

क्र. स.	अञ्चल	जिल्ला	पुरा ठेगाना	प्रदेश नं.
1	बागमती	काठमाडौं	पुतलीसडक	Bagmai
2	बागमती	काठमाडौं	नक्साल	Bagmai
3	कोशी	मोरंग	भानुटोल, विराटनगर १	Koshi
4	गण्डकी	कास्की	पृथ्वीचोक, नागढुंगा	Gandaki
5	भेरी	बाँके	सुर्खेत, नेपालगञ्ज १	Lumbini
6	लुम्बिनी	रूपन्देही	बुटवल ८, टाफिकचोक	Lumbini
7	जनकपुर	धनुषा	जनकपुरचोक, जनकपुर	Madhesh
11	मेची	भैरहवा	भद्रपुर रोड, विर्तामोड ४	Koshi
9	महाकाली	कञ्चनपुर	महेन्द्रनगर ४	Sudurpaschim
8	नारायणी	पर्सा	आदर्शनगर चोक १५, विरग	Madhesh
10	सेती	कैलाली	धनगढी ३, कैलाली	Sudurpaschim
12	नारायणी	चितवन	नारायणघाट ३, चितवन	Bagmai
13	सगरमाथा	सिरहा	लाहान ८, सिरहा	Madhesh
14	राप्ती	दाङ	सहिदगोट, घोराही	Bagmai
15	बागमती	भक्तपुर	गढाघर, भक्तपुर	Bagmai
16	बागमती	ललितपुर	यपा भवन, पुल्चोक ललितपुर	Bagmai
17	कोशी	सुनसरी	छाताचोक (धरान ४	Koshi
18	नारायणी	रौतहट	गौर बडा नं. १	Madhesh
19	नारायणी	मकवानपुर	अजरअमर रोड	Bagmai
20	जनकपुर	सर्लाही	मलंगवा बडा नं. ९	Madhesh
21	लुम्बिनी	रूपन्देही	कालिका टोल, तौलिहवा ३	Lumbini
22	गण्डकी	तनहुँ	दमौली	Gandaki
23	धौलागिरी	बागलुङ	महेन्द्रपथ बागलुङ	Gandaki
24	महाकाली	डडेल्धुरा	अमरगढी ५, तुफानडाडा, ड	Sudurpaschim
25	लुम्बिनी	गुल्मी	तम्घास १, गुल्मी	Lumbini
26	लुम्बिनी	नवलपरासी	रामग्राम नगरपालिका २ नव	Lumbini
27	सेती	कैलाली	सिद्धार्थचोक, टिकापुर ९	Sudurpaschim
28	जनकपुर	महोत्तरी	जलेश्वर ५, महोत्तरी	Madhesh
29	गण्डकी	स्याङ्जा	वालिङ ३, स्याङ्जा	Gandaki
30	भेरी	सुर्खेत	विरेन्द्रनगर नगरपालिका बड	Karnali
31	गण्डकी	गोरखा	गोरखा ३, हरमतिरि	Gandaki
32	सगरमाथा	सप्तरी	राजविराज ३, मेनरोड नेताच	Madhesh
33	बागमती	काठमाडौं	चुच्चेपाटी, चावहिल	Bagmai
34	बागमती	काठमाडौं	बनेपा	Bagmai
35	बागमती	काठमाडौं	अल इन वन मार्ट- बानेश्वर	Bagmai
36	बागमती	काठमाडौं	कलकी-१३,	Bagmai
37	कोशी	सुनसरी	महेन्द्र राजमार्ग इटहरी-६	Koshi
38	मेची	इलाम	निकुन्जपथ चोकबजार-४, इ	Koshi
39	लुम्बिनी	पाल्पा	शिलखन टोल-४, तानसेन	Lumbini
40	बागमती	नुवाकोट	विदुर न.पा.-४ विदुर	Bagmai
41	महाकाली	बैतडी	गोठलापानी-४,	Sudurpaschim
42	मेची	भैरहवा	दमक	Koshi
58	मेची	भैरहवा	चन्द्रगढी	Koshi

59	कोशी	सुनसरी	इनरुवा	Koshi
60	जनकपुर	सर्लाही	लालबन्दी	Koshi
61	जनकपुर	सर्लाही	बरथहवा	Madhesh
62	नारायणी	बारा	सिमरा पिपरा	Bagmai
63	जनकपुर	धनुषा	धनुषाधाम	Madhesh
64	नारायणी	चितवन	पर्सा	Bagmai
65	काष्की	कास्की	लेखनाथ	Gandaki
66	धौलागिरी	पर्वत	कृष्मा	Gandaki
67	धौलागिरी	म्याग्दी	बेनी	Gandaki
68	गण्डकी	नवलपरासी स.प.	कावासोती	Gandaki
69	लुम्बिनी	नवलपरासी	बर्दघाट	Lumbini
70	राप्ती	दाङ्ग	लमही	Lumbini
71	लुम्बिनी	कपिलबस्तु	चन्द्रौता	Lumbini
43	धनकुटा	धनकुटा	बसपार्क धनकुटा-७	Koshi
44	बर्दिबास	महोत्तरी	बर्दिबास मेनरोड	Madhesh
45	सिन्धुली	सिन्धुली	कमलामाई ६ माडीबजार	Bagmai
46	सिदार्थनगर	रुपन्देही	सिदार्थनगर-६ गल्लामण्डी	Lumbini
47	बर्दिया	बर्दिया	गुलरिया ६, बर्दिया	Lumbini
48	गाईघाट	उदयपुर	त्रियुगानगरपालिका ११, गाईघाट	Koshi
49	निजगढ	बारा	मेनरोड ८, निजगढ	Madhesh
50	कलैया	बारा	कलैया उपमहानगरपालिका ४	Madhesh
51	धादिंग	धादिंग	धादिंगवेशी निलकण्ठ नगरपालिका	Bagmai
52	वेशीशहर	लमजुंग	त्रिवेणीटोल, वेशीशहर, लमजुंग	Gandaki
53	बाह्रविसे	सिन्धुपाल्चोक	बाह्रविसे बसपार्क	Bagmai
54	प्युठान	प्युठान	प्युठान न पा ४ बिजुवार	Lumbini
55	तुल्सीपुर	दांग	तुल्सीपुर ५, ख लेन	Lumbini
56	सल्यान	सल्यान	सूर्यनगर १ सल्यान	Sudurpaschim
57	कोहलपुर	बाँके	कोहलपुर ११ न्यूरोड	Lumbini
73	महाकाली	दार्चला	खलंगा	Sudurpaschim
74	बागमती	काठमाडौं	कीर्तिपुर	Bagmai
72	लम्बिनी	अर्घाखाँची	सन्धिखर्क	Lumbini
75	भेरी	कैलाली	सखड	Sudurpaschim
76	कर्णाली	जम्ला	जम्ला	Karnali
77	सगरमाथा	सिराहा	मिर्चैया	Madhesh

Annexure I

प्रधान / शाखा / उप-शाखा कार्यालय	ठिक (✓) चिन्ह लगाउनु होला वस्तुतथा सेवा उपलब्ध गराउन सक्ने/नसक्ने	
प्रधान कार्यालय		
काठमाडौं		
विराटनगर		
पोखरा		
नेपालगञ्ज		
बुटवल		
जनकपुर		
वर्तमानमोड		
महेन्द्रनगर		
विरगञ्ज		
धनगढी		
नारायणगढ		
लाहान		
दांग		
भक्तपुर		
ललितपुर		
धरान		
गौर		
हेटौडा		
मलंगवा		
तौलिहवा		
दमौली		
बागलुंग		
डडेलधुरा		
गुल्मी		
परासी		
टिकापुर		
जलेश्वर		
वालिगं		
सुर्खेत		
गोरखा		
राजविराज		
चावहिल		
बनेपा		
बानेश्वर		
कलंकी		
इटहरी		
इलाम		
पाल्पा		
नुवाकोट		
बैतडी		
दमक		
चन्द्रगढी		

इनरुवा		
लालबन्दी		
बरथहवा		
सिमरा पिपरा		
धनुषाधाम		
पर्सा		
लेखनाथ		
कुष्मा		
बेनी		
कावासोती		
बर्दघाट		
लमही		
चन्द्रौता		
धनकुटा		
महोत्तरी		
सिन्धुली		
रुपन्देही		
बर्दिया		
उदयपुर		
बारा		
बारा		
धादिंग		
लमजुंग		
सिन्धुपाल्चोक		
प्यूठान		
दांग		
सल्यान		
बाँके		
खलंगा		
कीर्तिपुर		
सन्धिखर्क		
सखड		
जम्ला		
मिर्चैया		

Annexure- II

Printing & Statonary Items

S.No.	Printing & Statonary Items	Quality	Appx. Size	Approx Requirement
1	ID-Card with holder and ribbon			As per requirement
2	Agent Manual	Cover: 250 Gsm Artboard with Lamination Inner page: 70 Gsm Maplitho	A5	As per requirement
3	Agent Training Application (Prashichan ko Lagi Nibedan)	70 Gsm Woodfree Indonesian Single Side	21*28.5 cm	As per requirement
4	Agent Training Application (Ijapatpatra ko Lagi Nibedan)	70 Gsm Woodfree Indonesian Single Side	38*25 cm	As per requirement
5	Agent Training Certificate (100/pad)	250 Gsm Art Paper	21.5*27.5cm	As per requirement
6	Agent Licence Renewal Application (100/pcs)	70 Gsm Woodfree Indonesian Single Side	14*21.5 cm	As per requirement
7	Annexure For ADB (200/packet)	70 Gsm Woodfree Indonesian Both Side	21*28.5 cm	100000 pcs
8	Annexure for PTD (200/packet)	70 Gsm Woodfree Indonesian Both Side	21*28.5 cm	100000 pcs
9	Annexure For Money Back (100/pad)	70 Gsm Woodfree Indonesian Single Side	14*21.5 cm	25000 pcs
10	Annexure For Term Rider (100/pad)	70 Gsm Woodfree Indonesian Single Side	14*21.5 cm	10000 pcs
11	Annexure For Dhan Bristi (100/pad)	70 Gsm Woodfree Indonesian Single Side	14*21.5 cm	25000 pcs
12	Annexure For Jeevan Sathi (100/pad)	70 Gsm Woodfree Indonesian Single Side	21*28.5 cm	5000 pcs
13	Assignment of Policy	70 Gsm Woodfree Indonesian Single Side	21*28.5 cm	As per requirement
14	B.O.C. (Proposal Deposit Receipt) /Renewal Receipt (1000 pc/packet,6000 pc/box)	60 Gsm Maplitho with Numbering	15.5*25.5cm	800000pcs
15	Policy Bond Endowment 333	105 Gsm Parchment Paper/70 Gsm Maplitho Paper	24.5*30.5cm	20000pcs
16	Policy Bond Jeevan Anand 342	105 Gsm Parchment Paper/70 Gsm Maplitho Paper	24.5*30.5cm	15000pcs
17	Policy Bond NEW Jeevan Tarang (360)	105 Gsm Parchment Paper/70 Gsm Maplitho Paper	24.5*30.5cm	10000pcs
18	Policy Bond Jeevan Aastha Plan 347/48	105 Gsm Parchment Paper/70 Gsm Maplitho Paper	24.5*30.5cm	5000pcs

19	Policy Bond Jivan Shree (353 Plan)	105 Gsm Parchment Paper/70 Gsm Maplitho Paper	24.5*30.5cm	
20	Policy Bond Dhan Bristi (358 Plan)	105 Gsm Parchment Paper/70 Gsm Maplitho Paper	24.5*30.5cm	15000pcs
21	Policy Bond Jivan Aksay(356 Plan)	105 Gsm Parchment Paper/70 Gsm Maplitho Paper		
22	Policy Bond Jivan Sathi (357 Plan)	105 Gsm Parchment Paper/70 Gsm Maplitho Paper	24.5*30.5cm	5000pcs
23	Policy Bond group Endowment "Jivan Madhur Laghu (Bima Yojana 801)/ Jivan Mangal (Bima Yojana 851)	105 Gsm Parchment Paper/70 Gsm Maplitho Paper		5000pcs
24	Policy Bond Money Back (334) Dhan Firta	105 Gsm Parchment Paper/70 Gsm Maplitho Paper	24.5*30.5cm	As per requirement
25	Policy Bond (Jivan Bachat)	105 Gsm Parchment Paper/70 Gsm Maplitho Paper	24.5*30.5cm	As per requirement
26	Policy Bond (Baal Sambridhi)	105 Gsm Parchment Paper/70 Gsm Maplitho Paper	24.5*30.5cm	As per requirement
27	Policy Bond (Jeevan Labh)	105 Gsm Parchment Paper/70 Gsm Maplitho Paper	24.5*30.5cm	As per requirement
28	Proposal Form No.101 A	60 Gsm Malpitho Indian Both Side	21.5*28.5cm	200000pcs
29	Proposal Form No.103 (FMR) (200pcs/packet)	70 Gsm Woodfree Indonesian Both Side	21*28.5cm	As per requirement
30	Rating sheet(200pcs)	70 Gsm Woodfree Indonesian Both Side	21*28.5 cm	As per requirement
31	Review Slip Paper (Continuous Paper) box	60 Gsm Malpitho Indian Box	25.5*30cm	As per requirement
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	30000pcs
37	Envelop For policy DOCKET (600pcs /sack)	As per sample	35*18 cm	75000pcs
38	Envelop Yellow (Big)	80 Gsm Lucky Parchment	25*32 cm	25000pcs

39	Envelop Yellow (Small)	80 Gsm Lucky Parchment	4.25"*9.50"	20000pcs
40	Envelop Yellow (Big) Branch office	80 Gsm Lucky Parchment	25*32 cm	As per requirement
41	Loan Envelope	As per sample	12.5*32.5 cm	30000pvd
42	Plastic Envelop/Envelop for Policy Bond		25*38 cm	100000pcs
43	Letter Head (Small) (200pcs)	80 Gsm Multi colour	14.5*21cm	10000pcs
44	Letter Head (Big) (200pcs)	80 Gsm Multi colour	21*29.7cm	250000pcs
45	Memo For Office Use per pad 100 Pages			As per requirement
46	Dabi Farchut Purja (discharge voucher) Maturity Claim (200 pcs)	70 Gsm Woodfree Indonesian Single Side	21*29.5cm	70000pcs
47	Surrender Application Form (Samarpan Rakam) (200/Package)	70 Gsm Woodfree Indonesian Single Side	21.5*29 cm	40000pcs
48	Dabi Karta ko Bayan (200Pcs/Package)	70 Gsm Woodfree Indonesian Single Side	21*29.5 cm	As per requirement
49	Dabi Janch Pratibedan	70 Gsm Woodfree Indonesian Both Side	21*29.5 cm	As per requirement
50	Bak Patra (100/Package) Nepali paper	Nepali Paper	22*30 cm	As per requirement
51	Declaration of Good Health (DGH)-Swastha Sambandhi Ghosana (200/pkt)	70 Gsm Woodfree Indonesian Single Side	20.5*28.5 cm	30000pcs
52	Document Parcel Slip (100/pad)		13.5*22 cm	As per requirement
53	ECG (Yellow card) 100/pad	200 GsmCardboard both Side	32.5*22.5cm	As per requirement
54	Medical Attendance Certificate (200 packet)	70 Gsm Woodfree Indonesian Single Side	21*28.5 cm	As per requirement
55	Certificate of Hospital Treatment (200/package)	70 Gsm Woodfree Indonesian Single Side	21*28.5 cm	As per requirement
56	Karyalaya ko tarfa bata (Death claim document)	70 Gsm Woodfree Indonesian Single Side	21*28.5 cm	As per requirement
57	Comparative Analysis of Underwriting Requirements	70 Gsm Woodfree Indonesian	21*28.5 cm	50000pcs
58	Covid -19 Questionnaire (200/package)	70 Gsm Woodfree Indonesian Single Side	21*28.5 cm	
59	KYC Update Form (200/package)	70 Gsm Woodfree Indonesian Both Side	21*28.5 cm	60000pcs
60	Loan Application form (200pcs/package)	70 Gsm Woodfree Indonesian Single Side	21.28.5 cm	60000pcs
61	Indemnity Form (100/package) Nepali Paper 3 pages	Nepali Paper single/Single Side print	21.5*29 cm	As per requirement
62	Application for Duplicate (LICENSE IF LOST FOR AGENTS)	70 Gsm Woodfree Indonesian	24.5*30.5cm	As per requirement

63	Death claim application(bimale no ko mrityudabi bhuktani sambandhama)	70 Gsm Woodfree Indonesian Single Side	21*28.5cm	As per requirement
64	Copy	Cover: 250 gsm Art Board with Lamination Inner page: 70 Gsm Woodfree Indonesian	18.5*24.5cm	As per requirement
65	Proposal form (Baal unnati)	70 Gsm Woodfree Indonesian	21*29 cm	50000pcs
66	Leafplate	130 Gsm. Art Paper	24.5*30.5cm	As per requirement
67	BaalUnnati BOND	105 Gsm Parchment Paper/70 Gsm Maplitho Paper	24.5*30.5Cm	10000pcs
68	Photocopy Paper Double A	70 Gsm	21*29.5 cm	As per requirement
69	Bima Samarpan Nibedan / Dabi Farchaut Purjaka Sath P Garnu Parne Prasawali	70 Gsm Woodfree Indonesian Single Side	21*29.5 cm	10000pcs
70	Report of Electrocardiogram	70 Gsm Woodfree Indonesian Single Side	21*29.5 cm	As per requirement

General Stationary Items

S.no.	Product	Required Unit	Size	Remarks
1	Bag File Thin	As per requirement		
2	Ball Pen	As per requirement		
3	Ball Pen Pentonic	As per requirement		
4	Ball Pen Techno Tip Cello	As per requirement		
5	Binder Clip 19mm	As per requirement		
6	Binder Clip 25mm	As per requirement		
7	Binder Clip 32mm	As per requirement		
8	Binder Clip 41mm	As per requirement		
9	Binder Clip 51mm	As per requirement		
10	Black Tape	As per requirement		
11	Board Marker	As per requirement		
12	Box File	As per requirement		
13	Box File Plastic	As per requirement		

14	Business file thick	As per requirement		
15	Calculator CT9915	As per requirement		
16	Carbon Paper	As per requirement		
17	Cartoon Tape	As per requirement		
18	CD Marker(Permaline)	As per requirement		
19	Cello Pointec Gel Pen	As per requirement		
20	Cello Tape 1/2 inch	As per requirement		
21	Cello Tape1"	As per requirement		
22	Cello Tape Holder (comix B 3103)	As per requirement		
23	Chalani Register	As per requirement		
24	Clip File	As per requirement		
25	Clock Battery	As per requirement		
26	Cobra file (Thick)	As per requirement		
27	Cobra file (Thin)	As per requirement		
28	Cobra File 1200	As per requirement		
29	Cobra File Lamination File No.1200	As per requirement		
30	Colour Paper	As per requirement		
31	Correction Pen	As per requirement		
32	Darta Register	As per requirement		
33	Day Book 3 no.	As per requirement		
34	Divider set	As per requirement		
35	Doms Erasers	As per requirement		
36	Doms Pencils	As per requirement		
37	Doms Sharpener	As per requirement		
38	Double A Correction Tape	As per requirement		
39	Duster	As per requirement		
40	east chi A4 (12 Index)	As per requirement		
41	Easy Stick Note	As per requirement		
42	Executive notebook A5	As per requirement		
43	Expanding Case A4 Size	As per requirement		
44	Expanding file	As per requirement		

45	Extention cord	As per requirement		
46	Fevicol	As per requirement		
47	File lace	As per requirement		
48	Flexoffice Twin CD Marker	As per requirement		
49	Foam Tape doble Sided	As per requirement		
50	Folder File	As per requirement		
51	Glue Stick	As per requirement		
52	Glue Stick 36 gm	As per requirement		
53	Glue Stick 8 gm	As per requirement		
54	Highlighter	As per requirement		
55	Hi-tecpoint V5 RT	As per requirement		
56	Hook	As per requirement		
57	ID Card Holder	As per requirement		
58	Index File Plastic	As per requirement		
59	Jel Pen Cello	As per requirement		
60	Lever File	As per requirement		
61	L-shape Folders	As per requirement		
62	Marker Pen	As per requirement		
63	Masking tape 1"	As per requirement		
64	My Clear bag thick	As per requirement		
65	Nepali File	As per requirement		
66	Office File	As per requirement		
67	Packing tape	As per requirement		
68	Packing tape(100 metres)	As per requirement		
69	Packing tape(1kg)	As per requirement		
70	Paper clip	As per requirement		
71	Paper Clips	As per requirement		
72	Paper cutter	As per requirement		
73	Paper fastener	As per requirement		
74	Pen Holder	As per requirement		
75	Pentonic pen	As per requirement		

76	Permanent marker	As per requirement		
77	Photo copy paperDouble A70gm	As per requirement		
78	Pilot Pen V5RT	As per requirement		
79	Pilot Pen V5RT Refill	As per requirement		
80	Plastic scale 12"	As per requirement		
81	post it pad 1 inch	As per requirement		
82	post it pad 3*3	As per requirement		
83	post it pad 3*5	As per requirement		
84	Pre-ink Stamp	As per requirement		
85	Pencil	As per requirement		
86	Printer Paper(Review slip)	As per requirement		
87	Punch Blade Replacements	As per requirement		
88	Punching Machine DP 600	As per requirement		
89	Raping Paper	As per requirement		
90	Register no.3	As per requirement		
91	Register no.4	As per requirement		
92	Register no.5	As per requirement		
93	Register no.6	As per requirement		
94	Ring file Big	As per requirement		
95	Ring File Small	As per requirement		
96	Rubber band	As per requirement		
97	Scisser big	As per requirement		
98	Showman Line Marker	As per requirement		
99	Sign Pen-351	As per requirement		
100	Small Battery	As per requirement		
101	Small index file	As per requirement		
102	Snowman marker(water Proof)	As per requirement		
103	Spiral note normal	As per requirement		
104	Spiral notebook 50 sheet chinese	As per requirement		
105	Sponge Wetter	As per requirement		
106	Stamp pad	As per requirement		

107	Stamp pad Refill Ink	As per requirement		
108	Stamp pad(Big)	As per requirement		
109	Stamp Refill	As per requirement		
110	Stapler Machine 24/6	As per requirement		
111	Stapler Machine no.10	As per requirement		
112	Stapler pin no.10	As per requirement		
113	Stapler remover	As per requirement		
114	Stick file thick	As per requirement		
115	Sticky Note	As per requirement		
116	Sticky Note (3*3 inch 76*76mm)	As per requirement		
117	Tape Dispenser Small	As per requirement		
118	Think Permanent Marker	As per requirement		
119	Ultra Fine Permanent	As per requirement		
120	Visiting card Holder	As per requirement		
121	Tissue Box	As per requirement		
122	Toilet Paper Roll	As per requirement		

IT Related Items

S.no.	Product	Required Unit	Size	Remarks
1	Server	as per requirement		
2	Firewall	as per requirement		
3	Computer	as per requirement		
4	Laptop	as per requirement		
5	Monitor	as per requirement		
6	Keyboard	as per requirement		
7	Mouse	as per requirement		
8	Hard drive	as per requirement		
9	RAM	as per requirement		
10	Mother Board	as per requirement		
11	SMPS	as per requirement		

12	LAN Cable	as per requirement		
13	Clamper	as per requirement		
14	RJ45	as per requirement		
15	Biometric Device	as per requirement		
16	Power Adapter	as per requirement		
17	LAN Cable	as per requirement		
18	LAN Switch	as per requirement		
19	Cartridge	as per requirement		
20	Cartridge Ink	as per requirement		
21	Drum Printer	as per requirement		
22	Magnet Roll	as per requirement		
23	Printer Head	as per requirement		
24	Head Cable	as per requirement		
25	Tracktor	as per requirement		
26	Paper Guide	as per requirement		
27	Printer Board	as per requirement		
28	Printer nub	as per requirement		
29	Cartridge Roller	as per requirement		
30	Ribbon Mask	as per requirement		
31	Printer Gear	as per requirement		
32	Printer Lever	as per requirement		
33	CCTV Camera	as per requirement		
34	POE Switch	as per requirement		
35	NVR/DVR	as per requirement		