



Ref. LPC/Examination/Envelope/2026

20.01.2026

### **Tender for Examination Envelope**

Reputed vendors are invited to offer their rate for supply of Examination Stationery as per the following details: -

#### **Detailed Specifications:**

SL. NO	Specifications	QTY.
1	Laminated Certificate Window Envelope (as per sample)	10,000 Pcs
2	Laminated Certificate Window Less Envelope(as per sample)	2,000 Pcs
3	Mark Sheet window Envelope (as per sample)	60,000 Pcs
4	Mark Sheet window less Envelope(as per sample)	2,000 Pcs
5	30" X 42" Cloth Line Brown Sheets(as per sample)	300 Pcs

# Sample must be checked by the bidder for its specifications before participating in the bid

#### **Scope of work:**

Envelopes are to be supplied as per sample.

#### **Delivery:**

Delivery of the Stationery are to be started within 05 (Five) working days and to be completed within 15 days from the date of handing over the order.

#### **Place of Delivery:**

The Institute of Cost Accountants of India

CMA Bhawan, 12, Sudder Street, Kolkata – 700 016

Intending bidders are requested to contact **Shri Ashim Kumar Dey, Examination Department**, on any Working Days (Monday – Friday) during office hours for any clarification and sample verification before offering their quotation.

#### **Terms and conditions:**

- The rates to be offered should include all Material, print, supply and delivery, tax, etc. No other additional payments would be made.
- Bidders shall bear all costs associated with the preparation and submission of its bid.
- The price quoted by the bidder should remain valid for 90 days.
- Period of contract – One (1) time contract.



- If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
- Canvassing in any form in connection with the contract is strictly prohibited.
- **L1 will be evaluated on the basis of amount quoted against "Grand Total" in the darkened box of Annexure 1.**
- Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- Once the supply order is placed, it will be the vendors' responsibility to make the project functional. Any additional cost incurred for completing the project and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.
- The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute
- The Institute may, for any reason whether at its own initiative or in response to the clarification requested by the prospective bidder, issue amendment in the form of addendum during the bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and bidder shall submit the addendum duly signed and stamped in token of his acceptance.
- Institute reserves the right to repudiate the contract and entrust the work to any other third party in the event of breach of terms and conditions of this agreement or in the event of unsatisfactory performance observed by the Institute.
- Institute may ask clarifications if any during the evaluation and the bidders are expected to respond.
- Lack of response from them will enable the Institute arrive at its own decision about such bids.
- The work executed by the vendor should be to the satisfaction of the concerned officer where work was executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the vendor.
- Upon being selected as the successful bidder and being awarded the order, the bidder is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
- **A copy of Trade License / Certificate of Incorporation along with GST registration copy is to be compulsorily submitted along with Annexure 1.**
- The order will be placed for the best interest of the Institute.

### **Payments**

- a. No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy.
- b. The payment will be made in electronic mode only within 30 days of submission of bills.
- c. Bank Details [(1) Name of the A/c., (2) A/c. No., (3) Type of A/c., (4) Name of the Bank, (5) Branch Name with Address and (6) IFSC Code] should be provided in the Quotation.



**ICMAI**  
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**भारतीय लागत लेखाकार संस्थान**  
Statutory Body under an Act of Parliament  
(Under the jurisdiction of Ministry of Corporate Affairs)

**Headquarters:**  
CMA Bhawan, 3, Institutional Area,  
Lodhi Road, New Delhi - 110 003  
**Phone :** +91-11-24622156-57-58  
**Website :** [www.icmai.in](http://www.icmai.in)

**Submission of Bids:**

The quotations have to be submitted in the **LPC Tender Box** kept at the ground floor of the Institute. Address: **The Convener, Local Purchase Committee**, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscripted “**Tender for LPC/Examination/Envelope/2026**” (**Bid Reference – LPC/Examination/Envelope/2026**) on or before 10<sup>th</sup> February, 2026.

Convener  
Local Purchase Committee



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**Annexure 1**

**Format of bid**

<b>Sl. No.</b>	<b>Details Requested</b>	<b>Provide Details</b>
1.	Name of the Company/ Vendor	
2.	Contact person & Mobile number	
3.	Full address of the office  With Email Address	
4.	RTGS Bank Account Details	
5.	Certificate of Incorporation / Trade  Licence no. <i>(copy to enclose)</i>	
6.	Details of GSTN <b>(copy to enclose)</b>	
7.	PAN of proprietor	

<b>JOB DESCRIPTION</b>	<b>Quantity</b>	<b>RATE QUOTED# (in Rs)</b>	
		<b>Per Unit</b>	<b>Total Amount</b>
Laminated Certificate Window Envelope (as per sample)	10,000 Pcs		
Laminated Certificate Window Less Envelope(as per sample)	2,000 Pcs		
Mark Sheet window Envelope (as per sample)	60,000 Pcs		
Mark Sheet window less Envelope(as per sample)	2,000 Pcs		
30" X 42" Cloth Line Brown Sheets(as per sample)	300 Pcs		
<b>Grand Total</b>			

# Rates will be inclusive of all.

**Declaration:** We /our Company have seen the sample copy and understood the job involved. We agree to all the terms and conditions as indicated in this EOI/Tender Notice.

Signature of bidder:

Date:

Seal:

Place: