



COEP Technological University

(COEP TECH)

A Unitary Public University of Government of Maharashtra

w.e.f 21st June 2022

(Formerly College of Engineering Pune)

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

Date: 18/10/2024

Subject: Quotation Invitation for Printing work Requirements for Pune Startup Fest'25.

Respected Sir/Ma'am,

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

The estimated quantities for the items are:

Name	Specification	Quantity
A3 Size Posters	4 COLOUR, 250 GSM	450
Flex Printing	4 COLOUR Approx 100 small flexs with riveting Approx 15 large flexes with pocketings	4500 sq. feet
Certificates	4 COLOUR, 250 GSM, A4 Size	200
A4 Size Pamphlets	Front and back Printed 4 COLOUR, 130 GSM	3000
Invitation Cards- A5	4 COLOUR, 250 GSM	120
Brochure	4 COLOUR, 12*25 Landscape Colour both sides printed 40 A4 Pages Booklet Central Pinned	40
Notepad	Size A5 10 pages [with black and white watermark of provided logo] Colour Printed Front [Four Colour] Hard Back	300
Visiting Cards	4 COLOUR, Front and Back, 300 GSM	300

Terms and Conditions:

- 1. Quotations shall be sent in sealed envelopes addressed to “The Vice-Chancellor, COEP Technological University-411 005.”**

Pune Startup Fest'25, COEP Technological University, Shivajinagar, Pune-411005

secretary.psf@coeptech.ac.in

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

Contact: +91 8552011090 / +91 8412045836



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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 (11th and 12th January 2025) must be completed in all manner before **2:00 pm on 9th 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 **24th October 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. Shubham Dengane - +91 8552011090

Mr. Kaivalya Raut - +91 8412045836

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Faculty Advisor
Pune Startup Fest'25



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COMPANY LETTERHEAD

Name	Specification	Quantity	Rate	Amount
A3 Size Posters	4 COLOUR, 250 GSM	450		
Flex Printing	4 COLOUR Pocketing for approximately 10 flexes large size Riveting for approximately 100 flexes small size	4500 sq. feet		
Certificates	4 COLOUR, 250 GSM, A4 Size	200		
A4 Size Pamphlets	Front and back Printed 4 COLOUR, 130 GSM	3000		
Invitation Cards- A5	4 COLOUR, 250 GSM	120		
Brochure	4 COLOUR, 12*25 Landscape Colour both sides printed 40 A4 Pages Booklet Central Pinned	40		
Notepad	Size A5 10 pages [with black and white watermark of provided logo] Colour Printed Front [Four Colour] Hard Back	300		
Visiting Cards	4 COLOUR, Front and Back, 300 GSM	300		
Additional Charges				
			Total Amount	
			Total GST	
			Grand Total	

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