



COEP Technological University

(A Unitary Public University of Government of Maharashtra)

Hostel Department

Shivaji Nagar, Pune 411 005.

Tel. No. 020-25507660 E-mail ID: hostel@coeptech.ac.in Fax No. 020-25507299

Ref. No. COEP Tech./Hostel/Kitchen Exhaust System Repair/2025/31

Date: 18/10/2025

Enquiry Letter

Subject: Inviting quotations for carrying out Kitchen Exhaust System repair and maintenance work at GHB-Block Hostel Campus, COEP Tech. Pune.

Sealed quotations are invited from reputed organizations for carrying Kitchen Exhaust System repair and maintenance work at GHB- Block, Hostel campus, COEP Tech. Pune as per the Annexure- I.

Annexure- I

Sr. No	Product Description	Qty.	Unit	Rate per unit in Rs.	Total Amount in Rs.
Product/Work					
1.	Chimni Exhaust System work: Total duct and grills clearing and maintenance at Kitchen for exhaust and fresh air duct.	01	Job		
2.	Fresh Air System: Total duct cleaning and maintenance at kitchen for fresh air duct	01	Job		
Total Amount Rs:					
GST Amt Rs.:					
Total Amount Rs. (Inclusive of taxes and other chares etc).					
Total Amount (inclusive of GST) in words Rupees					

Terms and Conditions:

1. Delivery/Service Period: One week

Vendor shall be responsible for Kitchen Exhaust System repair and maintenance work at GHB-Block Hostel Campus, COEP Tech. Pune. any defective component will be replaced by vendor at his cost.

Penalty: Delivery period is within 01 Weeks only, from date of issue of this W.O. No extension shall be given for supply. In such case penalty for delay in proportion to the cost of equipment/items.

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.

2. Execution Period: The work shall be complete in 1 week.

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18/10/25

3. **Comprehensive Warranty:**
Comprehensive Warranty for all supplied items is as per OEM Policy.
4. **Payment Terms & Conditions:**
Payment: 100% payment shall be made at the earliest towards supply of passive Kitchen Exhaust System repair and maintenance tank items/material in good condition in stores of Hostel Campus, COEP Tech. Pune and successful installation.
5. The vendors shall have to quote for all the items of the quotation. Part quotations/incomplete quotations shall be summarily rejected.
6. Offers in quotation should be written in English and price should be written in both figures and words.
7. Please specify the make of the items.
8. Quotation(s) received after last date of quotation submission will be rejected.
9. The COEP University reserves the right to select or reject the offer of the vendor.
10. The COEP University reserves the rights to split the purchase order.
11. The COEP University reserves the rights to cancel any of the items of quotation without any reason thereof.
12. The COEP University reserves the rights to decide the quantity of any of the items of quotation for finalizing the purchase order without any reason.
13. The COEP University reserves the right to cancel purchase order, before or after the delivery of material before making payments, without giving any reasons thereof.
14. The rates shall be valid for 06 months from the date of quotation opening
15. The last date for submission of Quotation is 28/10/2025 before 15:30 Hours. Quotations received beyond the submission date / time will not be accepted and will be rejected, unopened.
16. Quotations will be opened on 28/10/2025 at 16:00 Hours at Hostel Campus, COEP Tech. Pune in presence of the vendor's representatives who wish to attend. In the event of any change in the date of opening, the same will be intimated to all.
17. The vendor shall seal the quotation in an envelope addressed to: The Vice chancellor, COEP Tech. Pune. The envelope will also bear the following identification:
"Quotations for carrying out Kitchen Exhaust System repair and maintenance work at GHB-Block Hostel Campus, COEP Tech. Pune."
Reference No: COEP Tech./Hostel/Kitchen Exhaust System Repair/2025/31
Date: 18/10/2025.
Quotation must be received in the office of Hostel Department, COEP Tech. Pune.


Chief Rector
COEP Technological University
Hostel Campus