



COEP TECHNOLOGICAL UNIVERSITY

(Unitary Public University of Government of Maharashtra)
Wellesley Road, Shivajinagar, Pune – 411005



Ph: 020 25507009

Fax: 020 25507299

Impressions

Ref. No.: COEP/IMP/2024/PNP/003

Date: 04/12/2024

INVITATION FOR QUOTATION

Name of Order: Requirements of Stationary 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

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Impressions, COEP Technological University, Shivajinagar, Pune – 411005
+91 7719052221 secretary.impressions@coeptech.ac.in www.coeptechimpressions.com



020 25507009

Fax: 020 25507299

Impressions

Sr. No.	ITEM DESCRIPTION	SPECIFICATIONS	QUANTITY
1	Mountboard	White	150
2	Paint	Acrylic 500 ml All Colours	120
3	Paper	Handmade Paper	45
		Gelatin Paper	50
		Crepe Paper	150
		Kite Paper	100
		Tinted Sheets	100
		Chart Paper	150
		Tissue Paper	30 packs
		Butter Paper	30
4	Cardboard	Brown	50
5	Basic Stationary	Sketch Pen	20
		Pencil	75
		Crayon	4
		Ruler	5
		Eraser	50
		Sharpner	10
		Colour Pencil	30
		Scissors	5
		Cutters	10
		Permanent Marker (Black)	30
Coloured Markers	20		
6	Tape	Cello Tape ½"	10



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		Cello Tape 1"	25
		Cello Tape 2"	50
		Double Sided Tape 1"	30
		Brown Tape	50
		Masking Tape	150
		Transparent Tape	50
7	Brush	Round Brushes	20
		Flat Brushes	15
		Thin Brushes	18
8	Ribbon	Satin Ribbon 2"	5 rolls
9	Adhesive	Fevicol Tube 200 ml	6
		Fevicol Adhesive Pack	15
		Glue Gun	5
		Glue Stick	30
		Fevikik	10
10	Sponge	15 cm*10 cm*5 cm	5
11	Paper Cup	Medium Size	150
12	Mirror	Diamond Shaped Medium Size	40
13	Wire	Metallic Wire Thick	60 m

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.



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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 Stationary 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.)
 - 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	Mountboard	White	150		
2	Paint	Acrylic 500 ml All Colours	120		
3	Paper	Handmade Paper	45		
		Gelatin Paper	50		
		Crepe Paper	150		
			100		
		Kite Paper	100		
		Tinted Sheets	150		
		Chart Paper	30 packs		
		Tissue Paper	30		
	Butter Paper				
4	Cardboard	Brown	50		
5	Basic Stationary	Sketch Pen	20		
		Pencil	75		
		Crayon	4		



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		Ruler	5		
		Eraser	50		
		Sharpner	10		
		Colour Pencil	30		
		Scissors	5		
		Cutters	10		
		Permanent Marker (Black)	30		
		Coloured Markers	20		
6	Tape	Cello Tape ½"	10		
		Cello Tape 1"	25		
		Cello Tape 2"	50		
		Double Sided Tape 1"	30		
		Brown Tape	50		
		Masking Tape	150		
		Transparent Tape	50		
7	Brush	Round Brushes	20		
		Flat Brushes	15		
		Thin Brushes	18		
8	Ribbon	Satin Ribbon 2"	5 rolls		
9	Adhesive	Fevicol Tube 200 ml	6		
		Fevicol Adhesive Pack	15		
		Glue Gun	5		
		Glue Stick	30		
		Fevikik	10		
10	Sponge	15 cm*10 cm*5 cm	5		
11	Paper Cup	Medium Size	150		



Coep Technological university

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12	Mirror	Diamond Shaped Medium Size	40		
13	Wire	Metallic Wire Thick	60 m		
				TOTAL:-	
				GST(%):-	
				GRAND TOTAL:-	