



**THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA**
(Statutory body under an Act of Parliament)
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Ref No.: LPC/Exam/Envelopes/June-2020

Date:11/03/2020

TENDER NOTICE

Suppliers of Envelopes are invited to offer their rates for supply of Envelopes as per following specifications:

Sl. No.	Types of Envelopes	Quantity	Supply Place
1.	Window envelopes for mark sheet	60,000 pcs	Institute of Cost Accountants of India CMA Bhawan, 12, Sudder Street, Kolkata 700016
2.	Certificate window envelope laminated	6,000 pcs	
3.	Certificate windowless Envelopes laminated	5000 pcs	
4.	6" x 4" Cloth line Envelopes Plain	1500 pcs	
5.	16" x 12" Cloth line Green Envelopes Plain	15000 pcs	
6.	16" x 12" Cloth line Brown Envelopes Printed	500 pcs	
7.	16"x12" Attendance cloth line Printed Envelopes	200 pcs	
8.	30"x42" Brown sheets cloth line Plain	200 pcs	
9.	Secretary Envelopes Laminated Printed	1500 pcs	
10.	Chairman Envelopes Laminated Printed	1500 pcs	

For item details / sample verification, please contact Shri Ashim Dey/Shri H K Nandi Examination Department, Institute of Cost Accountants of India, Kolkata, during office hours (11.30 a.m. to 5.30 p.m.) on any Working Day (Monday – Friday). Tenderers are requested to **quote their rates only on the basis of fixed item/s. No any alteration or change of item/s will be entertained.**

Rate is to be offered STRICTLY AS PER PRESCRIBED FORMAT, given below, in the business letter head of the Tenderers, containing signature, date and stamp in a Sealed Envelope, superscribed with **“QUOTATION FOR SUPPLY OF ENVELOPES”**.

All Quotations are to be submitted in sealed envelopes to **Ms Moumita Das / Shri Bhavesh Kumar Sinha**, of the Institute at CMA Bhawan, 12, Sudder Street, Kolkata 700016 on or before **23/03/2020 (upto 4.00p.m.)**.



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Sl. No	Types of Envelopes	Size	Price inclusive of All Taxes & Delivery Rate per / Total	
1.	Window envelopes for mark sheet	As per sample	Rate per 1000 Rs/- (Rupeesonly)	Total Rs..../(Rupees.....only)
2.	Certificate window envelope laminated printed	As per sample	Rate per 1000 Rs/- (Rupees.....only).	Total Rs.../(Rupees.....only)
3.	Certificate windowless Envelopes laminated printed	As per sample	Rate per 1000 Rs/- (Rupeesonly)	Total Rs..../(Rupees.....only)
4.	Cloth line Envelopes Plain	6"x 4" As per sample	Rate per 100 Rs/- (Rupeesonly)	Total Rs..../(Rupees.....only)
5.	Green Cloth line Envelopes Plain	16"x 12" As per sample	Rate per 100 Rs/- (Rupeesonly)	Total Rs..../(Rupees.....only)
6.	Brown Cloth line Envelope Plain	16"x12" As per sample	Rate per 100 Rs/- (Rupeesonly)	Total Rs..../(Rupees.....only)
7.	Attendance cloth line Printed Envelopes	16"x 12" As per sample	Rate per 100 Rs/- (Rupeesonly)	Total Rs..../(Rupees.....only)
8.	Brown sheets cloth line Plain	30"x 42" As per sample	Rate per 100 Rs/- (Rupeesonly)	Total Rs..../(Rupees.....only)
9.	Secretary Envelopes Laminated Printed	As per sample	Rate per 100 Rs/- (Rupeesonly)	Total Rs..../(Rupees.....only)
10.	Chairman Envelopes Laminated Printed	As per sample	Rate per 100 Rs/- (Rupeesonly)	Total Rs..../(Rupees.....only)

The Institute deserves the right-(i) To cancel any or all the offers without assigning any reason thereof, (ii) Process all the offers as per its own procedure and (iii) Contact only selected agency of completion of processing of offers.

The selected vendor to supply all the items/materials and we will consider the lowest aggregate value (all items) as L1.

**CONVENER
LOCAL PURCHASE COMMITTEE**