s) for loading of the Anti-Virus, Biometric, data backup, Active Directory, NAC, DLP & IRM, LAN and WAN configuration etc. on the desktops at the location of OICL offices.
22. Bidder has to take OICL's existing Desktop and peripherals as per details given in Annexure 14: List of OICL Offices and Appendix 2- Bill of Material under buyback & quote the buyback price under Appendix 2- Bill of Material. Acceptance of buyback offer should be at the discretion of OICL. OICL will however reserve its right to withdraw / modify / retain some or all desktop at the time of actual delivery.
23. The software and/or hardware quoted by bidder should not be declared as End of Sale by the OEM at the time of bid submission. In the event the bidder quotes for software and/or hardware which is declared as End of Sale by the OEM. OICL Reserves the right to disqualify the bidder from the bidding process, if bidder proposes End of Sale hardware.
24. The software and/or hardware quoted by bidder in this RFP should not be obsolete or proclaimed as End of Life (EOL) and/or End of Support (EOS) by the OEM within 5 years from the date of bid submission. In the event of the supplied equipment being declared End of support and/or End of Life within 5 years from the date of bid submission, the bidder has to replace the desktop with desktop having equivalent or higher configurations at no additional cost to OICL.
25. Bidder shall provide maintenance services during the contract period. Professionally qualified personnel who have expertise in the hardware and system software supplied by the vendor will provide these services.
26. Bidder shall have to provide Call registration and closure status in one report (in XLS format) on monthly basis to offices. Report may have information viz. Equipment ID, Office Name, Office ID, Office Location, Category (Metro /Semi-Urban/ Eastern States etc.), Call log no., Call registration date, Call registration time, attended date, attended time, rectified date, rectified time, total hours of downtime etc.



27. OICL reserves the right to:
- a. Shift supplied systems to an alternative site of its choice.
  - b. Disconnect / connect / substitute peripherals such as printers, etc. or devices or any equipment / software acquired from another vendor.
  - c. Expand the capacity / enhance the features / upgrade the hardware / software supplied, either from the vendor, or another vendor, or developed in-house. Provided such changes or attachments do not prevent proper maintenance, from being performed or unreasonably increase the VENDOR cost of performing repair and maintenance service.
28. The warranty terms would not be considered as violated if any of 26 - (a), (b) or (c) above takes place. Should there be a fault in the operations of the system, the vendor, would not unreasonably assume that the causes lie with those components / software not acquired from them.

### 3 Terms & Conditions

#### 3.1 General

##### 3.1.1 Definitions

OICL/PURCHASER: Shall mean The Oriental Insurance Company Limited

##### 3.1.2 Amendment to Bid Document

At any time prior to the deadline for submission of Bids, OICL may for any reason either on its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document, by amendment.

All prospective Bidders that have received the Bid Document will be notified of the amendment. The same will be binding on them. In order to allow prospective Bidders reasonable time in which to take the amendment into account in preparing their Bids, OICL may, at its discretion, extend the deadline for a reasonable period to be decided by OICL for the submission of Bids. Details will be communicated and published on our portal [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in).

- 3.1.2.1. OICL also reserves the right to change any terms and conditions of the RFP and its subsequent addendums as it deems necessary at its sole discretion. OICL will inform the Bidder about changes, if any before the deadline of bids submission.
- 3.1.2.2. OICL may revise any part of the RFP, by providing an addendum to the Bidder at stage till commercial bids are opened. OICL reserves the right to issue revisions to this RFP at any time before the deadline for bid submissions.
- 3.1.2.3. OICL reserves the right to extend the dates for submission of responses to this document.
- 3.1.2.4. Bidder shall have the opportunity to clarify doubts pertaining to the RFP in order to clarify any issues they may have, prior to finalizing their responses. All queries/questions are to be submitted to the Chief Manager, IT at the address mentioned below and should be received by the point of contact not later than the date and time specified in section 1.4 Schedule of Events. Responses to inquiries and any other corrections and amendments will be distributed to the Bidder by fax or in electronic mail format or



hardcopy letter, at the sole discretion of OICL.

The Chief Manager  
Information Technology Department,  
The Oriental Insurance Company Limited, 2<sup>nd</sup>  
Floor, Head Office, "Oriental House",  
A-25/27, Asaf Ali Road, New Delhi - 110 002

- 3.1.2.5. Preliminary Scrutiny – OICL will scrutinize the offer to determine whether it is complete, whether any errors have been made in the offer, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule. OICL may, at its discretion, waive any minor non-conformity or any minor deficiency in an offer. This shall be binding on the Bidder and OICL reserves the right for such waivers and OICL's decision in the matter will be final.
- 3.1.2.6. Clarification of Offer – To assist in the scrutiny, evaluation and comparison of offer, OICL may, at its discretion, ask the Bidder for clarification of their offer. OICL has the right to disqualify the Bidder whose clarification is found not suitable to the proposed project.
- 3.1.2.7. OICL reserves the right to make any changes in the terms and conditions of purchase. OICL will not be obliged to meet and have discussions with any Bidder, and / or to listen to any representations.
- 3.1.2.8. Erasures or Alterations – The offer containing erasures or alterations will not be considered. There should be no hand-written material, corrections or alterations in the offer. Technical details must be completely filled up. Correct technical information of the product being offered must be filled in. Filling up of the information using terms such as "OK", "accepted", "noted", "as given in brochure / manual" is not acceptable. OICL may treat the offers not adhering to these guidelines as unacceptable.
- 3.1.2.9. Right to Alter Quantities – OICL reserves the right to alter the requirements specified in the tender. OICL also reserves the right to delete or increase one or more items from the list of items specified in the tender. OICL will inform the Bidder about changes, if any. In the event of any alteration in the quantities the price quoted by the bidder against the item would be considered for such alteration. The bidder agrees that the prices quoted for each line item & component is valid for period of contract and can be used by OICL for alteration in quantities. Bidder agrees that there is no limit on the quantities that can be altered under this contract. During the contract period the bidder agrees to pass on the benefit of reduction in pricing for any additional items to be procured by OICL in the event the market prices / rate offered by the bidder are lower than what has been quoted by the bidder as the part of commercial offer. Any price benefit in the products, licenses, software, services & equipment should be passed on to OICL within the contract period.

### **3.1.3 Sub-contracts**

In case sub-contracting any of the activities under the scope of this RFP is required, the bidder needs to notify and take prior permission in writing from OICL. It is clarified that notwithstanding the use of sub-contractors by the Bidder, the Bidder shall be solely responsible



for performance of all obligations under the RFP irrespective of the failure or inability of the subcontractor chosen by the Bidder to perform its obligations. The Bidder shall also have the responsibility for payment of all dues and contributions, as applicable including any statutory requirement and compliance. No additional cost will be incurred by OICL on account of sub-contract, if any.

### **3.1.4 Acceptance of the Solution**

3.1.4.1. The User acceptance test will be carried out as per mutually agreed Acceptance Test Plan (ATP) against the systems requirements. The system will be considered accepted (supplied, installed and operationalized) only after Acceptance Test is completed .

Some of features required to be completed are enumerated below:

- i. The solution should correspond to what is stated in the purchase order without deviation except where mutually agreed upon
- ii. The equipment is fully installed, commissioned and operational. The features specified in the Functional Specifications / mutually agreed for implementation should be demonstrated.
- iii. The final acceptance of the system will be based on successful processing under live demonstration.
- iv. First acceptance will be after equipment are installed, commissioned, tested and all features are demonstrated at the specified locations.

3.1.4.2. In case of discrepancy in hardware & related software supplied & not matching the Bill of Materials or technical proposal submitted by the bidder in their technical bid, the bidder shall be given 6 weeks' time to correct the discrepancy post which OICL reserves the right to cancel the entire purchase contract and the Bidder should take back their equipment at their costs and risks. The test will be arranged by the Bidder at the sites in the presence of the officials of OICL and / or its consultants and appropriate functional and technical training should be given to the officials of OICL / or its consultants. The warranty for the equipment including all the software and other peripherals equipment & software by the Bidder pursuant to this Agreement will commence after acceptance testing. There shall not be any additional charges for carrying out this acceptance test. OICL will take over the system on successful completion of the above acceptance test. The Installation cum Acceptance Test & Check certificates jointly signed by Bidder's representative and OICL's official or its authorized representative should be received at Head Office along with invoice etc. for scrutiny before taking up the request for consideration of payment.

### **3.1.5 Conditional bids**

Conditional bids shall not be accepted on any ground and shall be rejected straightway. If any clarification is required, the same should be obtained before submission of bids.

### **3.1.6 Submission of Bids**

Bidders shall submit the Bids online. For details please refer RFP Section 5 – Instruction to Bidders.



### **3.1.7 Performance Security**

Within 15 days after the receipt of Notification of Award from OICL, the bidder shall furnish performance security to OICL as per Annexure - 6, which shall be equal to 10 percent of the value of the contract - valid for overall period of 6 month (Contract period + 3 Month Claim period) in the form of a bank guarantee from a nationalized/ scheduled bank as per the norms laid by the RBI.

Failure by bidder to submit the Performance security will result in invocation of Bid security held by the Company (OICL).

### **3.1.8 Pre-Bid Meeting**

All queries/ requests for clarification from bidders must reach us by e-mail ([tender@orientalinsurance.co.in](mailto:tender@orientalinsurance.co.in)) or in person as per timeline given in section 1.4. Format for the queries / clarification is provided in "Annexure 4 - Query Format". No clarification or queries will be responded in any other format. OICL will respond to any request for clarification of the tender document in the pre-bid meeting.

The Representatives of Bidders attending the pre-bid meeting must have proper authority letter to attend the same and must have purchased the Tender document.

Any modification to the Bidding Documents, which may become necessary as a result of the pre-bid meeting, shall be made by the Company exclusively through the issuance of an Addendum and not through the minutes of the pre-bid meeting.

### **3.1.9 Installation and Implementation**

The bidder shall be responsible for supply, installation and commissioning of the proposed solution, hardware with technical specification as mentioned in Annexure-1; and to undertake support of the same.

At the direction of OICL, the acceptance test of the solution shall be conducted by the successful bidder in the presence of OICL's authorized representative(s) and/or any other team or agency nominated by OICL. All expenses for acceptance test shall be borne by the bidder. The acceptance tests should include verification of documentation for equipment start-up procedures; shutdown procedures; configuration; failover testing and testing of all redundancies – verification of documented fail-over and restoration procedures. Draft Acceptance test procedure should be submitted by bidder. The final acceptance test procedures will be discussed and mutually agreed after the implementation.

### **3.1.10 Delay in Bidder's performance**

Implementation of the Solution and performance of service shall be made by the bidder in accordance with the time schedule specified by OICL in the contract.

Any unexcused delay by the bidder in the performance of his implementation/service/other obligations shall render the bidder liable to any or all of the following sanctions: forfeiture of his performance security, imposition of liquidated damages, and/ or termination of the contract for default.



If at any time during performance of the contract, the bidder should encounter conditions impeding timely implementation of the Solution and/or performance of services, the bidder shall promptly notify OICL in writing of the fact of delay, its likely duration and cause(s), before the scheduled delivery / installation / implementation date. OICL shall evaluate the situation after receipt of the bidder's notice and may at their discretion extend the bidder's time for delivery / installation / implementation, in which case the extension shall be ratified by the parties by amendment of the contract. If the bidder's request to delay the implementation of the Solution and performance of services is not found acceptable to OICL, the above mentioned clause would be invoked.

### 3.1.11 Payment terms

The Bidder must accept the payment terms proposed by OICL. The financial bid submitted by the Bidder must be in conformity with the payment terms proposed by OICL. Any deviation from the proposed payment terms would not be accepted. OICL shall have the right to withhold any payment due to the Bidder, in case of delays or defaults on the part of the Bidder. Such withholding of payment shall not amount to a default on the part of OICL.

Hardware, Software and other components to be provided for execution of project should be sized for entire contract period by considering Scope, functional & technical requirements and SLAs.

The scope of work is divided in different areas and the payment would be linked to delivery and acceptance. All / any payments will be made subject to compliance of Service Levels defined in the RFP document. OICL shall have the right to withhold any payment due to the Bidder, in case of delays or defaults on the part of the Bidder. Such withholding of payment shall not amount to a default on the part of OICL. If any of the items / activities as mentioned in the price bid is not taken up by OICL during the course of the assignment, OICL will not pay the fees quoted by the Bidder in the price bid against such activity / item.

Payment for the Supply of required Hardware, Software , Design, Installation, Implementation, and Commission of the solutions shall be made by OICL as per the solutions in scope as mentioned in the Scope of Work.

S. No.	Deliverables	% of Payment	STAGES (On completion of the activities)
1	Delivery of Hardware	70%	70% cost would be payable on successful post-delivery inspection of the product and post submission of Delivery Challan.
2	Successful Implementation and Integration of Equipment	20%	20% cost would be payable on successful installation and acceptance testing of the product and post submission of Installation report.
3	Post Completion of Contract	10%	10% cost would be payable post completion of Contract.





### **3.1.12 Mode of Payment**

OICL shall make all payments only through Electronic Payment mechanism (viz. ECS).

### **3.1.13 Penalties and delays in Bidder's performance**

In case the vendor fails to meet the SLA mentioned in section 7, penalty will be imposed as mentioned in section 7 Service Level Agreement

### **3.1.14 Currency of Payments**

Payment shall be made in Indian Rupees (INR) only.

## **3.2 Other RFP Requirements**

- a. The Head Office of OICL is floating this RFP. However, the Bidder getting the contract shall install and commission the solution, procured through this RFP, at OICL's DC and DRS or at such centers as OICL may deem fit and the changes, if any, in the locations will be intimated to the Bidder.
- b. Technical Inspection and Performance Evaluation - OICL may choose to carry out a technical inspection/audit and performance evaluation of products offered by the Bidder. The Bidder would permit OICL or any person / persons appointed by OICL to observe the technical and performance evaluation / benchmarks carried out by the Bidder. Any expenses (performing the benchmark, travel, stay, etc.) incurred for the same would be borne by the Bidder and under no circumstances the same would be reimbursed to the Bidder by OICL.
- c. The Bidder's representative and local office at New Delhi will be the contact point for OICL. The delivery status of equipment should be reported on a weekly basis.
- d. Bidder should ensure that the hardware delivered to OICL including all components and attachments are brand new. In case of Operating System, the Bidder should ensure that the same is licensed and legally obtained with valid documentation made available to OICL.
- e. OEM's Authorization Form – The Bidder should furnish a letter from original equipment manufacturer

## **4 Terms of Reference ('ToR')**

### **4.1 Contract Commitment**

OICL intends that the contract, which is contemplated herein with the Bidder, shall be for a period of 03 months.



## 4.2 Ownership, Grant and Delivery

The Bidder shall procure and provide a non-exclusive, non-transferable licenses to OICL for the Software to be provided as a part of this project. The Software should be assignable / transferable to any successor entity of OICL.

OICL reserves the right to use the excess capacity of the licenses supplied by the Bidder for any internal use of OICL or its affiliates, or subsidiaries at no additional cost other than the prices mentioned in the commercial bid. The Bidder agrees that they do not have any reservations on such use and will not have any claim whatsoever against such use of the hardware, licenses and infrastructure.

Further the Bidder also agrees that such use will not infringe or violate any license or other requirements

## 4.3 Completeness of Project

The project will be deemed as incomplete if the desired objectives of the project Section 2 – Scope of Work of this document are not achieved.

## 4.4 Compliance

**Compliance with all applicable laws:** The Bidder shall undertake to observe, adhere to, abide by, comply with and notify OICL about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this tender and shall indemnify, keep indemnified, hold harmless, defend and protect OICL and its employees/officers/staff/personnel/representatives/agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.

**Compliance in obtaining approvals/permissions/licenses:** The Bidder shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc., as may be necessary or required for any of the purposes of this project or for the conduct of their own business under any applicable Law, Government Regulation/Guidelines and shall keep the same valid and in force during the term of the project, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate OICL and its employees/ officers/ staff/ personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from and OICL will give notice of any such claim or demand of liability within reasonable time to the Bidder.

This indemnification is only a remedy for OICL. The Bidder is not absolved from its responsibility of complying with the statutory obligations as specified above. Indemnity would be limited to court awarded damages and shall exclude indirect, consequential and incidental damages. However indemnity would cover damages, loss or liabilities suffered by OICL arising out of claims made by its customers and/or regulatory authorities.



#### **4.5 Assignment**

OICL may assign the Services provided therein by the Bidder in whole or as part of a corporate reorganization, consolidation, merger, or sale of substantially all of its assets. OICL shall have the right to assign such portion of the services to any of the sub-contractors, at its sole option, upon the occurrence of the following: (i) Bidder refuses to perform; (ii) Bidder is unable to perform; (iii) termination of the contract with the Bidder for any reason whatsoever; (iv) Expiry of the contract. Such right shall be without prejudice to the rights and remedies, which OICL may have against the Bidder. The Bidder shall ensure that the said subcontractors shall agree to provide such services to OICL at no less favorable terms than that provided by the Bidder and shall include appropriate wordings to this effect in the agreement entered into by the Bidder with such sub-contractors. The assignment envisaged in this scenario is only in certain extreme events such as refusal or inability of the Bidder to perform or termination/expiry of the contract.

#### **4.6 Canvassing/Contacting**

Any effort by a Bidder to influence the Company in its decisions on Bid evaluation, Bid comparison or award of contract may result in the rejection of the Bidder's Bid. No Bidder shall contact the Company on any matter relating to its Bid, from the time of opening of Commercial Bid to the time the Contract is awarded.

#### **4.7 Indemnity**

The Bidder should indemnify OICL (including its employees, directors or representatives) from and against claims, losses, and liabilities arising from:

- a) Non-compliance of the Bidder with Laws / Governmental Requirements
- b) IP infringement
- c) Negligence and misconduct of the Bidder, its employees, and agents

Indemnity would be limited to court awarded damages and shall exclude indirect, consequential and incidental damages.

#### **The Bidder shall not indemnify OICL for**

- (i) Any loss of profits, revenue, contracts, or anticipated savings or
- (ii) Any consequential or indirect loss or damage however caused

#### **4.8 Inspection of Records**

All Bidder records with respect to any matters covered by this tender shall be made available to OICL or its designees at any time during normal business hours, as often as OICL deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Said records are subject to examination. OICL's auditors would execute confidentiality agreement with the Bidder, provided that the auditors would be permitted to submit their findings to OICL, which would be used by OICL. The cost of the audit will be borne by OICL. The scope of such audit would be limited to Service Levels being covered under the contract, and financial information would be excluded from such inspection, which will be subject to the requirements of statutory and regulatory authorities.



#### **4.9 Publicity**

Any publicity by the Bidder in which the name of OICL is to be used should be done only with the explicit written permission of OICL.

#### **4.10 Solicitation of Employees**

Both the parties agree not to hire, solicit, or accept solicitation (either directly, indirectly, or through a third party) for their employees directly involved in this contract during the period of the contract and one year thereafter, except as the parties may agree on a case-by-case basis. The parties agree that for the period of the contract and one year thereafter, neither party will cause or permit any of its directors or employees who have knowledge of the agreement to directly or indirectly solicit for employment the key personnel working on the project contemplated in this proposal except with the written consent of the other party. The above restriction would not apply to either party for hiring such key personnel who (i) initiate discussions regarding such employment without any direct or indirect solicitation by the other party (ii) respond to any public advertisement placed by either party or its affiliates in a publication of general circulation or (iii) has been terminated by a party prior to the commencement of employment discussions with the other party.

#### **4.11 Information Ownership**

All information processed, stored, or transmitted by Bidder equipment belongs to OICL. By having the responsibility to maintain the equipment, the Bidder does not acquire implicit access rights to the information or rights to redistribute the information. The Bidder understands that civil, criminal, or administrative penalties may apply for failure to protect information appropriately.

#### **4.12 Sensitive Information**

Any information considered sensitive must be protected by the Bidder from unauthorized disclosure, modification or access.

Types of sensitive information that will be found on OICL systems the Bidder may support or have access to include, but are not limited to: Information subject to special statutory protection, legal actions, disciplinary actions, complaints, IT security, pending cases, civil and criminal investigations, etc.

#### **4.13 Technological Advancements**

The hardware and software proposed as part of this contract

- a. should not reach end of support during the period of contract
- b. should not have been announced End of Life /Sales as on the date of bid submission

In the event if the proposed hardware and software reached end of support during the period of contract, in such case the Bidder is required to replace the end of support hardware/ software with equivalent or higher capacity hardware/software at no additional cost to OICL.

#### **4.14 Confidentiality**

Bidder understands and agrees that all materials and information marked and identified by OICL as 'Confidential' are valuable assets of OICL and are to be considered OICL's proprietary information and



property. Bidder will treat all confidential materials and information provided by OICL with the highest degree of care necessary to insure that unauthorized disclosure does not occur. Bidder will not use or disclose any materials or information provided by OICL without OICL's prior written approval.

Bidder shall not be liable for disclosure or use of any materials or information provided by OICL or developed by Bidder which is:

- a. possessed by Bidder prior to receipt from OICL, other than through prior disclosure by OICL, as documented by Bidder's written records;
- b. published or available to the general public otherwise than through a breach of Confidentiality; or
- c. obtained by Bidder from a third party with a valid right to make such disclosure, provided that said third party is not under a confidentiality obligation to OICL; or
- d. Developed independently by the Bidder.

In the event that Bidder is required by judicial or administrative process to disclose any information or materials required to be held confidential hereunder, Bidder shall promptly notify OICL and allow OICL a reasonable time to oppose such process before making disclosure.

Bidder understands and agrees that any use or dissemination of information in violation of this Confidentiality Clause will cause OICL irreparable harm, may leave OICL with no adequate remedy at law and OICL is entitled to seek to injunctive relief.

Nothing herein shall be construed as granting to either party any right or license under any copyrights, inventions, or patents now or hereafter owned or controlled by the other party.

The requirements of use and confidentiality set forth herein shall survive the expiration, termination or cancellation of this tender.

Nothing contained in this contract shall limit the Bidder from providing similar services to any third parties or reusing the skills, know-how, and experience gained by the employees in providing the services contemplated under this contract. The confidentiality obligations shall survive for a period of one year post the termination/expiration of the Agreement.

#### **4.15 Guarantees**

Bidder should guarantee that all the software's provided to OICL are licensed and legal. All hardware and related software must be supplied with their original and complete printed documentation.

#### **4.16 Liquidated Damages**

If the Bidder fails to meet the Project Timelines as per Section 1.7, OICL shall without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% of the contract price for every week (seven days) or part thereof of delay, up to maximum deduction of 10% of the total contract price. Once the maximum is reached, OICL may consider termination of the contract.

#### **4.17 Termination for Default**

OICL may, without prejudice to any other remedy for breach of contract, by 30 calendar days written notice of default sent to the Bidder, terminate the contract in whole or in part:



- a) If the Bidder fails to deliver any or all of the Solution, Components and services within the time period(s) specified in the contract, or any extension thereof granted by OICL; or
- b) If the Bidder fails to perform any other obligation(s) under the contract

In the event of OICL terminating the contract in whole or in part, pursuant to above mentioned clause, OICL may procure, upon such terms and in such manner, as it deems appropriate, goods and services similar to those undelivered and the Bidder shall be liable to OICL for any excess costs incurred for procurement of such similar goods or services (capped at 5% differential value). However, the Bidder shall continue performance of the contract to the extent not terminated.

#### **4.18 Force Majeure**

The Bidder shall not be liable for forfeiture of his performance security, liquidated damages or termination for default, if and to the extent that, his delay in performance or other failure to perform his obligations under the contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of OICL either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the Bidder shall promptly notify OICL in writing of such conditions and the cause(s) thereof. Unless otherwise directed by OICL, the Bidder shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

#### **4.19 Termination for Insolvency**

OICL may, at any time, terminate the contract by giving written notice to the Bidder, without any compensation to the Bidder, whatsoever if:

- i. The Bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to OICL.
- ii. the Supplier being a company is wound up voluntarily or by the order of a court or a receiver, or manager is appointed on behalf of the debenture/shareholders or circumstances occur entitling the court or debenture/shareholders to appoint a receiver or a manager, provided that such termination will not prejudice or affect any right of action or remedy accrued or that might accrue thereafter to the OICL.

#### **4.20 Termination for Convenience**

Either party may, by 30 calendar days written notice sent to the other party, terminate the contract, in whole or in part at any time of their convenience. The notice of termination shall specify the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

The goods and services that are complete and ready for shipment within 30 calendar days after the receipt of notice of termination by the Bidder shall be purchased by OICL at the contracted terms and prices. For the remaining goods and services, OICL may elect:



- i. To have any portion completed and delivered at the contracted terms and prices; and/ or
- ii. To cancel the remainder and pay to the Bidder a mutually agreed amount for partially completed goods and services and for materials and parts previously procured by the Bidder.

#### **4.21 Resolution of disputes**

OICL and the Bidder shall make every effort to resolve amicably, by direct informal negotiation between the respective project managers of OICL and the Bidder, any disagreement or dispute arising between them under or in connection with the contract. If OICL project manager and the Bidder project manager are unable to resolve the dispute they shall immediately escalate the dispute to the senior authorized personnel designated by the Bidder and OICL respectively. If after thirty days from the commencement of such negotiations between the senior authorized personnel designated by the Bidder and OICL, OICL and the Bidder have been unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution through formal arbitration. All questions, claims, disputes or differences arising under and out of, or in connection with the contract or carrying out of the work whether during the progress of the work or after the completion and whether before or after the determination, abandonment or breach of the contract shall be referred to arbitration by a sole Arbitrator acceptable to both parties failing which the number of arbitrators shall be three, with each side to the dispute being entitled to appoint one arbitrator. The two arbitrators appointed by the parties shall appoint a third arbitrator who shall act as the presiding arbitrator. The Arbitration and Reconciliation Act, 1996 or any statutory modification thereof shall apply to the arbitration proceedings and the venue of the arbitration shall be New Delhi. The arbitration proceedings shall be conducted in English language. Subject to the above, the courts of law at New Delhi alone shall have the jurisdiction in respect of all matters connected with the Contract. The arbitration award shall be final, conclusive and binding upon the Parties and judgment may be entered thereon, upon the application of either Party to a court of competent jurisdiction. Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides.

#### **4.22 Governing Language**

The contract shall be written in the language of the bid i.e. English. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in that same language. English Language version of the contract shall govern its implementation.

#### **4.23 Applicable Law**

The contract shall be interpreted in accordance with the Indian Laws for the time being in force and will be subject to the exclusive jurisdiction of Courts at Delhi (with the exclusion of all other Courts)

#### **4.24 Prices**

The prices quoted (as mentioned in Appendix 2 - Bill of Materials submitted by the Bidder) for the solution and services shall be firm throughout the period of contract and shall not be subject to any escalation.



#### **4.25 Taxes & Duties**

The Bidder shall be entirely responsible for all taxes, duties, license fees, and demurrage charges etc., incurred until delivery of the contracted goods & services to OICL. However, local levies (if any), in respect of transaction between OICL and Bidder, will be reimbursed by OICL, on submission of proof of actual transaction. If there is any increase/decrease in taxes/ duties due to any reason whatsoever, after Notification of Award, the same shall be passed on to OICL.

#### **4.26 Deduction**

Payments shall be subject to deductions (such as TDS) of any amount, for which the Bidder is liable under the agreement against this tender.

#### **4.27 No Claim Certificate**

The Bidder shall not be entitled to make any claim whatsoever against OICL under or by virtue of or arising out of this contract, nor shall OICL entertain or consider any such claim, if made by the Bidder after he shall have signed a "No Claim" certificate in favor of OICL in such forms as shall be required by OICL after all payments due to the Supplier are made in full.

#### **4.28 Cancellation of the contract & compensation**

OICL reserves the right to cancel the contract placed on the selected bidder and recover expenditure incurred by the Company in the following circumstances:

- i. The selected bidder commits a breach of any of the terms and conditions of the bid.
- ii. The selected bidder goes in to liquidation voluntarily or otherwise.
- iii. The progress made by the selected bidder is found to be unsatisfactory
- iv. If deductions on account of liquidated Damages exceeds more than 10% of the total contract price.

OICL reserves the right to cancel the AMC placed on the selected bidder and recover AMC payment made by the Company, if the service provided by them is not satisfactory.

In case the selected bidder fails to deliver the quantity as stipulated in the delivery schedule, OICL reserves the right to procure the same or similar materials from alternate sources at the risk, cost and responsibility (capped at 5% differential value) of the selected bidder. After the award of the contract, if the selected bidder does not perform satisfactorily or delays execution of the contract, OICL reserves the right to get the balance contract executed by another party of its choice by giving thirty day's written notice for the same. In this event, the selected bidder is bound to make good the additional expenditure (capped at 5% differential value), which OICL may have to incur in executing the balance of the contract. This clause is applicable, if for any reason, the contract is cancelled.

If the Contract is cancelled during Warranty, the bidder shall repay all the payment received from OICL and remove the solution supplied and installed by the bidder without any extra cost to the Company. If the Contract is cancelled during AMC, OICL shall deduct payment on pro-rata basis for the unexpired period of the contract





#### **4.29 Rights reserved by OICL**

- i. Company reserves the right to accept or reject any or all Bids without assigning any reasons.
- ii. Company reserves the right to verify the validity of information given by the Bidders. If at any future point of time, it is found that the Bidder had made a statement, which is factually incorrect, OICL will reserve the right to debar the Bidder from bidding prospectively for a period to be decided by OICL and take any other action as maybe deemed necessary.
- iii. OICL reserves the right to issue a fresh RFP for this project at any time during the validity of the contract period with the selected Bidder.

#### **4.30 Limitation of Liability**

Bidder's cumulative liability for its obligations under the contract shall not exceed the total contract value and the Bidder shall not be liable for incidental / consequential or indirect damages including loss of profit or saving.

#### **4.31 Waiver**

No failure or delay on the part of either party relating to the exercise of any right power privilege or remedy provided under this tender document or subsequent agreement with the other party shall operate as a waiver of such right power privilege or remedy or as a waiver of any preceding or succeeding breach by the other party nor shall any single or partial exercise of any right power privilege or remedy preclude any other or further exercise of such or any other right power privilege or remedy provided in this tender document all of which are several and cumulative and are not exclusive of each other or of any other rights or remedies otherwise available to either party at law or in equity.

#### **4.32 Violation of terms**

OICL clarifies that OICL shall be entitled to an injunction, restraining order, right for recovery, suit for specific performance or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain the Bidder from committing any violation or enforce the performance of the covenants, obligations and representations contained in this tender document. These injunctive remedies are cumulative and are in addition to any other rights and remedies OICL may have at law or in equity, including without limitation a right for recovery of any amounts and related costs and a right for damages.

#### **4.33 Repeat Order**

OICL may place Repeat Order against the original order for a quantity up to 50% of the original order quantity during the contract period.

#### **4.34 Integrity Pact**

To ensure transparency, equity, and competitiveness and in compliance with the CVC guidelines, this tender shall be covered under the Integrity Pact (IP) policy of OICL. The pact essentially envisages an agreement between the prospective bidders/vendors and OICL committing the persons/officials of both the parties, not to exercise any corrupt influence on any aspect of the contract. The format of the agreement is enclosed in Annexure 13.



Signing of the IP with OICL would be one of the preliminary qualification for further evaluation. In other words, entering into this pact would be one of the preliminary qualification for this tender and the pact shall be effective from the stage of invitation of bids till the complete execution of the contract. Any vendor/bidder not signed the document or refusing to sign shall be disqualified in the bidding process

The Integrity Pact envisages a panel of Independent External Monitors (IEMs) to review independently and objectively, whether and to what extent parties have complied with their obligation under the pact. The IEM has the right to access to all the project document. **Shri N S R Chandra Prasad** and **Shri Rudhra Gangadharan** shall be acting as the IEM for this contract/Tender. However, OICL at its sole discretion reserves the right to change/name another IEM, which shall be notified latter.

Contact Details:

Shri Rudhra Gangadharan	SHRI N.S.R.C. PRASAD
IAS (retd.) Mobile No: 82818-61614 E-mail ID: rudhra.gangadharan@gmail.com Address: D 403, Adarsh Rhythm Apartments No. 71 Panduranga Nagar (Off Bannerghatta Main Road) Bangalore- 695 076	Ex-CMD, NICL Mobile No: 7032871717 E-mail ID: nsr.chandraprasad@gmail.com Address: 127, Sri Nagar Colony Road, Hyderabad-500 073

## 5 Instruction to Bidders

### 5.1 Procedure for submission of Bids

Bidders are required to submit Bids online through Auction Tiger e-procurement portal - <https://eauction.auctiontiger.net>. Submission of Online Bids is mandatory for this Tender.

#### 5.1.1 Tender Bidding Methodology

Sealed Bid System.

The Bidders will be required to submit following three separate documents.

1. Eligibility Bid
2. Technical Bid
3. Commercial Bid

### 5.2 Offline Submissions

The bidder is requested to submit the following documents offline to the under mentioned address before the start of Public Online Tender Opening Event in a Sealed Envelope at the address mentioned in Section 1.5.

The envelope shall bear (the project name), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).

1. Original copy of the Bid Security in the form of a Bank Guarantee.
2. Original copy of the power-of-attorney



Note: The Bidder should also upload the scanned copies of all the above mentioned original documents as Bid-Annexures during Online Bid-Submission.

**Note:**

1. The Bid shall be typed in English and signed by the Bidder or a person duly authorized to bind the Bidder to the Contract. The person(s) signing the Bids shall initial all pages of the Bids.
2. All envelopes should be securely sealed and stamped.
3. It is mandatory for the Bidder to quote for all the items mentioned in the RFP.

### 5.3 Bid Security

EMD of Rs. 50,00,000/- (Rupees Fifty Lakh Only) [Exempt for eligible entities(i.e. MSME/NSIC), as per Government of India Guidelines, subject to submission of the relevant certificate. Certificate shall be valid on the date of Bid Submission] in the form of Bank Guarantee favoring 'The Oriental Insurance Company Ltd' valid for six months should be submitted as per format given in Annexure 5 - Pro forma for Bid Security.

- a) BG should be drawn on Nationalized / Scheduled bank in favor of 'The Oriental Insurance Company Ltd'. Non-submission of BG along with Eligibility-Bid document will disqualify the Bidder.
- b) BG will be returned to the qualified Bidder after acceptance of Purchase Order and/ or Signing of the Contract(s) by the Bidder and submission of required Performance Bank Guarantee (PBG) as per format given in Annexure 6 - Pro forma for Performance Security.
- c) For the Bidders who do not qualify in this tender, BG will be returned after the selection of successful Bidder.
- d) EMD submitted by Bidder may be forfeited if:
  - Bidder backs out of bidding process after submitting the bids;
  - Bidder backs out after qualifying;
  - Bidder does not accept the Purchase Order / Sign the Contract within the time prescribed by OICL after qualifying.

## 6 Bid Documents

### 6.1 Eligibility Bid Documents

1. Compliance to Eligibility Criteria as per RFP Section 1.6 along with all relevant supporting documents
2. Application Form for Eligibility Bid as per Annexure 1
3. The references of bidder's clients. Also provide the name, designation, and contact details of a contact person for each reference as per Annexure 2.
4. EMD of Rs.50,00,000 (Rs Fifty Lakh only) [Exempt for eligible entities(i.e. MSME/NSIC), as per Government of India Guidelines, subject to submission of the relevant certificate. Certificate



shall be valid on the date of Bid Submission] in the form of BG favoring 'The Oriental Insurance Company Limited' as per Annexure-5.

5. The corporate profile of the bidder (printed corporate brochure is preferred).
6. The profile of the bidder (as per Annexure-9)
7. List of bidder's support/service locations in India.
8. Bidder shall submit PAN number, GSTIN.
9. Undertaking that the Bidder has quoted for all items and the bid validity will be for 180 days from the date of submission of bid.
10. The power of attorney or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Bidder
11. Statement of No-Deviation (Annexure 7)
12. Integrity Pact(Annexure 13 on Stamp Paper)

## 6.2 Technical Bid Documents

1. Executive Summary of Bidder's response. The Executive Summary should be limited to a maximum of five pages and should summarize the content of the response. The Executive Summary should initially provide an overview of Bidder's organization and position with regards to proposed solution and professional services. A summary of the Bidder's products and services that will be provided as a part of this procurement should follow.
2. Detailed technical note covering the detailed scope of work.
3. Compliance to Minimum Functional and Technical Specifications as per Appendix 1.
4. The Bidder should also include a replica of the masked final commercial bid without prices in the technical bid. The Bidder must note that the masked commercial bid should be actual copy of the commercial bid submitted with prices masked and not copy of the Pro-forma/format of the Appendix 2 – Bill of Materials in the RFP.
5. Implementation plan & warranty support
6. Support Plan
7. User Training Plan
8. Transition Plan
9. Undertaking of Authenticity for Appliance and Equipment Supplies (on Bidder's Letterhead) (Annexure 11)

### **Note:**

1. Participation in this tender will mean that the Bidder has accepted all terms and conditions and clauses of this tender and subsequent modifications to this tender, if any.



2. The documentary evidence asked in respect of the eligibility criteria would be essential. Bids not accompanied by documentary evidence may be subject to rejection. Clarification/ Additional documents, if any, sought by OICL from the Bidder has to be submitted within the stipulated time. Otherwise, bid will be rejected and no further correspondence in the matter will be entertained by OICL.
3. Any alterations, erasures or discrepancies in figures etc. may render the bid invalid. The bid may be rejected in case of non-adherence to any of the instructions given above.
4. OICL reserves the right not to allow / permit changes in the technical specifications and not to evaluate the offer in case of non-submission or partial submission of technical details.
5. OICL may at its discretion waive any minor non-conformity in any offer and the same shall be binding on all Bidders and OICL reserves the right for such waivers.
6. If OICL is not satisfied with the technical specifications in any tender and observes major deviations, the technical bids of such Bidders will not be short-listed and the price bids of such Bidders will not be opened. No further discussions shall be entertained with such Bidders in respect of the subject technical bid.

### **6.3 Commercial Bid Documents**

Commercial Bid should contain Appendix 2 – Bill of Materials. The Commercial Bid should give all relevant price information and should not contradict the Pre-qualification and Technical Bid in any manner.

There should be no hidden costs for items quoted. The rates quoted should be in Indian rupees only and same should be rounded off to the nearest rupee and filled in both words and figures.

#### **Evaluation Criteria**

The competitive bids shall be submitted in three stages:

- ▶ Stage 1 – Eligibility Evaluation
- ▶ Stage 2 - Technical Evaluation
- ▶ Stage 3– Commercial Evaluation

### **6.4 Eligibility Evaluation**

Eligibility criterion for the Bidders to qualify this stage is clearly mentioned in Clause 1.6. The Bidders who meet ALL these criteria would only qualify for the second stage of evaluation. The Bidder would also need to provide supporting documents for eligibility proof. All the credentials of the Bidder necessarily need to be relevant to the Indian market.

The decision of OICL shall be final and binding on all the Bidders to this document. OICL may accept or reject an offer without assigning any reason whatsoever.



## 6.5 Technical Evaluation

The technical proposals of only those bidders shall be evaluated who have satisfied the eligibility criteria requirements.

The scoring methodology for technical bid components is explained in the following paragraphs.

The proposal submitted by the bidders shall, therefore, be evaluated on the following parameters:

- Technical Requirement
- Past Experience

The proposal submitted by the Bidders shall, therefore, be evaluated on the following criteria:

S.No.	Technical Criteria	Maximum Marks
1	Technical Requirements	700
2	Past Experience	300
	<b>Total</b>	<b>1000</b>

The bidders scoring **less than 70 percent marks** (cut-off marks) in the technical evaluation shall not be considered for commercial opening of the bids. Once the evaluation of technical proposals is completed, the bidders who score more than the prescribed cut-off score will only be short listed for commercial opening of the bids

Please note: All the requirements mentioned in Appendix-1 are mandatory and critical for the envisioned Solution. Any non-compliance to mandatory requirements could lead to disqualification of the bid at sole discretion of the OICL. OICL may at its sole discretion ask any / all the bidders to justify Non-Compliant (N) response to any of the defined requirements. Any unreasonable noncompliance/ deviations to technical requirements which defeats the purpose of this initiative may lead to disqualification of the bid at sole discretion of the OICL.

### 1. Compliance to Technical requirements

Reponses received in Appendix 1 –Checklist would be used for evaluating the Bidder on the functionality being proposed by the Bidder. The Score for each area in Appendix 1 would be worked out as follows:

All the requirements are mandatory. Bidder shall indicate the availability of each requirement as a Yes (Y) or No (N).

The Bidder is required to provide 100% compliance to Technical requirements. Marks will be awarded as per the table below:

Bidder's Response	Marks
Yes (Y)	10
No (N)	0



The total marks obtained against the total number of technical specifications will be proportionately modified to a maximum of 700 for the sake of evaluation.

Note: Unreasonable scope limitations which defeat the purpose of this RFP shall lead to reduction in scores or even possibility of disqualification of the bidder. This will be at the sole discretion of the OICL.

## 2. Past Experience

Category	Maximum Marks	Marks
The Bidder should have executed atleast 1 single order for supply of at least 3,000 Desktops in PSU/BFSI/Govt. Organization in India in the last 3 years (i.e. 1st Jan 2016 to date of Bid Submission)	300	250
The Bidder should have executed more than 1 single order for supply of at least 3,000 Desktops in PSU/BFSI/Govt. Organization in India in the last 3 years (i.e. 1st Jan 2016 to date of Bid Submission)		300

\* Bidder is required to submit successful completion certificates or Credential Letters or Copy of Contract / Purchase order from the Client in order to substantiate the above mentioned criteria.

## 6.6 Commercial Evaluation

The commercial bids for the technically qualified Bidders will be opened and reviewed to determine whether the commercial bids are substantially responsive. Bids that are not substantially responsive are liable to be disqualified at OICL's discretion. The total cost of ownership for the purpose of evaluation shall be calculated over the contract period as defined in the RFP.

Process for placing of orders:-

The L1 price will be arrived at on the basis of total price as per Appendix 2: Bill of Material.

- If no domestic items are quoted by the bidders all orders will be given to L1.
- If L1 is a domestic bidder for all items (in terms of MietY guidelines as explained in Annexure 15), then the said bidder will be awarded full value of the Order.
- If L1 bidder have items which are non-domestic and any bidder other than L1 having items with domestic status (L2, L3, L4...) and bid value are within 20 % of L1 bidder (i.e. based on total price of all items), the bidders who have domestic items and bid value within 20 % of L1 bidder (i.e. based on Total price of all items) will be invited to match the individual item cost and the orders will be given for such item in 60 %:40 % ratio.

In case first eligible bidder of DMEP fails to match L1 bid, the bidder of DMEP with next lowest bid will be invited to match L1 bid and so on.

- The domestic bidder (L2, L3.. ) so declared, as per the above process, should match L1 price within 2 days of receipt of offer.



- While matching the price of L1 bidder, the bidder will not increase item price if it is already lower than the respective item price of L1 bidder.
- If no eligible domestic bidder matches the L1 bid, 100% of the order shall go to L1 bidder.

## 7 Service Level Agreement

### 7.1 Service Level

The SLA specifies the expected levels of service to be provided by the Bidder to OICL. This expected level is also called the baseline. Any degradation in the performance of the solution and services is subject to levying penalties.

Payments to the Bidder are linked to the compliance with the SLA metrics. During the contract period, it is envisaged that there could be changes to the SLAs, in terms of addition, alteration or deletion of certain parameters, based on mutual consent of both the parties i.e. OICL and Bidder.

The Bidder shall monitor and maintain the stated service levels to provide quality service. Bidder to use automated tools to provide the SLA Reports. Bidder to provide access to OICL or its designated personnel to the tools used for SLA monitoring.

#### 7.1.1 Service Level Criteria

Bidders need to strictly adhere to Service Level Agreements (SLA) as specified in this section.

The bidder warrants that the products supplied under the contract are new and unused, of the most recent or current model of technical specification elaborated in this RFP and they incorporate all recent improvements in design and / or features. The bidder further warrants that all the Products supplied under this Contract shall have no defect, arising from design or from any act of omission of the bidder that may develop under normal use of the supplied products in the conditions prevailing in India.

OICL will consider business hours between 9 AM to 6 PM on OICL Business Days, whole completed days to be counted i.e. fractions to be rounded down.

The succeeding and preceding Saturday, Sunday of calls logged on Friday/closed on Monday respectively will be excluded. In case the SLA requirement is not met, OICL will deduct penalty at the rate mentioned in the table below to maximum of amount till 90 days.

#### Resolution Time Criteria:

Location	Resolution Time	Penalty
<b>State Capitals, Metro Cities and OICL regional Offices</b>	<b>2 days</b>	INR 500 /Day for every day of delay in resolution of issues within the resolution time
<b>Other Locations</b>	<b>3 days</b>	INR 500 /Day for every day of delay in resolution of issues within the resolution time
<b>North eastern states and Kashmir Valley</b>	<b>7 days</b>	INR 500 /Day for every day of delay in resolution of issues within the resolution time





For this purpose, total elapsed time between receiving the break down message (over telephone or otherwise) and making the system functional or providing standby machine, will be treated as down time.

The Penalty will be imposed for the number of days for non-adherence to the below mentioned criteria.

Criteria	SLA	Penalty
<b>The temporary substitute machine (of equivalent configuration)</b>	Within 2 Days	INR 500/Day for every day of delay in availability of substitute machine of equivalent configuration
<b>Replacement or the original machine or equipment duly repaired and installed</b>	Within 25 Calendar days	INR 500/Day for every day of delay in Replacement or the original machine or equipment duly repaired be installed

## 7.2 Exception

OICL shall not hold the Successful Bidder responsible for a failure to meet any Service Level if it is directly attributable to:

- i Execution of the disaster recovery plan/business continuity plan for an OICL declared disaster situation; and
- ii Any established inability of other third party vendor or service provider of OICL, to fulfill the requirements as per the contract.

## 8 Disclaimer

This RFP is being issued by OICL for inviting bids for providing hardware, software and Services. The words 'Tender' and 'RFP' are used interchangeably to refer to this document. The purpose of this document is to provide the Bidder with information to assist in the formulation of their proposal. While the RFP has been prepared in good faith with due care and caution, OICL or any of its employees or consultants do not accept any liability or responsibility for the accuracy, reasonableness or completeness of the information contained in this document. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries. OICL reserves the right not to proceed with the project, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the project further with any party submitting a bid. No reimbursement of any cost will be paid to persons, entities submitting a Bid.



## 9 Annexure

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**9.1 Annexure 1: Application form for Eligibility Bid**

To

The Chief Manager  
The Oriental Insurance Company Limited.  
IT Dept, 2nd Floor,  
"ORIENTAL HOUSE", Head Office,  
A-25/27, Asaf Ali Road,  
New Delhi-110002

**Application form for the Eligibility of the Bidder****Tender Ref. No. OICL/HO/ITD/PC/2019/01 Dated 20.03.2019****Company Details**

1	Registered Name, Date and Address of The Bidder.	
2	Location of Corporate Headquarters.	
3	GST Identification No. and Date of Registration	
4	Address for Communication	
5	Contact Person 1 (Name, Designation, Phone, Email ID)	
6	Contact Person 2 (Name, Designation, Phone, Email ID)	

**Turnover and Net worth**

Financial Year	Turnover (Rs. in Crores)	Net worth

**Details of EMD (BG/Demand Draft)**

<b>Description</b>	<b>Rs. 50,00,000/- BG/Demand Draft towards EMD (Exempt for eligible entities(i.e. MSME/NSIC), as per Government of India Guidelines, subject to submission of the relevant certificate. Certificate shall be valid on the date of Bid Submission)</b>

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

(Company Seal)

Designation: \_\_\_\_\_

Date: \_\_\_\_\_



## 9.2 Annexure 2: Technical Experience Details and Reference Form

**Tender Ref. No. OICL/HO/ITD/PC/2019/01**

Please attach completion certificates/citations/notification for each reference provided.

S.N.	Name of Client	Financial Year	Contact Details of Client	Details of Project	Date of Award of Project	Current Status of Project
1						
2						
3						

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

(Company Seal)



### 9.3 Annexure 3: Contract Form

THIS AGREEMENT made on this \_\_\_\_\_ day of \_\_\_\_\_ between The Oriental Insurance Company Limited (hereinafter “the Purchaser”) of one part and “<Name of Vendor>” (hereinafter “the Vendor”) of the other part:

WHEREAS the Purchaser is desirous that certain software and services should be provided by the Vendor viz., \_\_\_\_\_ and has accepted a bid by the Vendor for the supply of those software and services in the sum of \_\_\_\_\_ (Contract Price in Words and Figures) (hereinafter “the Contract Price”).

#### **NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract referred to.

The following documents shall be deemed to form and be read and construed as part of this Agreement viz.

RFP Document and corresponding Amendments (Reference No: OICL/HO/ITD/PC/2019/01)

The Schedule of Requirements and the Requirement Specifications

The Service Level Agreement

The General Conditions of Contract

The Purchaser’s Notification of Award (PO Reference No.: \_\_\_\_\_)

In consideration of the payments to be made by the Purchaser to the Vendor as hereinafter mentioned, the Vendor hereby covenants with the purchaser to provide the services and to remedy defects therein the conformity in all respects with the provisions of the contract.

The purchaser hereby covenants to pay the Vendor in consideration of the provision of the services and the remedying of defects therein, the contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

**Brief particulars of the goods and services, which shall be supplied/ provided by the Vendor, are as under:**

**Total Value in words:** \_\_\_\_\_

**Total Value:** \_\_\_\_\_

IN WITNESS where of the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and the year first above written.



**Signed, Sealed and Delivered for  
"The Oriental Insurance Co. Ltd." by it's  
constituted Attorney**

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Address \_\_\_\_\_  
Company \_\_\_\_\_  
Date \_\_\_\_\_

**Company Seal  
Witness I**

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Address \_\_\_\_\_  
Company \_\_\_\_\_  
Date \_\_\_\_\_

**Signed, Sealed and Delivered for  
M/s \_\_\_\_\_ by its constituted  
Attorney**

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Address \_\_\_\_\_  
Company \_\_\_\_\_  
Date \_\_\_\_\_

**Company Seal  
Witness II**

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Address \_\_\_\_\_  
Company \_\_\_\_\_  
Date \_\_\_\_\_



## 9.4 Annexure 4: Query Format

**Tender Ref. No. OICL/HO/ITD/PC/2019/01**

Sr. No.	Page #	Point / Section #	Existing Clause	Query Sought
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



## 9.5 Annexure 5: Pro forma for Bid Security

To: (Name of Purchaser)

Whereas \_\_\_\_\_ (hereinafter called 'the Bidder') has submitted its bid dated \_\_\_\_\_ for the \_\_\_\_\_ (hereinafter called "the Bid").

KNOW ALL MEN by these presents that WE \_\_\_\_\_ having our registered office at \_\_\_\_\_ (hereinafter called "the Bank") are bound unto The Oriental Insurance Company Limited (hereinafter called "the Purchaser") in the sum of Rupees \_\_\_\_\_ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 201\_.

The Conditions of this obligation are:

If the Bidder withdraws his bid during the period of bid validity specified by the bidder in the bid; or

If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity

- i. fails or refuses to execute the Contract Form, if required; or
- ii. fails or refuses to furnish the Performance Security, in accordance with the instructions to Bidder.

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

Dated this.....day of.....

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Seal and signature of the vendor





**9.6 Annexure 6: Pro forma for Performance Security**

To: (Name of Purchaser)

WHEREAS..... (Name of Supplier) (Hereinafter called "the Supplier") has undertaken, in pursuance of Contract No..... dated..... 201\_ to supply..... (Description of Products and Services) (Hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized Bank for the sum specified therein, as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a Guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of..... (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limit of ..... (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the .....day of.....

Signature and Seal of Guarantors (Supplier’s Bank)

.....

Date.....

Address.....

.....

..



### 9.7 Annexure 7: Statement of No Deviation

To

The Chief Manager  
Information Technology Department  
The Oriental Insurance Company Limited  
2<sup>nd</sup> Floor, Head Office, "Oriental House"  
A-25/27, Asaf Ali Road  
New Delhi - 110 002

**Reference:** Tender Ref No: **OICL/HO/ITD/PC/2019/01 Dated 20.03.2019**

Sir,

There are no deviations (null deviations) from the RFP Requirements and Terms & Conditions of the tender. All the RFP Requirements and terms & conditions of the tender are acceptable to us.

<b>Witness</b>		<b>Bidder</b>	
Signature	_____	Signature	_____
Name	_____	Name	_____
Designation	_____	Designation	_____
Address	_____	Address	_____
Company	_____	Company	_____
Date	_____	Date	_____



### 9.8 Annexure 8: Office locations and service infrastructure facilities

**Tender Ref. No. OICL/HO/ITD/PC/2019/01**

Details of the Centre(s) owned and operated by the Bidder							
Name of City where	Address	Contact Person	Telephone Number(s)	Fax No.s	E-mail address	Working hours	Remarks

**Witness**

Signature  
Name  
Designation \_\_\_\_\_

Address  
Company  
Date \_\_\_\_\_

**Bidder**

Signature  
Name  
Designation

Address  
Company  
Date

Company Seal



## 9.9 Annexure 9: Bidder Profile

### Tender Ref. No. OICL/HO/ITD/PC/2019/01

- a) Registered Name & Address of The Bidder :
- b) Location of Corporate Head Quarters :
- c) Date & Country of Incorporation :
- d) Service facilities location & size :
- e) Major Related Activities carried out in last two years & their %age in Revenue :
- f) Total number of employees :
- g) List of major clients :
- h) Name & Address of Contact Person with Tel. No / Fax /e-mail :
- i) Client Reference :
- j) Annual turnover for the three previous financial years :
- k) Net worth (Paid up capital plus free reserves) for the previous financial year (2017-18) :
- l) Name of the Authorized Signatory :

**NOTE:** - Please attach last year's financial results duly certified by the auditors along with an attested copy of Certificate of Incorporation.

POA of the Authorized Signatory

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

(Company Seal)



## 9.10 Annexure 10: OICL Present IT Setup

### **Core Insurance Solution (INLIAS)**

Oriental is the first PSU Company to have implemented core insurance software in all the offices, including all the Business Centers. The application has a centralized architecture and handles the entire business operations in an integrated manner. It has benefit of Centralized Change Management and also makes available companywide MIS for Management.

To bring uniformity, security and centralized access OICL has adopted integrated non-life insurance application software (INLIAS) developed and customized by 3i-infotrch. The INLIAS application serves the business requirements of OICL including underwriting, accounting, claims processing, report generation and reinsurance requirements. It has integration through web services with our Web Portal and various outside domains.

Daily around 40,000 documents (proposal, endorsement etc.) are being entered into the system. Users generate around 50,000 transaction reports (Premium receipt etc.) and 25000 non-transaction reports (GL Summary etc.) on a normal working day. The transaction load increases by around 10% on every month-end/year-end. Also the volume of report-generation increases on the first three working days of every month.

### **Web Portal:**

OICL also has state-of-the-art web portal through which customers can transact, make payments and track the status of various transactions. The web portal is available for use of its customers, Agents and other stake holders with a provision for premium calculator, payment gateway and online issuance/ renewal of policies. It is integrated with IRDAI Grievance Application IGMS through web services".

### **Human Resource Management (HRMS) System**

HRMS handles the entire operations of OICL related to HR Including Payroll, Pension, PF, Loans, etc.

### **Investment Management System**

The system handles the entire Investment operations of the Company.

### **Enterprise Content Management (ECM) System**

ECM has been integrated with INLIAS and Portal and integration with other applications is under progress.

### **Biometric Authentication Solution**

The Solution has been integrated with our core business application INLIAS to enable 2 Factor Authentication.

### **DITSM**



OICL has implemented following centralized solutions in in Data Centres:-

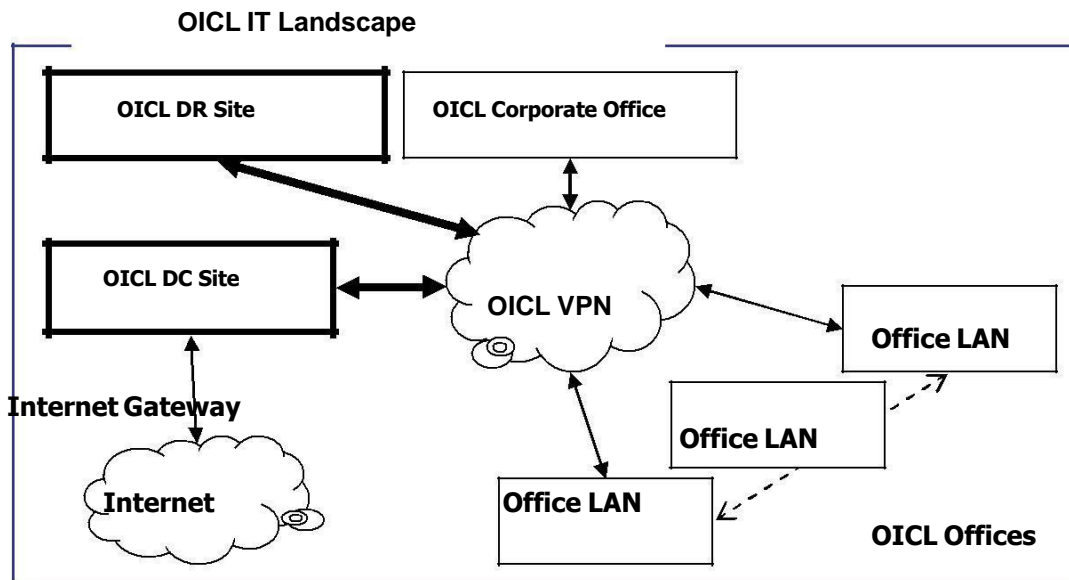
- Microsoft Active Directory
- Symantec Antivirus Solution
- Sapphire EMS &
- Sapphire Helpdesk Solution

**E-Mail:**

OICL has implemented MS Exchange 2013 E-mail solution with TrendMicro IMSVA Email/SMTP Gateway Appliance.

**OICL IT Architecture:**

The OICL IT Architecture is designed around active-active data centers.



The servers are used to host applications including INLIAS, SAP, HRMS, Portal, E-mail, Proxy, etc. that provide business services to the users.

The data centers and the OICL Offices are connected through dual active-active connectivity MPLS over RF/Lease line links or through VPN with 2 FA.

All the other elements are ultimately to serve the users in performing their business functions.



### Desktop Inventory

- OICL has approximately 13000 desktops across all offices in the country.
- The operating systems implemented on these desktops are Windows 7/ Windows 8/Windows 10.

### Active Directory

- The existing Active Directory Solution is on Microsoft Windows 2012.
- Currently OICL is having 13000 Client Access Licenses.

### Security Devices

**Firewall** - Cisco

**IPS** – Cisco

**Web Application Firewall** - Radware

### Backup Solution

Backup Solution: EMC Networker

### Device Inventory

**PC/Desktop:** WIPRO, Dell, Acer etc.

**Printer:** HP, Canon, LIPI etc.

**Scanner:** HP, Canon etc.

**Router:** Cisco etc.

**Switches:** Cisco, Brocade etc.

### Bandwidth

The following table specifies the bandwidth available at various OICL offices:

<b>Bandwidth (*2)</b>	<b>No. of Offices</b>
12 Mbps	1
4 Mbps	4
2 Mbps	4
1 Mbps	20
768 Kbps	3
640 Kbps	4
512 Kbps	126
384 Kbps	6
320 Kbps	69
256 Kbps	330
192 Kbps	120
128 Kbps	314
64 Kbps	97
Business Centers running on Internet Roam Connect Connectivity	750



## 9.11 Annexure 11: Undertaking of Authenticity for Appliance and Equipment Supplies

RFP No: OICL/HO/ITD/PC/2019/01

Date:

To,

The Chief Manager (IT)  
Information Technology Department  
The Oriental Insurance Company Limited 2nd Floor,  
Head Office, Oriental House A-25/27, Asaf Ali Road,  
New Delhi – 110 002

Dear Sir,

With reference to the Software Components will be supplied/quoted to you.

We hereby undertake that all the components/parts/assembly/software used shall be original new components/parts/assembly/software only, from respective OEMs of the products and that no refurbished/duplicate/second hand components/parts/ assembly / software are being used or shall be used.

We also undertake that in respect of hardware, licensed software/solution/Operating system if asked for by you in the purchase order, the same shall be supplied along with the authorized license certificate (e.g. Product Keys on Certification of Authenticity) and also that it shall be sourced from the authorized source.

Should you require, we hereby undertake to produce the certificate from our OEM supplier in support of above undertaking at the time of delivery/installation. It will be our responsibility to produce such letters from our OEM supplier's at the time of delivery or within a reasonable time.

In case of default and we are unable to comply with above at the time of delivery or during installation, for the IT Hardware/Software already billed, we agree to take back the equipment, without demur, if already supplied and return the money if any paid to us by you in this regard.

Authorized Signatory Name:

Designation: Place:

Date:





## 9.12 Annexure 12: Non-Disclosure Agreement

(On Rs.100 Non-Judicial stamp paper)

This Non-Disclosure Agreement made and entered into at..... This .....day of.....201\_

BY AND BETWEEN

..... Company Limited, a company incorporated under the

Companies Act, 1956 having its registered office at ..... (Hereinafter referred to as the Vendor which expression unless repugnant to the context or meaning thereof be deemed to include its permitted successors) of the ONE PART;

AND

The Oriental Insurance Company Ltd, having its headquartered and Corporate Office at Oriental House, A-25/27, Asaf Ali Road, New Delhi - 110002 (hereinafter referred to as "OICL" which expression shall unless it be repugnant to the subject, meaning or context thereof, be deemed to mean and include its successors and assigns) of the OTHER PART.

The Vendor and The Oriental Insurance Company Ltd are hereinafter collectively referred to as "the Parties" and individually as "the Party"

WHEREAS:

1. The Oriental Insurance Company Ltd is engaged in the business of providing financial services to its customers and intends to engage Vendor for providing

2. In the course of such assignment, it is anticipated that The Oriental Insurance Company Ltd or any of its officers, employees, officials, representatives or agents may disclose, or deliver, to the Vendor some Confidential Information (as hereinafter defined), to enable the Vendor to carry out the aforesaid assignment ( hereinafter referred to as " the Purpose").

3. The Vendor is aware and confirms that all information, data and other documents made available in the RFP/Bid Documents/Agreement /Contract or in connection with the Services rendered by the Vendor are confidential information and are privileged and strictly confidential and or proprietary of The Oriental Insurance Company Ltd. The Vendor undertakes to safeguard and protect such confidential information as may be received from The Oriental Insurance Company Ltd

NOW, THEREFORE THIS AGREEMENT WITNESSED THAT in consideration of the above premises and the Oriental Insurance Company Ltd granting the Vendor and or his agents, representatives to have



specific access to The Oriental Insurance Company Ltd property / information and other data it is hereby agreed by and between the parties hereto as follows:

1. Confidential Information:

(i) "Confidential Information" means all information disclosed/furnished by The Oriental Insurance Company Ltd to the Vendor whether orally, in writing or in electronic, magnetic or other form for the limited purpose of enabling the Vendor to carry out the proposed Implementation assignment, and shall mean and include data, documents and information or any copy, abstract, extract, sample, note or module thereof, explicitly designated as "Confidential"; Provided the oral information is set forth in writing and marked "Confidential" within seven (7) days of such oral disclosure.

(ii) The Vendor may use the Confidential Information solely for and in connection with the Purpose and shall not use the Confidential Information or any part thereof for any reason other than the Purpose stated above.

Confidential Information in oral form must be identified as confidential at the time of disclosure and confirmed as such in writing within seven (7) days of such disclosure. Confidential Information does not include information which:

(a) is or subsequently becomes legally and publicly available without breach of this Agreement by either party,

(b) was rightfully in the possession of the Vendor without any obligation of confidentiality prior to receiving it from The Oriental Insurance Company Ltd,

(c) was rightfully obtained by the Vendor from a source other than The Oriental Insurance Company Ltd without any obligation of confidentiality,

(d) was developed by for the Vendor independently and without reference to any Confidential Information and such independent development can be shown by documentary evidence, or is/was disclosed pursuant to an order of a court or governmental agency as so required by such order, provided that the Vendor shall, unless prohibited by law or regulation, promptly notify The Oriental Insurance Company Ltd of such order and afford The Oriental Insurance Company Ltd the opportunity to seek appropriate protective order relating to such disclosure.

(e) the recipient knew or had in its possession, prior to disclosure, without limitation on its confidentiality;

(f) is released from confidentiality with the prior written consent of the other party.

The recipient shall have the burden of proving hereinabove are applicable to the information in the possession of the recipient. Confidential Information shall at all times remain the sole and exclusive property of the disclosing party. Upon termination of this Agreement, Confidential Information shall be returned to the disclosing party or destroyed, if incapable of return. The destruction shall be witnessed and so recorded, in writing, by an authorized representative of each of the parties.

Nothing contained herein shall in any manner impair or affect rights of The Oriental Insurance Company Ltd in respect of the Confidential Information.



In the event that any of the Parties hereto becomes legally compelled to disclose any Confidential Information, such Party shall give sufficient notice to the other party to enable the other Party to prevent or minimize to the extent possible, such disclosure. Neither party shall disclose to a third party any Confidential Information or the contents of this Agreement without the prior written consent of the other party. The obligations of this Clause shall be satisfied by handling Confidential Information with the same degree of care, which the receiving party applies to its own similar confidential information but in no event less than reasonable care.

The obligations of this clause shall survive the expiration, cancellation or termination of this Agreement

2. Non-disclosure: The Vendor shall not commercially use or disclose any Confidential Information or any materials derived there from to any other person or entity other than persons in the direct employment of the Vendor who have a need to have access to and knowledge of the Confidential Information solely for the Purpose authorized above. The Vendor shall take appropriate measures by instruction and written agreement prior to disclosure to such employees to assure against unauthorized use or disclosure. The Vendor may disclose Confidential Information to others only if the Vendor has executed a Non-Disclosure Agreement with the other party to whom it is disclosed that contains terms and conditions that are no less restrictive than these presents and the Vendor agrees to notify The Oriental Insurance Company Ltd immediately if it learns of any use or disclosure of the Confidential Information in violation of terms of this Agreement.

Notwithstanding the marking and identification requirements above, the following categories of information shall be treated as Confidential Information under this Agreement irrespective of whether it is marked or identified as confidential:

- a) Information regarding The Oriental Insurance Company Ltd and any of its Affiliates, customers and their accounts ("Customer Information"). For purposes of this Agreement, Affiliate means a business entity now or hereafter controlled by, controlling or under common control. Control exists when an entity owns or controls more than 10% of the outstanding shares or securities representing the right to vote for the election of directors or other managing authority of another entity; or
- b) any aspect of The Oriental Insurance Company Ltd business that is protected by patent, copyright, trademark, trade secret or other similar intellectual property right; or
- c) business processes and procedures; or
- d) current and future business plans; or
- e) personnel information; or
- f) financial information.

3. Publications: The Vendor shall not make news releases, public announcements, give interviews, issue or publish advertisements or publicize in any other manner whatsoever in connection with this Agreement, the contents / provisions thereof, other information relating to this Agreement, the Purpose, the Confidential Information or other matter of this Agreement, without the prior written approval of The Oriental Insurance Company Ltd.



4. Term: This Agreement shall be effective from the date hereof and shall continue till expiration of the Purpose or termination of this Agreement by The Oriental Insurance Company Ltd, whichever is earlier. The Vendor hereby agrees and undertakes to The Oriental Insurance Company Ltd that immediately on termination of this Agreement it would forthwith cease using the Confidential Information and further promptly return or destroy, under information to The Oriental Insurance Company Ltd, all information received by it from The Oriental Insurance Company Ltd for the Purpose, whether marked Confidential or otherwise, and whether in written, graphic or other tangible form and all copies, abstracts, extracts, samples, notes or modules thereof. The Vendor further agree and undertake to The Oriental Insurance Company Ltd to certify in writing upon request of The Oriental Insurance Company Ltd that the obligations set forth in this Agreement have been complied with.

Any provisions of this Agreement which by their nature extend beyond its termination shall continue to be binding and applicable without limit in point in time except and until such information enters the public domain

5. Title and Proprietary Rights: Notwithstanding the disclosure of any Confidential Information by The Oriental Insurance Company Ltd to the Vendor, the title and all intellectual property and proprietary rights in the Confidential Information shall remain with The Oriental Insurance Company Ltd.

6. Remedies: The Vendor acknowledges the confidential nature of Confidential Information and that damage could result to The Oriental Insurance Company Ltd if the Vendor breaches any provision of this Agreement and agrees that, if it or any of its directors, officers or employees should engage or cause or permit any other person to engage in any act in violation of any provision hereof, The Oriental Insurance Company Ltd may suffer immediate irreparable loss for which monetary compensation may not be adequate. The Oriental Insurance Company Ltd shall be entitled, in addition to other remedies for damages & relief as may be available to it, to an injunction or similar relief prohibiting the Vendor, its directors, officers etc. from engaging in any such act which constitutes or results in breach of any of the covenants of this Agreement.

Any claim for relief to The Oriental Insurance Company Ltd shall include The Oriental Insurance Company Ltd costs and expenses of enforcement (including the attorney's fees).

7. Entire Agreement, Amendment and Assignment: This Agreement constitutes the entire agreement between the Parties relating to the matters discussed herein and supersedes any and all prior oral discussions and / or written correspondence or agreements between the Parties. This Agreement may be amended or modified only with the mutual written consent of the Parties. Neither this Agreement nor any right granted hereunder shall be assignable or otherwise transferable.

8. Governing Law: The provisions of this Agreement shall be governed by the laws of India and the competent court at Bangalore shall have exclusive jurisdiction in relation thereto even though other Courts in India may also have similar jurisdictions.

9. Indemnity: The Vendor shall defend, indemnify and hold harmless The Oriental Insurance Company Ltd , its affiliates, subsidiaries, successors, assigns, and their respective officers, directors and employees, at all times, from and against any and all claims, demands, damages, assertions of liability whether civil, criminal, tortuous or of any nature whatsoever, arising out of or pertaining to or resulting from any breach of representations and warranties made by the Vendor. and/or breach of



any provisions of this Agreement, including but not limited to any claim from third party pursuant to any act or omission of the Vendor, in the course of discharge of its obligations under this Agreement.

10. General: The Vendor shall not reverse - engineer, decompile, disassemble or otherwise interfere with any software disclosed hereunder.

All Confidential Information is provided "as is". In no event shall the Oriental Insurance Company Ltd be liable for the inaccuracy or incompleteness of the Confidential Information. None of the Confidential Information disclosed by The Oriental Insurance Company Ltd constitutes any representation, warranty, assurance, guarantee or inducement with respect to the fitness of such Confidential Information for any particular purpose.

The Oriental Insurance Company Ltd discloses the Confidential Information without any representation or warranty, whether express, implied or otherwise, on truthfulness, accuracy, completeness, lawfulness, merchantability, and fitness for a particular purpose, title, non-infringement, or anything else.

11. Waiver: A waiver (whether express or implied) by The Oriental Insurance Company Ltd of any of the provisions of this Agreement, or of any breach or default by the Vendor in performing any of the provisions hereof, shall not constitute a continuing waiver and such waiver shall not prevent The Oriental Insurance Company Ltd from subsequently enforcing any of the subsequent breach or default by the Vendor under any of the provisions of this Agreement.

In witness whereof, the Parties hereto have executed these presents the day, month and year first herein above written.

For and on behalf of ----- Ltd.

( )

(Designation)

For and on behalf of The Oriental Insurance Company Ltd

( )

(Designation)



### 9.13 Annexure 13: Integrity Pact

(On Rs.100 Non-Judicial stamp paper)

#### **PRE CONTRACT INTEGRITY PACT**

##### **General**

This pre-bid pre contract Agreement (hereinafter called the integrity pact is made on

day of the month of \_\_\_\_\_ 2019, between, on one hand, The Oriental Insurance Company Ltd, having its headquartered and Corporate Office at Oriental House, A-25/27, Asaf Ali Road, New Delhi - 110002, acting through \_\_\_\_\_, \_\_\_\_\_ (hereinafter called the "BUYER" which expression shall mean and include, unless the context otherwise requires, his successors in office and assignees) of the first part and M/s \_\_\_\_\_ represented by Shri \_\_\_\_\_, authorized signatory of M/s -----(hereinafter called the "BIDDER/SELLER" which expression shall mean and include, unless the context otherwise requires , his successors and permitted assigns )of the second part .

WHEREAS the BUYER proposes to procure (Name of the Store /Equipment /item and the BIDDER /SELLER is willing to offer /has offered the store and

WHEREAS the BIDDER is a private company/public company/Government /undertaking/partnership/ registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is a Government of India, Public Sector Insurance Company.

Now, THEREFORE,

To avoid all forms of corruption by following a system that is fair , transparent and free from any influence /prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

Enabling the BUYER to obtain the desired said store/equipment at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling the BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures .

The parties hereby agree to enter into this integrity pact and agree as follows:-

#### 1. **Commitments of the BUYER**

1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept directly or accept, directly or through intermediaries, any bribe, consideration, gift, reward favor or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation contracting or implementation process related to the contract.



1.2 The BUYER will, during the pre- contract stage treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

1.3 All the officials of the BUYER will report to the appropriate Government office any attempted or completed breaches of the above commitment as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official (s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

### 3. **Commitment of BIDDERS**

The BIDDERS commit itself to all take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post- contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation contracting and implementation of the contract.

3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favor, any material benefit or other advantage commission fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the contract forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or for bearing to show favor or disfavor to any person in relation to the contract or any other contract with the Government.

3.3 BIDDERS shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.

3.4 BIDDERS shall disclose the payment to be made by them to agents/brokerage or any other intermediary, in connection with this bid/contract.

3.5 The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/integrator/authorized Government sponsored export entity of the defense stores and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has such any amount been paid promised or intended to be paid to any such Individual, firm or company in respect of any such intercession, facilitation or recommendation.

3.6 The BIDDER, either while presenting the bid or during pre- contract negotiations or before signing the contract shall disclose any payment he has made, is committed to or intends to make to officials of the BUYER or their family members agents, brokers or any other intermediaries in connection with the contract details or/and the services agreed upon for such payments.



3.7 The bidder will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation contracting and implementation of the contract.

3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

3.9 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to other, any information provided by the BUYER as part of the business deal, relationship regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the action mentioned above.

3.12 The BIDDER will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any kind of favour whatsoever during the tender process or during the execution of the contract.

#### **4. Previous Transgression**

4.1 The BIDDER declares that no previous transgression occurred in the last three year immediately before signing of this integrity pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any public sector enterprise in India or any government Department in India that justify BIDDER'S exclusion from the tender process.

4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender propose or the contract, if already awarded. Can be terminated for such reason.

#### **5. Earnest money (security deposit )**

5.1 While submitting commercial bid, the BIDDER shall deposit an amount \_\_\_\_\_(as specified in RFP) as Earnest money/security, with the BUYER through any of the following instruments:-

- (i) Bank draft or a pay order in favor of \_\_\_\_\_
- (ii) A confirmed guarantee by an Indian nationalized bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever .the demand for payment by the BUYER shall be treated as conclusive proof of payment.
- (iii) Any other mode or through any other instrument (to be specified in the RFP).

5.2 The Earnest money / Security deposit shall be valid up to a period of five years or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.

5.3 In case of the successful BIDDER a clause would also be incorporated in the article pertaining to performance bond in the purchase contract that the provisions of sanction for violation shall be





applicable for, forfeiture of performance bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this pact.

5.4 No interest shall be payable by the BUYER to the BIDDER on Earnest Money/Security Deposit for the period of its currency.

## **6. Sanctions for violations**

6.1 Any breach of the aforesaid provisions by the BIDDER or any one Employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:

- (i) To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceeding with the other BIDDER(s) would continue.
- (ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit /Performance bond (after the contract is signed shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.
- (iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
- (iv) To recover all sum already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing prime lending rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR . If any outstanding payment is due to the BIDDER from the BUYER in outstanding payment could also be utilized to recover the aforesaid sum and interest.
- (v) To encash the advance bank guarantee and performance bond / warranty bond, if furnished by the BIDDER in order to recover the payments, already made by the BIDDER, along with interest.
- (vi) To cancel all or any other contracts with the BIDDER, the BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/ rescission and the BUYER shall be entitled to deduct the amount so payable from the money (s) due to the BIDDER.
- (vii) To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of five year, which may be further extended at the discretion of the Buyer
- (viii) To recover all sum paid in violation of this pact by bidder (s) to any middleman or agent or broker with a view to securing the contract.
- (ix) In case where irrevocable letters of credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.
- (x) Forfeiture of performance bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this pact.

6.2 The BUYER will be entitled to take all or any of the actions mentioned at Para 6.1(i) to (x) of this pact also on the commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in chapter IX of the Indian penal code, 1860 or prevention of corruption.



6.3 The decision of the BUYER to the effect that breach of the provisions of this pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor (s) appointed for the purpose of this pact.

### **7. Fall Clause**

The BIDDER undertakes that it shall not supply similar Product / systems or subsystems in comparable business circumstances at a price lower than that offered in the present bid in respect of any other Public Sector Banks/Insurance Companies in India and if it is found that within one year after the signing of contract that similar product / systems or sub systems is supplied by the BIDDER to any other Public Sector Banks/Insurance Companies in India at a lower price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

### **8. Independent Monitors**

8.1 The BUYER has appointed Independent Monitors (here either referred to as Monitors) for this pact in consultation with the central vigilance commission.

8.2 The task of the Monitors shall be to review Independent and objectively, whether and to what extent the parties comply with the obligations under this pact.

8.3 The Monitors shall not be subject to instruction by the representatives of the parties and perform their functions neutrally and independently.

8.4 Both the parties accept that the Monitors have the access all the documents relating to the project/procurement, including minutes of meeting.

8.5 As soon as the Monitor notices, or has reason to believe, a violation of this pact, he will so inform the Authority designated by the BUYER.

8.6 The BIDDER (s) accepts that the Monitor has the right to access without restriction to all project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/subcontractor(s) with confidentiality.

8.7 The BIDDER will provide to the Monitor sufficient information about all meetings among the parties related to the project provided such meetings could have an impact on the contractual relations between the parties the parties will offer to the Monitor the option to participate in such meetings.

8.8 The Monitor will submit a written report to the designated Authority of BUYER / Secretary in the Department/ within 8 to 10 weeks from the date of reference or intimation to him by the BUYER / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

### **9. Facilitation of Investigation**

In case of any allegation of violation of any provision of this pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.



#### **10. Law and place of jurisdiction**

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

#### **11. Other Legal Actions**

The actions stipulated in this Integrity pact are without prejudice to any other legal action that may follow in accordance with provisions of the extent law in force relating to any civil or criminal proceedings.

#### **12. Validity**

12.1 The validity of this Integrity Pact shall be from date of this signing and extend up to 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/SELLER, including warranty period, whichever is later, In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

12.2 Should one or several provisions of this Pact turn out to be invalid, the reminder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

13. The BIDDER undertakes that he shall not approach the Court while representing the matter to External Independent Monitors (IEMs) and he will await their decision in the matter within a time ceiling of 90 days.

14. The parties hereby sign this Integrity Pact at \_\_\_\_\_ on \_\_\_\_\_

**BUYER**

**BIDDER**

**Name of the Officer**

**Authorized Signatory Name:**

**Designation**

**Designation:**

The Oriental Insurance Company Limited

Witness

Witness

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_



### 9.14 Annexure 14: List of OICL Offices where Desktops will be delivered and installed

#	RO Code	Office Code	Office Name	Address	City	Name of State	PC Count
1	10	10000	HO	ORIENTAL HOUSE, A-25/27, Asaf Ali Road, New Delhi	Delhi	Delhi	236
2	60	60000	OSTC	Oriental Staff Training College, Sector-11, Mathura Road, Bata Mor, Faridabad	Faridabad	HARYANA	120
3	12		Data Centre Rabale	SIFY TECHNOLOGIES LTD, PLOT NO.R-847: 1/2, TTC INDUSTRIAL AREA, RABALE, NAVI MUMBAI-400701	MUMBAI	MAHARASHTRA	6
4	11	110000	RO I Mumbai (Stationery + Vigilance+ Aviation)	ORIENTAL HOUSE, 2ND FLOOR, 7, JAMSHEDJI TATA ROAD, CHURCHGATE	MUMBAI	MAHARASHTRA	97
5	11	110002	PF Deptt.	ORIENTAL BUILDING, 3RD FLOOR, M.G. ROAD, P.B. NO 1989,FORT	Mumbai	MAHARASHTRA	1
6	11	111200	MCDO 10 ( CBU3)	ORIENTAL HOUSE, 3RD FLOOR, 7, JAMSHEDJI TATA ROAD, CHURCHGATE	MUMBAI	MAHARASHTRA	16
7	11	111600	MCDO 15 (CBU 1)	ORIENTAL HOUSE, 1ST FLOOR, 7, JAMSHEDJI TATA ROAD, CHURCHGATE	MUMBAI	MAHARASHTRA	21
8	11	111700	MCDO 16 (CBU 2)	MAGNET HOUSE, 4TH FLOOR, NAROTTAM MORARJI MARG, BALLARD ESTATE	MUMBAI	MAHARASHTRA	19
9	11	111900	MCDO 14	ORIENTAL HOUSE, 1ST FLOOR, 7, JAMSHEDJI TATA ROAD, CHURCHGATE	MUMBAI	MAHARASHTRA	19
10	11	112200	MCDO 21	ORIENTAL BUILDING, 3RD FLOOR, M.G. ROAD, P.B. NO 1989,FORT	MUMBAI	MAHARASHTRA	28
11	11	112202	MCBO 12	ORIENTAL BUILDING, 3RD FLOOR, M.G. ROAD, P.B. NO 1989,FORT	MUMBAI	MAHARASHTRA	8



#	RO Code	Office Code	Office Name	Address	City	Name of State	PC Count
12	11	112300	MCDO 18	MAGNET HOUSE, 2ND FLOOR, NAROTTAM MORARJI MARG, BALLARD ESTATE	MUMBAI	MAHARASHTRA	14
13	11	110004	IAD	ORIENTAL HOUSE, 2ND FLOOR, 7, JAMSHEDJI TATA ROAD, CHURCHGATE	MUMBAI	MAHARASHTRA	0
14	12	120000	RO II Mumbai	ORIENTAL HOUSE, 7TH FLOOR, 7, JAMSHEDJI TATA ROAD, CHURCHGATE	MUMBAI	MAHARASHTRA	51
15	12	120011	SVC MRO2	MAKER BHAVAN NO.1, 6TH FLOOR, NEW MARINE LINES	MUMBAI	MAHARASHTRA	9
16	12	120021	TP HUB RO 2 MUMBAI	SBI ANNEXE BUILDING, 3RD FLOOR, BANK STREET, FORT	MUMBAI	MAHARASHTRA	8
17	12	121100	MCDO 2	ORIENTAL HOUSE, 4TH FLOOR, 7, JAMSHEDJI TATA ROAD, CHURCHGATE	MUMBAI	MAHARASHTRA	16
18	12	121200	MCDO 3	ORIENTAL HOUSE, 4TH FLOOR, 7, JAMSHEDJI TATA ROAD, CHURCHGATE	MUMBAI	MAHARASHTRA	19
19	12	121300	MCDO 4	MAGNET HOUSE 3RD FLOOR, N.M. ROAD	MUMBAI	MAHARASHTRA	18
20	12	121301	DAB	MAGNET HOUSE 3RD FLOOR, N.M. ROAD	MUMBAI	MAHARASHTRA	5
21	12	121500	MCDO 6	14, INDIAN MERCANTILE CHAMBERS, R.K.MARG, BALLARD ESTATE	MUMBAI	MAHARASHTRA	12
22	12	121600	MCDO 7	MAGNET HOUSE 3RD FLOOR, N.M. ROAD	MUMBAI	MAHARASHTRA	15
23	12	121700	MCDO 8	MAKER BHAVAN NO.1 5TH FLOOR NEW MARINE LINES	MUMBAI	MAHARASHTRA	18
24	12	121800	MCDO - 9	SBI ANNEXE BUILDING, 3RD FLOOR, BANK STREET, FORT	MUMBAI	MAHARASHTRA	19
25	12	121802	DIAMOND BRANCH	JANMABHOOMI CHAMBERS, 6TH FLOOR WALCHAND HIRACHAND MARG NEAR GPO	MUMBAI	MAHARASHTRA	9



#	RO Code	Office Code	Office Name	Address	City	Name of State	PC Count
26	12	124200	DO DADAR	LAKSHMI COMMERCIAL CENTRE, SENAPATI BAPAT MARG, DADAR (W)	MUMBAI	MAHARASHTRA	18
27	12	124201	CBO - 4 MAHIM	8 VISHVA VINAY BLDG. BEHIND JOHNSON BHAGOJI KEER MARG MAHIM	MUMBAI	MAHARASHTRA	5
28	12	124500	BROKER DO 5	ORIENTAL HOUSE, 4TH FLOOR, 7, J TATA ROAD	MUMBAI	MAHARASHTRA	17
29	12	124600	MCDO 1	ORIENTAL HOUSE, 1ST FLOOR 7,JAMSHEDJI TATA ROAD CHURCHGATE	MUMBAI	MAHARASHTRA	29
30	12	124700	MCDO 19	MAGNET HOUSE GROUND FLOOR, N.M. ROAD	MUMBAI	MAHARASHTRA	20
31	13	130000	RO 3 Mumbai	Town Centre, Tower 1, 6th Floor, Andheri Kurla Road, Andheri East., Mumbai-400059	MUMBAI	MAHARASHTRA	6
32	13	131100	MCDO - 20	2ND, FLOOR, D.J. HOUSE, WILSON PEN COMPOUND, OLD NAGARDAS ROAD, NEAR SUBWAY, ANDHERI (EAST)	MUMBAI	MAHARASHTRA	12
33	13	131101	MCBO 9	103/104, FAIZAN APT., S.V.ROAD,JOGESHWARI [W]	MUMBAI	MAHARASHTRA	8
34	13	131200	DO BORIVALI	SHRADDHA SHOPPING CENTER, SV ROAD , BORIVLI (W)	MUMBAI	MAHARASHTRA	15
35	13	131201	BO VASAI	1ST FLR. LAWRENCE TRADE CENTRE NAVGHAR ROAD VASAI	MUMBAI	MAHARASHTRA	6
36	13	131300	DO GHATKOPAR	SHREEPAL COMPLEX-II FLOOR MG ROAD GHATKOPAR WEST	MUMBAI	MAHARASHTRA	15
37	13	131400	DO THANE	THANE DIVISION OFFICE,3rd FLOOR, SARASWATI MANDIR, MARATHI GRANTH SANGRAHALAYA, SUBHASH ROAD, THANE	THANE	MAHARASHTRA	18
38	13	131401	BO THANE	GALA NO:1, GROUND FLOOR, AROTO HOUSE, P.K. ROAD, MULUND (WEST)	THANE	MAHARASHTRA	6
39	13	131490	EC JANATA SAHAKARI BANK	THANE JANATA SAHAKARI BANK LTD., SEVA DHAM, DR. MOOSE ROAD, TALAOPALI, THANE(W), 400 601.	THANE	MAHARASHTRA	2



#	RO Code	Office Code	Office Name	Address	City	Name of State	PC Count
40	13	131500	DO KALYAN	SHREE DUTTA KRUPA GANESH BAUGH, MURBAD ROAD, KALYAN (W) - THANE	MUMBAI	MAHARASHTRA	12
41	13	131501	BO BHIWANDI	137, SONAWANE BUILDING ABOVE STATE BANK OF INDIA MURBAD ROAD, KALYAN	MUMBAI	MAHARASHTRA	6
42	13	131600	DO PANVEL	SHIVRAM SADAN 2ND FLR. ABOVE INDULKAR'S LINE ALI SHIVAJI ROAD	MUMBAI	MAHARASHTRA	15
43	13	131601	BO BELAPUR	VINDHYA COMMERCIAL COMPLEX 4TH FLR, SEC-11, PLOT NO-1 CBD BELAPUR, NAVI MUMBAI	MUMBAI	MAHARASHTRA	5
44	13	131602	BO PEN	OPP.MORESHWAR TALKIES NEAR S.T.STAND TALUKA PEN DIST. RAIGAD PEN 400702	PEN	MAHARASHTRA	5
45	13	131700	DO VASCO	PEREIRA CHAMBERS, 1ST FLOOR,FR. JOSE VAZ ROAD, P.O. BOX 105,VASCO - DA - GAMA, 403802	VASCO - DA - GAMA	GOA	13
46	13	131800	DO PANJIM	GOUVEIA CHAMBERS, 3RD FLOOR,,HELIDORO SALGADO ROAD,PANAJI,GOA,PANJIM 403001	Panji	GOA	10
47	13	131900	DO MARGAO	DAVID HOUSE 2ND FLOOR P.B.NO. 234,MARGAON-403601,MARGAON	Margaon	GOA	10
48	13	131901	BO SAVORDEM GOA	2ND FLOOR, GAFUR BUILDING,,STATION ROAD, CURCHOREM, GOA,SAVORDOM 403706	SAVORDOM	GOA	6
49	13	131290	PALGHAR EXT COUNTER	THANE JILHA, MACHHIMAAR SANGH BLDG. 1ST FLOOR,NEAR SALES TAX OFFICE, MAHIM ROAD, PALGHAR	THANE	MAHARASHTRA	1
50	14	140000	RO Ahmedabad	NAVJIVAN TRUST BUILDING, 3RD FL., B/H GUJARAT VIDHYAPETH, OFF. ASHRAM ROAD	AHMEDABAD	GUJRAT	8
51	14	140000	RTC	NAVJIVAN TRUST BUILDING, 3RD FL., B/H GUJARAT VIDHYAPETH, OFF. ASHRAM ROAD	AHMEDABAD	GUJRAT	16
52	14	140001	IAD CELL AHMEDABAD	NAVJIVAN TRUST BUILDING, 3RD FL., B/H GUJARAT VIDHYAPETH, OFF. ASHRAM ROAD	AHMEDABAD	GUJRAT	2
53	14	141100	DO I AHMEDABAD	3RD FLOOR , NAVDEEP BUILDING, NEAR INCOMETAX CHAR RASTA	AHMEDABAD	GUJRAT	5



#	RO Code	Office Code	Office Name	Address	City	Name of State	PC Count
54	14	141200	DO II AHMEDABAD	2ND FLOOR, KALIDAS CHAMBERS NR DINBAI TOWER LALDARWAJA	AHMEDABAD	GUJRAT	9
55	14	141300	DO III AHMEDABAD	3RD FLOOR, AGRAWAL CHAMBER, OPP. TOWN HALL ELLISHBRIDGE	AHMEDABAD	GUJRAT	2
56	14	141400	DO IV AHMEDABAD	SWASTIK CENTRE, NR MIRCH MASALA RESTAURENT SWASTIK CHAR RASTA, C.G RD	AHMEDABAD	GUJRAT	4
57	14	141500	DO V AHMEDABAD	2ND FLOOR, AMRUT JAYANTI BHAVAN, NAVJIVAN P.O, B/H GUJARAT VIDYAPEETH	AHMEDABAD	GUJRAT	6
58	14	141503	CBO VIII AHMEDABAD	2ND FLOOR, AMRUT JAYANTI BHAVAN, B/H NAVJEEVAN POST OFFICE, ASHRAM ROAD	AHMEDABAD	GUJRAT	1
59	14	141600	DO 6 AHMEDABAD	1ST FLOOR, SHALIN BUILDING, NEHRU BRIDGE CORNER, ASHRAM ROAD	AHMEDABAD	GUJRAT	3
60	14	141601	CBO-2 AHMEDABAD	1ST FLOOR, SHRIJI HOUSE B/H M.J. LIBRARY, OPP. GUJARAT BHAVAN ELLIS BRIDGE	AHMEDABAD	GUJRAT	1
61	14	141700	DO 7 AHMEDABAD	3RD FLOOR H J HOUSE NR RAMBAUG POLICE STATION, MANINAGAR	AHMEDABAD	GUJRAT	4
62	14	142200	DO 1 RAJKOT	DHIRAJ', OPP.R.N.S.B., DHEBAR ROAD, RAJKOT H.NO 372, WARD NO.2	RAJKOT	GUJRAT	1
63	14	142700	DO BHAVNAGAR	#209, KAVERI SHOPPING COMPLEX IIND FLOOR, PB NO 142 NAVAPARA	BHAVNAGAR	GUJRAT	5
64	14	142800	DO JUNAGARH	117-MANGAL MURTI, JAWAHAR ROAD	JUNAGARH	GUJRAT	2
65	14	142802	BO DHORAJI	GALAXY CHAMBERS, 1ST FLOOR, STATION ROAD	DHORAJI	GUJRAT	2
66	14	143100	DO HIMATNAGAR	1ST FLOOR,PAYAL COMPLEX, NR ST BUS STATION OPP. CIVIL HOSPITAL	HIMATNAGAR	GUJRAT	2
67	14	143600	DO GANDHINAGAR	PLOT NO. 908 SECTOR NO-21 PARTH BUILDING NEAR KALPATARU PETROL PUMP	GANDHINAGAR	GUJRAT	4
68	14	143601	BO KALOL	RELIEF MARKET VEPARI JIN NEAR S.T.STAND, OPP. UNION BANK OF INDIA	KALOL	GUJRAT	3





#	RO Code	Office Code	Office Name	Address	City	Name of State	PC Count
69	14	143602	DAB GANDHINAGAR	PLOT NO. 440 SRI KRISHNA KUNG, NEAR PETROL PUMP SECTOR 16	GANDHINAGAR	GUJRAT	1
70	14	143700	DO JAMNAGAR	SWAGAT', 3RD FLOOR, OPP HOTEL REGENCY, P N MARG	JAMNAGAR	GUJRAT	1
71	14	143901	BO SURENDRANAGAR	KACHWALA BUILDING, JAWAHAR CHOWK	SURENDRANAGAR	GUJRAT	4
72	15	150000	RO INDORE	IDA BUILDING, 4TH FLOOR, 7, RACE COURSE ROAD	INDORE	MP	25
73	15	151100	DO-1, INDORE	208-211, SILVER SANCHORA CASTLE, 2nd Floor, 8/2, R.N.T MARG	INDORE	MP	2
74	15	151112	BO DEWAS	1, PATWARDHAN MARG, MOTI BUNGLOW, LAXMI BAI PARK ROAD	DEWAS	MP	1
75	15	151200	DO-2, INDORE	20, SNEH NAGAR, SAPNA SANGEETA ROAD	INDORE	MP	1
76	15	151300	DO-3, INDORE	11-B, RATLAM KOTHI, CHOUDHARY MANSION	INDORE	MP	1
77	15	151400	DO-4, INDORE	M-1, M-2, "KANCHAN SAGAR", 18/1, OLD PALASIA, A.B. ROAD 2 FLOOR	INDORE	MP	1
78	15	151401	CBO-5, INDORE	SHEEBA COMPLEX, REGAL CHOURAHA, 562, M.G. ROAD, INDORE	INDORE	MP	2
79	15	152100	DO-1, BHOPAL	102/103 BERASIA ROAD, SINDHI COLONY	BHOPAL	MP	1
80	15	152104	CBO-1, BHOPAL	GURUNANAK COMPLEX, 34 MALVIYA NAGAR 3RD FLOOR	BHOPAL	MP	1
81	15	152600	DO UJJAIN	14, "ARIHANT" VARAH MIHIR MARG, TEEN BATTI CHOURAHA, MADHAV NAGAR	UJJAIN	MP	1
82	15	152607	BO BIAORA	ANAND LODGE, AB ROAD	BIAORA	MP	2
83	15	152800	DO-2, BHOPAL	CHITTOD COMPLEX ZONE1, M.P. NAGAR	BHOPAL	MP	2
84	15	152890	BC- HARDA	BALAJI COMPLEX, V.V. GIRI WARD	HARDA	MP	1
85	15	152891	BC HOSHANGABAD	OPPOSITE -BUS STAND, VAKRATUND, SHOPPING COMPLEX (1st FLOOR)	HOSHANGABAD	MP	1
86	15	153400	DO GWALIOR	2 RD FLOOR HOTEL AMER PALACE, NEAR PHOOL BAGH CHOERAH	GWALIOR	MP	1
87	15	153402	BO MORENA	OPPOSITE JANPAT PANCHAYAT MH ROAD	MORENA	MP	1



#	RO Code	Office Code	Office Name	Address	City	Name of State	PC Count
88	15	153500	DO KHANDWA	OPP GDC, INDORE ROAD	KHANDWA	MP	1
89	15	153590	BC SENDWA	69/1 A B ROAD IN FRONT OF VARIA ROAD	SENDHWA	MP	1
90	15	153800	DO RATLAM	18-19,GULAB MARKET OPPOSITE RAM MANDIR CHOURAHA, SAILANA ROAD	RATLAM	MP	1
91	15	153900	DO-2, JABALPUR	CIVIC CENTER VADA TAL	JABALPUR	MP	2
92	16	160000	RO PUNE	MAY FAIR TOWERS, 1ST FLOOR, WAKDEWADI, PUNE-MUMBAI ROAD, SHIVAJI NAGAR.	PUNE	MAHAR ASHTRA	40
93	16	161100	DO 1 PUNE	JEEVAN DHARSHAN,N.C. KELKAR ROAD,NARAYAN PETH.	PUNE	MAHAR ASHTRA	14
94	16	161190	BC KOTHRUD	1ST FLOOR, LAXMI NIWAS,NEAR MARUTI MANDIR, OPP.COSMOS BANK.,KARVE ROAD.,	PUNE	MAHAR ASHTRA	1
95	16	161200	DO 2 PUNE	GANATARA CHAMBERS,571 SADASHIV PETH, LAXMI ROAD.	PUNE	MAHAR ASHTRA	15
96	16	161600	DO KOLHAPUR	KANCHANGANGA, 1ST FLOOR, 204/E,OPP. PANCHSHIL HOTEL, S.T.STAND ROAD.,NEW SHAHAPURI.	KOHLAPUR	MAHAR ASHTRA	21
97	16	161602	BO RATNAGIRI	SADACHAR MANDIR, ZADGAON NAKA.	RATNAGIRI	MAHAR ASHTRA	9
98	16	161606	BO KUDAL	1ST FLOOR, BOBHATE BLDG,H. NO. 1726, PAN BAZAR, KUDAL DIST : SINDHUDURG	KUDAL	MAHAR ASHTRA	3
99	16	161690	BC KANKAVLI	16, CHINTAMANI PARK, GR FLOOR, OPP.,GANGO TEMPLE, MUMBAI GOA ROAD. SINDHUDURG	KANKAVLI	MAHAR ASHTRA	1
100	16	161691	BC CHIPLUN	Krishneshwar darshan , Shop No.8, PAGNAKA, Opp MSEB office, Mumbai Goa Highway	CHILPUN	MAHAR ASHTRA	1
101	16	161692	BC SAWANTWADI	INDIRA SHANTARAM NIWAS, B-405,SAWANTWADI, DIST:SINDHUDURG,	SAWANTWAD I	MAHAR ASHTRA	1
102	16	161700	DO NASIK	MERCHANTS CHAMBERS,2ND FLOOR, TILAK PATH.	NASHIK	MAHAR ASHTRA	16



#	RO Code	Office Code	Office Name	Address	City	Name of State	PC Count
103	16	161800	DO CHINCHWAD	HIGHWAY TOWERS 3RD FLOOR,OPP. RUSTON. CHINCHWAD	PUNE	MAHARASHTRA	13
104	16	161890	BC BHOSARI	SOMA GAVHANE BUILDING,NR. JANGLI MAHARAJ BANK,NEAR ANNASAHEB MAGAR BANK,LANDEWADI	BHOSARI	MAHARASHTRA	1
105	16	161900	DO SOLAPUR	442, WEST MANGALWAR PETH,OPP. TELEPHONE BHAVAN,CHATI GALLI,	SHOLAPUR	MAHARASHTRA	17
106	16	161903	BO LATUR	LOKHANDE COMPLEX,OPP - SIND TALKIES,SUBASH CHOWK	LATUR	MAHARASHTRA	4
107	16	161904	BO BEED	YASHODHAN,2-13-24, SUBASH ROAD	BEED	MAHARASHTRA	6
108	16	161990	BC OSMANABAD	26/138, SBI BUILDING, NEAR S.T.STAND	OSMANABAD	MAHARASHTRA	1
109	16	161991	BC AMBEJOGAI	GALA NO 69 AND 63, NAGAR PARISHAD COMPLEX, PARALI ROAD, OPP ST STAND,	AMBEJOGAI	MAHARASHTRA	1
110	16	162400	DO SATARA	JEEVAN TARA, LIC BUILDING, GROUND FLOOR, 513, SADAR BAZAR,OPP, COLLECTOR OFFICE.	SATARA	MAHARASHTRA	14
111	16	162401	BO KARAD	BHATTAD COMPLEX, DATTA CHOWK,SHANIWAR PETH, KARAD,	KARAD	MAHARASHTRA	6
112	16	162403	BO BARAMATI	COMMERCIAL COMPLEX,UDYOG BHAVAN,BHIGWAN CHOWK.	BARAMATI	MAHARASHTRA	7
113	16	162600	DO SANGALI	KRISHNA COMMERCIAL COMPLEX , NEAR LIC BUILDING AMRAI ROAD,	SANGLI	MAHARASHTRA	11
114	16	162602	BO ICHALKARANJI	UTTAM PRAKASH THEATRE COMPLEX,TILAK ROAD	ICHALKARANJI	MAHARASHTRA	7
115	16	162603	BO AKLUJ	GANDHI CHOWK, MALSHIRAS ROAD, AKLUJ TQ, MALSHIRAS.DISS SHOLAPUR.	AKLUJ	MAHARASHTRA	8
116	16	163300	DO AHMEDNAGAR	II FLOOR,AMBER PLAZA , STATION ROAD	AHMEDNAGAR	MAHARASHTRA	15



#	RO Code	Office Code	Office Name	Address	City	Name of State	PC Count
117	16	163301	BO SHRIGONDA	MUNICIPAL COUNCIL BULDG,II FLOOR KALKAI CHOWK. AT/POST/TAL- SHRIGONDA,	AHMEDNAGAR	MAHARASHTRA	4
118	16	163305	CBO AHMEDNAGAR	SHIVAM CHAMBERS,MANMAD ROAD, OPP. ZOPADI CANTEEN,SAVEDI.	AHMEDNAGAR	MAHARASHTRA	8
119	16	163500	DO 3 PUNE	321/A/2, OSWAL BANDHU SAMAJ BLDG. J.N. ROAD, OPP. 7 LOVES HOTEL	PUNE	MAHARASHTRA	13
120	16	163590	EC BIBWEWADI	DNYANESHWAR NAGARI, OPP SHANKAR MAHARAJ MATH,NEAR RAINBOW SHOW ROOM,	PUNE	MAHARASHTRA	1
121	16	163600	DO 4 PUNE	ABBAS CHAMBERS,3RD,FLOOR, 1,M. G. ROAD	PUNE	MAHARASHTRA	12
122	16	163900	DO 5 PUNE	MAY FAIR TOWERS, 1ST FLOOR, WAKDEWADI, PUNE-MUMBAI ROAD, SHIVAJI NAGAR.	PUNE	MAHARASHTRA	15
123	16	164000	DO 2 NASHIK	SHOP NO.20,4TH FLOOR,UDYOG BHAVAN,TRIMBAK ROAD,SATPUR.	NASIK	MAHARASHTRA	7
124	16	164090	BC NASIK ROAD	JAVER BHAVAN,NR.RATHI SADAN,STATION ROAD.	NASIKROAD	MAHARASHTRA	1
125	16	164300	DO SANGAMNER	FIRST FLOOR, SAI COMPLEX, NEAR POST OFFICE,NEW NAGAR ROAD.	SANGAMNER	MAHARASHTRA	11
126	16	164301	BO SRIRAMPUR	DADA JOSHI BLDG.,SHIVAJI CROSS ROAD	SHRIRAMPUR	MAHARASHTRA	7
127	16	164302	BO KOPARGAON	ARIHANT SWAROOP COMPLEX,NEAR PRASHNT VIDEO HALL,DR.RATHI MARG.	KOPARGAON	MAHARASHTRA	2
128	16	160000	RTC Pune	GANATARA CHAMBERS,571 SADASHIV PETH, LAXMI ROAD.	PUNE	MAHARASHTRA	15
129	17	170000	RO VADODARA	MEZZANINE FLOOR, A.G. CHAMBERS,UNIVERSITY ROAD.FATEHGANJ.	VADADORA	GUJRAT	7
130	17	171100	DO 1 VADODARA	1ST FLOOR, A.G. CHAMBERS, UNIVERSITY ROAD.FATEHGANJ.	VADADORA	GUJRAT	1



#	RO Code	Office Code	Office Name	Address	City	Name of State	PC Count
131	17	171101	CBO 2 VADODARA	2ND FLOOR, BANK OF BARODA BUILDING,MANDVI	VADADORA	GUJRAT	3
132	17	171102	CBO 3 VADODARA	201-202, 2ND FLOOR, PARADISE COMPLEX, SAYAJI COMPLEX	VADADORA	GUJRAT	1
133	17	171200	C B U VADODARA	II FLOOR, KIRTI TOWER, TILAK ROAD	VADADORA	GUJRAT	2
134	17	171300	DO 3 VADODARA	3RD FLOOR, VANIJYA BHAVAN,RACE COURSE CIRCLE ROAD	VADADORA	GUJRAT	9
135	17	171301	CBO 1 VADODARA	2ND FLOOR, MAHAJAN CHAMBERS,MAHAJAN GALI, RAOPURA	VADADORA	GUJRAT	3
136	17	171302	CBO 4 CHHANI	IST FLOOR DIVYAJYOT COMPLEX,RAMAKAKA ROAD CHHANI	VADADORA	GUJRAT	4
137	17	171303	BO GODHRA	1ST FLOOR, SUPER MARKET,CHITRA CINEMA ROAD	GODHRA	GUJRAT	1
138	17	171401	BO VALLABH VIDYA NAGAR	"USHA" BUILDING, 1ST FLOOR,	ANAND	GUJRAT	4
139	17	171403	BO BORSAD	1ST FLOOR, MAHATMA GANDHI SHOPPING CENTRE,NR. JANTA BAZAR, BORSAD, DIST. ANAND.	BORSAD	GUJRAT	3
140	17	171500	DO NADIAD	4TH FLOOR, TRIMURTI COMPLEX,NEAR S. T. STAND, NADIAD.DIST: KHEDA	NADIAD	GUJRAT	1
141	17	171600	DO SURAT	3RD FLOOR, BOYCE BUILDING,OPP. T & TV HIGH SCHOOL, TIMALIYAWAD, NANPURA	SURAT	GUJRAT	5
142	17	171601	CBO 1 Surat	2ND FLOOR, FIROZ CHAMBERS,KHAND BAZAR, LALGATE.	SURAT	GUJRAT	2
143	17	171602	CBO 2 SURAT	2ND FLOOR, TAMAKUWALA CHAMBERS,DALIA SHERI, NAVAPURA,	SURAT	GUJRAT	2
144	17	171800	DO VALSAD	1ST FLOOR, YASHKAMAL BUILDING (A) WING,TITHAL ROAD,	VALSAD	GUJRAT	13
145	17	171803	BO DAMAN	GF HNO 15/96 Survey No: 527/3-A, Suzan Villa, Opp. Hotel Suruchi, Khariwad, Nani Daman	DAMAN	GUJRAT	1



#	RO Code	Office Code	Office Name	Address	City	Name of State	PC Count
146	17	171900	DO BHARUCH	2ND FLOOR, PRITHVI TRADE CENTRE,OPP. RUNGATA SCHOOL, STATION ROAD	BHARUCH	GUJRAT	5
147	17	171901	BO ANKLESHWAR	1ST FLOOR, HIRON SHOPPING ARCADE,OPP. RAILWAY STATION, GIDC	ANKLESHWAR	GUJRAT	2
148	17	172100	DO NAVSARI	1ST FLOOR, PARADISE TOWER, STATION ROAD,OPP. CIVIL HOSPITAL	NAVSARI	GUJRAT	5
149	17	172101	BO VYARA	4TH FLOOR, CITY MALL,NEAR OLD BUS STAND	VYARA	GUJRAT	4
150	17	172102	BO BARDOLI	1st FLOOR, MOSAMBIQUE SHOPPING CENTER, STATION ROAD, BARDOLI	BARDOLI	GUJRAT	3
151	17	172200	DO VAPI	1ST FLOOR, SYNO CHAMBERS, GIDC CHAR RASTA,C-5/37, CHAR RASTA, N. H. NO. 8	VAPI	GUJRAT	15
152	17	172201	BO UMARGAON	1ST FLOOR, VADIA BUILDING, STATION ROAD,SOLSUMBA	UMARGAON	GUJRAT	8
153	18	180000	RO NAGPUR	ORIENTAL, 4TH FLOOR, S.K. TOWER,NELSON SQUARE,CHHINDWARA ROAD.	NAGPUR	MAHARASHTRA	39
154	18	181100	DO1 NAGPUR	15, A.D. COMPLEX ,MOUNT ROAD,SADAR	NAGPUR	MAHARASHTRA	19
155	18	181190	BC UMRED	MR. HARIBHAU RAMAJI KAMDI, 41, BYPASS CHOWK,NAGPUR HIGHWAY ROAD	UMRED	MAHARASHTRA	1
156	18	181200	DO2 NAGPUR	PLOT NO. 8, 1ST. FLOOR, HINDUSTHAN COLONY,WARDHA ROAD,NEAR AJANI SQUARE	NAGPUR	MAHARASHTRA	21
157	18	181290	BC Civil Lines	SHUKLA BHAWAN,WEST HIGH COURT ROAD,DHARAMPETH.	NAGPUR	MAHARASHTRA	2
158	18	181300	DO3 NAGPUR	269 SHARADA COMPLEX,ABOVE HDFC BANK,NEAR TELEPHONE EXCHANGE SQUARE.	NAGPUR	MAHARASHTRA	16
159	18	181301	BO GONDIA	DESHBANDHU WARD, KATANGI LANE	GONDIA	MAHARASHTRA	7
160	18	182000	DO1 AURANGABAD	INDER-PRAKASH BUILDING,ADALAT ROAD.	AURANGABAD	MAHARASHTRA	12



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161	18	182001	BO NANDED	SANT KRIPA MARKET, 1ST FLOOR,GURU GOBIND SINGH MARG.	NANDED	MAHARASHTRA	6
162	18	182003	BO PARBHANI	DAULAT BUILDING,SHIVAJI CHOWK	PARBHANI	MAHARASHTRA	6
163	18	182100	DO2 AURANGABAD	INDER-PRAKASH BUILDING,ADALAT ROAD.	AURANGABAD	MAHARASHTRA	8
164	18	182101	BO JALNA	GANDHI CHAMBERS,SECOND FLOOR. SAROJNI DEVI ROAD	JALNA	MAHARASHTRA	5
165	18	182200	DO AKOLA	RAVAT HAVELI,OLD COTTON MARKET.	AKOLA	MAHARASHTRA	14
166	18	182201	BO KHAMGAON	"AMBAR",II FLOOR STATION ROAD	KHAMGAON	MAHARASHTRA	5
167	18	182202	BO WASHIM	ZANZARI COMPLEX, 1ST FLOOR,NEAR PATNI SQUARE,WASHIM	WASHIM	MAHARASHTRA	5
168	18	182290	BC BULDANA	BANSILAL CEMBERS,SUWARNA NAGAR,BULDANA.	KHAMGAON	MAHARASHTRA	2
169	18	182291	BC AKOT	BHUIBHAR GASCO, 1ST FLOOR., OPP. DHANLAXMI PETROL PUMP, POPALKHED ROAD	AKOT	MAHARASHTRA	2
170	18	182300	DO AMRAVATI	SAUBHAGYA, 1ST FLOOR, BADNERA ROAD, AMRAVATI	AMRAVATI	MAHARASHTRA	15
171	18	182301	BO YEOTMAL	VISHWAS , 1ST FLOOR,VIR WAMANRAO CHOWK,DATE COLLEGE ROAD	YEOTMAL	MAHARASHTRA	3
172	18	182302	BO WARDHA	JAYSHRI BHAVAN,NEAR INDIRA MARKET,VANJARI BHAWAN	WARDHA	MAHARASHTRA	5
173	18	182390	BC PARATWADA	MADAM MAHAL, JAISTAMBHA CHOWK,PARATWADA	PARATWADA	MAHARASHTRA	2
174	18	182400	DO JALGAON	HALL NO G / H,MAHATMA J FHULE,ST. MUNICIPAL MARKET	JALGAON	MAHARASHTRA	12



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175	18	182401	BO DHULIA	K M BHAVSAR COMPLEX, LANE NO.5,OPP.SCHOOL NO.9	DHULIA	MAHARASHTRA	9
176	18	182402	BO BHUSWAL	MANOCHA BHAVAN,GARUD PLOT,NEAR MUNICIPAL HOSPITAL. DISTT. JALGAON	BHUSAWAL	MAHARASHTRA	5
177	18	182500	DO CHANDRAPUR	DHANRAJ PLAZA, II FLOOR,M.G ROAD	CHANDRAPUR	MAHARASHTRA	10
178	19	190000	RO RAIPUR	1 <sup>st</sup> Floor, R.K.PLAZA, PANCHPEDI NAKA, RING ROAD 1, RAIPUR	RAIPUR	CHATTISGARH	18
179	19	191100	DO1 RAIPUR	MADINA MANJIL, KUTCHERI CHOWK, JAIL ROAD, RAIPUR	RAIPUR	CHATTISGARH	1
180	19	191200	DO2 RAIPUR	CHAWLA COMPLEX, SAI NAGAR, DEVENDRA MARG, RAIPUR	RAIPUR	CHATTISGARH	2
181	19	191300	DO3 RAIPUR	1 <sup>st</sup> Floor, R.K.PLAZA, PANCHPEDI NAKA, RING ROAD 1, RAIPUR	RAIPUR	CHATTISGARH	2
182	19	192000	DO DHAMTARI	M B TRADE CENTRE, GHADI CHOWK, DHAMTARI	DHAMTARI	CHATTISGARH	1
183	19	192001	BO JAGDALPUR	MAIN ROAD, SADAR BAZAR, JAGDALPUR	JAGDALPUR	CHATTISGARH	6
184	19	192100	DO BHILAI	1 <sup>st</sup> Floor, SHIVNATH COMPLEX, G.E. ROAD, BHILAI	BHILAI	CHATTISGARH	5
185	19	192101	BO SUPELA	16, R.S.S.MARKET, POWER HOUSE, SUPELA, BHILAI	BHILAI	CHATTISGARH	0
186	19	192400	DO KORBA	SADA BUILDING, OPP. POST OFFICE, KORBA	KORBA	CHATTISGARH	1
187	19	192402	BO AMBIKAPUR	MANENDRAGARH ROAD, NEAR AMBEDKAR CHOWK, P.O.AMBIKAPUR, DIST - SURGUJA	AMBIKAPUR	CHATTISGARH	0
188	19	192404	CBO KORBA	COMMERCIAL COMPLEX, T.P.NAGAR, KORBA	KORBA	CHATTISGARH	0





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189	19	192500	DO DURG	NEAR RAJENDRA PARK CHOWK, G.E.ROAD, DURG	DURG	CHATTI SGARH	0
190	19	192502	BO RAJNANDGAON	NEAR LIC, STATION ROAD, RAJNANDGAON	RAJNANDGAON	CHATTI SGARH	1
191	19	193300	DO BILASPUR	RAMA TRADE CENTER, 1ST FLOOR, NEAR BUS STAND, OPP. RAJIV PLAZA, BILASPUR	BILASPUR	CHATTI SGARH	6
192	19	193400	DO RAIGARH	NYAGANJ, ITWARI BAZAR, RAIGARH	RAIGARH	CHATTI SGARH	6
193	21	210000	RO1 NEW DELHI	10th FLOOR HANSALYA BUILDING BARAKHAMBA ROAD	Delhi	Delhi	72
194	21	210000	RTC NEW DELHI	86 JANPATH NEW DELHI	Delhi	Delhi	6
195	21	210021	TP HUB NEW DELHI	F14,F20 CONNAUGHT PLACE ,NEW DELHI	Delhi	Delhi	19
196	21	211100	CBU 1 NEW DELHI	4TH FLOOR ( REAR PORTION ),JEEVAN VIHAR BLDG.,SANSAD MARG	Delhi	Delhi	18
197	21	211200	DO2 NEW DELHI	16/20, WEA, FIRST FLOOR,NEAR SHASTRI PARK,PADAM SINGH ROAD,KAROL BAGH.	Delhi	Delhi	15
198	21	211201	CBO5 NEW DELHI	12B & 12C, GOPALA TOWER,RAJENDRA PLACE	Delhi	Delhi	11
199	21	211600	DO6 NEW DELHI	206, 2ND FLOOR,57, MANJUSHA BLDG	Delhi	Delhi	10
200	21	212200	DO10 NEW DELHI	101 L.S.C.H 1ST FLOOR,H-BLOCK MARKET,VIKASPURI	Delhi	Delhi	13
201	21	212203	CBO13 NEW DELHI	L-5, CENTRAL MARKET,LAJPAT NAGAR-II	Delhi	Delhi	10
202	21	212700	DO15 NEW DELHI	G-8 N.D.S.E PART-1	Delhi	Delhi	16
203	21	212703	CBO19 NEW DELHI	2, CENTRAL ROAD,JANGPURA	Delhi	Delhi	6



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204	21	212800	DO16 NEW DELHI	N 34 BOMBAY LIFE BUILDING,CONNAUGHT CIRCUS,	Delhi	Delhi	16
205	21	214300	DO17 NEW DELHI	716-718, INDRAPRAKASH BUILDING,21, BARAKHAMBA ROAD	Delhi	Delhi	12
206	21	214303	DAB 1NEW DELHI	DAB-1 , 60-JANPATH	Delhi	Delhi	10
207	21	214500	DO19 NEW DELHI	PANKAJ PLAZA, PLOT NO. 4,2ND FLOOR,SECTOR-4	Delhi	Delhi	12
208	21	214502	CBO Palam NEW DELHI	PANKAJ PLAZA, PLOT NO. 4,2ND FLOOR,SECTOR-4	Delhi	Delhi	8
209	21	214600	DO20 NEW DELHI	N 39 BOMBAY LIFE BUILDING, CONNAUGHT CIRCUS	Delhi	Delhi	8
210	21	215100	DO24 NEW DELHI	BOMBAY LIFE BLDG.,N-36 CONNAUGHT CIRCUS	Delhi	Delhi	18
211	21	215200	DO25 NEW DELHI	G-8 HAUZ KHAS MKT	Delhi	Delhi	11
212	21	215201	CBO Malviya Nagar	D 80 MALVIYA NAGAR,MAIN ROAD ,LOWER UPPER GROUND	Delhi	Delhi	6
213	21	215300	DO 2 GURGAON	PAYAL CINEMA COMMERCIAL COMPLEX,SECTOR 14, DELHI ROAD	Gurgaon	HARYANA	28
214	21	215400	DO9 NEW DELHI	SUNLIGHT INSURANCE BUILDING.,1/28 ASAF ALI ROAD	Delhi	Delhi	20
215	21	215402	CBO15 NEW DELHI	5th Floor, Sachdeva Tower, Plot no. 8 DDA Market, Sec-8, Rohini	Delhi	Delhi	8
216	21	215500	DO18 NEW DELHI	6 TH FLOOR, SHAH PURI TOWER,C-58 COMMUNITY CENTER	Delhi	Delhi	11
217	21	215502	CBO 10 MAYAPURI	9, COMMUNITY CENTRE PHASE-1,MAYAPURI	Delhi	Delhi	14



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218	21	215600	DO 4 NEW DELHI	JAIN BHAWAN ,12 SHAHEED BHAGAT SINGH MARG	Delhi	Delhi	16
219	21	215601	CBO16 NEW DELHI	3RD FLOOR, SANSAD MARG,JEEVAN VIHAR BUILDING,SANSAD MARG	Delhi	Delhi	13
220	22	220000	RO LUCKNOW	3RD FLOOR, JEEVAN BHAVAN,43, HAZRATGANJ	LUCKNOW	UP	13
221	22	220022	TP HB RO LUCKNOW	3RD FLOOR, JEEVAN BHAVAN,43, HAZRATGANJ	LUCKNOW	UP	4
222	22	221104	BO HARDOI	Jindpir Chauraha, Rly. Ganj, Hardoi	HARDOI	UP	2
223	22	221109	BO SITAPUR	Opp. P.A.C. Training Centre, Station Road, Sitapur	SITAPUR	UP	1
224	22	221202	CBO 4 LUCKNOW	134/ 135, IIIrd Floor, Sahu Plaza Building, Alambagh, Lucknow	LUCKNOW	UP	9
225	22	221204	CBO 2 LUCKNOW	8, Balmiki Marg, Lal Bagh, Lucknow	LUCKNOW	UP	2
226	22	221300	DO3 LUKNOW	Near Matiyari Crossing, Beside Union Bank of India, Faizabad Road,	LUCKNOW	UP	3
227	22	221301	CBO 1 LUCKNOW	Above Basant Cinema, Mayfair Extension Bldg. ,LALBAGH	LUCKNOW	UP	8
228	22	221302	BO BARABANKAI	Indira Market, Station Road, Barabanki	BARBANKAI	UP	4
229	22	222101	BO FATEHPUR	1-A, Gautam Nagar, Fatehpur	FATEHPUR	UP	9
230	22	222201	BO UNNAO	249/A/1 Civil Lines, Unnao	UNNAO	UP	6
231	22	222204	CBO 3 KANPUR	Southern Land House, 15/18, Civil Lines, 17/3 MEGHDOOT BUILDING	KANPUR	UP	2
232	22	222501	CBO 1 VARANASI	Hathua Market, 1st Floor, Chetganj, Varanasi	VARANASI	UP	10
233	22	222508	BO BHADDHI	80, Niryat Bhavan, Station Road, Bhadoi, bida STATION ROAD distt. Sant ravi das nagar	BHADOHI	UP	1



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234	22	222509	CBO 2 VARANASI	S-17/331-D, Vijay Nagar, Maldahiya, Varanasi	VARANASI	UP	1
235	22	222701	CBO 1 ALLAHABAD	14/18, Lal Bahadur Shastri Marg, Civil Lines, Allahabad	ALLAHABAD	UP	9
236	22	222704	BO PRATAPGARH	Bagwa Chungi, Opp. Chauhan Bazar, Pratapgarh	PRATAPGARH	UP	3
237	22	223102	BO FARUKHABAD	3/105, Lodhi Road, VIMAL COMPLEX	FARUKHABAD	UP	7
238	22	223305	BO LALITPUR	Chaubey Market, Shahi Road, Lalitpur	LUCKNOW	UP	5
239	22	223390	BC BANDA	Station Road	BANDA	UP	8
240	22	223701	BO AZAMGARH	Goyal Bhawan, Pandey Bazar, Azamgarh	AZAMGARH	UP	6
241	22	223703	BO DEORIA	Civil Lines, Near Head Post Office, Deoria	DEORIA	UP	1
242	22	224101	BO GONDA	Bahraich Road, Gonda	GONDA	UP	10
243	22	224301	BO PHULPUR	Near Shekhpur Bus Stand, Phulpur	ALLAHABAD	UP	1
244	22	224401	BO ANPARRA	Gaurav Complex, Near Aur More, Anpara	ANPARA	UP	2
245	22	224501	BO AMETHI	Durgapur Rd, BkofBaroda Bhavan, Dist.-Sultanpur, Amethi	AMETHI	UP	2
246	22	224601	CBO 2 Bareilly	85 A, Raghuvanshi Complex, IInd Floor, Near Ayub Khan Chauraha	Bareilly	UP	8
247	22	224603	BO Shahjahanpur	Sadar Bazar, Shahjahanpur	Shahjahanpur	UP	1
248	22	224604	BO Clutterbukganj	4th Km Rampur Road, Near Commercial Motors, C B Ganj, Bareilly	Bareilly	UP	3
249	22	224605	BO Pilibhit	Gandhi Stadium Road, Near Oriental Bank of Commerce, Pilibhit	Pilibhit	UP	1
250	26	260000	RTC AMBALA	117-117A, GROUND Floor, STAFF ROAD, AMBALA CANT	AMBALA	HARYANA	6
251	23	230000	RO CHANDIGARH	SURENDRA BUILDING, SCO 109-110-111, SECTOR 17-D, CHANDIGARH	CHANDIGARH	CHANDIGARH	19



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252	23	231100	DO1 CHANDIGARH	FIRST FLOOR, S.C.O. 99-100, SECTOR 17-B, CHANDIGARH-160017	CHANDIGARH	CHANDIGARH	5
253	23	231300	DO3 CHANDIGARH	SECOND FLOOR, S.C.O. 72 AND 73A, SECTOR 26, GRAIN MARKET, CHANDIGARH	CHANDIGARH	CHANDIGARH	4
254	23	231400	DO MOHALI	2nd FLOOR, S.C.O. 20, PHASE I, SAS NAGAR, MOHALI-160055	MOHALI	PUNJAB	1
255	23	231402	BO ROPAR	FIRST FLOOR, Above Padam Motors, NANGAL CHOWK, ROPAR-140001	ROPAR	PUNJAB	1
256	23	233100	DO JALANDHAR	FIRST AND MEZZANINE FLOOR, PLOT NO. 32, AMARDEEP BUILDING, G. T. ROAD, JALANDHAR-144001	JALANDHAR	PUNJAB	2
257	23	233102	CBO3 JALANDHAR	SATYA PARKASH HOUSE, ADJACENT HOTEL SKYLARK, OPPOSITE CIRCUIT HOUSE, CIVIL LINES, JALANDHAR-144001	JALANDHAR	PUNJAB	3
258	23	233105	CBO1 JALANDHAR	FIRST AND MEZZANINE FLOOR, PLOT NO. 32, AMARDEEP BUILDING, G. T. ROAD, JALANDHAR-144001	JALANDHAR	PUNJAB	3
259	23	233106	BO KAPURTHALA	BHAGWAN MAHAVIR ROAD, JALANDHAR ROAD, OPPOSITE TAJ HOTEL, KAPURTHALA-144601	KAPURTHALA	PUNJAB	3
260	23	233108	CBO2 JALANDHAR	SCO 50, PUDA COMPLEX, JEEVAN RAKSHA BUILDING, LADO WALI ROAD, JALANDHAR-144001	JALANDHAR	PUNJAB	2
261	23	233300	DO1 AMRITSAR	SHREE DWARKA DEESH COMPLEX, FIRST FLOOR, QUEENS ROAD, AMRITSAR-143001	AMRITSAR	PUNJAB	3
262	23	233308	BO TARAN TARAN	FIRST FLOOR, NEAR SATKAR PALACE, Above SBI Branch, AMRITSAR ROAD, TARN TARAN-143401	AMRITSAR	PUNJAB	2
263	23	233400	DO1 LUDHIANA	B-XXII-581/B, 2650 DASMESH NAGAR, Opp Municipal Corporation Office, Zone C, GILL ROAD, LUDHIANA-141003	LUDHIANA	PUNJAB	1
264	23	233406	CBO3 LUDHIANA	S.C.O. 40, FEROZE GANDHI MARKET, Bhaiwala Chowk, PAKHOWAL ROAD, LUDHIANA-141001	LUDHIANA	PUNJAB	2
265	23	233500	DO PATIALA	FIRST FLOOR, SAI MARKET, LOWER MALL, PATIALA	PATIALA	PUNJAB	5
266	23	233502	BO SANGRUR	NABHA GATE, NEAR S. S. MODEL SCHOOL, SANGRUR-148001	SANGRUR	PUNJAB	1



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267	23	233508	BO NABHA	PATIALA GATE, PATIALA ROAD, NEAR PUNJAB & SIND BANK, NABHA-147201	PATIALA	PUNJAB	1
268	23	233600	DO RAJPURA	FIRST FLOOR, 4-5-6E, CALIBRE MARKET, PATIALA ROAD, RAJPURA-140401	RAJPURA	PUNJAB	5
269	23	233603	BO MANDI GOBINDGARH	SECOND FLOOR, LOHA BAZAR, MANDI GOBINDGARH-147301	RAJPURA	PUNJAB	6
270	23	233700	DO FEROZPUR	11 MALL, OPPOSITE TOWN HALL, FIRST FLOOR, FEROZPUR CITY-152002	FEROZPUR	PUNJAB	3
271	23	233704	CBO FEROZPUR	R-1-190, OPPOSITE CENTRAL JAIL, THE MALL, FEROZPUR CITY-152002	FEROZPUR	PUNJAB	1
272	23	233800	DO PATHANKOT	FIRST FLOOR, OPPOSITE SDM COURT, DALHOUSIE ROAD, PATHANKOT-145001	PATHANKOT	PUNJAB	3
273	23	233804	BO BATALA	FIRST FLOOR, BUILDING AT G.T. ROAD, ABOVE CANARA BANK, BATALA-143505	AMRITSAR	PUNJAB	1
274	23	233900	DO2 LUDHIANA	FIRST FLOOR, SONA COMPLEX, MILLER GANJ, G. T. ROAD, LUDHIANA-141003	LUDHIANA	PUNJAB	5
275	23	233904	BO MOGA	FIRST FLOOR, AMOLAK BHAWAN, G. T. ROAD, MOGA-142001	MOGA	PUNJAB	1
276	23	234000	DO3 LUDHIANA	B-XVI-718, GANPATI TOWER, GILL ROAD, ABOVE SYNDICATE BANK, MILLERGANJ, LUDHIANA-141003	LUDHIANA	PUNJAB	4
277	23	235300	DO2 AMRITSAR	FIRST FLOOR, ABOVE BANK OF MAHARASHTRA, MADAN MOHAN MALVIYA ROAD, AMRITSAR-143001	AMRITSAR	PUNJAB	3
278	23	235301	CBO3 AMRITSAR	GROUND FLOOR, 26, KENNEDY AVENUE, COURT ROAD, AMRITSAR-143001	AMRITSAR	PUNJAB	4
279	23	235400	DO HOSHIARPUR	SCO 18-19, FIRST FLOOR, SCHEME NO. 11, SANT LONGOWAL NAGAR, NEAR MINI SECTT., HOSHIARPUR-235400	HOSHIARPUR	PUNJAB	6
280	23	235401	BO PHAGWARA	FIRST FLOOR, SAWAN CHAMBER, ABOVE PUNJAB NATIONAL BANK, G. T. ROAD, PHAGWARA-144401	PHAGWARA	PUNJAB	1



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281	24	240000	RO Jaipur	III FLOOR, ANAND BHAWAN,S . C. ROAD	JAIPUR	RAJASTHAN	21
282	24	241100	DO 1 JAIPUR	2nd FLOOR, ANAND BHAWAN,S. C. ROAD,JAIPUR	JAIPUR	RAJASTHAN	6
283	24	242100	DO AJMER	POST BOX NO. 9,GANESH BHAWAN	AJMER	RAJASTHAN	17
284	24	242200	DO JODHPUR	637/ B, BHANSALI TOWER,IIIRD FLOOR,RESIDENCY ROAD,	JODHPUR	RAJASTHAN	6
285	24	242202	CBO 2 JODHPUR	PAOTA, MANDORE ROAD,JODHPUR	JODHPUR	RAJASTHAN	2
286	24	242300	DO ALWAR	70-PANCHWATI RAGHU MARG ALWAR	ALWAR	RAJASTHAN	1
287	24	242396	EC BHIWADI	B-101/2 GANPATI SHOOPING COMPLEX, ABOVE BIKANER INDUSTRIES,BHIWADI	ALWAR	RAJASTHAN	1
288	24	242398	BC NADBAI	NEAR WAREHOUSE, NADBAI	BHARATPUR	RAJASTHAN	1
289	24	242492	BC PRATAPGARH	SADAR BAZAR,PRATAPGARH	PRATAPGARH	RAJASTHAN	1
290	24	242500	DO UDAIPUR	3 NYAY MARG DELHI GATE UDAIPUR	UDAIPUR	RAJASTHAN	7
291	24	242502	CBO 2 UDAIPUR	175, ASHWANI MARKET ABOVE CENTRAL BANK OF INDIA DELHI GATE UDAIPUR	UDAIPUR	RAJASTHAN	3
292	24	242590	BC RAJSAMAND	246, ADARSH NAGAR,NEAR RAJMAHAL HOTEL, JAL CHAKKI ROAD,RAJSAMAND	RAJSAMAND	RAJASTHAN	1
293	24	242591	BC NATHDWARA	VANDANA MARKET,NATHDWARA, DIST-RAJSAMAND	RAJSAMAND	RAJASTHAN	1
294	24	242592	BC RISHABHDEO	ADITYA PLAZA, NEAR BRIDGE,RISHABHDEO	UDAIPUR	RAJASTHAN	1



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295	24	243190	BCPADAMPUR	OPP. BUS STAND,PADAMPUR	SRIGANGANA GA	RAJASTHAN	1
296	24	243192	BC SURATGARH	BIKANER ROAD,NEAR OBC,SURATGARH	SRIGANGANA GA	RAJASTHAN	1
297	24	243194	BC SRI VIJAYNAGAR	UPPER FLOOR ORIENTAL BANK OF COMEERCE	SRI VIJAYNAGAR	RAJASTHAN	1
298	24	243195	BC RAI SINGH NAGAR	11-A, 1ST FLOOR, OLD DHAN MANDI, RAISINGH NAGAR	RAISINGHNA GA	RAJASTHAN	1
299	24	243290	BC JHALAWAR	JK BAHTNAGAR SADAN BEHING PREM MANDIR CINEMA GODAM TALAI,JHALAWAR	JHALAWAR	RAJASTHAN	1
300	24	243308	CBO 2 JAIPUR	KUNDAN BHAWAN,OPP. CHAUDHARY HOTEL	JAIPUR	RAJASTHAN	8
301	24	243400	DO 3 JAIPUR	NEHRU PLACE, AIR INDIA BUILDING, TONK ROAD, JAIPUR	JAIPUR	RAJASTHAN	4
302	24	243402	BO I JAIPUR	"Saraf House",Opp. All India Radio	JAIPUR	RAJASTHAN	9
303	24	243590	BC FALNA	SUBHASH ROAD,FALNA	FALNA	RAJASTHAN	1
304	24	243600	DO 4 Jaipur	PLOT NO-5, IST FLOOR,ABOVE BANK OF BARODA, NEW SANGANER ROAD, JAIPUR	JAIPUR	RAJASTHAN	4
305	24	243601	BO 3 JAIPUR	5 A,AKASHDEEP,TRANSPORT NAGAR JAIPUR	JAIPUR	RAJASTHAN	7
306	24	243690	BC MANSAROWAR	3/136, Madhyam Marg, Kiran Path	JAIPUR	RAJASTHAN	1
307	24	243700	DO BIKANER	21-22, PANCHSHATI CIRCLE,SADUL GANJ,	BIKANER	RAJASTHAN	1
308	25	250000	RO DEHRADUN	3RD. FLOOR, NCR PLAZA, 24-A, NEW CANTT. ROAD.,HATHI BARKALA	DEHRADUN	Uttrakhand	53





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309	25	250021	TP HUB GHAZIABAD	METRIX SQUARE, IIND. FLOOR, 54-A, MODEL TOWN WEST, G.T. ROAD	GHAZIABAD	UP	1
310	25	252100	DOI GHAZIABAD	DIVISIONAL OFFICE-I, B-195, LOHIYA NAGAR.	GHAZIABAD	UP	4
311	25	252108	BO SAHIBABAD	THE ORIENTAL INSURANCE CO.LTD.C-1/2, EXPRESS MARKET,IIND FLOOR,NITIKHAND-III, INDIRAPURAM	GHAZIABAD	UP	2
312	25	252110	BO BULANSAHAR	MOTI BAGH, CIVIL LINES, Dwarka Bhawan.	BULANSHAHAR	UP	2
313	25	252400	DO MEERUT	DIVISIONAL OFFICE, 346 KHAIR NAGAR ROAD, OPP. FILMISTAN CINEMA,ANAD BHAWAN.	MEERUT	UP	10
314	25	252405	CBO2 MEERUT	THE ORIENTAL INSURANCE COMPANY LTD.,BHAGWATI COMPLEX ,1ST FLOOR ,GARH ROAD.	MEERUT	UP	2
315	25	252803	BO KHURJA	AASHIRWAD BHAWAN, HOSPITAL ROAD, KHURJA	KHURJA	UP	2
316	25	252900	DO HARDWAR	RAILWAY ROAD,OPP.JWALAPUR POST OFFICE, HARIDWAR	HARDWAR	Uttrakh and	8
317	25	252903	BO RISHIKESH	OPP. KOTWALI,DEHRADUN ROAD	RISHIKESH	Uttrakh and	2
318	25	252907	BO KOTDWAR	GANGA DUTT JOSHI MARG, BEHIND P.N.B., KOTDWAR	KOTDWARA	Uttrakh and	2
319	25	252908	BO SRINAGAR	Near University Gate , Srinagar , Garhwal , Uttrakhand	SRINAGAR	Uttrakh and	1
320	25	253200	DO DEHRADUN	47, RAJPUR ROAD		Uttrakh and	6
321	25	253201	CBO1 DEHRADUN	3/5 ASTLEY HALL	DEHRADUN	Uttrakh and	3
322	25	253202	BO1 SAHARANPUR	Sofia Market , Court Road , Above Indian Bank , Saharanpur	SAHARANPUR	UP	1
323	25	253204	CBO2 DEHRADUN	16-B LYTTON ROAD,MANJUL PALACE, OPP. HOTEL PACIFIC ,DEHRADUN	DEHRADUN	Uttrakh and	2



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324	25	253206	BO2 SAHARANPUR	Near Taj Hotel , Ghanta Ghar , Saharanpur	SAHARANPUR	UP	2
325	25	253500	DO MORADABAD	PT.SHANKAR DUTT SHARMA MARG CIVIL LINES, MORADABAD	MORADABAD	UP	8
326	25	253501	BO RAMPUR	BEHIND OLD UP ROADWAYS,CIVIL LINES,RAMPUR	RAMPUR	UP	4
327	25	253502	BO GAJRAULA	NH24 ALIPUR CHOPLA DELHI ROAD, GAJRAULA	GAJRAULA	UP	2
328	25	253800	DO HALDWANI	KALA DHOONGI ROAD, NEAR BANK OF INDIA, HALDWANI	HALDWANI	Uttrakh and	5
329	25	253802	BO ALMORA	KHAZAN CHAND MANSION,THE MALL ROAD	ALMORA	Uttrakh and	1
330	25	253803	BO RUDARPUR	24, SIDHU PALACE, AWAS-VIKAS,NAINITAL ROAD	RUDRAPUR	Uttrakh and	1
331	25	253900	DO MUZAFFARNAGAR	PRAKASH CHOWK, COURT ROAD , MUZAFFARNAGAR	MUZAFFAR NAG	UP	8
332	25	254000	DO 2 GHAZIABAD	50, NAVYUG MARKET, GHAZIABAD	GHAZIABAD	UP	9
333	25	254001	BO HAPUR	NEHRU LANE, RAILWAY ROAD, HAPUR	GHAZIABAD	UP	2
334	25	254002	BO MODINAGAR	BRANCH OFFICE: RAJ TALKIES COMPLEX,DELHI ROAD MODINAGAR	GHAZIABAD	UP	3
335	25	254003	DAB GHAZIABAD	C-43, RDC RajNagar	GHAZIABAD	UP	1
336	26	260000	RO AMBALA	LIC BUILDING,2ND FLOOR,JAGADHARI ROAD	AMBALA	HARYA NA	0
337	22	220012	SVC KANPUR	17/3 Meghdoot Building, Mall Road, Kanpur	Kanpur	UP	3
338	26	260022	TP HUB JAMMU	TOWN HALL BUILDING,1ST FLOOR, ADMIN. BLOCK	JAMMU	J&K	1



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339	26	261202	BO BHIWANI	174,opp. Nahru park , CIRCULAR ROAD	BHIWANI	HARYANA	0
340	26	261204	BO CHARKHI DADRI	NEAR FOUNTAIN CHOWK, ROHTAK ROAD	CHARKHI DADRI	HARYANA	1
341	26	261300	DO KARNAL	XIX-226, G T ROAD,OPPOSITE BUS STAND	KARNAL	HARYANA	8
342	26	261301	BO KARNAL	NEWYORK HOTEL, G T ROAD	KARNAL	HARYANA	1
343	26	261304	BO KAITHAL	PEHOWA CHOWK,	KAITHAL	HARYANA	3
344	26	261400	DO PANIPAT	LIC BUILDING,NEAR BUS STAND,G T ROAD	PANIPAT	HARYANA	7
345	26	261401	BO PANIPAT	ABOVE GAYLORD RESTAURANT, G T ROAD	PANIPAT	HARYANA	1
346	26	261500	DO Hissar	SCO 174-175, RAILWAY ROAD	HISSAR	HARYANA	2
347	26	261600	DO Sonapat	204-R, MODEL TOWN,ATLAS ROAD	SONEPAT	HARYANA	5
348	26	261602	BO Bahadurgarh	SCO:119,SHYAM JI COMPLEX,DELHI ROAD	BAHADURGARH	HARYANA	1
349	26	261700	DO Yamuna Nagar	OPPOSITE MADHU CINEMA, JAGADHARI ROAD	YAMUNANAGAR	HARYANA	3
350	26	261701	BO Jagadhari	OPPOSITE HINDU GIRLS COLLEGE, COURT ROAD	JAGADHRI	HARYANA	3
351	26	262100	DO1 Jammu	TOWN HALL BUILDING,1ST FLOOR, ADMIN. BLOCK	JAMMU	J&K	3
352	26	262101	BO1 Jammu	ABOVE PNB CANAL ROAD,	JAMMU	J&K	3
353	26	262102	BO Udhampur	DHAR ROAD, ABOVE SBI	UDAMPUR	J&K	1



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354	26	262200	DO2 JAMMU	21/C/B,OPPOSITE PRESENTATION CONVENT SCHOOL,GANDHI NAGAR	JAMMU	J&K	4
355	26	263100	DO Shimla	MYTHE ESTATE,KAITHU	SHIMLA	HP	2
356	26	263104	BO Parwanoo	CHUNIA RANI BUILDING, SECTOR-2,KASAU LI ROAD	PARWANOO	HP	1
357	26	263200	DO Mandi	VIDYA BHAWAN HOSPITAL ROAD,	MANDI	HP	2
358	26	263201	BO Palampur	NEAR SUBASH CHOWK,OPP. POST OFFICE	PALAMPUR	HP	3
359	26	263202	BO Kulu	NEAR COLLEGE GATE,DHALPUR	KULU	HP	4
360	26	263203	BO Bilaspur	SANKHYAN COMPLEX, MAIN MARKET	BILASPUR	HP	1
361	26	261390	BC Chika	Dr. Rajesh Dental Clinic, Chika	CHIKA	HARYANA	1
362	27	270000	RO2 NEW DELHI	SCOPE MINAR CORE 1ST FLOOR,DISTRICT CENTRE, LAKSHMI NAGAR	DELHI	Delhi	49
363	27	271400	DO11 NEW DELHI	30/26,1ST FLOOR,NAGIA PARK,SHAKTI NAGAR,	DELHI	Delhi	14
364	27	271500	DO 12	7678 SINGH SABHA ROAD,NEAR AMBA CINEMA ROAD	DELHI	Delhi	19
365	27	271600	DO13 NEW DELHI	23/23 B EMCA HOUSE ANSARI ROAD,DARYA GANJ, NEW DELHI 110002	DELHI	Delhi	11
366	27	271601	CBO8 NEW DELHI	1576, 1ST FLOOR, CHURCH ROAD,KASHMIRI GATE	DELHI	Delhi	8
367	27	271602	CBO CHANDNI CHOWK NEW DELHI	1893, CHANDNI CHOWK,CHANDNI CHOWK	DELHI	Delhi	5
368	27	271700	DO14 NEW DELHI	80, FIRST FLOOR, F.I.E.,PATPAR GANJ INDUSTRIAL AREA,DELHI-110092	DELHI	Delhi	14
369	27	271701	CBO 12 NEW DELHI	A-159, VIKAS MARG,SHAKARPUR	DELHI	Delhi	9



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370	27	271702	BO SHAHDARA NEW DELHI	9-RAJ BLOCK ,1ST FLOOR NAVEEN SHAHDARA,NEAR GYANAND CINEMA	DELHI	Delhi	7
371	27	271900	DO 22 NEW DELHI	28/12, EAST PUNJABI BAGH II FLOOR , FACING RING ROAD,NEW DELHI -110026	DELHI	Delhi	12
372	27	271901	BO ROHINI	215,RAMA MARKET,PITAM PURA,	DELHI	Delhi	7
373	27	272100	DO 23 NEW DELHI	2/13-14,SARAI JULLENA NEW DELHI,SARAI JULENA	DELHI	Delhi	12
374	27	272101	BO TUGLKABAD	8,KRISHNA MARKET,FIRST FLOOR, KALKAJI	DELHI	Delhi	6
375	27	272102	BO NEHRU PLACE NEW DELHI	CBO-17, 57/203, MANJUSHA BLDG.,NEHRU PLACE	DELHI	Delhi	5
376	27	272200	DO3 NEW DELHI	AZADBHAWAN 4E/14,JHANDELWALAN BAVAN	DELHI	Delhi	19
377	27	272203	CBO21 NEW DELHI	10184, MAIN ARYA SAMAJ ROAD, HOTEL LANDMARK INN, THIRD FLOOR,KAROL BAGH,NEW BIKNERWALA,KAROL BAGH	DELHI	Delhi	7
378	27	272202	CBO22, NEW DELHI	3830 LAL KOTHI,PATAUDI HOUSE,DARYA GANJ	DELHI	Delhi	6
379	27	272300	DO 21 NEW DELHI	K-37, CONNAUGHT CIRCUS,NEW DELHI-1	DELHI	Delhi	14
380	27	272302	CBO18 NEW DELHI	2E/16 SWAMI RAM TIRATH NAGAR,JHANDELWALAN	DELHI	Delhi	10
381	27	272900	DO-29, NEW DELHI	88 JANPATH, GROUND FLOOR,JANPATH	DELHI	Delhi	18
382	27	272400	DO FARIDABAD	4-BP NEELAM BATA ROAD,BATA CHOWK NIT	FARIDABAD	HARYANA	24
383	27	272401	BO PALWAL	KALRA NIWAS,GT ROAD	PALWAL	HARYANA	8
384	27	272500	DO NOIDA	C-30, SECTOR-II,NOIDA, GOUTAM BUDH NAGAR,PIN-201301	NOIDA	UP	17



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385	27	272600	DO26 NEW DELHI	19A SECOND FLOOR,SARTI CO-OP,JWALA HERI	DELHI	Delhi	9
386	27	272601	CBO9 NEW DELHI	ANUPAM BHAWAN, A-1/3, NANIWALA BAGH AZADPUR	DELHI	Delhi	8
387	27	272700	DO1 AGRA	8/13F koshanpur opp Omax mall by pass road	AGRA	UP	7
388	27	272703	BO MATHURA	33,MAYUR VIHAR,DHAULI PIYAOO ROAD	MATHURA	UP	5
389	27	272705	BO SADABAD	HATHRAS ROAD, SADABAD	MATHURA	UP	3
390	27	272800	DO2 AGRA	LIC BUILDING,SANJAY PALACE,2ND FLOOR,AGRA	AGRA	UP	15
391	27	272801	BO FERUZABAD	BRANCH OFFICE, "EKANT", SHIVAM COMPLEX,IST. FLORR, NEAR SYNDICATE BANK,KOTLA CHUNGI,	FIROZABAD	UP	10
392	27	272805	CBO4 AGRA	11/9, BAGH MUZAFARKHAN ROAD,MG ROAD,	AGRA	UP	8
393	27	270011	SVC RO 2 JHANDEWALAN	AZADBHAWAN 4E/14,JHANDELWALAN BAVAN	DELHI	Delhi	10
394	31	310000	RO Calcutta	4 LYONS RANGE	CALCUTTA	WB	64
395	31	311100	DO 1 CALCUTTA	10C, MIDDLETON ROW,DABRIWALA HOUSE, 6TH FLOOR,	CALCUTTA	WB	7
396	31	311190	BC DUNLOP	A/3 , ASHOKGARH,DUNLOP	CALCUTTA	WB	1
397	31	311200	DO 2 CALCUTTA	4TH FLOOR, 4- LYONS RANGE	CALCUTTA	WB	9
398	31	311202	BO SALT LAKE KOLKATA	BO SALT LAKE, P-153/A, V I P ROAD,	CALCUTTA	WB	2
399	31	311300	DO 3 CALCUTTA	"THAPAR HOUSE", 25,BRABOURNE RD,	CALCUTTA	WB	8
400	31	311400	DO 4 CALCUTTA	33, STEPHEN HOUSE(2ND FLOOR),4 B B D BAG (EAST)	CALCUTTA	WB	7
401	31	311500	DO 5 CALCUTTA	33,STEPHEN HOUSE, 2ND FLOOR, 4- B.B.D. BAG (EAST)	CALCUTTA	WB	6
402	31	311504	DIRECT AGENT BRANCH	7- RED CROSS PLACE ,1ST FLOOR	CALCUTTA	WB	2
403	31	311600	DO 6 CALCUTTA	2-F EVEREST HOUSE, 2ND FLOOR,46-C , CHOWRINGHEE ROAD	CALCUTTA	WB	3
404	31	311603	BO BEHALA	496, DIAMOND HARBOUR ROAD	CALCUTTA	WB	1



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405	31	311604	BO GARIA	A & B BLOCK,2 ND FLOOR,212 RASHBEHARI AVENUE,GARIAHAT MARKET COMPLEX,	CALCUTTA	WB	2
406	31	311700	DO HOWRAH	P-4, DOBSON LANE,4 TH FLOOR	CALCUTTA	WB	5
407	31	311901	BO MIDNAPORE	KHUDIRAM NAGAR, DIST. MIDNAPUR – 721101	MIDNAPORE	WB	4
408	31	313100	DO ASANSOL	UMA BHAWAN 2ND FLOOR G.T ROAD,ASANSOL – 713101	ASANSOL	WB	2
409	31	313102	BO BURDWAN	B.C.A BUILDING COURTCOMPUND,BUDWAN 713101	BURDWAN	WB	4
410	31	313103	BO SURI	BANGALPARA, P.O. SURI, DIST. BIRBHUM, SURI	SURI	WB	1
411	31	313200	DO SILIGURI	“MALHOTRA TOWERS”, HILL CART ROAD,	SILIGURI	WB	1
412	31	313300	DO BARASAT	40/2, JESSORE ROAD,	CALCUTTA	WB	3
413	31	313303	BO BARRACKPORE	38 A, SAHEED MANGAL PANDEY SARANI, BARRACKPORE.,BARRACKPORE – 743 101	CALCUTTA	WB	5
414	31	313304	BO BASIRHAT	BELTALAROAD,BELTALA(NEAR BALAKA CLUB),BASIRHAT,NORTH 24 PGNS.	CALCUTTA	WB	2
415	31	313400	DO DURGAPUR	BANERJEE BUILDING, NACHAN ROAD, IIFI,DURGAPUR – 713213	CALCUTTA	WB	5
416	31	313500	DO MALDA	9/10, RABINDRA AVENUE ROAD, MALDA	MALDA	WB	3
417	31	311702	BO CHINSURAH	DUTTA SUPER MARKET,1ST FLOOR, AKHAN BAZAR	HOOGHLY	WB	1
418	31	313205	CBO 1 SILIGURI	MALHOTRA TOWER, HILL CART ROAD	SILIGURI	WB	2
419	31	313301	BO KALYANI	A-9/9 (S), 2ND FLOOR, KALYANI,NADIA – 741235	CALCUTTA	WB	1
420	31	313501	BO RAIGANJ	N.S ROAD PO RAI GANJ DIST WEST DINAJPUR	RAIGANJ	WB	1
421	31	313502	BO BERAHAMPUR	3/15, K.K.BANERJEE ROAD, P.O. BERHAMPORE, DIST. MURSHIDABAD	BERHAMPUR	WB	1
422	32	320000	RO Guwahati	G S ROAD,ULUBARI	GUWAHATI	Assam	24
423	32	321101	CBO 1 GUWAHATI	MOHSIN HOUSE,PAN BAZAR	GUWAHATI	Assam	4
424	32	321109	BO TURA	BELDARPARA, TURA,WEST GARO HILLS.MEGHALAYA	W_GARO_HIL LS	Meghalaya	1



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425	32	321201	BO NAGAON	R.K.B. ROAD,CHRISTIAN PATTY	NAGAON	Assam	2
426	32	321202	BO TEZPUR	HIMATSINGKA BUILDING,N.T.ROAD, TEZPUR,SONITPUR , ASSAM	TEZPUR	Assam	4
427	32	322102	BO JORHAT	GAR ALI ROAD,JORHAT	JORHAT	Assam	8
428	32	322301	BO DHUBRI	D.K. ROAD,P.O. DHUBRI	DHUBRI	Assam	3
429	32	322390	BC Goalpara	AGIA ROAD	GOALPARA	Assam	3
430	32	322406	BO SHILLONG	PULIN BHAWAN,1ST KEATING ROAD,POLICE BAZAR	SHILLONG	Meghalaya	5
431	32	322501	BO DIGBOI	JYOTSNA COMPLEX,2ND FLOOR,A.T. ROAD, DIGBOI	DIGBOI	Assam	1
432	32	322601	BO KARIMGANJ	ROY PATTY ,KARIMGANJ	KARIMGANJ	Assam	1
433	32	322701	BO UDAIPUR	JAHAR ROAD,RADHA KISHORE PUR,UDAIPUR, SOUTH TRIPURA	SOUTHTRIPURA	Tripura	9
434	33	330000	RO PATNA	PIRMOHANI,RAJENDRA PATH	PATNA	Bihar	16
435	33	330011	SVC PATNA	GD MISHRA PATH,PATLIPUTRA	PATNA	Bihar	6
436	33	331108	CBO6 PATNA	SOUTH GANDHI MAIDAN	PATNA	Bihar	2
437	33	331190	BC PATNA	FIRST FLOOR, BHUVNESHWARY BHAVAN,NEAR ALPNA MARKET , PATLIPUTRA	PATNA	Bihar	2
438	33	331200	DO2 PATNA	JAINTPUR KOTHI,BANK ROAD	PATNA	Bihar	1
439	33	331400	DO3 PATNA	2ND FLOOR, SUDAMA PALACE,MAIN ROAD,KANKERBAGH ROAD	PATNA	Bihar	3
440	33	331405	BO BIHARSHARIFF PATNA	MURARPUR,RANCHI ROAD,BIHAR SHARIFF	PATNA	Bihar	1
441	33	331407	BO ARA	GROVER BUILDING,GROUND FLOOR,KARMANTOLA,ARA	ARRAH	Bihar	2
442	33	332100	DO MUZAFFARPUR	DAYA COMPLEX,KALAMBAGH ROAD,AGHORIA BAZAR,	MUZAFFARPUR	Bihar	3
443	33	332104	BO MOTIHAR	BALUA TAL,MOTIHARI	MOTIHARI	Bihar	1





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444	33	332200	DO1 RANCHI	TIWARI ENCLAVE ,LALPUR CHOWK.RANCHI	RANCHI	Jharkhand	3
445	33	332300	DO GAYA	2ND FLOOR, R J PALACE,RAI KASHI NATH MORE,GANDHI MAIDAN	GAYA	Bihar	3
446	33	332303	BO DEHARI-ON-SONE	CINEMA ROAD,DEHRI ON SONE	DEHRI	Bihar	5
447	33	332400	DO BHAGALPUR	DIVISIONAL OFFICE,R.B.S.S.ROAD,KACHARI CHOWK	BHAGALPUR	Bihar	4
448	33	332700	DO BOKARO	B-24 CITY CENTRE,SECTOR IV,BOKARO STEEL CITY	BOKARO	Jharkhand	10
449	33	332900	DO2 RANCHI	TRIPATHI COLONY,KADRU DIVERSION ROAD,DORANDA	RANCHI	Jharkhand	5
450	33	332901	CBO 3 RANCHI	DANGRATOLI CHOWK,PURULIA ROAD,	RANCHI	Jharkhand	1
451	33	332990	BC PISKAMORE	PREMISES OF MRS PUSPA DEVI,1ST FLOOR, ITAKIA ROAD,PISKAMORE	RANCHI	Jharkhand	1
452	33	333002	BO CHAIBASA	2ND FLOOR,JAIN MARKET,SADAR BAZAR	CHAIBASA	Jharkhand	1
453	33	333100	DO HAZIPUR	KANHAULI COMPLEX,SOUTH OF TRIMURTI CHOWK,KONHARA GHAT ROAD,HAJIPUR	HAJIPUR	Bihar	10
454	33	333101	BO CHHAPRA	SINGH KUTIR,MUNCIPAL CHOUK	CHAPRA	Bihar	4
455	33	333190	BC SIWAN	ANAND HOTEL,RAJENDRA PANT ,BABUNIA MORE	SIWAN	Bihar	1
456	33	332490	EXT. COUNTER JAMUI	Near Bypass Road	JAMUI	J&K	2
457	34	340000	RO Bhubaneswar	4TH FLOOR ,ALOK BHARATI TOWERS,SAHID NAGAR	BHUBANESWAR	Orrisa	1
458	34	340000	RTC, Bhubaneswar	5149,LEWIS ROAD	BHUBANESWAR	Orrisa	5



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459	34	340021	T P HUB BBSR	4TH FLOOR ,ALOK BHARATI TOWERS,SAHID NAGAR	BHUBANESWAR	Orrisa	1
460	34	345300	DO BHUBANESHWAR	5149,LEWIS ROAD	BHUBNESWAR	Orrisa	1
461	34	345505	BO KEONJHAR	JAGANNATPUR CHOWK	KEONJHAR	Orrisa	1
462	34	345506	BO BARBIL	MAIN ROAD	BARBIL	Orrisa	2
463	34	345600	DO SAMBALPUR	V S S MARG, SAMBALPUR	SAMBALPUR	Orrisa	3
464	34	345700	DO BALASORE	OPP. F M COLLEGE	BALASORE	Orrisa	1
465	34	345702	BO JAJPUR ROAD	NEAR SHIVA TEMPLE ON NH-215,AT/PO - KANHEIPUR , JAJPUR ROAD	JAJPUR ROAD	Orrisa	1
466	34	346000	DO-BOLANGIR	FIRST FLOOR,BASUDEV BHAWAN,SAMBALPUR ROAD	BOLANGIR	Orrisa	1
467	34	346001	BO BHAWANIPATNA	BO Bhawanipatna, Shiw Ganga Complex Bahadur Bagichapara, Bhawanipatna	BHAWANIPATNA	Orrisa	2
468	34	345900	DO Angul	RAJA JAGDEV SINGH ROAD , Near Bus Stand, Angul	Angul	Orrisa	1
469	34	345991	BC TALCHER	MAIN ROAD,HATA TOTA	Talcher	Orrisa	1
470	41	410000	RO Chennai	P.B.NO.1877 U.I.L BUILDING IV FLOOR,8 ESPLANDE	CHENNAI	Tamilnadu	41
471	41	411100	DO 1 CHENNAI	ORIENTAL HOUSE I FLOOR,216 / 115 PRAKASAM SALAI,BROADWAY	CHENNAI	Tamilnadu	14
472	41	411104	CBO 9 PERIAMET	28, KARPURA STREET,IST FLOOR PERIAMET	CHENNAI	Tamilnadu	5
473	41	411200	DO 2 CHENNAI	UIL BUILDING, 4TH FLOOR,8 ESPLANADE, CHENNAI - 600108.	CHENNAI	Tamilnadu	12



#	RO Code	Office Code	Office Name	Address	City	Name of State	PC Count
474	41	411300	CBU CHENNAI	ROSY TOWERS, II FLOOR,UTTAMAR GANDHI SALAI ,NUNGAMBAKKAM	CHENNAI	Tamilna du	18
475	41	411400	DO 4 CHENNAI	LUCKMAN MANZIL 3RD FLOOR,OLD 130, NEW 258, ANGAPPA NAICKEN STREET	CHENNAI	Tamilna du	9
476	41	411401	CBO 10 TONDIARPET	69 WEST MADHA CHURCH ROAD,APPAVOO TOWERS IST FLOOR,ROYAPURAM	CHENNAI	Tamilna du	5
477	41	411500	DO 5 CHENNAI	SPENCER TOWERS, IV FLOOR,770-A ANNA SALAI,P.B. NO. 2447	CHENNAI	Tamilna du	12
478	41	411600	DO 6 CHENNAI	BALI TOWERS FIRST FLOOR,1 ABDUL RAZACK ST.,SAIDAPET	CHENNAI	Tamilna du	17
479	41	411601	CBO 4 GUINDY	RACE VIEW TOWER II FLOOR,71 ANNA SALAI,GUINDY	CHENNAI	Tamilna du	9
480	41	411690	BC Tambaram	OIC LIMITED,GUINDYBRANCH BUSINESS CENTER, KAMARAJ DOMESTIC TERMINAL,CHENNAI AIRPORT, CHENNAI 6000027	CHENNAI	Tamilna du	1
481	41	411700	DO7 CHENNAI	NEW NO.377(OLD NO.272),ANNA SALAI, III FLOOR,TEYNAMPET	CHENNAI	Tamilna du	15
482	41	411800	DO8 CHENNAI	NO 89, SHREE PANKAJ COMPLEX,PERAMBUR BARRACKS ROAD,PURASAWALKKAM,	CHENNAI	Tamilna du	13
483	41	411900	DO9 CHENNAI	NO.20,APEX CHAMBERS,2ND FLOOR,SIR THEAGARAYA ROAD,T.NAGAR, CHENNAI-600017	CHENNAI	Tamilna du	17
484	41	411901	CBO7 CHENNAI	KAMALA ARCADE, II FLOOR,NO, 306 ANNA SALAI	CHENNAI	Tamilna du	7
485	41	412000	DO10 CHENNAI	DWARAKA,II FLOOR,ARCOT ROAD, PORUR,79,UTTAMAR GANDHI SALAI,NUMGAMBAKKAM	CHENNAI	Tamilna du	19
486	41	412001	CBO9 CHENNAI	NO.251, I FLOOR,(OPP.OLD.RAM THEATRE STOP),ARCOT ROAD,VADAPALANI	CHENNAI	Tamilna du	7
487	41	412100	DO11 CHENNAI	MAHALAKSHMI MANSION, I FLOOR,14, I MAIN ROAD, GANDHINAGAR, ADYAR,CH-20	CHENNAI	Tamilna du	11



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488	41	412200	DO12 CHENNAI	W-115,1ST FLOOR,S.B.COMPLEX,3RD AVENUE,ABOVE VIP SHOWROOM,NEAR ROUNDTANA,ANNANAGAR,	CHENNAI	Tamilna du	17
489	41	413500	DO VELLORE	OLD NO: 29/B,NEW NO:238, ARCOT ROAD,JAMBUBALA COMPLEX, 1ST FLOOR	VELLORE	Tamilna du	14
490	41	413502	BO RANIPET	NO.17-A, KRISHNAGIRI ROAD,TRUNK ROAD,SKS COMPLEX,	RANIPET	Tamilna du	7
491	41	413503	BO GUDIYATTAM	12 KATPADI ROAD, GUDIYATHAM-632602	VELLORE	Tamilna du	6
492	41	413506	BO THIRUVANNAM ALAI	75,KRISHNAN STREET,1ST FLOOR	THIRUVANNA MA	Tamilna du	9
493	41	413900	DO PONDICHERRY	II FLOOR, S.V. COMPLEX,179, ESWARAN KOIL ST.	PUDUVAI	Tamilna du	16
494	41	413901	BO CUDDALORE	SUBHA GOVINDAM BLDG.,2 ND FLOOR, IMPERIAL RD	CUDDALORE	Tamilna du	7
495	41	413902	BO THIRUVARUR	LODGE PRESIDENT COMPLEX 33-C/10,THANJAVUR ROAD	THIRUVARUR	Tamilna du	8
496	41	413904	BO KALLAKURICHI	K.A.K COMPLEX,FIRST FLOOR,NO.20,GANDHI ROAD,	KALLAKURICHI	Tamilna du	5
497	41	413905	BO MAYILADUTHURAI	NO. 30/6 E, I FLOOR, DEEN PLAZA,STATE BANK ROAD,	MAYILADUTHURAI	Tamilna du	5
498	41	414600	DO TIRUVALLUR	173 J.N.ROAD,THIRUVALLUR	TIRUVALLUR	Tamilna du	21
499	41	414690	BO SRIPERUMBUDUR	GF NO: 5,JJ COMPLEX RAMANUJAR NAGAR,BANGALORE TRUNK ROAD,SRIPERMBUDUR	TIRUVALLUR	Tamilna du	1



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500	41	414700	DO NEYVELI	F-4, VISITORS ROAD, BLOCK-2, NEYVELI 607 801.	SOUTH ARCOT	Tamilna du	21
501	41	414800	DO KANCHEEPURAM	547 GANDHI ROAD, FIRST FLOOR,KANCHEEPURAM	KANCHEEPURAM	Tamilna du	2
502	41	414890	BC SINGAPERUMALKS	NO.4 / 208 A, I FLOOR,ANUMANTHAPURAM ROAD	KANCHEEPURAM	Tamilna du	1
503	41	410011	SVC	ORIENTAL HOUSE I FLOOR,216 / 115 PRAKASAM SALAI,BROADWAY	CHENNAI	Tamilna du	4
504	41	410021	TP HUB	ORIENTAL HOUSE I FLOOR,216 / 115 PRAKASAM SALAI,BROADWAY	CHENNAI	Tamilna du	1
505	41	410023	TPHUB Vellore	Vijayalakshmi complex,No.32/312,13th street, PHASE -2, Sathuvachari, Vellore	VELLORE	Tamilna du	1
506	42	420000	RO Bangalore	#44/45,LEO SHOPPING COMPLEX,1ST FLOOR ,RESIDENCY ROAD CROSS	BANGALORE	Karnataka	34
507	42	420001	IAD ,BANGALORE	#44/45,LEO SHOPPING COMPLEX,1ST FLOOR ,RESIDENCY ROAD CROSS	BANGALORE	Karnataka	3
508	42	420011	SVC BANGALORE	#44/45, LEO SHOPPING COMPLEX,4TH FLOOR,RESIDENCY ROAD CROSS,	BANGALORE	Karnataka	13
509	42	420021	TP HUB BANGALORE	4TH FLOOR,44/45 LEO SHOPPING COMPLEX,RESIDENCY ROAD CROSS	BANGALORE	Karnataka	19
510	42	420022	TP HUB MYSORE	NEW MUSLIM HOSTEL COMPLEX,OPP. FIREBRIGADE, I MAIN,SARASWATHIPURAM,	MYSORE	Karnataka	8
511	42	421100	DO1 BANGALORE	#44/45,LEO SHOPPING COMPLEX,3RD FLOOR ,RESIDENCY ROAD CROSS	BANGALORE	Karnataka	12
512	42	421200	DO2 BANGALORE	KHENY BUILDING,NO 3., IST FLOOR, IST CROSS,GANDHINAGAR, P.B.NO.9555,	BANGALORE	Karnataka	12



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513	42	421203	DAB1 BANGALORE	INDIAN MUTUAL BUILDING, 1ST FLOOR, NO. 221, CUBBONPET MAIN ROAD , N.R.SQUARE	BANGALORE	Karnata ka	6
514	42	421300	DO3 BANGALORE	#44/45,LEO SHOPPING COMPLEX,3RD FLOOR ,RESIDENCY ROAD CROSS	BANGALORE	Karnata ka	9
515	42	421400	DO4 BANGALORE	NO.49 II FLOOR,JYOTHI MAHAL,ST. MARKS ROAD	BANGALORE	Karnata ka	13
516	42	421402	CBO 9 HOSUR ROAD BANGALORE	# 1 & 2, II FLOOR, 1ST CROSS, SIDDAPURA,OPP 9TH CROSS, WILSON GARDEN,HOSUR ROAD	BANGALORE	Karnata ka	5
517	42	421403	BO KALASIPALAYA M BANGALORE	16/1, S P COMPLEX, APPLE VILLA, 1ST FLOOR,LALBAGH ROAD	BANGALORE	Karnata ka	6
518	42	421500	DO5 BANGALORE	SHANKAR HOUSE, NO-1,RMV EXTENSION,MEKHRI CIRCLE	BANGALORE	Karnata ka	8
519	42	421504	CBO17 BANGALORE	NO12, BELLARY ROAD, II FLOOR,NEXT TO CANARA BANK,HEBBAL	BANGALORE	Karnata ka	7
520	42	421590	BC YELAHANKA	NO.2023,III PHASE,YELAHANKA NEW TOWN	BANGALORE	Karnata ka	1
521	42	421591	BC DEVANAHALLI	SITE No. 32, NEAR BANK OF INDIA,VIDYANAGAR CROSS,JALAB HOBLI	BANGALORE	Karnata ka	1
522	42	421600	DO 6 BANGALORE	NO. 20, 2ND FLOOR,9TH MAIN,OPPOSITE PAI VICEROY HOTEL,JAYANAGAR III BLOCK	BANGALORE	Karnata ka	12
523	42	421609	DAB 2 BANGALORE	SRI CHAMUNDESHWARI COMPLEX, NO. 44, 100 FEET ROAD,OPP. BMTc BUS DEPOT,B S K 3RD STAGE,	BANGALORE	Karnata ka	7
524	42	421690	BC BANNERGHATT A RD	124, OMKAR NAGAR,ARIKERE MICO LAYOUT,BANNERGHATTA MAIN ROAD	BANGALORE	Karnata ka	1



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525	42	421700	DO 7 BANGALORE	NO1,SHANKAR HOUSE,3 FLOOR, RMV EXTENSION,MEKHRI CIRCLE	BANGALORE	Karnataka	12
526	42	421703	CBO15 BANGALORE	NO.5, RICHMOND PALAZZO,GROUND FLOOR,RICHMOND ROAD	BANGALORE	Karnataka	5
527	42	421704	CBO 2 BANGALORE	1/1,CONNAUGHT ROAD,QUEENS ROAD CROSS	BANGALORE	Karnataka	6
528	42	421800	DO8 BANGALORE	22 D V G ROAD, V C PLAZA,BASAVANGUDI,	BANGALORE	Karnataka	11
529	42	421801	CBO1 BANGALORE	IML BUILDING,# 221,CUBBONPET MAIN ROAD, N R SQUARE,OPP.ULSOOR GATE POLICE STATION,NEAR BANGALORE CITY CORPORATION OFFICE	BANGALORE	Karnataka	7
530	42	421803	CBO14 BANGALORE	NO.19/1, I FLOOR, III CROSS, CHIKKANNA GARDEN SHANKARMUTT COMPOUND,SHANKARAPURAM	BANGALORE	Karnataka	5
531	42	421890	BC KENGERI	SHASHANK COMPLEX, I FLOOR, NO. 540/17,OPP. SUB REGISTRAR'S OFFICE,KENGERI	BANGALORE	Karnataka	2
532	42	421900	DO9 BANGALORE	NO.70/5, SUVARNA TOWERS, I FLOOR,NEAR VIJAYANAGAR BDA COMPLEX, GOVINDARAJ,NAGAR, VIJAYANAGAR, BANGALORE	BANGALORE	Karnataka	12
533	42	421902	CBO16 SESHADIPURAM	401/2 SWASTIK MANANDI ARCADE, SC ROAD, SHESHADRIPURAM, SC ROAD ,SHESHADRIPURAM	BANGALORE	Karnataka	6
534	42	422200	DO MANGALORE	BEAUTY PLAZA,II FLOOR,BALMATTA ROAD	MANGALORE	Karnataka	16
535	42	422203	CBO1 MANGALORE	KRISHNA PRASAD BUILDING,3RD FLOOR,M.G.ROAD, LALBHAG	MANGALORE	Karnataka	11
536	42	422207	BO PUTTUR	KRISHNA PRASAD BLDG,MAIN ROAD,PUTTUR [DK]	PUTTUR	Karnataka	5
537	42	422290	BC BC ROAD BANTWAL	SATYAVATHI COMPLEX MAIN ROAD,OPP SOMAYAJI INDUSTRIES B.C.ROAD,BANTWAL TALUK	MANGALORE	Karnataka	2



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538	42	422291	BC SURATHKAL	POORVA ARCADE,I FLOOR, MAIN ROAD,SURATHKAL	MANGALORE	Karnataka	1
539	42	422400	DO1 MYSORE	NO.1 THEJUS COMPLEX,CSI SAYYAJI RAO P.B. 27,MYSORE	MYSORE	Karnataka	17
540	42	422406	CBO2 MYSORE	BRANCH OFFICE: 2 P.B.NO:210#618,CHAMARAJA DOUBLE ROAD,MYSORE-570024	MYSORE	Karnataka	6
541	42	422407	CBO3 MYSORE	# 42/1,CHANDRA COMPLEX,I ST FLOOR, KALIDASA ROAD,V.V.MOHALLA,	MYSORE	Karnataka	5
542	42	422490	BC MANDYA	M H BORAI AH BUILDING,ADJ. TO SRI VIDYA GANAPATHY BLDG,V V ROAD	MANDYA	Karnataka	2
543	42	422491	BC RAMNAGARA	SHIPLA COMPLEX,B M ROAD	RAMNAGARA	Karnataka	1
544	42	422800	DO2 MYSORE	NEW MUSLIM HOSTEL COMPLEX,OPP. FIREBRIGADE, I MAIN,SARASWATHIPURAM	MYSORE	Karnataka	13
545	42	422801	BO MADIKERI	OPPOSITE TOWN HALL,1ST FLOOR	MADIKERI	Karnataka	3
546	42	422802	BO CHAMARAJANAGAR	GIRISH COMPLEX, I FLOOR,AGRAHARA ST	CHAMARAJA NAGAR	Karnataka	4
547	42	422804	BO VIRAJPET	I FLOOR, BADSHAH BUILDING,OPPOSITE CLOCK TOWER,MAIN ROAD	VIRAJPET	Karnataka	5
548	42	422805	BO METAGALLI	NO. 4/12, NAVEEN COMPLEX, 1ST FLOOR,HEBBAL MAIN ROAD,METAGALLI	MYSORE	Karnataka	5
549	42	423000	DO 10 BANGALORE	213-217 NAGAPRABHA CHAMBERS,III MAIN, FOURTH CROSS, CHAMARAJPET,	BANGALORE	Karnataka	10
550	42	423001	CBO13 BANGALORE	# 1188, I FLOOR, 26TH MAIN,RAGIGUDDA TEMPLE MAIN ROAD,9TH BLOCK, JAYANAGAR	BANGALORE	Karnataka	8





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551	42	423100	DO11 BANGALORE	663, 1ST FLOOR, 1ST MAIN, DEFENCE COLONY, 100 FEET ROAD, INDIRA NAGAR 1ST STAGE	BANGALORE	Karnataka	15
552	42	423101	BO KORAMANGALA	N0.6, 7TH MAIN, ABOVE SPENCERS, 80 FT ROAD, 3RD BLOCK, KORAMANGALA	BANGALORE	Karnataka	6
553	42	423191	BC WHITEFIELD	I FLOOR, MAGADUR COLONY, IMMADIHALLI MAIN ROAD, WHITEFIELD	BANGALORE	Karnataka	1
554	42	423200	DO12 BANGALORE	1001/56, JAYALAKSHMI MANSION, 2ND FLOOR, DR. RAJKUMAR ROAD, 4TH BLOCK, RAJAJINAGAR,	BANGALORE	Karnataka	11
555	42	423201	BO TUMKUR	TGMA BUILDING, J C ROAD, TUMKUR	TUMKUR	Karnataka	7
556	42	423300	DO MALLESHWARA M	YETHIRAJA MUTT BUILDING,, 2ND FLOOR, 199, 2ND MAIN ROAD, MALLESHWARAM	BANGALORE	Karnataka	12
557	42	423301	BO 7 PEENYA	VP-4, 1ST 'A' CROSS, POLICE STATION ROAD, 1ST STAGE, PEENYA INDUSTRIAL ESTATE	BANGALORE	Karnataka	7
558	42	423390	BC NELAMANGALA	BEHIND VINAYAKA VIDYA NIKETINA SCHOOL, 2ND CROSS, INDIRA NAGAR, NELAMANGALA	BANGALORE	Karnataka	1
559	43	430000	RO HYDERABAD	6-3-871, SNEHALATHA BUILDING, P B NO. 45, GREENLANDS ROAD, BEGUMPET	HYDERABAD	AP	44
560	43	430011	SVC HYDERABAD MOTOR	1ST FLOOR, 6-2-976, PAVANI ESTATES, P B NO. 74, KHAIRATABAD	HYDERABAD	AP	1
561	43	430011	SVC HYDERABAD NON MOTOR	1ST FLOOR, 6-2-976, PAVANI ESTATES, P B NO. 74, KHAIRATABAD	HYDERABAD	AP	1
562	43	430021	TP HUB HYDERABAD	6-3-871, III FLOOR, SNEHALATHA BUILDING, GREENLANDS ROAD, BEGUMPET	HYDERABAD	AP	14



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563	43	431100	DO 1 HYDERABAD	PO BOX 11, III FLOOR, 302,OASIS PLAZA, TILAK ROAD, ABIDS	HYDERABAD	AP	16
564	43	431103	CBO 1 HYDERABAD	1-1-180/17, 1ST FLOOR(ABOVE SYNDICATE BANK),JHANSI LODGE BUILDING, JAWAHAR NAGAR	HYDERABAD	AP	8
565	43	431200	CBU / DO 2 HYDERABAD	DO-2, 6-2-871, WESTERN WING, 3RD FLOOR, SNEHALATHA, GREENLANDS ROAD, BEGUMPET	HYDERABAD	AP	11
566	43	431300	DO 3 HYDERABAD	FLAT NO: 302, 3RD FLOOR, AL-KARIM TRADE CENTRE,OPP. RANIGUNJ BUS DEPOT	HYDERABAD	AP	16
567	43	431301	CBO 7 HYDERABAD	# 107, JAIN ESTATE, OPP. NAN KING HOTEL,PARKLANE	HYDERABAD	AP	8
568	43	431305	CBO 8 HYDERABAD	4-9-6, SURYA TOWERS, HMT NAGAR ADJ TO NTR KUTEER,NACAHARAM MAIN ROAD	HYDERABAD	AP	4
569	43	431400	DO WARANGAL	LOYAL ESTATE, I FLOOR D.NO 1-7-690/15, SUBEDARI,HANUMAKONDA	WARANGAL	AP	18
570	43	431401	BO KHAMMAM	D No. 11-3-100/1, 1ST FLOOR WYRA ROAD	KHAMMAM	AP	8
571	43	431403	BO HANUMAKOND A	# 9-6-54 , 2ND FLOOR, DR. KSR SASTRY COMPLEX J P N ROAD	WARANGAL	AP	7
572	43	431500	DO 4 HYDERABAD	1ST FLOOR, 6-2-976, PAVANI ESTATES P B NO. 74, KHAIRATABAD	HYDERABAD	AP	18
573	43	431600	DO 5 HYDERABAD	1-2-25/16, III FLOOR, DR.ATMARAM ESTATE(TMC BUILDING) HYDERNAGAR, KUKATPALLY	HYDERABAD	AP	13
574	43	431601	CBO 5 HYDERABAD	6-3-788/A/22, 1ST FLOOR, GPR LANE OPP. CRYSTAL DIAGNOSTICS,AMEERPET	HYDERABAD	AP	10
575	43	431602	CBO 2 HYDERABAD	FLAT NO.403,4TH FLOOR BABUKHAN ESTATE,BASHEERBAGH	HYDERABAD	AP	8
576	43	431690	BC JEEDIMETLA	D.NO.6-4-67/1, BALANAGAR X ROAD,BALANAGAR,	HYDERABAD	AP	2



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577	43	431800	DO 6 HYDERABAD	T-301, TECHNOPOLIS, 1-10-44 CHIKOTI GARDENS,BEGUMPET	HYDERABAD	AP	12
578	43	431801	CBO 4 HYDERABAD	D NO. 5-4-10, SRI KRISHNA KRUPA COMPLEX,3RD FLOOR LANE OPP. PETROL PUMP, JN ROAD, ABIDS	HYDERABAD	AP	6
579	43	432400	DO ANANTHAPUR	KALPANA COMPLEX, OPP. JONNA IRON MART KAMALA NAGAR	ANANTAPUR	AP	14
580	43	432404	BO HINDUPUR	T.T.COMPLEX,M.F.ROAD	HINDUPUR	AP	5
581	43	432490	BC TADIPATRI	D No.15-1836,SURYA TOWERS C B ROAD	TADIPATRI	AP	2
582	43	432700	DO TIRUPATHI	LIC ROAD,APSFC BUILDINGS BALAJI COLONY	TIRUPATI	AP	12
583	43	432702	BO CHITTOOR	8-1-210,P.H. ROAD OPP. DISTRICT COURT	CHITTOOR	AP	6
584	43	432706	BO KADAPA	OPP DISTRICT COURT,DWARAKA COMPLEX RTC BUS STAND ROAD	KADAPA	AP	8
585	43	432790	BC KUPPAM	14-1581/1,PALACE ROAD EXTENSION	KUPPAM	AP	1
586	43	433100	DO KURNOOL	40-383,BHUPAL COMPLEX PARK ROAD	KURNOOL	AP	11
587	43	433101	BO ADONI	POST BOX NO. 6,MUNICIPAL MAIN ROAD	ADONI	AP	6
588	43	433102	BO NANDYAL	25/511A, 1ST FLOOR,VIJAYA COMPLEX SRINIVASA NAGAR	NANDYAL	AP	5
589	43	433103	BO PRODDUTUR	7/1502,VIVEKANANDA CLOTH MARKET KORRAPADU ROAD	PRODDATUR	AP	7
590	43	433104	BO MAHABOOBNA GAR	SRI SAI BALAJI TOWERS,AXIS BANK (UPSTAIRS) RAICHUR ROAD	MAHBOOBNA GAR	AP	4
591	43	433500	DO KARIMNAGAR	APSFC BUILDING,OPP. COLLECTORATE COMPLEX PB NO. 5	KARIMNAGAR	AP	14
592	43	433501	BO NIZAMABAD	D.NO. 1-13-395/4,2ND FLOOR, HERO HONDA SHOW ROOM VINAYAK NAGAR	NIZAMABAD	AP	8
593	43	433590	BC RAMAGUNDAM	H NO: 5-6-102/103,1st FLOOR,OPP. ANDHRA BANK,FCI CROSS ROAD, NEAR NTPC POLICE STATIONS,	KARIMNAGAR	AP	1
594	43	433700	DO 7 HYDERABAD	# S-8-418/1, 2ND FLOOR,ABOVE S.B.I SURYODAYA COLONY,L.B. NAGAR	HYDERABAD	AP	13



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595	43	433701	BO NALGONDA	VENKATESHWARA THEATRE ROAD,PB NO.22 RAMGIRI	NALGONDA	AP	6
596	43	433702	DAB HYDERABAD	16-11-1/1/A, SALEEM NAGAR,NEAR SUPER BAZAAR MALAKPET	HYDERABAD	AP	2
597	43	433703	BO SURYAPET	PLOT NO : 1-4-249/39,2ND FLOOR DHARANI COMPLEX,NEAR NEW BUS STAND	SURYAPET	AP	7
598	44	440000	RO COCHIN	Metro Palace, North Railway Station Road,Ernakulam	COCHIN	KERALA	48
599	44	440100	DO 1 COCHIN	JEWEL ARCADE, LAYAM ROADP.B. NO. 1010ERNAKULAM	COCHIN	KERALA	13
600	44	440102	CBO 2 ERNAKULAM	JEWEL ARCADE,LAYAM ROAD,ERNAKULAM	COCHIN	KERALA	6
601	44	440200	DO 2 COCHIN	RUKIYABAGH, II FLOOR, MG ROAD, RAVIPURAM,ERNAKULAM	COCHIN	KERALA	10
602	44	440202	CBO 1 ERNAKULAM	White House, No. 37/137 B, 1st Floor, Kaloor- Kadavanthara Road, Cochin - 682020	COCHIN	KERALA	6
603	44	440205	BO EDAPALLY	ORIENTAL INSURANCE COMPANY BRANCH OFFICEEBENEZER GARDEN	COCHIN	KERALA	10
604	44	441000	DO 1 CALICUT	DIVISIONAL OFFICE No. ISEEMA BUILDING,G. H. ROAD,	CALICUT	KERALA	10
605	44	441003	BO MAVOOR ROAD	KING'S WAY BUILDINGS 1st FLOOR,MAVOOR ROAD JUNCTION,	CALICUT	KERALA	7
606	44	441005	BO TIRUR	C.K.H.BUILDINGTHAZHEPALAM, PONNANI ROADTIRUR	TIRUR	KERALA	6
607	44	441100	DO TRICHUR	MAHESWARI BUILDING, 3rd FLOOR,M.G. ROADTRICHUR	TRICHUR	KERALA	15
608	44	441101	CBO 1 TRICHUR	Thiruvambady Devaswom Building,2nd floor, Round West,Trichur	TRICHUR	KERALA	9
609	44	441104	BO KUNNAMKULA M	U Brothers Building,GVR Road,KunnamkulamTRICHUR	KUNNAMKUL AM	KERALA	6
610	44	441106	CBO 2 TRICHUR	K.P.NAMPOOTHIRIS SHOPPING COMPLEXOpp.Thiruvambadi Temple, SHORNUR ROADTRICHUR	TRICHUR	KERALA	7
611	44	441190	BC AMBALLUR	Srikrishna Complex, Alagappa Nagar, Amballur, Trichur 680301	TRICHUR	KERALA	1



#	RO Code	Office Code	Office Name	Address	City	Name of State	PC Count
612	44	441200	DO 1 TRIVANDRUM	Rohini Building, Thakarapparambu Road, Pazhavangadi, Trivandrum	TRIVANDRUM	KERALA	15
613	44	441202	BO NEYYATINKARA	Padmasree, Near Bus Stand, Neyyattinkara, Trivandrum	TRIVANDRUM	KERALA	5
614	44	441290	BC Nedumangad	1st Floor, PSHM Shopping Complex, Kulavikonam, Nedumangad	Trivandrum	KERALA	1
615	44	441300	DO I KOTTAYAM	P.B No 166,3rd FLOORMATTETHRA BLDGS, M.C.ROADBAKER JN,KOTTAYAM	KOTTAYAM	KERALA	13
616	44	441305	BO KANJIRAPALLY	CHEERANVELIL BUILDINGSN.H.220, KANJIRAPPALLY.	KANJIRAPALLY	KERALA	8
617	44	441400	DO QUILON	DO QUILON, LIC BUILDING, III FLOOR,RESIDENCY ROAD, CHINNAKKADA,	QUILON	KERALA	14
618	44	441401	BO PUNALUR	Pulimootil Buildings,PB NO 17, I floor, Post Office Junction,Punalur	PUNALUR	KERALA	7
619	44	441402	BO KOTTARAKARA	BRANCH OFFICE,V.V. ARCADE,PULAMON PO	KOTTARAKARA	KERALA	7
620	44	441404	BO KADAPPAKKADA	Amarjyothi Complex,KadappakkadaQuilon	QUILON	KERALA	7
621	44	441491	BC CHATHANOR	Sri Sankaram Buildings,Near Chathanoor Junction, NH 47, Quilon	QUILON	KERALA	1
622	44	441492	BC KUNDARA	EP-XV/1029,Elampalloor Devaswam Trust Building,Kundara, Quilon	QUILON	KERALA	1
623	44	441493	BC POLAYATHODE	Aachi's Dental Clinic Building, NH 47,Polayathode, Quilon	QUILON	KERALA	1
624	44	441500	DO III COCHIN	PATTAMANA BUILDINGS,PUMP JUNCTION, RAILWAY STATION ROAD,ALWAYE	COCHIN	KERALA	16
625	44	441502	BO ANGAMALI	1st FLOOR, K.V VARKEY MEMORIAL COMPLEX,NEAR K.S.R.T.C. BUS STATION,ANGAMALY	ANGAMALY	KERALA	8



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626	44	441503	BO CHALAKUDY	CITY HEIGHTS BUILDINGI FLOOR, SOUTH JUNCTIONCHALAKUDY	CHALKUDY	KERALA	7
627	44	441504	BO KODUNGALLUR	MANAPPAT BUILDINGS,NORTH NADAKODUNGALLUR	KODUNGALLUR	KERALA	8
628	44	441600	DO 1 CANNANORE	DIVISIONAL OFFICE No.I,Ind FLOOR, UNITY COMPLEX,S.N. PARK ROAD,	CANNANORE	KERALA	11
629	44	441602	BO KASARGOD	City Point Building, 1ST FLOOR, Press Club JunctionM.G. ROAD, KASARAGOD	KASARAGOD	KERALA	7
630	44	441604	BO THALIPARAMBA	MARINA SHOPPING CENTRENATIONAL HIGHWAYTALIPARAMBA	THALIPARAMBA	KERALA	7
631	44	441690	BC PAYYANNUR	Door No. PMC 8/838, National Highway, Perumba, Payyannur	PAYYANNUR	KERALA	1
632	44	441700	DO MUVATTUPUZH A	P.B.No.13, T.H. TOWER, 904/7A, STADIUM ROAD	MUVATTUPUZH A	KERALA	14
633	44	441702	BO KOTHAMANGALAM	ELENJICKAL MATHEW MEMORIAL PLAZA, CHURCH VIEW JUNCTION	KOTHAMANGALAM	KERALA	8
634	44	441792	BC ADIMALI	Valiaparambil Shopping Complex, First floor, Private Bus Stand Road, Adimaly,	ADIMALY	KERALA	1
635	44	441800	DO IV COCHIN	PALAKKATT BUILDING, MARKET JUNCTION, TRIPUNITHURA	COCHIN	KERALA	11
636	44	441900	DO TIRUVALLA	Marthoma Buildings, PB No 64, 1ST FLOORT K RoadTIRUVALLA	TIRUVALLA	KERALA	13
637	44	441901	BO ALLEPPY	XIV/77, 1ST FLOOROPP SEEMATI THEATREAlleppey	ALLEPPY	KERALA	6
638	44	441902	BO KAYAMKULAM	Maliackal Galaxy, Opp. M.S.M. College, Kayamkulam	KAYAMKULAM	KERALA	8
639	44	441904	BO RANNI	NADUVELIL BUILDINGS, FIRST FLOOR,PAZHAVANGADI P.O.,RANNI , PATHANAMTHITTA DIST.,	RANNI	KERALA	4



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640	44	441992	BC PATHANAMTHITTA	2nd Floor, Alummoottil City Towers, College Road, Pathanamthitta.	PATHANAMTHITTA	KERALA	1
641	44	442000	DO PALGHAT	SHOBA TSM COMPLEX, PB No 20RS ROAD, (OPP TOWN RLY STATION)PALGHAT	PALGHAT	KERALA	16
642	44	442001	BO PATTAMBI	"Pranavam"Mele Pattambi	PATTAMBI	KERALA	7
643	44	442090	BC OTTAPLAM	KVM Plaza, ITL Residency, 3rd Floor, Main Road, Ottapalam	OTTAPALAM	KERALA	1
644	44	442100	DO V COCHIN	SHAN COMPLEX, 1st floor6/990B,BAZAAR ROAD,MATTANCHERRY	COCHIN	KERALA	9
645	44	442101	BO PALLURUTHY	II FLOOR, PUTHENPURACKAL CHAMBERS,VELI, PALLURUTHYCOCHIN - 682006	COCHIN	KERALA	6
646	44	442200	DO 2 CALICUT	PRAMOD BUILDING, 11/27, 2nd floorCHEROOTY ROADCALICUT	CALICUT	KERALA	12
647	44	442290	BC Kalpetta	3/371, K K Towers, Calicut-Mysore Road, Kalpetta	WYNAD	KERALA	1
648	44	442300	DO 2 TRIVANDRUM	ST. MARY VILLA, Medical college POULOORTRIVANDRUM - 11	TRIVANDRUM	KERALA	14
649	44	442301	CBO TRIVANDRUM	RAMAKRISHNA BUILDINGSNr.ARISTO JUNCTION,EAST THAMPANOORTRIVANDRUM	TRIVANDRUM	KERALA	8
650	44	442400	DO 2 KOTTAYAM	TRIO CHAMBERSKANJIKUZHY,KOTTAYAM	KOTTAYAM	KERALA	13
651	44	442401	BO CHANGANACHERRY	RAJESWARI COMPLEXPERUNNAICHANGANACHERRY, KOTTAYAM	CHANGANASSERY	KERALA	8
652	44	442500	DO 2 CANNANORE	KPK RIALTO, 2nd floor, T.K. Junction, P.O. THANA, KANNUR	KANNUR	KERALA	13
653	44	442501	BO BADAGARA	SREENIDHI BUILDING, NH Road, Narayana Nagar, BADAGARA,CALICUT	BADAGARA	KERALA	8
654	44	442600	DO THODUPUZHA	DIVISIONAL OFFICEJYOTHI SUPER BAZAARTHODUPUZHA	THODUPUZHA	KERALA	13



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655	44	442700	DO MANJERI	JASEELA COMPLEX, PB No 3BYPASS JN., NILAMBUR ROADMANJERI-676121	MANJERI	KERALA	11
656	44	442790	BC PERINTHALMANNA	First floor, Royal Building, Jubilee Junction, Calicut Road, Perinthalmanna, Malappuram Distr.	PERINTHALMANNA	KERALA	1
657	45	450000	RO COIMBATORE	MAY FLOWER BUILDING SECOND FLOOR,No. 72, DR. BALASUNDARAM ROAD,ATT COLONY, COIMBATORE-18	COIMBATORE	Tamilnadu	23
658	45	450021	TP HUB ERODE	NO11,PARIMALAM COMPLEX NO.11 EVN ROAD,II Floor,ERODE-638 011	ERODE	Tamilnadu	2
659	45	450022	TP HUB MADURAI	K.J.R. COMPLEX, 16 NORTH VELI STREET K J R COMPLEX, 16 NORTH VELI STREET MADURAI- 625 001	MADURAI	Tamilnadu	6
660	45	451100	DO 1 COIMBATORE	NO.4, HEAD QUARTERS ROAD,RVR Bldg,II floor NO.4, HEAD QUARTERS ROAD,RVR Bldg,II floor	COIMBATORE	Tamilnadu	14
661	45	451101	BO COONNOOR	28 SALEM ROAD,COONNOOR-643 102 ZUBAIDA MANZIL	COONNOOR	Tamilnadu	5
662	45	451102	BO 2 COIMBTORE	81 CROSSCUT ROAD, 2907 GANDHIPURAM GANDHIPURAM PB 297 P.B.NO. 2907 COIMBATORE 641 012	COIMBATORE	Tamilnadu	7
663	45	451200	DO 2 COIMBATORE	SUGUNA BUILDINGS, II FLOOR 707, AVINASHI ROAD P.B . No: 3921 COIMBATORE 641 018	COIMBATORE	Tamilnadu	13
664	45	451202	BO UDUMALPET	R.V.R. BUILDING, 1 FLOOR NO. 54 DHALI ROAD UDUMALPET-642 126	UDUMALPET	Tamilnadu	5
665	45	451300	DO 3 COIMBATORE	INDIA LIFE BUILDING,P.B.NO. 3821, TRICHY ROAD,COIMBATORE - 641 018	COIMBATORE	Tamilnadu	10
666	45	453200	DO 1 MADURAI	III RD FLOOR, BANGUR DHARMASALA BUILDING,6-A, WEST VELI STREET,III FLOOR MADURAI- 625 001	MADURAI	Tamilnadu	17
667	45	453208	BO KARAIKUDI	OLD 119,NEW NO.145,SEKKALAI ROAD 1ST FLOOR,SATHIYAMOORTHY ILLAM,KARAIKUDI-630001 KARAIKUDI	KARAIKUDI	Tamilnadu	5





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668	45	453291	EC THIRUMANAGALAM	T.K.N.SCHOOL BUILDING, I FLOOR,18/306,MADURAI ROAD,TIRUMANGALAM - 625 706	MADURAI,THIRUMANGALAM	Tamilnadu	1
669	45	453292	BC RAMANATHAPURAM	K T M KASIM CENTRE 477/46 II FLOOR 36 SALAI STREET, RAMANATHAPURAM	RAMANATHAPURAM	Tamilnadu	1
670	45	453300	DO TIRUCHIRAPALLI	NO.4, BHARATHIDASAN ROAD,II ND FLOOR, CANTONMENT,PROMENADE ROAD,TIRUCHIRAPALLI-620 001	TRICHY	Tamilnadu	14
671	45	453307	BO PUDUKOTTAI	TS No: 3217, EAST MAIN ROAD PUDUKKOTTAI - 622 001 PUDUKOTTAI	PUDUKOTTAI	Tamilnadu	6
672	45	453309	CBO 2 TRICHY	73/B-1, SALAI ROAD, LAKSHMI COMPLEX,THILLAINAGAR,TRICHIRAPPALI TAMILNADU 620 018 TRICHIRAPPALI TAMILNADU 620 018	TRICHY	Tamilnadu	9
673	45	453400	DO SALEM	15-1, DIVYA TOWERS,II FLOOR FORT MAIN ROAD,SALEM-636 001 SALEM 636 001	SALEM	Tamilnadu	9
674	45	453402	CBO 1 SALEM	SIVA COMPLEX II FLOOR,22-C,SARADA COLLEGE MAIN ROAD,SALEM 636 016	SALEM	Tamilnadu	5
675	45	453404	BO DHARMAPURI	NO.3/1,PB No: 10,SIDDHAVEERAPPA CHETTY ST.,DHARMAPURI TOWN DHARMAPURI -636 701	DHARMAPURI	Tamilnadu	7
676	45	453490	BC ATTUR	RP COMPLEX,II ND FLOOR OPP. TO HDFC BANK KAMARAJAR ROAD,ATTUR- 636102, SALEM Dt	ATTUR	Tamilnadu	1
677	45	453600	D.O. TUTICORIN	6-A NORTH COTTON ROAD,TUTICORIN,AVM BUILDING,I FLOOR TUTICORIN-628 001	TUTICORIN	Tamilnadu	9
678	45	453601	BO KOVILPATTY	158-P NEW ROAD,CC COMPLEX,I FLOOR KOVILPATTI-628 501	KOVILPATTI	Tamilnadu	7
679	45	453700	DO 2 MADURAI	K.J.R. COMPLEX,16 NORTH VELI STREET MADURAI MADURAI-625 001	MADURAI	Tamilnadu	11



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680	45	453701	BO THENI	MARIA JOSEPH BUILDINGS,I FLOOR,555/1,GOVERNMENT HOSPITAL ROAD THENI 626531, PHONE NO - 04546/252844	THENI	Tamilna du	10
681	45	453702	CBO 1 MADURAI	39/40, SARATHA SHOPPING COMPLEX WORKSHOP ROAD ,SIMMAKKAL MADURAI- 625 001	MADURAI	Tamilna du	11
682	45	453790	BC CUMBUM	MARIAMMAN KOVIL STREET VARADARAJAPURAM CUMBUM	CUMBUM	Tamilna du	1
683	45	454100	DO SIVAKASI	SEKAR CHAMBERS, I FLOOR,732,P.K.S.A.ARUMUGAM ROAD SIVAKASI-626 189	SIVAKASI	Tamilna du	7
684	45	454101	BO RAJAPALAYAM	1548, TENKASI ROAD II FLOOR,RAJAPALAYAM RAJAPALAYAM-626 117	RAJAPALAYAM	Tamilna du	7
685	45	454102	BO VIRUDHUNAGAR	SRI NATARAJ COMPLEX,FIRST FLOOR,NO:127/8,MADURAI ROAD,VIRUDHUNAGAR ,	VIRUDHUNAGAR	Tamilna du	8
686	45	454200	DO KARUR	PLA BUILDING IST FLOOR,NO.12/A,KOVAI ROAD,KARUR 639 002 KARUR	KARUR	Tamilna du	14
687	45	454300	DO ERODE	PARIMALAM COMPLEX,2ND FLOOR 11 EVN ROAD ERODE-638 011	ERODE	Tamilna du	13
688	45	454301	BO TIRUCHENGODE	KUMAR COMPLEX,1 FLOOR 146,WEST CAR STREET TIRUCHENGODE-637 211	TIRUCHENGODE	Tamilna du	6
689	45	454302	BO GOBBI CHETTY PALAYAM	59 RAJA STREET,JK PUDUPALAYAM GOBICHETTIPALAYAM-638 476	ERODE	Tamilna du	6
690	45	454400	DO TIRUNELVELI	24-E 12-A S.N. HIGH ROAD SIVASAKTHI SHOPPING COMPLEX TIRUNELVELI-627 001	TIRUNELVELI	Tamilna du	12
691	45	454401	BO NAGERCOIL	DDJ CENTRE, I FLOOR OPP. TO VADASERY BUS STAND NAGARKOI-629 001	NAGERCOIL	Tamilna du	7
692	45	454491	EC TENKASI	2ND FLOOR, SKG COMPLEX 82 NORTH CAR STREET TENKASI-627 811	TENKASI	Tamilna du	1



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693	45	454492	EC VALLIYUR	143K 144A MAIN ROAD VALLIYUR-627 117,TIRUNELVELI Dt VALLIYUR-627 117	VALLIYUR	Tamilna du	1
694	45	454493	BC MARTHANDAM	25-44 D3 SUNDAR MANZIL NEAR CSI MISSION HOSPITAL MAIN ROAD MARTHANDAM, KK DISTRICT	MARTHANDA M	Tamilna du	1
695	45	454500	DO TIRUPPUR	A.A. COMPLEX, 159 KUMARAN ROAD FIRST FLOOR, TIRUPPUR- 641 601	TIRUPUR	Tamilna du	15
696	45	454600	DO KUMKAKONAM	GOPAL RAO LIBRARY BUILDING, FIRST FLOOR, TOWN HALL ROAD, KUMAKONAM, TAMIL NADU KUMBAKONAM-612 001	KUMBAKONA M	Tamilna du	11
697	45	454601	BO THANJAVUR	1858 SOUTH MAIN STREET, THANJAVUR 1858 SOUTH MAIN STREET THANJAVUR-613 009	THANJAVUR	Tamilna du	7
698	45	454690	BC THIRUTHURAI POONDI	No:6, METTU THERU MUMMY DADDY COMPLEX THIRUTHURAIPOONDI, THIRUVARUR Dt-614713	THIRUTHURAI POONDI	Tamilna du	1
699	45	454691	BC PERAVOORANI	DR. DHANAPAL & ABHI COMPLEX NEAR STATE BANK OF INDIA PERAVOORANI 614 814	PERAVOORAN I	Tamilna du	1
700	45	454692	BC ARIYALUR	RCS COMPLEX 27-G, FIRST FLOOR THATTARA STREET PERAMBALUR MAIN ROAD, ARIYALUR-621 704	ARIYALUR	Tamilna du	1
701	45	454700	DO NAMAKKAL	90A, THURAIYUR ROAD, NAMAKKAL KVK COMPLEX, NAMAKKAL NAMAKKAL-637 002	NAMAKKAL	Tamilna du	7
702	45	454701	BO HOSUR	NO.23-B GROUND FLOOR, ARUNAGIRI COMPLEX BYE PASS ROAD, HOSUR 635109 HOSUR-635 109	HOSUR	Tamilna du	7
703	45	454791	BC KRISHNAGIRI	81 C, FIRST FLOOR KRC COMPLEX, CHENNAI SALAI KRISHNAGIRI- 635 001	KRISHNAGIRI	Tamilna du	1
704	45	454800	BO DINDIGUL	NO-1, LOYOLA BUILDING, I FLOOR, SALAI ROAD, DINDIGUL. DINDUGAL-620 001	DINDIGUL	Tamilna du	12
705	45	454890	BC ODDANCHAT RAM	KAMATHIAMMAN CCOMPLEX, II FLOOR OPP; KAMATCHIAMMAN KOIL DINDUGAL MAIN ROAD, ODDANCHATRAM 624619	ODDANCHAT RAM	Tamilna du	1



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706	45	454891	BC PALANI	,NEW DHARAPURAM ROAD PALANI- 624 601	PALANI	Tamilna du	1
707	46	460000	RO- VISAKHAPATNA M	48-14-111,SRI NITYA COMPLEX,2ND FLOOROPP : KARNATAKA BANK,RAMA TALKIES ROAD CBM COMPOUND	VISAKHAPATN AM	AP	22
708	46	460011	SVC- VISAKHAPATNA M	48-14-111,SRI NITYA COMPLEX,2ND FLOOR OPP : KARNATAKA BANK,RAMA TALKIES ROAD CBM COMPOUND	VISAKHAPATN AM	AP	6
709	46	460012	SVC- VIJAYAWADA	DOOR NO. 64-9-2,FIRST FLOOR,BUNDAR ROAD,VIJAYAWADA.	VIJAYAWADA	AP	3
710	46	460021	TP HUB VIJAYAWADA	FIRST FLOOR,OPP HOTEL KADHIKARI,NEAR D.V.MANOR HOTEL LABBI PET,ABOVE KOTAK MAHINDRA BANK,M.G.ROAD	VIJAYAWADA	AP	1
711	46	460022	TP HUB VISAKHAPATNA M	48-14-111,SRI NITYA COMPLEX,2ND FLOOR OPP : KARNATAKA BANK,RAMA TALKIES ROAD CBM COMPOUND	VISAKHAPATN AM	AP	4
712	46	461100	DO 1 VISAKHAPATNA M	DOOR NO..28-1-1- BALAJI DABA GARDENS VISAKHAPATNAM	VISAKHAPATN AM	AP	10
713	46	461200	DO 2 VISAKHAPATNA M	4TH FLOOR,PAWAN TOWERS DWARAKA NAGAR VISAKHAPATNAM	VISAKHAPATN AM	AP	12
714	46	461290	BC VIZIANAGARAM	FIRST FLOOR,BLOCK "C",SURIBABU NURSERY COMPLEX,LOWER TANK BUND ROAD	VIZIANAGARA M	AP	2
715	46	461300	DO-3 VISAKHAPATNA M	DOOR NO. 16-18-8 OLD GAJUWAKA JUNCTION VISAKHAPATNAM	GAJUWAKA	AP	10
716	46	461301	BO ANAKAPALLI	DOOR NO. 3-7-22,OPP. MRO OFFICE,ANAKAPALLI ANAKAPALLE	ANAKAPALLE	AP	4
717	46	461302	BO SRIKAKULAM	DOOR NO.. 7-4-14,FIRST FLOOR,G.T.ROAD,SRIKAKULAM	SRIKAKULAM	AP	6



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718	46	462100	DO 1 VIJAYAWADA	FIRST FLOOR,OPP HOTEL KADHIKARI,NEAR D.V.MANOR HOTEL LABBI PET,M.G.ROAD	VIJAYAWADA	AP	14
719	46	462102	CBO 1 VIJAYAWADA	DOOR NO. 29-36-34 MUSEUM ROAD,GOVERNOR PET,	VIJAYAWADA	AP	8
720	46	462300	DO 1 GUNTUR	DOOR NO. 6-21-21,GOGULA HOUSE,2ND FLOOR,9/2,ARUNDALPET,	GUNTUR	AP	15
721	46	462303	CBO 2 GUNTUR	DOOR NO.4-5-55,FIRST FLOOR BOLLA'S MANSION,KALYANI ROAD,NEAR ANDHRA BANK,RING ROAD,GUNTUR – 522007	GUNTUR	AP	7
722	46	462308	BO SATTENAPALLI	DOOR NO 8-1-30/1,FIRST FLOOR,BHAVIRISETTI VARI STREET SATTENAPALLE	SATTENAPALLE	AP	6
723	46	462500	DO KAKINADA	SRI KRISHNA COMPLEX JAWAHAR STREET KAKINADA	KAKINADA	AP	15
724	46	462502	CBO-1 KAKINADA	SRI KRISHNA COMPLEX JAWAHAR STREET,KAKINADA	KAKINADA	AP	5
725	46	462503	CBO-2 KAKINADA	DOOR NO. 67-15-29,UPSTAIRS OF ANDHRA BANK,NAGAMALLI THOTA JUNCTION,	KAKINADA	AP	5
726	46	462504	BO ANAPARTHY	DOOR NO. 1-234 ,CANAL ROAD ANAPARTHY	ANAPARTHY	AP	6
727	46	462600	DO TANUKU	OPP : SUB-COURT,RASHTRAPATHI ROAD TANUKU,WESTGODAVARI	TANUKU	AP	10
728	46	462601	BO BHIMAVARAM	DOOR NO..27-1-1(A),FIRST FLOOR,JUVVALAPALEM ROAD	BHIMAVARAM	AP	5
729	46	462607	BO PALAKOLLU	DOOR NO..17-1-36A MATTAM STREET,NEAR HEAD POST OFFICE	PALAKOLU	AP	3
730	46	462690	BC TADEPALLIGUDE M	DOOR NO. 2-12-19,KAM NURSING HOME COMPLEX RAILWAY STATION ROAD BESIDE BHARAT PETROLEUM	T_P_GUDEM	AP	2
731	46	462800	DO RAJAMUNDRY	DOOR NO. 36-12-24,JETTY TOWERS MAIN ROAD,INNESPET,RAJAHMUNDRY	RAJAHMUNDRY	AP	11



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732	46	462803	CBO-1 RAJAMUNDRY	DOOR NO. 29-1-133,BHARAT COMPLEX,OPP: NAGADEV TALKIES,GNT ROAD,RAJAHMUNDRY - 533 104	RAJAHMUNDRY	AP	6
733	46	462804	BO NIDADAVOLU	DOOR NO..11-4-133,MAIN ROAD,OPP.ANDHRA BANK,NIDADAVOLE, W.G.DT	NIDADAVOLE	AP	6
734	46	462890	BC- RAVULAPALEM	DOOR NO. 3-16/1,FIRST FLOOR DR. BALARAMA REDDY HOSPITAL ROAD RAVULAPALEM-533238	RAVULAPALEM	AP	2
735	46	462900	DO ONGOLE	UPSTAIRS OF SBH,SANTHAPET ONGOLE	ONGOLE	AP	13
736	46	462901	BO NELLORE	DOOR NO. 25-2-10,PLOT NO.66,SBI COLONY OPP : ELECTICITY OFFICE,A.K.NARAR POST	NELLORE	AP	6
737	46	462903	BO CHILAKALURIPETA	DOOR NO. 6-139-1 1ST FLOOR,JANAKI NURSING HOME,NEAR VIVEKANANDA STATUE,	CHILAKALURIPETA	AP	4
738	46	462990	BC GUDUR	DOOR NO.14/269,FIRST FLOOR ICS ROAD,GUDUR-524101	GUDUR	AP	1
739	46	463000	DO GUDIVADA	DOOR NO.10/156 FIRST FLOOR VENKATESWARA TOWERS,ELURU ROAD,	GUDIVADA	AP	9
740	46	463001	BO ELURU	RRR COMPLEX,STATION ROAD,POWERPET,ELURU-534 002	ELURU	AP	7
741	46	463090	BC- JANGAREDDYGUDEM	DOOR NO.10-371,FIRST FLOOR,SURYA COMPLEX ELURU ROAD,JANGAREDDI GUEDEM-534 447	JANGAREDDYGUEDEM	AP	1
742	46	463091	ED-KAIKALUR	DOOR NO. 10-171/2,FIRST FLOOR MAIN ROAD,BESIDE R.T.C.BUS STAND KAIKALUR-521333	KAIKALUR	AP	2
743	46	463300	DO 2 GUNTUR	DOOR NO. 4-13-25,FIRST FLOOR,MADDI BLDGS.,OPP HARIHARA MAHAL KORITEPADU	GUNTUR	AP	14
744	46	463301	BO TENALI	DOOR NO. 16-2-81,FIRST FLOOR SHIRDI SABARI COMPLEX BOSE ROAD, TENALI	TENALI	AP	5
745	46	463400	DO 2 VIJAYAWADA	DOOR NO. 40-16-8/1,FIRST FLOOR SIDDHARTHA WOMENS'COLLEGE ROAD LABBIPET	VIJAYAWADA	AP	14



#	RO Code	Office Code	Office Name	Address	City	Name of State	PC Count
746	46	463401	CBO 4 VIJAYAWADA	DOOR NO. 64-9-2,FIRST FLOOR,BUNDAR ROAD,VIJAYAWADA.	VIJAYAWADA	AP	6
747	47	470000	R O HUBLI	SUMANGALA COMPLEX,II FLOOR,OPP.H D M C LAMINGTON ROAD,HUBLI HUBLI	HUBLI	Karnataka	18
748	47	470021	T P HUB UDUPI	VISHNU PRAKASH,III FLOOR,COURT ROAD,UDUPI,KARNATAKA UDUPI- 576101	UDUPI	Karnataka	1
749	47	471100	DO HUBLI	II FLOOR,ENKAY COMPLEX,KESHWAPUR,HUBLI	HUBLI	Karnataka	15
750	47	471101	CBO HUBLI	P.B.NO:57,VIKAS COMPLEX,STATION ROAD,HUBLI	HUBLI	Karnataka	8
751	47	471107	BO KARWAR	1289,KITTUR CHAMBERS,MAIN ROAD,KARWAR-581301	KARWAR	Karnataka	6
752	47	471191	E C HAVERI	SIDDESHWAR CHAMBERS POONA BANGALORE ROAD C-1,CELLAR FLOOR....	HAVERI	Karnataka	1
753	47	471192	E C SIRSI	TASMINA TOWERS,COURT ROAD,SIRSI KARWAR DISTRICT	SIRSI	Karnataka	1
754	47	472100	DO DAVANGERE	823/7 THLUVALLI COMPLEX,1ST FLOOR,P.B.ROAD NEAR ARUNA TALKIES,DAVANGERE	DAVANGERE	Karnataka	11
755	47	472101	BO SHIMOGA	BRANCH OFFICE,VINAYAKA COMPLEX,GARDEN AREA IST CROSS,	SHIMOGA	Karnataka	5
756	47	472108	BO CHITRADURGA	SRI.SHARADA COMPLEX,IST FLOOR,OPP.K.S.R.TC.BUS STAND,P.B.ROAD,CHITRADURGA.577501.PHONE.NO.222052	CHITRADURGA	Karnataka	6
757	47	472200	DO DHARWAD	JANARDHANA ARCADE,SILVER JUBLEE CIRCLE ,P.B RAOD,DHARWAD	DHARWAD	Karnataka	11
758	47	472203	BO BAIL HONGAL	THE MERCHANTS BANK BUILDING S.R CIRCLE BUS STAND ROAD	BAILHONGAL	Karnataka	5
759	47	472290	BC Gadag	P.C.A.& R.D.BANK BUILDING,1 ST FLOOR A.P.M.C.YARD,GADAG.- 582101.	HUBLI	Karnataka	1



#	RO Code	Office Code	Office Name	Address	City	Name of State	PC Count
760	47	472300	D O BELLARY	MAIN ROAD,PARVATHI NAGAR,SLV TOWERS,II FLOOR	BELLARY	Karnataka	12
761	47	472302	CBO 1 BELLARY	N R MANSION I ST FLOOR,NEW RAGHAVENDRA TALKIES RD,KC ROAD,BELLARY	BELLARY	Karnataka	8
762	47	472390	BC TORANAGAL	BELLARY HOSPET ROAD NEXT TO PETROL BUNK TORANAGAL,BELLARY DISTRICT	BELLARY	Karnataka	1
763	47	472400	DO HOSPET	II FLOOR,YELAMANALI COMPLEX,HOTEL PRIYADARSHINI COMPOUND,STATION ROAD,	HOSPET	Karnataka	9
764	47	472490	EXT COUNTER KOPPAL	NO. 9/7/68/120,BASAWESHWARA CIRCLE KOPPAL-583231	BELLARY	Karnataka	1
765	47	472500	DO BELGAUM	2ND FLOOR,MADIWALE ARCADE,CLUB ROAD,	BELGAUM	Karnataka	15
766	47	472502	BO NIPPANI	1/24 SHAH BUILDING,ASHOK NAGAR	NIPANI	Karnataka	6
767	47	472504	CBO BELGAUM	2ND FLOOR,DHAMNEKAR ARCADE,DR.B.R.AMBEDKAR ROAD,	BELGAUM	Karnataka	6
768	47	472505	BO MUDHOL	'VISHWANATH PLAZA'1ST FLOOR,RANNA CIRCLE,MUDHOL DIST:BAGALKOT	MUDHOL	Karnataka	6
769	47	472590	BC GOKAK	SALIM BABASAB DANGE MOHISIN VEHICLE SERVICE CENTRE I FLOOR APMC YARD	GOKAK	Karnataka	1
770	47	472591	E C MACCHE	198,PARVATHI NIVAS KHANAPUR ROAD MACCHE BELGAUM.	BELGAUM	Karnataka	1
771	47	472600	DO HASSAN	THE ORIENTAL INSURANCE CO.LTD.DIVISIONAL OFFICE,I-FLOOR,S.S.COMPLEX,SUBHASH SQUARE	HASSAN	Karnataka	14
772	47	472602	BO CHICKMAGALUR	TAPCMS COMPLEX,K.M.ROAD,P.B.NO.68 CHIKMAGALUR	CHIKMAGALUR	Karnataka	5
773	47	472605	BO TIPTUR	JAYADEVA HOSTEL BUILDING,B.H ROAD TIPTUR-572201,TUMKUR DIST	TIPTUR	Karnataka	5





#	RO Code	Office Code	Office Name	Address	City	Name of State	PC Count
774	47	472700	DO UDUPI	DIVISIONAL OFFICE,VISHNU PRAKASH,II & III FLOOR,COURT ROAD UDUPI- 576101	UDUPI	Karnataka	16
775	47	472704	CBO KOPPA	LAKSHMI SHOPPING COMPLEX SUBHASH ROAD,KOPPA.KOPPA	KOPPA	Karnataka	5
776	47	472790	Ext Counter Kundapura	BUSINESS CENTER,MASTHI TOWER MASTHI KATTE,MAIN ROAD,KUNDAPURA	KUNDAPURA	Karnataka	1
777	47	472791	E C THIRTHAHALLI	SHETTARGADDE COMPLEX COURT ROAD,THIRTHAHALLI	SHIMOGA DISTRICT	Karnataka	1
778	47	472792	E C SAGAR	A K S C COMPLEX,SAGAR	SAGAR 577401	Karnataka	1
779	47	472900	DO GULBARGA	N.G COMPLEX,1ST FLOOR,OPP,MINI VIDHAN SOUDHA	GULBARGA	Karnataka	9
780	47	472901	BO RAICHUR	11/9/5,1ST FLOOR,KATKAM KRISTIAH COMPLEX,CITY TALKIES ROAD,	RAICHUR	Karnataka	5
781	47	472902	BO BIJAPUR	BIDARI COMPLEX,1ST FLOOR,S.S.FRONT ROAD,BIJAPUR	BIJAPUR	Karnataka	8
782	47	472990	BIDAR	SHOP NO.3,KAMSHETTY COMPLEX,NEAR BUS STAND	BIDAR	Karnataka	1
783	47	472991	BC YADGIR	NANDI COMPLEX,1ST FLOOR,OPP.SYNDICATE BANK,STATION ROAD,YADGIRI,KARNATAKA	YADGIR	Karnataka	1
<b>Total</b>							<b>6100</b>

**\*\* The above mentioned list is indicative. The final list of locations, count and contact name and number shall be shared with successful bidder.**



### 9.15 Annexure 15: Preferences to domestically manufactured electronic products

OICL reserves the right for providing preference to domestically manufactured electronic products in terms of the Ministry of Electronics and Information Technology (MeitY) (earlier referred as Department of Electronics and Information Technology) Notification No.33(3)/2013-IPHW dated 23.12.2013 read with Notification No. 33(3)/2013-IPHW dated 22.05.2014 and Guidelines issued there under. A copy of the aforesaid Notifications/Guidelines can be downloaded from MeitY website i.e. URL [www.meity.gov.in/esdm](http://www.meity.gov.in/esdm).

Purchase preference for domestic manufacturer, methodology of its implementation, value addition to be achieved by domestic manufacturers, self-certification, and compliance and monitoring shall be as per the aforesaid Guidelines/ Notifications. The Guidelines may be treated as an integral part of the tender documents.

The modalities through which the preference for Domestically Manufactured Electronic Products (DMEPs) shall be operated are as follows:

1. The bidders who are sole selling agents/ authorized distributors/ authorized dealers/ authorized supply houses of the domestic manufacturers of electronic products are eligible to bid on behalf of the domestic manufacturers under the policy.
2. Bidders, claiming to bid in the status of domestic manufacturer, are required to give an undertaking in the format as given as **FORM 1**.
3. Percentage of domestic value addition which qualifies the electronic products i.e. Desktop to be classified as domestically manufactured shall be 30%.
4. The preference to DMEP shall be subject to meeting technical specifications and matching L1 price.
5. Domestic manufacturers are required to indicate the domestic value addition in terms of BOM (bill of material) / commercial bid for the quoted product, in terms of aforesaid guidelines, in their bid in the format
6. Bidders, claiming to bid in the status of domestic manufacturer, are required to give an undertaking in the format as given as **FORM 1** of the guidelines No.33 (3)/2013-IPHW dated 22.05.2014. Furnishing of false information on this account shall attract penal provisions as per Guidelines/ Notification.



## 10 Appendix

### 10.1 Appendix 1: Technical Specifications

S.N.	Feature	Minimum Requirement	Compliance (Yes/No)
<b>Make and Model</b>			
1	Processor	Intel i3 8100 or higher or AMD Ryzen 3 2200 G or Higher Note: Above processor specifications are not meant to indicate or certify any technical equivalence.	
2	Motherboard	OEM Motherboard	
3	Memory	Minimum 8 GB DDR4 RAM expandable to 32GB; Atleast Two DIMM slots; Non-ECC dual-channel DDR4 SDRAM	
4	Hard Disk Drive	Minimum 500 GB HDD, 7200 RPM	
5	Optical Drive	Super Multi DVD Writer	
6	Graphics	Integrated Graphics	
7	Audio	High Definition Integrated Audio	
8	Slots	Atleast 1 x PCIe16, Atleast 1xPCIe1	
9	Bays	(Atleast 1) 3.5" Internal drive bays & (Atleast 1) ODD bay (Atleast 4) USB 3.0/3.1 or higher Ports (Atleast 1) VGA video port; (Atleast 1) Display Port/DVI-D Port/HDMI	
10	I/O (Rear or Front)	(Atleast 1) RJ-45 Integrated Gigabit (10/100/1000 NIC) (Atleast 1) RS-232 serial port 3.5mm audio in and out jacks (Atleast 4) USB 2.0/3.0/3.1 or higher ports	
11	Keyboard/Mouse	104 keys keyboard of Same make as Desktop. (For Bi-Lingual purpose, vendor shall place the Stickers of Hindi Alphabets on keyboard.) Atleast 2 Button Scroll Mouse (Same make as Desktop)	
12	Diagnostic Tool	BIOS Diagnostics SATA port disablement (via BIOS) USB enable/disable (via BIOS) Optional USB Port Disable at factory (user configurable via BIOS) Removable media write/boot control	
13	Security	Power-On password (via BIOS)	



S.N.	Feature	Minimum Requirement	Compliance (Yes/No)
		Administrator password (via BIOS)	
		Setup password (via BIOS)	
		Support for chassis padlocks and cable lock devices	
14	Compliance and Certification	ROHS	
15	OS	Windows 10 Pro 64 Bit or higher	
16	Monitor	Minimum 18.5" (Monitor of the same brand as OEM)	
17	Cables & Connectors	Power cords for CPU and Monitor. Connecting cord for monitor and display adapter.	



## 10.2 Appendix 2: Bill of Material

### COMMERCIAL BILL OF MATERIAL

#### Instructions

S.No.	Guidelines
<b>I</b>	<b>Summary of Total Cost</b>
1	The bidder is expected to quote the costs for all items required for fully complying with the requirements of the RFP and the corrigendum's in the respective sections of the price bid. The prices for the respective sections would be deemed to include all components required to successfully meet the requirements mentioned in the RFP
2	OICL is not responsible for any arithmetic errors in the commercial bid details sheet committed by the bidders, All the formulas & arithmetical calculations will be Vendor's responsibility. We shall considered the absolute value quoted by the bidder.
3	In case the bidder includes/combines any line item as part of any other line item in the commercial bid, then this has to be clearly mentioned in the description indicating the line item which contains the combination
4	<b>The Bidders should quote as per the format of Bill of Material ONLY and a masked replica of the Bill of Material should be enclosed in the technical bid.</b>
5	<b>The <u>masked</u> Bill of Materials which would be submitted as part of the Technical Bill of Material should contain "XX" for ALL the corresponding commercial values that will be present in the unmasked Bill of Material that will be part of the Commercial submission.</b>
6	All amounts in the Bill of Material should be in INR
7	The Bidder should to the extent possible stick to the same structure of the Bill of Material. Hence, OICL does not expect the bidders to delete necessary rows.
8	All the prices quoted by the bidder shall be inclusive of taxes
9	If the bidder has not quoted for any line item mentioned in the Bill of Material, it will deemed considered that bidder has factored the cost for the item in the Bill of Material and No Additional charges will be paid other than the one mentioned in the Bill of Material .
<b>II</b>	<b>Desktop Supply</b>
1	The bidder is required to supply, implement and maintain the Desktop required as per the requirement mentioned in the RFP
<b>III</b>	<b>Buy-Back</b>
1	The Cost provided by the bidder shall be fixed and no additional cost will be paid by OICL to the bidder. The Cost provided by the bidder shall be inclusive all the prices including the transportation, decommissioning and any applicable taxes etc.
2	The Bidder is mandatorily required to quote for all the items under the buy-back cost
3	Please note that Desktop under buy back will be on "AS IS WHERE IS" condition. Bidder has to collect bought back Desktop from OICL's premise at their own cost.



### Summary

S.No	Item	Total Cost inclusive of taxes
1	Desktop Cost (A)	
2	Buy-Back Cost (B)	
<b>Total Cost of Ownership (TCO) {A -B }</b>		
<b>Total Cost of Ownership (TCO) {A -B} (in words)</b>		

#### A. Desktop Cost

S.No	Item	Quantity (a)	Description (Make and Model)	Rate (b)	Total Cost (c=axb)	Tax Type	Tax Percentage	Tax Amount (d)	Total Cost Inclusive of Taxes (e=c+d)
1	Desktop	6100							
<b>Total Desktop Cost</b>									

#### B. Buy-Back

S.No	Item	Quantity (a)	Description	Rate (b)	Total Cost (c=axb)	Tax Type	Tax Percentage	Tax Amount (d)	Total Cost Inclusive of Taxes (e=c+d)
1	Desktop: WIPRO PC Year of Procurement-2011, Processor-Intel Pentium G6950, 2.8GHz, RAM-2GB, HDD- 300GB	6100							
<b>Total Buy-Back Cost (1+2+3+4+5+6)</b>									



### 10.3 Appendix 3: E Procurement System Process.

#### Login Process

1. Open Website : <https://eauction.auctiontiger.net>
2. Click on login
3. Enter Registered Email id and Password and Click on Login
4. In case of Forgot Password : click on Forgot password

#### Tender Submission Process

Follow the below mentioned steps:

1. After Login on the website, Click on the Search Rfx/Tender.
2. Download All the Document and go through it properly before proceeding to bid.
3. Click on Dashboard to start the bidding Process.
4. Click on "I Agree" to confirm your Participation.
5. Click on "Fill" to Submit your Details.
6. Please put your response as per the bid form requirement and Click on "Save"
7. Click on "Map Documents" to upload the required documents.
8. Click on Upload Document
9. Click on Browse and Select the document to upload.
10. Enter Document Brief and Click on Upload.
11. All Bidding form should be Mandatory to fill.
12. Click on Final Submission Tab after verifying all the submitted details in the Bid form and uploaded document
13. Click on Final Submission Button.
14. Click on "OK" from message box to proceed with final submission.
15. Final Submission Confirmation

#### Contact Details

M/s. e-Procurement Technologies Ltd. (AuctionTiger), Ahmedabad,

Ms. Geeta

Phone: +91-79-68136814

Email-Id: [geeta@auctiontiger.net](mailto:geeta@auctiontiger.net) and [support@auctiontiger.net](mailto:support@auctiontiger.net)



**10.4 FORM 1.**