



# **CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION**

(Established by the Government of Kerala)

College of Engineering Muttathara Campus, St. Sebastian Church Road, Vallakadavu P.O,  
Muttathara, Thiruvananthapuram – 695008

No: CAPEHO/698/2021-A(G)

Thiruvananthapuram

Dated 16/01/2022

## **QUOTATION NOTICE – 1/2022**

Sealed quotations are invited for Printing and Supply of name boards(List Appended) to be installed in new head office building for Co-operative Academy of Professional Education (CAPE), Thiruvananthapuram subject to following terms and conditions.

### **Terms and Conditions**

1. Items should be delivered within the stipulated time mentioned in supply order.
2. Any difficulty in delivery of name boards 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 and other charges.
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 and if later found some items get considerable discount in the market.
6. Repeated supply of inferior quality items will entail cancellation of the agreement at once.

Sealed quotation addressed to the undersigned should reach this office on or before 10.02.2022 at 2.30 P M. The envelop should be superscribed "Quotation No. CAPEHO/698/2021-(G) for supply of name boards.


  
**DIRECTOR**

To,

1. Notice Board, CAPE HO
2. System Analyst , CAPE - for uploading in web site capekerala.org

Proposed list of name boards by G section	Metal 40*10	Plastic				Content
		40*10	15*10	25*10	25*15	
1. Director	1					DIRECTOR
2. Senior Administrative Officer		1				SENIOR ADMINISTRATIVE OFFICER
3. Internal Audit Officer		1				INTERNAL AUDIT OFFICER
4. Finance Officer		1				FINANCE OFFICER
5. System Analyst		1				SYSTEM ANALYST
6. Works Section		1				WORKS SECTION
a. Project Director		1				PROJECT DIRECTOR
b. Technical Assistant		1				TECHNICAL ASSISTANT
c. Assistant Engineers		2				ASSISTANT ENGINEER
d. Supervisor (Electrical)		1				SUPERVISOR (ELECTRICAL)
7. Establishment section		1				ESTABLISHMENT SECTION
7.1. Sections E1-E5)			5			E1, E2, E3, E4, E5)
8. Junior Superintendent-2 no.s		1				JUNIOR SUPERINTENDENT (ACCTS)
"		1				JUNIOR SUPERINTENDENT (ESTT)
9. Accounts section		1				ACCOUNTS SECTION
9.1 Accounts sections (Acc 1, Acc 2)			2			ACC 1, ACC 2
10. Purchase section		1				PURCHASE SECTION
11. General Section		1				GENERAL SECTION
			2			G1, G2
12. Academic Section		1				ACADEMIC SECTION
			2			ACD 1, ACD 2
13. Legal Section		1				LEGAL SECTION
a. Legal Consultant		1				LEGAL CONSULTANT
b. Legal Assistant		1				LEGAL ASSISTANT
14. Library		1				LIBRARY
15. Reception		1				RECEPTION
a. Tapal Section		1				TAPAL SECTION

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Proposed list of name boards by G section	Metal 40*10	Plastic				Content
		40*10	15*10	25*10	25*15	
b. Despatch Section		1				DESPATCH SECTION
16. Conference Hall	1					CONFERENCE HALL
17. Record Room		1				RECORD ROOM
a. Record Clerk		1				RECORD CLERK
18. Store Room		1				STORE ROOM
19. Toilets		0				
19.1 Ground floor				2		TOILET (GENTS), TOILET (LADIES)
19.2 first floor				2		TOILET (GENTS), TOILET (LADIES)
19.3 Second floor				2		TOILET (GENTS), TOILET (LADIES)
19.4 Specially abled					3	
20 Fire exit			3			FIRE EXIT
21 Lift						GROUND FLOOR, FIRST FLOOR, SECOND FLOOR
Ground floor, First floor, Second floor				3		
	2	27	14	9	3	

Metal plate 2  
 Plastic plate 40\*10 cm 27  
 Plastic plate 15\*10 cm 14  
 Plastic plate 25\*10 cm 9  
 Plastic plate 25\*15 cm 3

