



Ph: 020 25507009

Fax: 020 25507299

Impressions

Ref. No.: COEP/IMP/2024/PNP/001

Date: 04/12/2024

INVITATION FOR QUOTATION

Name of Order: Requirements of Memento for Impressions 2024

Respected Sir / Ma'am,

Sealed quotations are invited for the following items in Indian Rupees (INR) only, for Impressions 2024 held on 17th, 18th and 19th December 2024 as per the given terms and conditions.

Last date for the receipt of the sealed quotation: **8th December 2024**

The sealed envelope should be submitted at the following Address:

Inward Section, COEP Technological University, Wellesley Road Shivajinagar, Pune-411 005, Maharashtra, India.

Floating of Tenders	5 th December 2024
Last Date of Receipt of Tenders	8 th December 2024
Opening of Tenders	9 th December 2024
Tender Fees	NIL
Correspondence Address	Inward Section, COEP Technological University, Wellesley Road Shivajinagar, Pune-411 005



Impressions

Sr. No.	ITEM DESCRIPTION	SPECIFICATIONS	QUANTITY
1	Memento	Memento Size (Height 7 inches, Base 5.5 inches)	70

Terms and Conditions

1. The specifications and quantity of the particulars should conform to the requirements in the quotations invited.
2. Quotation to be addressed to Vice Chancellor, COEP Technological University and to be submitted to the Inward Section in the campus.
3. The Vice Chancellor, COEP Technological University, Pune has final rights to cancel the quotation without any prior information to the vendor.
4. The quotation shall be sent in a sealed envelope mentioning the name of the firm, signature of the vendor.
5. The quotation will be discarded not adhering to the following format for the submission of the quotation.
6. Format of Submission of Quotation:
 - i. The quotation shall be sent in a sealed envelope mentioning the name of the firm, signature of the vendor.
 - ii. The supplier must submit sealed envelopes as mentioned below by Speed post/Courier/In person at the mentioned address only.
 - iii. Outer envelope C will consist of following two sealed envelopes (Written as "Quotation of Memento for Impressions 2024").
 - iv. Envelope A – Original copy of quotation/quotations/Price Bid (With attestation and stamp)
 - v. Envelope B – Technical Specifications (Quotation must be submitted in the following format, on vendor's letterhead. Please refer the attachment given.)



Impressions

- vi. Xerox copy of tender/s PAN Card and Xerox copy of appropriate manufacturing/trading licenses must be attached with the specification documents and not in the sealed envelope containing price quote. (Self-attested)
7. There should be no increase in the price once quoted and the institution shall not pay any additional amount under any circumstances.
8. The vendor should submit the quotations mentioning GST applicable separately and transportation charges if any and its breakup needs to be mentioned.
9. Incomplete quotations will be rejected without considerations.
10. The actual quantity will depend on the institute requirements, which may increase or decrease (10-15% variation) on need basis.
11. Quotation(s) received beyond the last date of submission will not be accepted.
12. In case of any queries, the vendors can contact the Impressions'24 Office on the contact no. 8999931481 – Purva Hingane (printnpurchase.impressions24@gmail.com)

Purva Hingane
Purchase Head
Impressions'24

Chetan Patil
Secretary,
Impressions'24

Kiran Dalvi
Faculty Advisor,
Impressions'24

Dr. M. P. Khond
Director, Board of Students' Development
COEP Tech University Pune



Impressions

[To be submitted by Vendor on Letter Head]

You may quote your rates in format given below

Date:

Ref. No.:

To,
COEP Technological University,
Shivajinagar, Pune – 411005

Sr. No.	ITEM DESCRIPTION	SPECIFICATIONS	QUANTITY	RATE	AMOUNT
1	Memento	Memento Size (Height 7 inches, Base 5.5 inches)	70		
			TOTAL:-		
			GST(%):-		
			GRAND TOTAL:-		