



# COEP Technological University

A Unitary Public University of Government of Maharashtra  
w.e.f 21<sup>st</sup> June 2022  
(Formerly College of Engineering Pune) Shivajinagar, Pune-411005.

## ANNUAL GATHERING 2024-25

Ref. No. : COEP/GATH 05/INFRA 002

Date: 17/12/2024

### INVITATION OF QUOTATION

#### FOR Infrastructure for ANC and Refreshment for Gathering'25

**Subject: Quotation invitation for the work of Infrastructure for ANC and Refreshment for Gathering 2025.**

Respected Sir/ Ma'am,

Sealed quotations are invited for the following items in Indian Rupees (INR) only, for the work of **Infrastructure** for **ANC 2025 on 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> January 2025** as per the given terms and conditions.

Last date for the receipt of the sealed quotation: **20<sup>th</sup> December 2024.**

Tender No.	Ref. No. : COEP/GATH 05/INFRA 002
Issue of Tender Forms	Date: 17/12/2024
Last Date of Receipt of Tenders	Date: 20/12/2024, 11:00 AM
Opening of Tenders	Date: 20/12/2024, 12:00 PM
Tender Fees	Nil
Correspondence Address	Inward Section COEP Technological University , Wellesley Road, Shivajinagar, Pune- 411005 .

Email: [annualgathering25@coeptech.ac.in](mailto:annualgathering25@coeptech.ac.in)



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The detailed list of requirements with full specifications & terms & conditions are stated below.

### Requirements of Infrastructure for ANC

SR NO	DESCRIPTION	QUANTITY	DURATION (Days)
1	WHITE MASKING WITH WOODEN FRAME ( 8 ft height)	2500 sq.ft.	3
2	WHITE MASKING WITH WOODEN (10*10) FRAME	100 sq.ft	3
3	BLACK MASKING WITH WOODEN FRAME (8 ft HEIGHT)	500 sq. ft.	3
4	TABLE CLOTHS WITH FRILLS	100 ft	3
5	RED CARPET	1000 sq.ft.	3
6	FIBRE CHAIRS WITHOUT HAND RESTING	20 Nos.	1
7	ENTRY BOX ARCH (10 ft height)	1	3

### Requirements of Infrastructure for Gathering

SR NO	DESCRIPTION	QUANTITY	DURATION (Days)
1	MASKING WHITE	15000 sq. Ft	3
2	MASKING BLACK	3000 sq.ft	3
3	FIBRE CHAIRS WITHOUT HAND RESTING	130 Nos.	3
4	SERVING TABLES WITH FRILLS (6*2 ft)	50 Nos.	3
5	TABLE FANS	5 Nos.	3
6	RED CARPET	300 sq.ft	3
7	MANDAP AND STEEL SHEETS (PATRA) ON TOPO TO FORM KITCHEN AND CLOTHS COVERING ON THREE SIDES	35*40 ft	3



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### Terms & Conditions are as below:

1. Please send your quotation in sealed envelope in the Name of "**Vice Chancellor, COEP Technological University, Pune**".
2. The Institute reserves the right to accept the tenders or may reject any or all tenders and to order any of the item in any quantity without assigning reasons.
3. **The vendor shall not impose any additional terms and conditions beyond those stipulated by COEP Technological University, which the vendor must adhere to.**
4. The Vice-chancellor has the authority to cancel any quotation anytime without any reason.
5. The quotation shall be sent in a sealed envelope mentioning the name of The firm along with the stamp. In case the envelope is not sealed then COEP Tech reserves the right to cancel it.
6. All interested vendors must possess a valid pan card number and a GST number. The taxes must be mentioned separately.
7. Fax and email quotations are not acceptable.
8. Issued work order shall be accepted immediately as an when informed by COEP Tech on phone or e-mail failing which the order will deem to be cancelled.
9. The material handling charges such as loading, unloading, transportation and installation etc. will be included in the Quoted prices of items.
10. The rate should be for "F.O.R." destination.
11. GST amount will be only provided for the deliverables that come under GST rule and not for all deliverables. Also, a valid GST number and certificate has to be produced, failing to do this will lead to no payment of the GST amount.
12. No advance payment will be given. 100% payment shall be made for the goods only in good condition after completion of the event.
13. Non availability of complete service by vendor will result into penalty of 50% and 100% of work order for 1 day and 2 days respectively.

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14. Non availability of service due to fault or absence of material/device/ equipment/ operator will result penalty of 5% of rent price of non-available items for delays in service exceeding 5 minutes, penalties will be applied in multiples of 5 minutes, with a proportional penalty for each increment.
15. COEP Technological University, Pune may increase or decrease quantity of required items in work order or at the time of installation as per requirement of the site. Bills will be paid only for the actual used quantity of items. Point number (18.) overrides this clause.
16. Quotation must be provided as per the given format without change in quantity or the product.
17. The material received by the college for events will be inspected for quality and corrections. The material not confirming the quality norms will be rejected. Supplier will have to remove the rejected material at his own cost. No payment will be made for rejected material.
18. COEP Tech will have complete discretion of cancellation or addition of event on scheduled dates. Also, the time and duration of any event may be reduced or increased. The vendor will give their services as per time suggested by the event head or COEP staff on stipulated dates of events. The vendor will always be ready between 9 am to 10 pm on all dates mentioned for events.
19. The vendor will not have any say in case of any change in the program. Vendor is agreed to provide services as per date and given time.
20. In case quantity of any item in work order is not utilized by the COEP Tech irrespective of any reason such items will be permitted for their return and charges will be paid for only one day of such items as per quotation rates.
21. The vendor is solely responsible for the safety or damage or theft of supplied items. COEP Tech will not be responsible for safety or damage or theft of supplied items.
22. The vendor is solely responsible for the operation and working of all supplied items and vendor will not transfer this responsibility to COEP Tech students or staff.
23. The vendor is solely responsible for the safety of the workers and labors and COEP would not be held responsible in any accidents and misfortunes.

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24. COEP Technological University, Pune will not be responsible for any damage of items caused due to Natural Calamities (Rain, Wind, Sunlight etc.)
25. Further details of this quotation and the relevant information are available in the Gymkhana office, COEP Technological University, Pune.

Infra head  
Gathering'25

Secretary  
Gathering'25

Faculty Advisor  
Infra  
Gathering'25

Faculty  
Advisor  
Gathering'25

Director BOSD  
COEP TECH

**Please Submit the Quotation in sealed Envelope in the given format.**

To,  
The Vice Chancellor,  
COEP Technological University, Pune

Subject : write as Mention above.

From,  
Name of Organization

Vendor Name  
Contact Number

Stamp/ Signature

**Submit The Quotation to Inward section COEP Technological University, Shivajinagar, Pune- 411005**