



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)


No. P2-999/2017/CAPE/784

21.03.2017

QUOTATION NOTICE

Sealed quotations are invited for the supply of following items (list enclosed) at Co-operative Academy of Professional Education (CAPE) Head Office, Thiruvananthapuram for a period of one year from the date of execution of the agreement subject to the terms and conditions appended.

Sealed quotation addressed to the undersigned should reach this office on or before 05.04.2017 at 11 A.M. The envelop should be superscribed "Quotation No.P2-999/2017/CAPE- Supply of Office Stationary".


DIRECTOR

Terms and Conditions

1. Items should be delivered within the stipulated time mentioned in supply order.
2. Any difficulty in delivery of stationary due to paucity of raw materials or any other unforeseen contingency shall be intimated well in advance.
3. The price quoted should be inclusive of all taxes.
4. Any defects/ deviation in specification, quantity or quality in items supplied will amount to outright rejection and loss if any arising that will have to be borne by the supplier.
5. CAPE reserve the right to procure the items directly from other sources when the selected supplier fails to deliver the items in stipulated time/ intimate their inability to honour the supply order for any reason for whatsoever.
6. Repeated supply of inferior quality items will entail cancellation of the agreement at once.

LIST

Sl. No.	Name of items	Qty	Amount
1	A3 size Photocopy paper 75 GSM (white color)		
2	A4 size photocopy paper (80 GSM) (white color)		
3	A4 size color paper (80 GSM)		
4	A4 size high glossy paper (180 GSM)		
5	A4 size photocopy paper (70 GSM)		
6	Adhesive paper		
7	Battery		
	AA		
	AAA		
8	Box file		
9	Calculator		
10	Call Bell		
11	CD		
12	CD Pouch		
13	Cello tape (brown)		
14	Cello tape (white)		
15	Cello tape white (small)		
16	Clip Box		
17	Cloth cover (size (12"x10"))		
18	Correction pen		
19	Cover (10 1/2" x 4 1/2" White long)		
20	Cover (9" x 4") White long		
21	Cover (brown) (12"x10")		
22	Damper		
23	Duster		
24	DVD		
25	Eraser		
26	Fax Roll		
27	Fevi stick		
28	Flag Sticker		
29	Gem clip (large)		
30	Gem clip (small) :		
	Steel		
	Plastic Coated		
31	Gum		
32	High Lighter pen		
33	Legal paper (green)		
34	Legal paper (white)FS (21.5cm x 34.5 cm)(80 GSM)		
35	Local Delivery Book		
36	Marker Pen		
37	Note Book		
38	Paper clip		
39	Paper weight		
40	Pen (Black)		
41	Pen (Green)		
42	Pen (red)		
43	Pencil		
44	Permanent Marker (CD Writer Pen)		
45	Photo paper		
46	Pin		
47	Plastic folder		
48	Poker		
49	Punch (Double)		

LIST

50	Punch (Single)			
51	Register (100 page)			
52	Register (200 page)			
53	Rubber band			
54	Scale (large)			
55	Scale (Small)			
56	Scissors			
	Small			
	Medium			
	Big			
57	Scribbling pad			
58	Seal Pad			
59	Seal Pad Ink (blue)			
60	Seal Pad Ink (red)			
61	Sharpener			
62	Sketch Pen			
63	Stapler (small)			
64	Stapler Pin (big)			
65	Stapler pin (Small)			
66	Stick file			
67	Sticky note			
68	Stock Register			
69	Tag (large)			
70	Tag (Small)			
71	Window cover (Size 10 ^{1/2} x 4 ^{1/2})			
72	Window cover (Size 9 x 4) small			
73	Window cover (Size 9 x 4) small			
74	Writing Board			
75	Zebra file (Plastic coating)			