



दि न्यू इंडिया एश्योरन्स कंपनी लिमिटेड
(भारत सरकार का उपक्रम)
सूरत क्षेत्रीय कार्यालय (230000)
THE NEW INDIA ASSURANCE COMPANY LTD.
(Government of India Undertaking)
SURAT REGIONAL OFFICE (230000)



पहली मंज़िल, "ए विंग", तिरुपति
प्लाज़ा, बहुमाली बिल्डिंग के
नज़दीक, अठवागेट, सूरत, 395001

1st Floor, "A-Wing", Tirupati
Plaza, Near Family Court,
Athwagate, Surat – 395001

website: www.newindia.co.in
mail: nia.230000@newindia.co.in
0261- 2461589 / 2461690, 2460691, 2461582
N: L66000 MH1919 GOI 000526

Date: 19/08/2025

TENDER NO. : SRO/PRINTING/VARIOUS/ENVELOPES/AND/FOLDERS/2025-26

TENDER NOTICE

The New India Assurance Co. Ltd., **Surat RO (230000)** intends to invite the e-tender from prospective vendors in a **Single Bid System** for the **Annual Rate Contract** for the **printing of various monocolour envelopes and folders for Surat RO (230000)** and its various offices. It is to be noted that there are total of **44 Offices** for which the envelopes has to be printed.

Required quotation format and general terms and conditions are attached with this tender notice for the bidders.

Bidders can download tender documents from our website www.newindia.co.in and www.tenderwizard.com/NIAEPROC. Bidders must submit the bids on www.tenderwizard.com/NIAEPROC only. No other mode of submission of tenders will be accepted. Last date of submission of bids is **08/09/2025** up to **17:30 hours**.

EMD will be ₹ 10000/- (Refundable without interest) and the same should be payable in the form of DD/pay order in favor of **The New India Assurance Company Ltd.** payable at Surat. It is to be clearly noted that **bidder should not send any hard copies other than EMD DD/Pay order**, violation of which will make such bidder liable to be rejected. The bidders need to submit the physical copy of the EMD in a sealed envelope with a heading/superscript of **"Annual rate contract for the printing of various envelopes and claim folders"** to **"Estate & Establishment Department, The New India Assurance Co. Ltd., 1st Floor, A-Wing, Tirupati Plaza, Athwalines, Surat, Gujarat-395001"**. Scanned copy of the DD will also be required to be uploaded on www.tenderwizard.com/NIAEPROC.

Two or more bids from the same bidder will be rejected.

Annexure and General Terms and conditions are attached herewith for your reference.

Non-empanelled bidders should submit their company information

The New India Assurance Co Ltd does not bind itself to accept any or all the bids and reserves the right to reject any or all the bids without assigning any reason.

All updates, corrigendum, addendum etc. will be published on <https://newindia.co.in> and www.tenderwizard.com/NIAEPROC only.



सुभाष मेहता
उप महाप्रबंधक
सूरत क्षेत्रीय कार्यालय (230000)
SUBHASH MEHTA
DEPUTY GENERAL MANAGER
SURAT REGIONAL OFFICE (230000)

Deputy General Manager
Surat Regional Office (230000)

Encl: 1. Quotation format 2. General terms and Conditions



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Bidder's letter head here

Quotation Format

Date:

Vendor Name:

Re: Invitation of quotations for Annual Rate Contract for printing various Envelopes and folders in the following format

Sr. No	Items	Parameters (Size in Inches)	GSM (Sample Envelope has to be collected and its GSM required to be checked & same should be mention here on this column)	Rate per item (without GST)*	Applicable GST Rate in %
1	White Envelope (Without Window)	(9.5)*(4.5)			
2	White Envelope (With Window on Upper Left Side)	(9.5)*(4.5)			
3	Craft Envelope (Without Window)	11*5			
4	Craft Envelope (Window on Upper Left Side)	11*5			
5	Envelope with Cloth Lining	16*12			
6	Envelope (With Cloth Lining)	(12.5)*11			
7	Box file cover (With Cloth Lining)				
8	Motor Claim Folder (Laminated Type)	Light Green			
		White			
		Light Orange			
		Light Pink			
		Yellow			
9	Miscellaneous (Laminated Type)				
10	Engineering (Laminated Type)				
11	MACT				
12	CDRF				

*Quoted Price should be exclusive of taxes.

*Please refer Annexure for the total quantities to be printed for each office as well as the address of the offices to be printed.

*Required Design and content (bilingual) for the envelope printing would be provided to the selected bidder.

*Sample will be shown at the office-address mentioned in the letter head

Vendor Signature with Stamp



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SPECIAL INSTRUCTIONS TO BIDDERS FOR E-TENDERING

1. Tender document with detailed terms and conditions is available on our Website www.tenderwizard.com/NIAEPROC. Interested parties may download the same and participate in the tender as per the instructions given therein, on or before **08/09/2025 up to 17:30 hours**. The tender shall have to be submitted online through the e-Procurement system on www.tenderwizard.com/NIAEPROC
2. As a pre-requisite for participation in the tender, vendors are required to obtain a valid Digital Certificate of Class IIB (with both signing and encryption component) and above as per Indian IT Act from the licensed Certifying Authorities (For ex. N-codes, Sify, E-mudra etc.) operating under the Root Certifying Authority of India (RCIA), Controller of Certifying Authorities (CCA). The cost of obtaining the digital certificate shall be borne by the vendor. In case any vendor so desires, he may contact our e-Procurement service provider **M/s. Antares Systems Limited**, Mumbai for obtaining the Digital Signature Certificate.
3. Corrigendum / amendment, if any, shall be notified on the site www.tenderwizard.com/NIAEPROC. In case any corrigendum / amendment is issued after the submission of the bid, then such vendors, who have submitted their bids, shall be intimated about the corrigendum/ amendment by a system-generated email (In case of open tender corrigendum/ amendment will be on the public dash board and no mail will be fired for the vendor who has not participated by that time). It shall be assumed that the information contained therein has been taken into account by the vendor. They have the choice of making changes in their bid before the due date and time.
4. Vendors are required to complete the entire process online on or before the due date of closing of the tender.
5. Directions for submitting online offers, electronically, against e-Procurement tenders directly through internet:
 - a) Vendors are advised to log on to the website (www.tenderwizard.com/NIAEPROC) and arrange to register themselves at the earliest.
 - b) The system time (IST) that will be displayed on e-Procurement web page shall be the time considered for determining the expiry of due date and time of the tender and no other time shall be taken into cognizance.
 - c) Vendors are advised in their own interest to ensure that their bids are submitted in e-Procurement system well before the closing date and time of bid. If the vendor intends to change/ revise the bid already entered, he may do so any number of times till the due date and time of submission deadline. However, no bid can be modified after the deadline for submission of bids.
 - d) Once the entire process of submission of online bid is complete, the vendors are required to go to option own bid view through dashboard and take the print of the envelope receipt as a proof of submitted bid.
 - e) Bids / Offers shall not be permitted in e-Procurement system after the due date / time



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of tender. Hence, no bid can be submitted after the due date and time of submission has elapsed.

6. No manual bids/offers along with electronic bids/offers shall be permitted.
7. Once the Commercial/Price bids are opened, vendors can see the rates quoted by all the participating bidders by logging on to the portal under their user ID and password and clicking on other bid view.
8. No responsibility will be taken by and/or the e-Procurement service provider for any delay due to connectivity and availability of website. They shall not have any liability to vendors for any interruption or delay in access to the site irrespective of the cause. It is advisable that vendors who are not well conversant with e-tendering procedures, start filling up the tenders much before the due date /time so that there is sufficient time available with him/her to acquaint with all the steps and seek help if they so require. Even for those who are conversant with this type of e-tendering, it is suggested to complete all the activities ahead of time. It should be noted that the individual bid becomes viewable only after the opening of the bid on/after the due date and time. Please be reassured that your bid will be viewable only to you and nobody else till the due date/ time of the tender opening. The non-availability of viewing before due date and time is true for e-tendering service provider as well as New India Assurance officials.
9. New India Assurance and/or the e-Procurement service provider shall not be responsible for any direct or indirect loss or damages and or consequential damages, arising out of the bidding process including but not limited to systems problems, inability to use the system, loss of electronic information etc.
10. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time of the tender.
11. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
12. The details of the Earnest Money Deposit(EMD) document submitted physically to the Department before due date of submission of tender and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected. Ensure that the copies of EMD are submitted under their respective heads only.
13. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
14. Bidder should take into account all the corrigenda published before submitting the bids online.
15. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening,



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the bid is liable to be rejected

16. Please note that if rates are not filled in BOQ, then system will show it as zero. If bidder fails to quote any rates in the BOQ, then their bid will be considered ‘incomplete bid’ and their bid will be rejected. Only complete bids will be considered for further evaluation.
17. EMD exemption will be as per government rules applicable to MSME. Please submit relevant certificates in respective heads.
18. Only bids submitted through online mode will be considered for evaluation.
19. In case of any clarification pertaining to e-Procurement process, the vendor may contact the following agencies / personnel:

S.N	Particulars	Company Name	Contact Details
1	FOR e-Tendering Support	M/s Antares Systems Ltd.	Mr. Sushant Panchal, Contact No.-9731468511
2	For tender related support	The New India Assurance Company Ltd.	Ms. Arushi Agrawal, Contact No.-8929090701



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TERMS & CONDITIONS

For Annual Rate Contract for printing various Envelopes and Folders

- 1.1 The EMD should be sent in a Sealed Envelope to “The New India Assurance Co. Ltd., Surat Regional Office, 1st Floor, A Wing, Tirupati Plaza, Athwagate, Surat-395001”.
- 1.2 Bidders must submit the bids on www.tenderwizard.com/NIAEPROC only. No other mode of submission of tenders will be accepted. Last date of submission of bids is **08/09/2025 up to 17:30 hours**
- 1.3 Full size paper samples must accompany the estimate stating clearly thereon specifications (Type, Make, Size & Weight) and the Form No, Item No for which it is offered.
- 1.4 GST wherever applicable should be stated clearly.
- 1.5 The Earnest Money Deposit (EMD) of ₹ 10,000/- deposited will be refunded to the unsuccessful tenderers within one month of the opening of the tenders or decision for appointment of consultant whichever is later.
- 1.6 **Rates mentioned in the quotation must be valid up to 1 year which would be effective from the work order receipt date**, except for taxes.
- 1.7 **The envelopes and folders must be delivered to respective offices at the vendors' cost if orders are made by any office any time during the ARC by Surat RO (230000) or any of the office under Surat RO (230000).**
- 1.8 The vendor must have its office at **Surat**
- 1.9 Unless otherwise mentioned, price for lot of each item must be quoted.
- 1.10 The estimate must either be typewritten or must be in ink in prescribed format duly stamped and signed by authorized signatory.
- 1.11 If after supply is made, it is discovered that the materials are not exactly according to the approved samples, such supply will be rejected at the supplier's cost.
- 1.12 Final printing must be strictly as per samples provided with Printing Orders.
- 1.13 No alteration in quantity or quality of the items ordered or in period of execution and on enhancement in the rate of items shall be accepted unless previously ratified by company in the writing.
- 1.14 If it is found that the supplier is incompetent to complete the job even after the submission of two consecutive proofs or is unable to follow the instructions given, the



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order may be withdrawn from such a supplier and the supplier intimated of the cancellation of the order without any damages or compensation being payable.

- 1.15 Any estimate not complying partly or wholly with these terms and conditions, will be liable for rejection.
- 1.16 The company reserves the rights to place order for entire quantity or in part as per requirements.
- 1.17 The company reserves the rights to accept any quotation and not necessarily the lowest quotation.
- 1.18 Any dispute arising out of or relating to this estimate shall be deemed to have arisen in Surat and be subject to adjudication of Surat Court.
- 1.19 Delivery of goods will have to be effected to our Printing Department wherever it is situated & delivery charges will have to be borne by supplier.
- 1.20 Delivery not conforming to the packing instructions is liable to be refused and will only be accepted after rectification as per packing instructions.
- 1.21 The offered rate will be applicable for one year which will be effective from the date of the receipt of the work order.
- 1.22 It is must to offer paper/sample for each item as per the specification given in the estimate. Any violation of this condition will disqualify the items/estimate from being taken into account while finalizing the quotations.
- 1.23 The address of the respective offices is attached herewith in Annexure-A for your reference which would be required to be printed on the envelopes as per the demand of the office concerned.
- 1.24 Any change in the address of the office premises would be intimated to the selected empanelled printer.
- 1.25 Minimum number of envelopes of any type that can be ordered would be 1000 for operating offices.
- 1.26 Minimum number of folders of any type that can be ordered would be 100 for operating offices.
- 1.27 Damaged package will be returned to the supplier by the respective offices i.e. the supplier needs to deliver the package unscathed.
- 1.28 Any damage to the content of the package which is visible or not visible directly to the recipient of the package would be returned to the supplier at the supplier's cost.



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- 1.29 Selected empanelled printer needs to inform the Printing Department of Surat Regional Office about the delivery of the package.
- 1.30 The address on the envelopes for all the quantities may or may not be same. The order quantity may be the combination of different envelopes or may be of one Type. The different types of envelopes are mentioned in item no.-1.27
- 1.31 **10% of the amount of the bill shall be retained as security deposit and same shall be released on completion of defect liability period.**
- 1.32 Following types of envelopes and folders will be called for the printing:

Sr. No.	Items	Parameters (Size in Inches)	GSM (Sample Envelope has to be collected and its GSM)
1	White Envelope (Without Window)	(9.5)*(4.5)	GSM as per the collected samples from the office
2	White Envelope (With Window on Upper Left Side)	(9.5)*(4.5)	GSM as per the collected samples from the office
3	Craft Envelope (Without Window)	11*5	GSM as per the collected samples from the office
4	Craft Envelope (Window on Upper Left Side)	11*5	GSM as per the collected samples from the office
5	Envelope with Cloth Lining	16*12	GSM as per the collected samples from the office
6	Envelope with Cloth Lining	(12.5)*11	GSM as per the collected samples from the office
7	Craft Envelope (Without Window)	(14.5)*(6.5)	GSM as per the collected samples from the office
8	Motor Claim Folder (Laminated Type)	Light Green	GSM as per the collected samples from the office
		White	GSM as per the collected samples from the office
		Light Orange	GSM as per the collected samples from the office
		Light Pink	GSM as per the collected samples from the office
		Yellow	GSM as per the collected samples from the office



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9	Miscellaneous (Laminated Type)		GSM as per the collected samples from the office
10	Engineering (Laminated Type)		GSM as per the collected samples from the office
11	MACT		GSM as per the collected samples from the office
12	CDRF		GSM as per the collected samples from the office

1. IMPORTANT DATES

- 2.1 Last Date for Submission of Quotation : **5:30 pm of 08th September 2025**
- 2.2 Order Execution and Delivery Date on or before : **As per the demand of the company**
- 2.3 Unless otherwise mentioned, all offers will be considered for delivery within the date specified, normally within THREE WEEKS

2. PENALTY CLAUSE

- 3.1 In event of failure in abiding to the delivery schedule on execution of order as stated in **Clause No 2.2**, penalty clause shall be applicable @ **5% of the Total Job Value**.
- 3.2 If the supplier fails to deliver the goods on or before the date specified/demanded, the Company is at liability to purchase the same from any other supplier and the original supplier has to make good any loss or damage that the company suffers on this account.

3. GENERAL PACKING INSTRUCTIONS

- 4.1 Envelopes and folders packed packets of 50/100 each bundle.
- 4.2 All packets/bundles should have printed label indicating the contents therein, printers name at the bottom and the company's name at the top.
- 4.3 Packaging needs to be effective enough to protect the content of the package.
- 4.4 Contents which are devoid of packaging would not be accepted.
- 4.5 Selected empanelled printers are requested to use the Environment friendly packaging.

Annexure-A: Office Address

SL. No.	Office Code	Office Address
1.	230000	Surat Regional Office , 1 st Floor, A Wing, Tirupati Plaza, Athwa Gate, Nanpura, Surat
2.	230001	Surat Parent Non Suit Claim Hub , 1 st Floor, A Wing, Tirupati Plaza, Athwa Gate, Nanpura, Surat
3.	239001	Vapi Child Non Suit Claim Hub , Office No.-13, 14, 15, 29 & 30, 2nd Floor, Express House, N. H. No.-48, GIDC, Vapi, 396195
4.	236000	Surat Parent Suit Claim Hub , 1 st Floor, A Wing, Tirupati Plaza, Athwa Gate, Nanpura, Surat
5.	236001	Navsari Child Suit Claim Hub , 2 nd Floor, Unit No.-201-202-203-204 Union Heights. Opp. Dhruvini Hospital, Ashanagar, Navsari-396445
6.	236002	Bharuch Child Suit Claim Hub , 1 st Floor, Above Axis Bank, J.P.Arts & Science College Campus N.H No-8, Bharuch
7.	230100	Surat LBO , 3 rd Floor, J K Chambers, Pni-Ni-Bhit, Bhagatalao, Surat
8.	230101	Surat LBO , 1 st Floor, Centre Point Bldg, B/S Kadiwala School, Ring Road, Surat
9.	230102	Surat LBO , 3 rd Floor, J K Chambers, Pani-Ni-Bhit, Bhagatalao, Surat
10.	230105	Udhna SBO , Silicon Shoppers, Shop No. G/F/14, Udhna Main Road, Surat
11.	230300	Surat LBO , 104-105, TITANIUM SQUARE, Opp. Income Tax Office, Adajan, Surat-395009.
12.	230303	Parwat Patiya SBO , Shop 26, 1 st Floor, A Building, Shilalekh Residency, Parvat Patiya, Surat
13.	230305	Jahangirpura SBO , 1 st Floor, Shop# 124, Exiito, Commercial Hub, Olpad-Jahangirpura Main Road, Surat
14.	230400	Surat LBO , 2 nd Floor, Kiran Chambers Op. J K Tower, Nr Old Sub Jail Crossing Ring Road, Surat
15.	230402	Chhaprabhatha SBO , A-25, Samarth Park Commercial complex, 1st Floor, A Bldg, Chhaprabhatha Rd Amroli Surat
16.	230403	Unn SBO , Shop No. 125, Platinum Plaza, TP – 59, FB -69-A-B, Unn, Surat
17.	230404	Vesu SBO , U-102, 1st Floor, Aastha Corporate Capital, Near Shyam Mandir, VIP road, Bharthana-Vesu, Surat 395007
18.	230500	Surat Auto Tie-up , U-102, 1st Floor, Aastha Corporate Capital, Near Shyam Mandir, VIP road, Bharthana-Vesu, Surat 395007
19.	230600	Surat Broker MBO , U-102, 1st Floor, Aastha Corporate Capital, Near Shyam Mandir, VIP road, Bharthana-Vesu, Surat 395007
20.	230700	Surat LBO , 2 nd Floor, Thakorbbhai Mithaiwala Market, Sahara Darwaja, Ring Road, Surat
21.	230701	Sarthana SBO , Shop No. 11, Ground Floor, Rajhans Point, Near Old Geetanjali Cinema, Varachha, Surat-395006
22.	230703	Adajan SBO , Shop 2, Ruchi Flats, Opp. Bhulka Bhavan Adajan, Hajira Rd, Surat
23.	230704	Kamrej SBO , 232, Shruti Complex, Above Federal Bank, N.H.8, Kamrej Char Rasta, Surat
24.	230800	Navsari MBO , 2 nd Floor, Unit No.-201-202-203-204 Union Heights. Opp. Dhruvini Hospital, Ashanagar, Navsari-396445
25.	230802	Bardoli LBO , Modi Tower, Char Rasta, Limda Chowk, Bardoli
26.	230803	Vyara SBO , Shop G/12, Ground Floor Hyper City Station Road, Taluka - Vyara, District-Tapi.
27.	230805	Vijalpore SBO , Shop No-24, Riya Complex, Opp. Sitaramnagar Socy, Eru Char RastaVijalpore
28.	230806	Songadh SBO , 209, 2 nd Floor, Ashirwad Residency, Hathifalaia, Songadh
29.	230807	Jalalpore SBO , Shop No.-12/0, 1 st Floor, Haridarshan Complex, Opp. Krishna Xerox, Jalalpore Road, Navsari (West), 396445
30.	230900	Valsad MBO , 1St Floor, Adina Chambers, Station Rd, Valsad
31.	230901	Bilimora MBO , Office No.-201/1, Goharbaug Bilimora, Adinath Arcade, Ta. Gandevi, Dist. Navsari

32.	230903	Vansda SBO , 1 st Floor, Sarvoday Shopping Centre Shop 2, Nr Sardar Baug, Vansda, Vansda
33.	230904	Killa Pardi SBO , 106, Balakhadi, Near Maniben Shopping Centre, Killa Pardi, Taluka-Pardi, District-Valsad
34.	230906	Abrama SBO , Shop 104, Om Plaza Bldg, Nr State Bank Of Patiala, Dharampur Rd, Abrama, Valsad
35.	231000	Vapi LBO , Office No.-13, 14, 15, 29 & 30, 2nd Floor, Express House, N. H. No.-48, GIDC, Vapi, 396195
36.	231001	Silwasa MBO , 1 st Floor, Dan Commercial Complex, Opp. Dan Tourist Centre, Tokarkada, Silvassa
37.	231003	INA Vapi SBO , Office No-103, Breeze View Complex., above Canara Bank, Koparli Rd, GIDC, Vapi, Gujarat 396195 Koparli Rd, Ina VapiVapi
38.	231100	Bharuch MBO , 1 st Floor, Above Axis Bank, J.P.Arts & Science College Campus N.H No-8, Bharuch
39.	231101	Ankleshwar MBO , 2 nd Floor, SF-15 & 27 And 14&28, Omkar-2, GIDC, Old National Highway 8, Ankleshwar. 393 002
40.	231102	Rajpipla MBO , Ground Floor, Shop No. 1 & 2, Krishna Height, Gandhi Chowk, Rajpipla, Dis-Narmada.
41.	231103	City Branch Bharuch MBO , 1 st Floor, Sheth House,Opp. Pritam Nagar Society-1, Near Kasak ,Maktampur Road, Bharuch
42.	231201	Bodeli SBO , Shop No.37, 1 st Floor, Jaya Shopping Center, Chhotaudepur Road, Bodeli.
43.	231202	Godhra MBO , 1 st Floor, N.K.M. Complex, Nr. IOC Petrol Pump, Prabha Road, Godhra.
44.	231203	Halol SBO , 5683, Sonwadi Station Road, Halol.

ANNEXURE-B: OFFICE REQUIREMENT FOR VARIOUS ENVELOPES

SL. No.	Office Name and Code	ENVELOPES							Grand Total
		White Envelope (Without Window) (9.5)*(4.5)	White Envelope (With Window on Upper Left Side) (9.5)*(4.5)	Craft Envelope (Without Window) 11*5	Craft Envelope (Window on Upper Left Side) 11*5	Envelope (With Cloth Lining) 16*12	Envelope (With Cloth Lining) (12.5)*11	Box file cover (With Cloth Lining)	
1.	Surat RO (230000)	0	0	0	0	0	0	100	100
2.	Surat Parent Non Suit Claim Hub (230001)	100	100	1000	1000	250	0	50	2500
3.	Vapi Child Non Suit Claim Hub (239001)	100	0	500	300	100	0	0	1000
4.	Surat Parent Suit Claim Hub (236000)	100	100	1000	300	350	0	100	1950
5.	Navsari Child Suit Claim Hub (236001)	100	100	500	300	100	0	0	1100
6.	Bharuch Child Suit Claim Hub (236002)	100	100	500	300	100	0	0	1100
7.	Surat LBO (230100)	200	1500	0	0	100	100	0	1900
8.	Surat LBO (230101)	500	0	1500	2000	60	30	0	4090
9.	Surat LBO (230102)	800	1500	1000	1000	100	100	0	4500
10.	Udhna SBO (230105)	0	0	300	0	0	0	0	300
11.	Surat LBO (230300)	2000	2000	1000	2000	0	0	0	7000
12.	Parwat Patiya SBO (230303)	0	0	900	0	60	60	0	1020
13.	Jahangirpura SBO	500	1000	300	300	0	0	0	2100

SL. No.	Office Name and Code	ENVELOPES							Grand Total
		White Envelope (Without Window) (9.5)*(4.5)	White Envelope (With Window on Upper Left Side) (9.5)*(4.5)	Craft Envelope (Without Window) 11*5	Craft Envelope (Window on Upper Left Side) 11*5	Envelope (With Cloth Lining) 16*12	Envelope (With Cloth Lining) (12.5)*11	Box file cover (With Cloth Lining)	
	(230305)								
14.	Surat LBO (230400)	600	1500	1000	2500	100	50	0	5750
15.	Chhaprabhat ha SBO (230402)	50	500	0	0	0	0	0	550
16.	Unn SBO (230403)	100	300	100	100	30	120	0	750
17.	Vesu SBO (230404)	50	500	0	0	0	0	0	550
18.	Surat Auto Tie-up (230500)	0	0	0	0	0	0	0	0
19.	Surat Broker MBO (230600)	100	1000	100	1000	0	0	0	2200
20.	Surat LBO (230700)	0	0	2000	3000	300	300	0	5600
21.	Sarthana SBO (230701)	0	0	0	0	0	0	0	0
22.	Adajan SBO (230703)	300	300	300	300	30	30	0	1260
23.	Kamrej SBO (230704)	0	0	0	0	0	0	0	0
24.	Navsari MBO (230800)	0	0	0	0	0	0	0	0
25.	Bardoli LBO (230802)	1000	1000	2000	800	100	50	0	4950
26.	Vyara SBO (230803)	0	0	0	0	0	0	0	0
27.	Vijalpore SBO (230805)	0	0	0	0	0	0	0	0
28.	Songadh SBO (230806)	0	0	500	0	30	60	0	590
29.	Jalalpore SBO (230807)	0	0	0	0	60	60	0	120
30.	Valsad MBO (230900)	1500	1000	800	800	100	100	0	4300
31.	Bilimora MBO (230901)	0	0	0	1000	700	0	0	1700

SL. No.	Office Name and Code	ENVELOPES							
		White Envelope (Without Window) (9.5)*(4.5)	White Envelope (With Window on Upper Left Side) (9.5)*(4.5)	Craft Envelope (Without Window) 11*5	Craft Envelope (Window on Upper Left Side) 11*5	Envelope (With Cloth Lining) 16*12	Envelope (With Cloth Lining) (12.5)*11	Box file cover (With Cloth Lining)	Grand Total
32.	Vansda SBO (230903)	0	0	0	0	100	0	0	100
33.	Killa Pardi SBO (230904)	300	300	0	0	30	30	0	660
34.	Abrama SBO (230906)	1000	50	50	200	20	15	0	1590
35.	Vapi LBO (231000)	300	300	300	300	150	150	0	1800
36.	Silwasa MBO (231001)	600	600	600	600	100	100	0	3600
37.	INA Vapi SBO (231003)	0	0	0	0	0	0	0	0
38.	Bharuch MBO (231100)	0	0	0	0	0	0	0	0
39.	Ankleshwar MBO (231101)	1000	1000	500	500	0	0	0	4400
40.	Rajpipla MBO (231102)	0	1500	0	0	0	0	0	1500
41.	City Branch Bharuch MBO (231103)	0	0	0	0	0	0	0	0
42.	Bodeli SBO (231201)	0	0	0	0	0	0	0	0
43.	Godhra MBO (231202)	0	0	0	0	0	0	0	0
44.	Halol SBO (231203)	0	0	0	0	0	0	0	0
Grand Total		11400	16250	16750	18600	3070	1355	250	70630

ANNEXURE-C: OFFICE REQUIREMENT FOR VARIOUS FOLDERS

SL. No.	Office Name and Code	Motor					Miscellaneous	Engineering	MACT	CDRF	Grand Total
		Maruti (Light Green)	KIA (White)	Hyundai (Light Orange)	Toyota (Light Pink)	Misc (Yellow)					
1.	Surat Parent Non-Suit Claim Hub (230001)	0	0	0	0	0	1500	1500	0	0	3000
2.	Vapi Child Non-Suit Claim Hub (239001)	0	0	0	0	450	0	0	0	0	450
3.	Surat Auto Tie-Up (230500)	3300	1100	1200	400	1000	0	0	0	0	7000
4.	Surat Parent Suit Claim Hub (236000)	0	0	0	0	0	0	0	2000	1000	3000
5.	Navsari Child Suit Claim Hub (236001)	0	0	0	0	0	0	0	150	100	250
6.	Bharuch Child Suit Claim Hub (236002)	0	0	0	0	0	0	0	250	50	300
Grand Total		3300	1100	1200	400	1450	1500	1500	2400	1150	14000

