



**THE INSTITUTE OF  
COST ACCOUNTANTS OF INDIA**  
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)  
**CMA BHAWAN**  
**12, SUDDER STREET, KOLKATA – 700 016.**

Telephones: 2252-1031/1034/1035  
2252-1602/1492/1619  
2252-7143/7373/2204  
Fax: 91-33-2252-7993  
91-33-2252-1026  
91-33-2252-1723  
Website: [www.icmai.in](http://www.icmai.in)

November 22 , 2018

Ref. No. : LPC/dispatch/envelop/2018

**TENDER NOTICE**

**Sub. : Printing and supply of various envelope**

Reputed and authorized Printers/Dealers/Suppliers are invited to offer their quotations as per the following details.

| Printed Envelope Type | Size       | Qty. Nos. | Rate (Rs.) | Printed Envelope Type | Size      | Qty. Nos. | Rate(Rs.) |
|-----------------------|------------|-----------|------------|-----------------------|-----------|-----------|-----------|
| Window envelope       | 10" x 4 ½" | 6000      | ...../-    | Cover envelope        | 11" x 5"  | 3000      | ...../-   |
| Cover envelope        | 11" x 4 ½" | 3000      | ...../-    | Cover envelope        | 12" x 10" | 2000      | ...../-   |
| Window envelope       | 10" x 5"   | 6000      | ...../-    | Cover envelope        | 16" x 5"  | 500       | ...../-   |

Intending Tenderers are requested to meet Shri Kartick Ghosh – Despatch Section, ICAI, 12, Sudder Street, Kolkata – 700 016 for the specimen during any office hours 9.30am to 6.00pm on any Monday – Friday except National Holidays for any query and Site visit. The printed matter on the envelop would be the logo of the Institute and the address as per the specimen.

Prices are to be offered within Sealed Envelope in Business letter head, signed, superscribed with "Tender for Supply of Printed envelop" and is to be submitted/post strictly as per the following format on or before 4.00 p.m. of November 28, 2018 to Ms. Sucharita Chakroborty/Moumita Das by hand at CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.

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 on completion of processing of offers.

Vendor must quote for all criteria; any non-quoted field will turn the quotation - unresponsive.

CONVENER  
LOCAL PURCHASE COMMITTEE