



# COEP Technological University (COEP Tech)

A Unitary Public University of Government of Maharashtra  
(Formerly College of Engineering Pune)

Department of Manufacturing Engineering and Industrial Management  
Wellesley Road, Shivajinagar, Pune-411005, Maharashtra, India

Tel- 020-25507009

Email- hod.mfg@coeptech.ac.in

Website- www.coep.org.in

## Enquiry Letter

Sealed Quotation are invited by the Department of Manufacturing Engineering and Industrial Management from reputed manufacturers/ suppliers for the supply of the following item.

Enquiry Number & Date	COEP Tech/ MEIM/Enq/ 2025-26/ <b>797</b>
Enquiry Date	07/07/2025
Location: -	Department of Manufacturing & Industrial Management, COEP Technological University Pune
Quotation Submission Date@ Time	Up to 14/07/2025 @ 5.00pm
Quotation Submission Place	Inward Section, Establishment Office, COEP Technological University, Wellesley Road, Shivajinagar, Pune-411005
Quotation Opening Place	Department of Manufacturing Engineering and Industrial Management

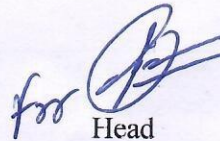
Sr No	Specification	Quantity
01	HVAC repair and Maintenance 1) Hard Cu Piping 2) 100 Amp MCB	35 Ft. approx.. 1 No.
	Labour charges	1 Job

## **Terms & Conditions: -**

1. Email quotations are not acceptable.
2. The taxes, insurance, freight, packing and forwarding charges if any be quoted in Indian Rupees separately.
3. Validity: Quotation Validity at least 90 days from the due date.
4. Quotations shall be sent in sealed envelopes clearly marked Quotation for HVAC repair, Enquiry Number, Enquiry date and Enquiry due date addressed to The Head, Department of MEIM, COEP Technological University Pune-411 005.
5. Payment will be paid after successful delivery and installation at our end.



6. Please specify the make and model of the item.
7. Quotation(s) received after the last date of Quotation submission will be rejected.
8. Delivery/Work Period and Terms Conditions should be mentioned clearly.
9. Delivery/Work: The penalty conditions are applicable for late delivery as per Government norms.
  - a) at the rate of 0.5 % per week; maximum limit of 10% shall be charged in case of PO value is 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 and above.
10. 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
11. The Vice Chancellor of COEP Technological University Pune reserves right to reject any one or all the quotations without assigning any reasons there for.

  
for Head

Department of MEIM  
COEP Technological University Pune

#### **Annexure A**



### Commercial

(Quotation submitted by bidder on letterhead)

Sr. No	Material Description	Make & Model	Qty in Unit	Rate per Unit in Rs.	Total Amount in Rs
1			01 Nos		
Cost (Exclusive of all Taxes) in Rs.					
GST % 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:-.....