



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_013

DATE: 18/09/2025

CALL FOR QUOTATIONS

Name of Work- Providing Memento Kits 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.	ITEMS	QUANTITY
1	Customizable A4 size certificate frame	45
2	Premium customizable wood and metal memento (Height - 9" to 11")	15

Sr. No.	Tender No & Date:	Reference No. COEP/MS25/PUR_002 DATE: 18/09/2025
1.	Issue of Tender Forms:	18/09/2025; 6:00 pm
2.	Last Date of Receipt of Tenders:	25/09/2025; 12:00 pm
3.	Opening of Tenders:	25/09/2025; 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. Quotations received after last date of submission will be rejected.
4. Quotations should be signed by the authorized signatory.
5. The rates mentioned in the quotation must remain valid for a period of **six (6) months** from the date of submission.
6. Quotations sent via email will not be accepted and will be disqualified.
7. The University reserves the right to reject any or all quotations in case of incomplete, incorrect, or non-compliant submissions.
8. The University reserves the right to procure any item in any quantity, irrespective of the initial requirement, without providing any justification.
9. 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.
10. All relevant supporting documents must be enclosed with the quotation.
11. All interested vendors must possess a valid pan card number and a GST number.
12. The Vendor shall acknowledge and accept the Purchase Order within 2 days from the date of issuance of Purchase Order.
13. Taxes, transportation, and any additional charges must be **mentioned separately** in the quotation.

14. 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.
15. 100% payment will be made **only after completion of MindSpark'25**, and for goods received in good condition.
16. **Quantity may vary as per event requirements.**
17. Quotation opening date, time and venue will be notified.
18. No advance payment will be made under any circumstances.
19. In case of late delivery of the materials, a penalty amount will be deducted from the total payable.
 - a) For Purchase Orders valued below ₹2,00,000: Penalty at the rate of **0.5% per week of delay**, subject to a maximum of **10% of the Purchase Order value**.
 - OR**
 - b) For Purchase Orders valued at ₹2,00,000 and above: Penalty at the rate of **0.5% per week of delay**, subject to a maximum of **5% of the Purchase Order value**.
20. 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.
21. **The Design will be provided by MindSpark team.**

In Case of queries, contact
Lalit Mahajan: +91 7756060964
Vedant Malode: +91 9322390156

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