



COEP TECHNOLOGICAL UNIVERSITY

## PUNE STARTUP FEST'25

(Flagship Event of E-cell)



Reference No: COEP/PSF'25/DECOR /2024-25/

27<sup>th</sup> November, 2024

### **Subject: Quotation invitation for decor items requirements for Pune Startup Fest'25.**

Respected Sir/Ma'am,

You are requested to submit your most competitive quotation for the below-mentioned decor requirements for 'Pune Startup Fest 2025' to be held on 11<sup>th</sup> & 12<sup>th</sup> of January 2025 as per mentioned terms and conditions.

The estimated quantities for the items are:

Sr. No.	Item Name	Specification & Details	Quantity
1.	Scissors	4 Big (8-inch), 2 Small (5-inch)	5
2.	Cutters	Large, retractable blade cutter (18mm width)	2
3.	Precision Scissors	Small, sharp-tip, 4-inch	2
4.	Utility Knife Set	Assorted sizes (small, medium, large)	2 sets
5.	Fevicol	1 Litre bottle	3
6.	Fevicol (Small)	200 ml tubes	10
7.	Glue gun	Standard size, 20W-40W	1
8.	Glue stick	10-inch sticks compatible with glue gun	4 packs
9.	Cello tapes (Single Sided)	Large (2-inch width, 50m length)	12
10.	Cello tapes (Double Sided)	Large (1-inch width, 25m length)	12
11.	Masking Tapes	1" width - 10 rolls, 2" width - 10 rolls	20
12.	Decorative Washi Tapes	Various patterns and colors, 15mm width	10
13.	Flat Paint Brush Set (Small)	Size range: 0 to 6	5 sets
14.	Flat Paint Brush Set (Big)	Size range: 8 to 12	5 sets
15.	Acrylic Paints (Fevicryl)	100ml bottles in 20+ colors	25
16.	Pencils Set	12 pieces, HB grade	2 sets
17.	Erasers Set	Soft, dust-free erasers	1 packs
18.	Sharpener	Double-hole, metal or plastic	2
19.	Chisel Markers Set	Assorted colors, chisel-tip markers	4 sets
20.	Sticky Notes	Multi-colour, 3" x 3"	3 packs
21.	Brush Pens Set	Water-based, assorted colors	1 sets

**Pune StartUp Fest'25, COEP Technological University, Shivajinagar, Pune-411005**

secretary.psf@coeptech.ac.in

<https://www.punestartupfest.in/>

**Contact: +91 7385842040 / +91 8412045836**



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22.	Colour Pens (Glitter Gel)	Pack of 12 glitter gel pens	2 sets
23.	Whiteboard Markers	5 individual markers, assorted colors	5
24.	Whiteboard Marker Ink	50ml refill bottles	5 bottles
25.	Chart Paper	A1 size (594 x 841 mm), assorted colors	70 sheets
26.	Mountboard Cardboard	A3 size (297 x 420 mm), 1.5mm thickness	50 sheets
27.	Paper Cups	Disposable, 250ml size	6 sets
28.	Office Pins	Stainless steel, 100 pcs/box	1 boxes
29.	Fluorescent Paper Set	A4 size, neon colors	3 sets
30.	Jute Rope	10mm diameter, 20m length	2 rolls
31.	Packing Paper	Brown kraft, 80gsm,	1 set (25 sheets)
32.	Staple Gun and Pins	Medium-duty, 6mm staples included	2 sets
33.	Rubber Band Pack	Assorted sizes, 100 pcs/pack	2 packs
34.	Crepe Paper	8ft x 20 inch rolls, 6 assorted colors	2 rolls
35.	CD Marker	Permanent, black and colored ink	2 sets
36.	Nylon Strings	1mm thickness, 100m roll	2 rolls
37.	A4 Paper Ream	80gsm, white, 500 sheets	2 reams
38.	Glitter Powder	Multi-color, 50g containers	5 packs
39.	Ribbons	Satin, 1/2 inch to 1 inch, assorted colors	10 rolls
40.	Decorative Stickers	Themed, waterproof, mixed sizes	5 packs
41.	Hot Glue Gun Sticks	10-inch, transparent	5 packs
42.	Safety Pins	Large size, stainless steel, 50 pcs/pack	2 packs
43.	Thumb Tacks	Assorted colors, 100 pcs/box	2 boxes
44.	Velcro Strips	1-inch width, 5m roll, self-adhesive	3 rolls
45.	Metallic Spray Paints	400ml cans, gold, silver, bronze	3 cans
46.	<b>White Thread</b>	Cotton or polyester, 100m spool	3 spools
47.	<b>Acrylic Name Plate Stand</b>	Customizable stand, clear acrylic material	13 pieces
48.	<b>Handmade Papers</b>	Assorted colors, 25 sheets per pack	3 packs

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**Terms and Conditions:**

1. **Quotations shall be sent in sealed envelopes addressed to “The Vice-Chancellor, COEP Technological University-411 005.”**
2. Quotations should be given on official company letterhead. Fax and Email quotation are not acceptable.
3. Individual item price must be mentioned in the quotation as shown in the above table otherwise the quotation will be rejected.
4. **GST must be mentioned separately and must be included in Total Price. Only vendors having valid GST number should send quotations.**
5. **The taxes, freight, packing and forwarding charges if any be quoted in Indian Rupees separately.**
6. All the deliverables that are mentioned for the period of two days (11<sup>th</sup> and 12<sup>h</sup> January 2025) must be completed in all manner before **2:00 pm on 9<sup>th</sup> January ,2025.**
7. All items must match the specification mentioned in the Table, failing to which penalty will be liable.
8. The actual quantity may increase or decrease by (10-15%) from the quantity mentioned above as per requirement.
9. **The Vendor Should be ready to provide additional requirements mentioned in the final purchase order.**
10. The rates shall be valid for 90 days. Any difference in the rates in Work Order/ Purchase Order and Final Invoice without any valid reason will be liable for penalty.
11. Delivery address for the quotation is as follows,  
To,  
Dr. Prakash S. Shinde,  
Faculty Advisor,  
New Mechanical Building, North campus,  
COEP Technological University, Pune.
12. **Payment will be paid after the satisfactory completion of work. No advance will be paid. Payment will be done within 45 working days after submission of bill.**
13. **Delivery Period and Terms and Conditions** should be mentioned clearly.
14. **Delayed supplies:** The penalty conditions are applicable for late delivery as per norms.
  - a) At the rate of 0.5% per week; maximum limit of 10% shall be charged in case of PO value 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 or above.
15. **Supply:** - Vendor shall be responsible for the successful completion of work. Any defective item will be replaced by the vendor at his cost.
16. **The taxes, transportation charges, etc. if any must be mentioned separately.**
17. The Vice Chancellor of COEP Technological University reserves the right to accept the quotation or may reject any or all quotations and order any of the items in any quantity without assigning reasons.



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18. Quotation will be opened on **5<sup>th</sup> December 2024 at 4:00 PM** in New Mechanical Building, COEP Tech, Pune.

19. In case of any queries, Vendor should contact PSF'25 office on the below mentioned numbers:

Mr. Rana Deshmukh - +91 7385842040

Mr. Kaivalya Raut - +91 8412045836

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### COMPANY LETTERHEAD

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	Additional Charges				
				Total Amount	
				Total GST	
				Grand Total	

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