



## COEP Technological University

(COEP Tech)  
A Unitary Public University of Government of Maharashtra  
w.e.f 21<sup>st</sup> June 2022  
(Formerly College of Engineering Pune)

No. COEP Tech/ME/2023-24/104

Date: 20 February 2024

### INVITATION FOR QUOTATION

To,

**Name of work:** Work Order for repair and polishing of cupboards.

**Last date of submission of the quotation:** 26<sup>th</sup> February 2024, Time: 4.00 pm at inward section of office of Department of Mechanical Engineering, COEP Technological University Pune, Shivajinagar, Pune. Hereafter COEP Technological University Pune will be referred as COEP Tech..

Quotations in sealed envelope are invited from work/service providers along with materials, as per the following specifications and under the conditions as specified.

Sr. No.	Description of items	Qty.
1	Repair of cupboards- Glass replacement and fitting 1.33x2.09x0.65 m - Qty 3 and 1.96x2.44x0.72 m – Qty 1 Transparent glass thickness of 3 mm	3.15 Sqm
2	Repair of cupboards- Self and door repair and fitting 1.33x2.09x0.65 m - Qty 3 and 1.96x2.44x0.72 m – Qty 1 Wood material will be provided by the COEP Tech.	1.1 Sqm
3	Teakwood Polishing – oil based. 1.33x2.09x0.65 m - Qty 3 and 1.96x2.44x0.72 m – Qty 1	106 Sqm

The work should be carried out at the space indicated by the **Head, Mechanical Engineering Department, COEP Tech..**

Sd/  
Head of the Department,  
Mechanical Engineering Dept., COEP Tech.

Please see overleaf for terms and condition of supply.

## **Terms and Conditions of Supply:**

### **Terms and Conditions:**

Note: The validity of the quotations is subject to fulfilment of the following conditions:

1. Fax and Email quotation is not acceptable.
2. Quotations should be valid for 60 days from the tender due date. The quotation should clearly indicate the period of delivery, warranty terms etc.
3. Your quotation and bill will be valid only for items specified above, and subject to the extent of the quantity in quotation or the quantity used at actual. If additional more quantity of work is done, charges will not be given at more rates than mentioned in the selected quotation.
4. Payment Terms: 100 % payment will be made after satisfactory completion of work or on receipt of the work in good condition.
5. All duties, taxes and other levies payable by the bidder need to be included in the total price, and break-up needs to be indicated.
6. The accepted prices are “FD / FOR “COEP Tech. (at respective department issuing the Work order)” with the transportation, freight, and Insurance charges to be borne by the supplier.
7. Part delivery will not be accepted.
8. The supplier requires to complete the work exactly as per the specification and will be responsible to replace and take back the defective supplies at your risk and cost.
9. The last date of submission of the detailed quotation is 26<sup>th</sup> February 2024 till 4 PM
10. The quotations will be opened at 5 PM on 26<sup>th</sup> February 2024 in the office of the HOD, Mechanical Engineering Department, COEP Tech.
11. Issued work order shall be accepted within five days after 26<sup>th</sup> February 2024, that is till 2<sup>nd</sup> March 2024 or on 3<sup>rd</sup> March 2024 if 2<sup>nd</sup> March 2024 happens to be holiday for the COEP Tech., failing which the order will deem to be cancelled.
12. Delivery: The items to be delivered and installed in the mechanical department within a period of 4 weeks from the date of acceptance of the work order.
13. Penalty: Delivery period is up to 4 weeks only from date of receipt of work order, extension will be given for supply, in case materials are not available in the market. In all other cases of delay penalty in proportion to the cost of work will be, a) At the rate of 0.5 % per week; maximum limit of 10% shall be charged in case of PO value is less than 2 Lakh. OR b) At the rate of 0.5 % per week; maximum limit of 5% shall be charged in case of PO value is 2 Lakh and above.
14. Any clause, condition, or term in your quotation and / or acknowledgment letter which is repugnant to or inconsistent with the terms and conditions of this document shall be void and of no force and effect.
15. Further details of this quotation and the relevant information are available in the office of the Mechanical Engineering Department, COEP Tech.
16. The decision of the Vice Chancellor, COEP Tech. shall be final as regards the acceptability of stores supplied by the contractor and the Vice Chancellor, COEP Tech. shall not be required to give any reason in writing or otherwise at any time for rejection of the stores.

Sd/  
Head of the Department,  
Mechanical Engineering Dept.  
COEP Technological University Pune