



COEP TECHNOLOGICAL UNIVERSITY

PUNE STARTUP FEST'26

(Flagship Event of COEP Technological University)



INSTITUTION'S
INNOVATION
COUNCIL
(Ministry of HRD Initiative)



Reference No: COEP/PSF'26/DECOR /2025-26

Dt.15/09/2025

Subject: Quotation invitation for decor items requirements for Pune Startup Fest'26.

Respected Sir/Ma'am,

You are requested to submit your most competitive quotation for the below-mentioned decor requirements for 'Pune Startup Fest 2026' to be held on 17th & 18th of January 2026 as per mentioned terms and conditions.

The estimated quantities for the items are:

SR	Item	Quantity	Unit	Size
1	Sunboard sheets (for main entrance gate, flaps) [8mm]	6	sheet	A1 - white
2	Mountboard — assorted sizes (for signboards, collages, theme elements)	80	sheet total	A1 - white
3	Foam/foamboard sheets (backing/support for 3D props) [5mm]	40	sheet	A1 - white
4	Chart paper (assorted colors)	100	sheet	A1 - white
5	Crepe paper rolls (assorted colors) 8 ft x 20 inch	20	roll	Roll
6	Satin Ribbons [3 of which are red, 7 assorted colours]	10	roll	Roll
7	Fevicol (1 L bottle)	5	bottle	1l bottle
8	Fevicol / craft glue small (200 ml tube)	10	tube	200ml bottle
9	Hot glue gun (20W-40W)	2	pcs	standard size 2040w
10	Hot glue sticks	30	sticks	10 inch transparent
11	Cello tape (single sided)	10	roll	large 2 inch width 50m length
12	Double sided tape	5	roll	large 1 inch width, 25m
13	Masking tape (various widths)	20	roll	10 - 1inch, 102inch
14	Packing tape brown (clear)	3	roll	2 inch x 65m

Contact: 7387907335

Email Address: secretary.psf@coep.ac.in

www.punestartupfest.in



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15	Velcro strips (self adhesive)	2	pack	1inch x 5m
16	Scissors — big (8")	3	pcs	8 inch
17	Scissors — small (5")	3	pcs	5 inch
18	Cardboard cutters	5	pcs	
19	Box cutter / large cutter (18 mm)	2	pcs	18mm
20	Rulers (1m)	1	pcs	1m, wooden
21	Measuring tape	1	pcs	5m
22	Staple gun (heavy duty)	1	pcs	
23	Acrylic paints (assorted 500ml bottles)	16	bottles	500ml
24	Spray paints (general colors)	9	can	400ml
25	Flat paint brush sets (small + big)	2	set	
26	Chisel markers set (assorted colors)	5	pcs	
27	Whiteboard markers	3	pcs	
28	Pencils (HB sets)	2	set	12pcs per set
29	Erasers (dust-free)	1	pack	4-5pcs
30	Sharpeners	3	pcs	5pcs
31	Thumb tacks / push pins	2	box (100 pcs)	
32	Safety pins	5	pack	large stainless steel - 50pcs per pack
33	A4 Size Paper	2	pack	500 sheets per pack
34	Jute rope (10 mm, 20 m roll)	2	roll	
35	Nylon string (1 mm, 100 m)	2	roll	
36	Steel wire (for hanging/frames)	200	m	
37	Wooden dowels / sticks - 12x0.6inch	4	pack	5 pc per pack
38	Chalk (colorful)	3	pack	8-10pc per pack
39	Paper cups (pack of 100)	2	pack	100
40	White thread	10	pcs	
41	Needle (stainless steel)	1	pack	
42	Skewers 10 inch	3	pack	60 pc per pack

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43	Sponge	10	pcs	
44	Rubber band packs	5	pack	100pcs per pack

Terms and Conditions:

1. Quotations shall be sent in sealed envelopes addressed to **"The Vice-Chancellor, COEP Technological University-411 005."**
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 (17th and 18th January 2026) must be completed in all manner before **2:00 pm on 15th January ,2026.**
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.

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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 23rd September 2025 at 12:00 PM in New Mechanical Building, COEP Tech, Pune.

19. In case of any queries, Vendor should contact PSF'26 office on the below mentioned numbers:

Mr. Parth Dhote - +91 8530652058
Mr. Mohit Kandalkar- +91 7385498601

Phy 16/9/25
P.S. Shinde

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secretary.pcf@coep.ac.in

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COMPANY LETTERHEAD

SR	Item	Quantity	Unit	Size	Rate	Amount
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6	Satin Ribbons [3 of which are red, 7 assorted colours]	10	roll	Roll		
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16	Scissors — big (8")	3	pcs	8 inch		
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18	Cardboard cutters	5	pcs			

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SR	Item	Quantity	Unit	Size	Rate	Amount
19	Box cutter / large cutter (18 mm)	2	pcs	18mm		
20	Rulers (1m)	1	pcs	1m, wooden		
21	Measuring tape	1	pcs	5m		
22	Staple gun (heavy duty)	1	pcs			
23	Acrylic paints (assorted 500ml bottles)	16	bottles	500ml		
24	Spray paints (general colors)	9	can	400ml		
25	Flat paint brush sets (small + big)	2	set			
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28	Pencils (HB sets)	2	set	12pcs per set		
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30	Sharpeners	3	pcs	5pcs		
31	Thumb tacks / push pins	2	box (100 pcs)			
32	Safety pins	5	pack	large stainless steel - 50pcs per pack		
33	A4 Size Paper	2	pack	500 sheets per pack		
34	Jute rope (10 mm, 20 m roll)	2	roll			
35	Nylon string (1 mm, 100 m)	2	roll			
36	Steel wire (for hanging/frames)	200	m			
37	Wooden dowels / sticks - 12x0.6inch	4	pack	5 pc per pack		
38	Chalk (colorful)	3	pack	8-10pc per pack		
39	Paper cups (pack of 100)	2	pack	100		
40	White thread	10	pcs			
41	Needle (stainless steel)	1	pack			
42	Skewers 10 inch	3	pack	60 pc per pack		
43	Sponge	10	pcs			
44	Rubber band packs	5	pack	100pcs per pack		

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Total Amount without GST	
Total GST	
Total Amount including GST	

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