



COEP Technological University

(COEP Tech)

A Unitary Public University of Government of Maharashtra

w.e.f 21st June 2022

(Formerly College of Engineering Pune)

MINDSPARK



Mindspark Office, Students Gymkhana, COEP Technological University, Shivajinagar, Pune - 411005

Phone: (020) 25507009

Email: mind-spark@coep.ac.in



COEP TECHNOLOGICAL UNIVERSITY

(Formerly College of Engineering, Pune)

SHIVAJINAGAR, PUNE-411005

Ph:020-2550-7000

Ref: COEP/ MS25/ CFQ_001

DATE: 12/08/2025

CALL FOR QUOTATIONS

Name of Work- Providing Arts & Crafts essentials for MindSpark'25

Respected Sir/Ma'am,

You are requested to submit your most competent quotation for the below-mentioned essentials for MindSpark'25 as per the given terms and conditions.

Sr. No.	Particulars	Qty
1	Coloured sheets A1 23x36 inch	100
2	Coloured Sheet Neon 23x36 Inch	100
3	Steel Scale 39 Inch	1
4	A4 blank papers	2 packs of 100 sheets
5	Handmade paper 22x30inch	50
6	Chart papers white 22x28 inch	60
7	Butter papers A4	3

8	Mount board white 20x28 inch	120
9	Mount board black 20x28 inch	30
10	Cardboards 25x31 inch	80
11	White A1 sheets 22x30 inch	35
12	Black A1 sheets 23x36 inch	35
13	Fevicol 1kg	8
14	Camlin gum 300 ml	1
15	Glitter all colour 100 gm	5
16	Feviquick 20 gm	40
17	Brown tape 2 inch	15
18	Cello tape 2 inch	15
19	Cello tape (18mm)	5
20	Double sided tape normal sized	40
21	Masking tape big 24mm	40
22	Masking tape small	10
23	Hot glue gun	3
24	Hot glue sticks pkt of 10	7
25	Stapler big hp 10	2
26	Kangaroo Stapler no 10	2
27	Stapler pins no 10	20
28	Push pin	2 box
29	Punching machine	1
30	Scissors big (10 inches)	5
31	Scissors	2
32	Cutter small	10
33	Cutter big	15
34	Ruler 15 cm	5
35	Ruler 30 cm	5
36	Measuring tape 5mtr	2

37	Measuring tape 50mtr	1
38	Pencils packet of 10	2 box
39	Erasers	20 units
40	Sharpeners	10 units
41	Paper cups (pack of 100 cups)	4
42	Rubber band (pack of 100)	2
43	PVC foam sheet (3mm)	50 units
44	Plastic cups	500 units
Crafts		
1	Sponges	25
2	Nails (for string art)	1 packet
3	Woolen threads	16
4	White, black, blue string	6
5	Toothpick long	1 packet
6	Foil paper (large pack)	2 packets
7	Tissue paper	2 packets
8	Ballon packets	1 big packet
9	Cotton	5kg
10	Colour pallets	3 big
11	Colour pallets	3 small
12	Turpentine	500 ml
COLOURS		
1	Gold(500ml)	2
2	Silver(500ml)	2
3	White 500 ml	1
4	White 1 Litre	2
5	Black 500ml	4
6	Ultra marine blue 500 ml	4
7	Crimson red 500ml	2

8	Orange 500 ml	2
9	Chrome yellow 500 ml	2
10	Dark green 500 ml	2
11	Flesh tint 500 ml	1
12	Greenery 67 500 ml	1
13	Mauve 500 ml	1
14	Sky blue 500 ml	1
15	Maroon 500 ml	1
16	Pink 500 ml	1
17	Yellow ochre 500 ml	1
18	Burnt sienna 500 ml	1
Spray paints		
1	Black 200ml	5
2	White 200ml	2
3	Red 200ml	3
4	Blue 200ml	5
5	Green 200ml	5
6	Yellow 200ml	3
7	Orange 200ml	2
8	Silver 200ml	1
9	Gold 200ml	1
1	Oil paints tubes	2 packs
2	Glass colours	2 pack
Pens		
1	Sketch pens	5 packs
2	Colour pencils	24 shades x1 packs
3	Glitter pens packet of 10	2 packets
4	Black marker ink	2

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Permanent markers		
1	Blue	5
2	Red	5
3	Green	5
4	Black	5
5	DVD Markers	
6	Black	10
7	Blue	5
8	Red	5
9	Green	5
10	Brush pens (packets 14 shades)	8
Brushes		
1	Flat set 7	3
2	Round set 7	3
3	Wash brush 50mm sk	2
4	Stensile brushes 3pc	1
5	Stapler gun	2
6	Stapler gun pin	5

Sr. No.	Tender No & Date:	Reference No. COEP/MS25/CAM_001 DATE: 12/08/2025
1.	Issue of Tender Forms:	12/08/2025 , 6:00 pm
2.	Last Date of Receipt of Tenders:	19/08/2025, 12:00 pm
3.	Opening of Tenders:	19/08/2025 : 3:00 pm
4.	Tender Fees:	NIL
5.	Correspondence Address:	MindSpark Office, Manufacturing Department, Hall above the Fab Lab, COEP Technological University Pune, Shivajinagar, Pune 411005

- The details of 1, 2 and 3 will be displayed on the www.coeptech.ac.in

TERMS AND CONDITIONS:

1. Sealed quotation to be addressed to “**The Vice-Chancellor, COEP Technological University**” and to be submitted at **MindSpark Office**, Manufacturing Department, Hall above the Fab Lab, COEP Technological University, Shivajinagar, Pune-411005 on or before the specified deadline during office hours (9 am to 5 pm).
2. All submitted quotations must strictly adhere to the particulars and quantities specified in the Call for Quotation.
3. The University reserves the right to reject any or all quotations in case of incomplete, incorrect, or non-compliant submissions.
4. The University reserves the right to procure any item in any quantity, irrespective of the initial requirement, without providing any justification.
5. Quotations must be submitted in a properly sealed envelope clearly mentioning the name and stamp of the firm. Unsealed or improperly sealed envelopes are liable to be rejected by the MindSpark’25 team.
6. All relevant supporting documents must be enclosed with the quotation.
7. All interested vendors must possess a valid pan card number and also a GST number.
8. Taxes, transportation, and any additional charges must be **mentioned separately** in the quotation.
9. GST will be paid only for those deliverables that fall under GST regulations. Vendors must provide a valid **GST number and GST certificate**. Failure to do so will result in non-payment of the GST component.
10. 100% payment will be made **only after completion of MindSpark’25**, and for goods received in good condition.
11. Quotation opening date, time and venue will be notified.
12. Quotations received after last date of submission will be rejected.
13. Quotations should be signed by the authorized signatory.
14. The rates mentioned in the quotation must remain valid for a period of **six (6) months** from the date of submission.
15. Quotations sent via email will not be accepted and will be disqualified.
16. No advance payment will be made under any circumstances.
17. In case of late delivery of the materials, a penalty amount will be deducted from the total payable.
18. The vendor will be solely responsible for the safety and well-being of their workers and labourers. COEP Technological University will not be liable for any accidents, injuries, or unfortunate incidents.

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