



# CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)

No.P-3480/2018/CAPE/4123

06.12.2018

## QUOTATION NOTICE- No.4/2018

Sealed quotations are invited from the manufacturer/ authorised dealers/ suppliers for the supply of stationery 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 following terms and conditions.

### Terms & Conditions

1. The quotation should be submitted in the format prescribed in the list enclosed
2. Size/ Quantity of items should be specified for making comparison.

Sealed quotation addressed to the undersigned should reach this office on or before 22.12.2018 at 11 A.M. The envelop should be superscripted "Quotation No.P-3480/2018/CAPE- Supply of Office Stationery".

  
DIRECTOR

To,

1. Notice Board, CAPE H.O.
2. System Analyst, CAPE – for uploading in web site capekerala.org

List of Items

Sl. No.	Name of items	Brand/ Specification if any	Unit/ Qty	Rate	GST	Rate Including GST
1	Battery					
	AA		Each			
	AAA		Each			
2	Box file		Each			
3	Calculator		Each			
4	Call Bell		Each			
5	CD		Each			
6	CD Pouch		Each			
7	Cello tape (brown)- 2"		Each			
8	Cello tape white (Big) – 1"		Each			
9	Clip Box		Each			
10	Cloth cover (size (12"x10"))		Each			
11	Correction pen		Each			
12	Cover (10 <sup>1/2</sup> "x 4 <sup>1/2</sup> " White long)		Per 100 covers			
13	Cover (9"x 4" ) White Small		Per 100 covers			
14	Cover (brown) (12"x10")		Each			
15	Damper		Each			
16	Duster		Each			
17	DVD		Each			
18	Eraser		Each			
19	Fevi stick	15 gm	Each			
20	Flag Sticker- Four colour	18mm x 76 mm /	Each			
		25mm x 75 mm	Each			
21	Gem clip (large)		1 Pkt			
22	Gem clip (small) :	Steel	1 Pkt			
		Plastic Coated	1 Pkt			
23	Gum	700 ml	Each			
		300 ml	Each			
		150 ml	Each			
24	High Lighter pen		Each			
25	Local Delivery Book		Each			
26	Marker Pen		Each			
27	Paper clip/ Binder Clip	15mm	1 Pkt			
		19mm	1 Pkt			
		25mm	1 Pkt			
		32mm	1 Pkt			
		41mm	1 Pkt			
		52mm	1 Pkt			



### List of Items

28	Paper weight	Glass				
		Rubber				
29	Pen	Bold	Each			
		Gel	Each			
30	Pencil	Apsara	Each			
31	Permanent Marker (CD Writer Pen)		Each			
32	Pin		1 Pkt			
33	Plastic folder	L.K	Each			
		Khadi Bag	Each			
		Clear Bag	Each			
34	Poker	Plastic	Each			
		Steel	Each			
35	Punch (Double)	Small	Each			
		Medium	Each			
		Big	Each			
36	Punch (Single)		Each			
37	Register (100 page)		Each			
38	Register (200 page)		Each			
39	Rubber band	(Specify Qty in gms)	1 Pkt			
40	Scale (large)	Plastic	Each			
		Steel	Each			
41	Scale (Small)		Each			
42	Scissors	Small	Each			
		Medium	Each			
		Big	Each			
43	Scribbling pad	(No. Of Sheets)	Each			
44	Seal Pad		Each			
45	Seal Pad Ink (blue)	100 ml	Each			
46	Seal Pad Ink (red)	100 ml	Each			
47	Sharpener					
48	Sketch Pen					
49	Stapler (small)	No. 10-1m	Each			
		Medium 24/26 m	Each			
		Big	Each			
50	Stapler Pin (big)	(Specify Sizes)	Each			
51	Stapler pin (Small)	10-1m	Each			
52	Stick file	Thick	Each			
53	Sticky note	2x3	Each			
		3x3	Each			
		3x5	Each			
54	Stock Register		Each			

### List of Items

55	Tag (large)		Bundle			
56	Tag (Small)		Bundle			
57	Window cover (Size 10 <sup>1/2</sup> x 4 <sup>1/2</sup> )		Per 100 covers			
58	Window cover (Size 9 x 4) small		Per 100 covers			
59	Writing Board	(Specify size)	Each			
60	Zebra file/ Tag File (Plastic coating)		Each			