

Annexure I

क. स.	अञ्चल	जिल्ला	पुरा ठेगाना	प्रदेश नं.	प्रधान / शाखा/उप-शाखा कार्यालय	ठिक (✓) चिन्ह लगाउनु होला बस्तुतथा सेवा उपलब्ध गराउन सक्ने/नसक्ने
1	बागमती	काठमाडौं	पुतलीसडक	Bagmai	प्रधान कार्यालय	
2	बागमती	काठमाडौं	नक्साल	Bagmai	काठमाडौं	
3	कोशी	मोरंग	भानुटोल, विराटनगर १	Koshi	विराटनगर	
4	गण्डकी	कास्की	पृथ्वीचोक, नागढुंगा	Gandaki	पोखरा	
5	भेरी	बाँके	सुर्खेत, नेपालगञ्ज १	Lumbini	नेपालगञ्ज	
6	लुम्बिनी	रुपन्देही	बुटवल ८, ट्राफिकचोक	Lumbini	बुटवल	
7	जनकपुर	धनुषा	जनकपुरचोक, जनकपुर	Madhesh	जनकपुर	
11	मेची	भापा	भद्रपुर रोड, विर्तामोड ४	Koshi	विर्तामोड	
9	महाकाली	कंचनपुर	महेन्द्रनगर ४	Sudurpaschim	महेन्द्रनगर	
8	नारायणी	पर्सा	आदर्शनगर चोक १५, विरगञ्ज	Madhesh	विरगञ्ज	
10	सेती	कैलाली	धनगढी ३, कैलाली	Sudurpaschim	धनगढी	
12	नारायणी	चितवन	नारायणघाट ३, चितवन	Bagmai	नारायणगढ	
13	सगरमाथा	सिरहा	लाहान ८, सिरहा	Madhesh	लाहान	
14	राप्ती	दांग	सहिदगेट, घोराही	Bagmai	दांग	
15	बागमती	भक्तपुर	गङ्गाघर, भक्तपुर	Bagmai	भक्तपुर	
16	बागमती	ललितपुर	यपा भवन, पुलचोक ललितपुर	Bagmai	ललितपुर	
17	कोशी	सुनसरी	छाताचोक (धरान ४	Koshi	धरान	
18	नारायणी	रौतहट	गौर बडा नं. १	Madhesh	गौर	
19	नारायणी	मकवानपुर	अजरअमर रोड	Bagmai	हेटौंडा	
20	जनकपुर	सर्लाही	मलंगवा बडा नं. ९	Madhesh	मलंगवा	
21	लुम्बिनी	रुपन्देही	कालिका टोल, तौलिहवा ३	Lumbini	तौलिहवा	
22	गण्डकी	तनहुं	दमौली	Gandaki	दमौली	
23	धौलागिरी	बागलुंग	महेन्द्रपथ बागलुंग	Gandaki	बागलुंग	
24	महाकाली	डडेलधुरा	अमरगढी ५, तुफानडाडा, डडेलधुरा	Sudurpaschim	डडेलधुरा	
25	लुम्बिनी	गुल्मी	तम्घास १, गुल्मी	Lumbini	गुल्मी	
26	लुम्बिनी	नवलपरासी	रामग्राम नगरपालिका २ नवलपरासी	Lumbini	परासी	
27	सेती	कैलाली	सिद्धार्थचोक, टिकापुर ९	Sudurpaschim	टिकापुर	
28	जनकपुर	महोत्तरी	जलेश्वर ५, महोत्तरी	Madhesh	जलेश्वर	

29	गण्डकी	स्यागंजा	वालिग ३, स्यागंजा	Gandaki	वालिग		
30	भेरी	सुर्खेत	विरेन्द्रनगर नगरपालिका बडा नं. ५	Karnali	सुर्खेत		
31	गण्डकी	गोरखा	गोरखा ३, हरमतरि	Gandaki	गोरखा		
32	सगरमाथा	सप्तरी	राजविराज ३, मेनरोड नेताचोक	Madhesh	राजविराज		
33	बागमती	काठमाडौं	चुच्चेपाटी, चावहिल	Bagmai	चावहिल		
34	बागमती	काठमाडौं	बनेपा	Bagmai	बनेपा		
35	बागमती	काठमाडौं	अल इन वन मार्ट- बानेश्वर	Bagmai	बानेश्वर		
36	बागमती	काठमाडौं	कलकी-१३,	Bagmai	कलकी		
37	कोशी	सुनसरी	महेन्द्र राजमार्ग इटहरी-६	Koshi	इटहरी		
38	मेची	इलाम	निकुन्जपथ चोकबजार-४, इलाम ब	Koshi	इलाम		
39	लुम्बिनी	पाल्पा	शिलखन टोल-४, तानसेन	Lumbini	पाल्पा		
40	बागमती	नुवाकोट	विदुर न.पा.-४ विदुर	Bagmai	नुवाकोट		
41	महाकाली	बैतडी	गोठलापानी-४,	Sudurpaschim	बैतडी		
42	मेची	भक्रापा	दमक	Koshi	दमक		
58	मेची	भक्रापा	चन्द्रगढी	Koshi	चन्द्रगढी		
59	कोशी	सुनसरी	इनरुवा	Koshi	इनरुवा		
60	जनकपुर	सर्लाही	लालबन्दी	Koshi	लालबन्दी		
61	जनकपुर	सर्लाही	बरथहवा	Madhesh	बरथहवा		
62	नारायणी	बारा	सिमरा पिपरा	Bagmai	सिमरा पिपरा		
63	जनकपुर	धनुषा	धनुषाधाम	Madhesh	धनुषाधाम		
64	नारायणी	चितवन	पर्सा	Bagmai	पर्सा		
65	काष्की	कास्की	लेखनाथ	Gandaki	लेखनाथ		
66	धौलागिरी	पर्वत	कुष्मा	Gandaki	कुष्मा		
67	धौलागिरी	म्याग्दी	बेनी	Gandaki	बेनी		
68	गण्डकी	नवलपरासी स.प.	कावासोती	Gandaki	कावासोती		
69	लुम्बिनी	नवलपरासी	बर्दघाट	Lumbini	बर्दघाट		
70	राप्ती	दाङ्ग	लमही	Lumbini	लमही		
71	लुम्बिनी	कापिलबस्तु	चन्द्रौता	Lumbini	चन्द्रौता		
43	धनकुटा	धनकुटा	बसपार्क धनकुटा-७	Koshi	धनकुटा		
44	बर्दिबास	महोत्तरी	बर्दिबास मेनरोड	Madhesh	महोत्तरी		
45	सिन्धुली	सिन्धुली	कमलामाई ६ माडीबजार	Bagmai	सिन्धुली		
46	सिदार्थनगर	रुपन्देही	सिदार्थनगर-६ गल्लामण्डी	Lumbini	रुपन्देही		

47	बर्दिया	बर्दिया	गुलरिया ६, बर्दिया	Lumbini	बर्दिया		
48	गाईघाट	उदयपुर	त्रियुगानगरपालिका ११, गाईघाट	Koshi	उदयपुर		
49	निजगढ	बारा	मेनरोड ८, निजगढ	Madhesh	बारा		
50	कलैया	बारा	कलैया उपमहानगरपालिका ४ बारा	Madhesh	बारा		
51	धादिंग	धादिंग	धादिंगबेशी निलकण्ठ नगरपालिका	Bagmai	धादिंग		
52	बेशीशहर	लमजुंग	त्रिवेणीटोल, बेशीशहर, लमजुंग	Gandaki	लमजुंग		
53	बाह्रविसे	सिन्धुपाल्चोक	बाह्रविसे बसपार्क	Bagmai	सिन्धुपाल्चोक		
54	प्युठान	प्युठान	प्युठान न पा ४ बिजुवार	Lumbini	प्युठान		
55	तुल्सीपुर	दांग	तुल्सीपुर ५, ख लेन	Lumbini	दांग		
56	सल्यान	सल्यान	सुर्यनगर १ सल्यान	Sudurpaschim	सल्यान		
57	कोहलपुर	बांके	कोहलपुर ११ न्यूरोड	Lumbini	बांके		
73	महाकाली	दार्चला	खलंगा	Sudurpaschim	खलंगा		
74	बागमती	काठमाडौं	कीर्तिपुर	Bagmai	कीर्तिपुर		
72	लम्बिनी	अर्घाखाँची	सन्धिखर्क	Lumbini	सन्धिखर्क		
75	भेरी	कैलाली	सखड	Sudurpaschim	सखड		
76	कर्णाली	जम्ला	जम्ला	Karnali	जम्ला		
77	सगरमाथा	सिराहा	मिर्चैया	Madhesh	मिर्चैया		

Annexur II

S.No.	Printing & Stationary Items	Quality	Appx. Size	Appx. Req.
1	ID-Card with holder and ribbon			3000pcs
2	Agent Manual			2500 pcs
3	Agent Training Application(prashichan ko lagi nibedan)200pcs	70 Gsm woodfree indonatian both side		19000 pcs
4	Agent Training Application(ljajatpatra ko lagi nibedan) (Beema S)	70 Gsm woodfree indonatian both side	21*28.5cm	19000 pcs
5	Agent Training Certificate 100/pad	250 Gsm Art Paper	21.5*27.5cm	12000 pcs
6	Agent licence renewal application(100pcs)	70 Gsm woodfree indonatian both side	19*24.5cm	15000 pcs
7	Annexure For ADB (200/packet)	70 Gsm woodfree indonatian Single side	21*28.5cm	100000 pcs
8	Annexure For Money Back (100/pad)	70 Gsm woodfree indonatiansingle side	14*21.5cm	8000 pcs
9	Annexure For Term Rider (100/pad)	70 Gsm woodfree indonatian Singleside	14*21.5cm	4000 pcs
10	Annexure For Dhan Bristi (100/pad)	70 Gsm woodfree indonatian both side	14*21.5cm	18000 pcs
11	Annexure For Jeevan Sathi (100/pad)	70 Gsm woodfree indonatian both side	21*28.5cm	13000 pcs
12	Assignment Of Policy	70 Gsm woodfree indonatian both side		10000 pcs
13	Attendance Register (pieces)			500 pcs
14	B.O.C. (proposal Deposit Receipt) /Renewal Receipt	60Gsm Maplitho with numbering	15.5*25.5cm	1050000 pcs
15	Policy Bond Endowment 333	105Gsm Purchment Paper/70 Gsm Maplitho Paper	24.5*30.5cm	44000 pcs
16	Policy Bond Jeevan Anand 342	105Gsm Purchment Paper/70 Gsm Maplitho Paper	24.5*30.5cm	10000 pcs
17	Policy Bond NEW Jeevan Tarang (360)	105Gsm Purchment Paper/70 Gsm Maplitho Paper	24.5*30.5cm	42000 pcs
18	Policy Bond Jeevan Aastha Plan347/48	105Gsm Purchment Paper/70 Gsm Maplitho Paper	24.5*30.5cm	2500 pcs
19	Policy Bond Jivan Shree(353plan)	105Gsm Purchment Paper/70 Gsm Maplitho Paper	24.5*30.5cm	5000 pcs
20	Policy Bond Dhan Bristi (358)	105Gsm Purchment Paper/70 Gsm Maplitho Paper	24.5*30.5cm	5000 pcs
21	Policy Bond Jivan Aksay(356plan)	105Gsm Purchment Paper/70 Gsm Maplitho Paper		
22	Policy Bond Jivan Sathi(357plan)	105Gsm Purchment Paper/70 Gsm Maplitho Paper	24.5*30.5cm	as per requirement
23	Policy Bond group Endowment "Jivan Madhur Laghu (Bima	105Gsm Purchment Paper/70 Gsm Maplitho Paper		as per requirement
24	Policy Bond Money Back (334)Dhan firta	105Gsm Purchment Paper/70 Gsm Maplitho Paper	24.5*30.5cm	as per requirement
25	Policy Bond Jivan Bachat	105Gsm Purchment Paper/70 Gsm Maplitho Paper	24.5*30.5cm	5000 pcs
26	Policy Bond Baal Sambridhi	105Gsm Purchment Paper/70 Gsm Maplitho Paper	24.5*30.5cm	5000 pcs
27	Policy bond jeevan labh	105Gsm Purchment Paper/70 Gsm Maplitho Paper	24.5*30.5cm	5000 pcs
28	Proposal Form No.101A	60 Gsm Malpitho Indian	21.5*28.5cm	150000 pcs

29	Proposal Form No.103 (FMR)Plan 333(200pcs/packet)	70 Gsm woodfree indonatian	21*28.5cm	40000 pcs
30	Rating sheet(200pcs)	70 Gsm woodfree indonatian	21*28.5 cm	19000 pcs
31	Review Slip Paper (continuous Paper)box	60 Gsm Malpitho Indian Box	25.5*30cm	500 pcs
32	Ribbon Epson 2090			as per requirement
33	Ribbon Epson 2180			as per requirement
34	Ribbon Epson LQ300			as per requirement
35	Ribbon LQ 310			as per requirement
36	Tamasuk For Policy Holder/Agent(100/pcs)	Nepali Paper	21.5*31cm	65000 pcs
37	Envelop For policy DOCKET(600pcs /sack)		35*18 cm	45000 Pcs
38	Envelop Yellow (Big)	80 Gsm	10"*13"	45000 pcs
39	Envelop Yellow (Small)	80 Gsm	4.25"*9.50"	27000 pcs
40	Envelop Yellow (Big) Branch office	80Gsm	25*32 cm	32000 pcs
41	loan Envelope		12.5*32.5 cm	100000 pcs
42	plastic envelop/ envelop for policy bond		25*38 cm	61000 [cs
43	Letter Head (Small)(200pcs)	80Gsm Multi colour	14.5*21cm	22000 pcs
44	Letter Head(Big) (200pcs)	80Gsm Multi colour	21*30cm	25000 pcs
45	Memo For Office Use			
46	Dabi Farchut Purja (discharge voucher)Maturity Claim(200 pcs)	70Gsm woodfree Indonesian single side	21.5*29.5cm	5000 pcs
47	Surrender Application Form (samarpan)(200 pcs)	70Gsm woodfree Indonesian single side	21.5*29cm	33000 pcs
48	Dabi Karta ko Bayan(200Pcs/packet)	70Gsm woodfree Indonesian	21.5*29.5cm	18000 pcs
49	Dabi jach pratibedan	70Gsm woodfree Indonesian	21*29cm	9000 pcs
50	Ba Ka Patra (100 pads) Nepali paper	70Gsm woodfree Indonesian	22*30cm	10000 pcs
51	Declaration Of Good Health (DGH)-swastha sambandhi	70Gsm woodfree Indonesian single side	20.5*28.5cm	35000 pcs
52	Document Parcel Slip (100/pad)		13.5*22cm	44000 pcs
53	ECG (Yellow card) 100/pad	200 GsmCardboard	32.5*22.5cm	7500 pcs
54	Medical Attendance certificate(200 packet)	70Gsm woodfree Indonesian single side	21.*28.5cm	6000 pcs
55	Certificate of Hospital Treatment (200/packet)	70Gsm woodfree Indonesian single side	21*28.5cm	6000 pcs
56	Karyalaya ko tarfa bata (Death claim document)	70Gsm woodfree Indonesian single side	21*28.5cm	5000 pcs
57	Comparative Analysis of Underwriting Requirements	70Gsm woodfree Indonesian	21*28.5cm	as per requirement
58	Covid -19 Questionnaire (200/packet)	70Gsm woodfree Indonesian	21*28.5cm	17000 pcs
59	Kyc Update Form (200/packet)	70Gsm woodfree Indonesian both side	21*28.5cm	75000 pcs

60	Loan application form(200pcs/packet)	70Gsm woodfree Indonesian Single side	21.28.5 cm	61000 pcs
61	Indemnity form (100/packet) Nepali Paper 3 pages	70Gsm woodfree Indonesian	21.5*29cm	8000 pcs
62	Application for Duplicate(LICENSE IF LOST FOR AGENTS)	70Gsm woodfree Indonesian	24.5*30.5cm	10000 pcs
63	Death claim application(bimale no ko mrityudabi bhuktani)	70Gsm woodfree Indonesian single side	21*28.5cm	13000 pcs
64	Applicationform for agent(advance against commission)	70Gsm woodfree Indonesian single side	24.5*30.5cm	9000 pcs
65	Copy	70Gsm woodfree Indonesian	18.5*24.5cm	6000 pcs
66	Proposal form (Baal unnati)	60Gsm Woodfree Maplitho indian	21*29 cm	3100 pcs
67	bal unnti Brochure/leaflatye		24.5*30.5cm	25000 pcs
68	BaalUnnati BOND	105Gsm Purchment Paper/70 Gsm Maplitho Paper	24.5*30 .5Cm	25000 pcs
69	photocopy Paper Double A	70 Gsm	21*29.5 cm	as per requirement
	General Stationery Items			as per requirement
70	Bag File Thin			as per requirement
71	Ball Pen			as per requirement
72	Ball Pen Pentonic			as per requirement
73	Ball Pen Techno Tip Cello			as per requirement
74	Binder Clip 19mm			as per requirement
75	Binder Clip 25mm			as per requirement
76	Binder Clip 32mm			as per requirement
77	Binder Clip 41mm			as per requirement
78	Binder Clip 51mm			as per requirement
79	Black Tape			as per requirement
80	Board Marker			as per requirement
81	Snowman marker(water Proof)			as per requirement
82	Box File Plastic			as per requirement
83	Business file thick			as per requirement
84	Calculator CT9915			as per requirement
85	CD Marker			as per requirement
86	Cello Tape1"			as per requirement
87	Cello Tape 1/2 inch			as per requirement
88	Clip File			as per requirement
90	Day Book 3 no.			as per requirement

91	Divider set			as per requirement
92	Duster			as per requirement
93	Executive notebook A5			as per requirement
94	Expanding file			as per requirement
95	Extention cord			as per requirement
96	File lace			as per requirement
97	Foam Tape doble Sided			as per requirement
98	Folder File			as per requirement
99	Jel Pen Cello			as per requirement
100	Glue Stick 36 gm			as per requirement
101	Glue Stick 8 gm			as per requirement
102	Hook			as per requirement
103	ID Card Holder			as per requirement
104	Index File Plastic			as per requirement
105	Kobra file (Thick)			as per requirement
106	Kobra file (Thin)			as per requirement
107	Marker Pen			as per requirement
108	Masking tape 1"			as per requirement
109	My Clear bag thick			as per requirement
110	Nepali File			as per requirement
111	Packing tape(1kg)			as per requirement
112	Packing tape(100 metres)			as per requirement
113	Paper clip			as per requirement
114	Paper cutter			as per requirement
115	Pen Holder			as per requirement
116	Prencil			as per requirement
117	Photo copy paperDouble A70gm			as per requirement
118	Pilot Pen V5RT			as per requirement
119	Pilot Pen V5RT Refill			as per requirement
120	Plastic scale 12"			as per requirement
121	post it pad 1 inch			as per requirement

122	post it pad 3*3			as per requirement
123	post it pad 3*5			as per requirement
124	Pre-ink Stamp			as per requirement
125	Punching Machine DP 600			as per requirement
126	Register no.3			as per requirement
127	Register no.4			as per requirement
128	Register no.5			as per requirement
129	Register no.6			as per requirement
130	Ring file			as per requirement
131	Rubber band			as per requirement
132	Scisser big			as per requirement
133	Spiral note normal			as per requirement
134	Spiral notebook 50 sheet chinese			as per requirement
135	Stamp pad			as per requirement
136	Stamp pad(Big)			as per requirement
137	Stamp Refill			as per requirement
138	Stapler Machine 24/6			as per requirement
139	Stapler Machine no.10			as per requirement
140	Stapler pin no.10			as per requirement
141	Stapler remover			as per requirement
142	Stick file thick			as per requirement
143	Tape Dispenser Small			as per requirement
144	Visiting card Holder			as per requirement
145	Chalani Register			as per requirement
146	Darta Register			as per requirement
147	Correction Pen			as per requirement
148	Highlighter			as per requirement
149	Paper fastener			as per requirement
150	Office File			as per requirement
151	Paper Clips			as per requirement
152	Easy Stick			as per requirement

153	Sticky Note			as per requirement
154	Sign Pen-351			as per requirement
155	Box File			as per requirement
156	Flexoffice Twin CD Marker			as per requirement
157	Doms Erasers			as per requirement
158	Doms Sharpener			as per requirement
159	Doms Pencils			as per requirement
160	Small index file			as per requirement
161	Pentonic pen			as per requirement
162	Glue Stick			as per requirement
163	Sticky Note			as per requirement
164	Raping Paper			as per requirement
165	Clock Battery			as per requirement
166	Permanent marker			as per requirement
167	Carbon Paper			as per requirement
168	Stamp pad			as per requirement
	IT Related Items			
169	Server			as per requirement
170	Firewall			as per requirement
171	CPU			as per requirement
172	Monitor			as per requirement
173	Keyboard			as per requirement
174	Mouse			as per requirement
175	Hard drive			as per requirement
176	RAM			as per requirement
177	Mother Board			as per requirement
178	SMPS			as per requirement
179	LAN Cable			as per requirement
180	Clamper			as per requirement
181	RJ45			as per requirement
182	Biometric Device			as per requirement
183	Power Adapter			as per requirement

184	LAN Cable			as per requirement
185	LAN Switch			as per requirement
186	Cartridge			as per requirement
187	Cartridge Ink			as per requirement
188	Drum Printer			as per requirement
189	Magnet Roll			as per requirement
190	Printer Head			as per requirement
191	Head Cable			as per requirement
192	Tracktor			as per requirement
193	Paper Guide			as per requirement
194	Printer Board			as per requirement
195	Printer nub			as per requirement
196	Cartridge Roller			as per requirement
197	Ribbon Mask			as per requirement
198	Printer Gear			as per requirement
199	Printer Lever			as per requirement
200	CCTV Camera			as per requirement
201	POE Switch			as per requirement
202	NVR/DVR			as per requirement