



# EXAMINATIONS AND EVALUATION CELL COEP TECHNOLOGICAL UNIVERSITY

A Unitary Public University of Government of Maharashtra  
(Formerly College of Engineering Pune (COEP))  
Wellesley Road, Shivajinagar, Pune - 411 005

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No..COEP/E&ECell/Enquiry/Lunch Requirements/2024/346

Date:13/11/2024

## Enquiry of Quotation

The COEP Technological University is a unitary public university of Government of Maharashtra, a forerunner in technical education.

Sealed Quotation are invited in specified format to procure fresh packed lunch boxes of COEP Technological University, quantity 700 by the Examinations and Evaluation Cell, Main Building, COEP Technological University, Wellesley road, Shivajinagar, Pune, 411005 from reputed Manufactures/ suppliers for the supply of the following item.

Enquiry Number & Date	No.COEP/E&ECell/Enquiry/Lunch Requirements/2024/
Enquiry Date	13/11/2024
Procurement Item Description	Providing fresh packed lunch boxes at various exam halls
Location for quotation submission and opening	Examinations and Evaluation Cell, Main Building, COEP Technological University, Wellesley road, Shivajinagar,Pune, 411 005
Quotation Submission Date@ Time	Up to 20/11/2024 @ 3.00pm
Contact for any clarifications :	Contact Phone 020-25507074 ( between 11.00am to 4.00pm on working days only) Email : <a href="mailto:examcell@coeptech.ac.in">examcell@coeptech.ac.in</a>

## Terms & Conditions:-

1. Fax and Email quotation are not acceptable
2. Quotation should be in the format as specified in Annexure-II
3. Validity: Quotation Validity at least 90 days
4. Quotations shall be sent in sealed envelopes clearly marked **Quotation for Supply of fresh packed lunch boxes**, Enquiry Number, Enquiry date and Enquiry due date addressed to Examinations and Evaluation Cell, Main Building, COEP Technological University, Wellesley road, Shivajinagar, Pune, 411005
5. Material should be printed, packed and delivered at vendors cost strictly as per the specifications noted in the Annexure-I
6. Rates should be inclusive of labor charges (unloading).
7. A good hygiene must be maintained while preparation, packaging, transportation, and supply of the Lunch Boxes.
8. The taste of the fresh prepared lunch must be delicious.
9. Menu should contain dal, 2veg sabji, rice, 2-3 chapati/paratha, fresh vegetable salad, buttermilk, and one sweet item in sufficiently enough quantity to feed one person.
10. The quantity of the required Lunch Boxes will be communicated to the caterer on the previous day of the scheduled examination.

11. The caterer will have to deliver the Lunch Boxes at Exam Halls at 1.00 pm on the day of each delivery.
12. The caterer will have to obtain the acknowledgment of the delivery and enclose it while submitting the bills.
13. The quality and taste will be observed on the basis of the comments of the consumers of the food. If it is found not satisfactory, then the order will be given to the next lower bidder.
14. Packaging and delivery charges will be borne by the caterer.
15. 100% payment will be paid within 30 days after satisfactory delivery.
16. Quotation(s) received after last date of Quotation submission will be rejected.
17. All following documents/certificates should be provided / attached.
  - a) Shop Act License/Incorporation Certificate/Firm Registration Certificate Copy.
  - b) PAN Card Copy
  - c) GST Certificate Copy
18. Vendor should have paid all statutory dues like Income Tax and GST till date, tax returns of last three financial years must be enclosed with the quotation
19. The Vice Chancellor of COEP Technological University Pune reserves right to reject any one or all the quotation(s) without assigning any reasons there for



Registrar

COEP Technological University, Pune

## Annexure II

### Commercial

#### Quotation format (to be submitted on letterhead of the vendor)

Sr. No	Material Description	Qty in Unit	Rate per Unit in Rs.	Total Amount in Rs
1	Fresh packed lunch boxes	700		
Cost (Exclusive of all Taxes) in Rs.				
GST % in Rs.				
Any other taxes or levies % in Rs.				
Total Amount (Inclusive of all Taxes) in Rs.				
Total Amount (Inclusive of all Taxes) in words Rupees Only				

PAN No:-.....

GST Registration No:-.....

Service Tax Registration No:-.....

Signature:-.....

Name:-.....

Address:-.....

Affix Rubber Stamp:-.....