



COEP Technological University (COEP Tech)

A Unitary Public University of Government of Maharashtra
(Formerly College of Engineering Pune)
Wellesley Road, Shivajinagar, Pune-411005, Maharashtra, India

Tel- 020-25507009 Fax- 020-25507099 Email- registrar@coeptech.ac.in Website- www.coeptech.ac.in

Enquiry Letter

Sealed Quotation are invited by the COEP Technological University Pune from reputed manufacture/vendor/service provider for the providing materail/services.

Enquiry Number :-	COEPTU/Registrar Office/Enq/University Film/2024-25/07
Enquiry Date:-	01/06/2024
Material/Service Description & Qty:-	Service of making Corporate Film for COEP Tech University Pune Qty-01 Job Detailed Specifications/Requirement 'A' & Commercial 'B' Annexure attached
Location:-	COEP Technological University Pune-411005
Quotation Submission Date@ Time:-	Up to 10/06/2024 @ 3.00pm
Quotation Submission Place:-	Inward Section, Establishment Office, COEP Technological University Pune-411005
Quotation Opening Place:-	Registrar Office, COEP Technological University Pune-411005

Terms & Conditions:-

1. Fax and Email quotation are not acceptable.
2. The taxes, insurance, freight, packing and forwarding charges if any be quoted in Indian Rupees separately.
3. The rates shall be valid for 90days.
4. Validity: Quotation Validity at least 90 days from the due date.
5. Quotations shall be sent in sealed envelopes clearly marked Quotation for Service of making Corporate Film for COEP Tech University.
6. Clearly marked on Quotation Enquiry Number, Enquiry date and Enquiry due date addressed to The Registrar, COEP Technological University Pune-411 005.
7. 100% payment will be paid after satisfactory delivery and work/service.
8. Quotation(s) received after last date of quotation submission will be rejected.
9. Delivery/Work/Service Period and Terms Conditions should be mentioned clearly.

10. Delivery/Work/Service: The penalty conditions are applicable for the late delivery as per Government norms.

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.

11. Eligibility Criteria :

- a) The service providing firms should have minimum 15 years of experience in similar professional field. The firm should provide evidence of the same in both written and digital form(on pen drive).
- b) The service providing firms preferably based and registered in Pune.
- c) The final decision of selecting the firm will entirely be COEP's descretion.

12. All following documents/certificates should be provided / attached at the time quotation submission.

- a) Shop Act License Or Incorporation Certificate Or Firm Registration Certificate Copy.
- b) PAN Card Copy.
- c) GST Certificate Copy.

13. Optional items should be quoted in separate sheet otherwise your quote will be rejected

14. Supply/Work and Installation:- Vendor shall be responsible for successful installation, commissioning and testing of the supplied items/service , COEP Technological University Pune-411005.Any defective component/device will be replaced by vendor at his cost.

15. The Vice Chancellor of COEP Technological University Pune reserves right to reject any one or all the quotation(s) without assigning any reasons there for.

Registrar
COEP Technological University Pune

Annexure 'A'

Specifications/Requirement

1. COEP wishes to make corporate video film presentation.
2. Duration of the film 8-10mins. Shorter version to be made from longer version.
3. Format: The film should be made in professional 4K HD format. Compatible with latest software.
4. The film should be made in English language.
5. Broadly following areas are expected to be covered in the film.COEP will make all the arrangements with regard th
 - i. COEP both campuses exterior: drone Department Exteriors: Both drone and ground wherever essential
 - ii. Boat Club: drone. Apart from general shooting of the premise some boating activity with students needs to be panned. Also would like to have some earlier footage/images of events earlier held.
 - iii. Playground: Drone: some students on the playground are required.
 - iv. Department interiors: Departments should list out the things to be highlighted in their respective departments and ensure that it is available for shooting. The department shooting could comprise of the following activities..
 - a. Broadly students working on the projects
 - b. Students-teacher interactions
 - c. 2-3 modern classroom sessions by senior academic...both conventionally and using latest technology.
 - d. Modern laboratories with students
 - v. Alumina Association: Some discussion across the table and/or some PPT presentation on global network.
 - vi. Placement Department: Some interaction with students and industry partners.
 - vii. AR-VR Lab, Emerging 5G-6G Lab, Process Automation & Cyber Security Labs. There are also labs, built in collaboration with the industry like 3D Printing Lab, Fab lab and a world-class robotics Centre with activities.
 - viii. Library: Issuing books to students, students at reading hall, students at book racks.
 - ix. Auditorium: Mock seminar session with substantial no. of students.
 - x. BHAU institute: 2-3 incubated start-ups at work. Start-up guidance with ppt.
 - xi. VC sir's interview
 - xii. Chairman's interview: time and place
 - xiii. Hostel: Exterior: drone Interior: Both girls and boys rooms facilities with students.
 - xiv. Centres of Excellence

(Quotation submitted by bidder on letterhead)

Sr. No	Material Description	Qty in Unit	Rate per Unit in Rs.	Total Amount in Rs.
01	Service Making of Corporate Film for COEP Tech University Pune. As per Enquiry Specifications/Requirement annexure 'A'	01 Job		
Cost (Exclusive of all Taxes) in Rs.				
GST % in Rs.				
Total Amount (Inclusive of all Taxes) in Rs.				
Total Amount (Inclusive of all Taxes) in words Rupees Only				

PAN No:-.....

GST Registration No:-.....

Signature:-.....

Name:-.....

Address:-.....

Company Rubber Stamp:-.....

Registrar
COEP Technological University Pune