



# The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION  
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)  
8 Gokhale Road, Kolkata-700 020

*A Century of Service to the Nation*

Ref : SP/T-1833

Date : 27 Sept 2024

Tender No : T- 1833

Due Date : 08 Oct 2024

Dear Sir,

Quotation is invited for supply of 22,000 pcs of envelope as per the following specifications :

1. Brown Clothlined Envelope : 20,000 Pcs; Size : 37 cm (L) x 27 cm (W) x flap 4.5 cm, quality of paper and printing on envelope as per enclosed sample.
2. Brown Clothlined Envelope : 2,000 Pcs; Size : 35 cm (L) x 26 cm (W) x flap 5.5 cm, quality of paper and printing on envelope as per enclosed sample.

Your sealed quotation mentioning **Basic Price** and **GST** separately and other relevant details including acceptance of Tender conditions should reach the undersigned within 08 Oct 2024 by 4 P.M mentioning the tender no. and due date on the top of the envelope.

#### Tender Condition

- Payment will be made after satisfactory supply of the materials.
- Standard LD clause for delay in supply @ 2% per week or part thereof subject to maximum 10% of the ordered value
- Receipt of material subject to inspection.

IEI reserves the right to reject the Tender in full or part without assigning any reason.

Thanking you,

Yours faithfully,

Deputy Director (IT & Administration)

T-1833

Supply of Brown Clothlined Envelope - 22,000 pcs

Price Part

Sl. No.	Item	Unit	Rate (Rs.)	GST (%)	Amount (Rs.)
1.	Brown Clothlined Envelope (quality of paper and printing on envelope as per enclosed sample) Size : 37 cm (L) x 27 cm (W) x flap 4.5 cm	20,000 pcs			
2.	Brown Clothlined Envelope (quality of paper and printing on envelope as per enclosed sample) Size : 35 cm (L) x 26 cm (W) x flap 5.5 cm	2,000 pcs			
Total					

(In words : \_\_\_\_\_ )

Name of the Company:

Signature of Vendor:

Date:

Seal of Vendor:

Phone/Mobile:

Email:

Seal & Signature of the bidder