



COEP TECHNOLOGICAL UNIVERSITY

PUNE STARTUP FEST'26

(Flagship Event of COEP Technological University)



Reference No: COEPTech/PSF'26/STARTUP KIT /2025-26/

Date:- 26/12/2025

Submission: Quotation invitation for Startup kit work for Pune Startup Fest'26.

Respected Sir/Ma'am,

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

The estimated quantities for the items are:

Sr.no	Description	Specifications	Quantity
1	ID Card 1	<ul style="list-style-type: none">PVC hard back Coloured ID cardWith rectangular hole at top for LanyardDimension 99mm x 67 mm (3.88'' x 2.63'')	450
2	ID Card 2	<ul style="list-style-type: none">PVC hard back Coloured ID CardWith Names and portfoliosWith rectangular hole at top for LanyardDimension 99mm x 67 mm (3.88'' x 2.63'')	350
3	Pen	<ul style="list-style-type: none">Ball pen of 0.5mm Tip size (with black and white watermark of provided logo)	350
4	Paper bag	<ul style="list-style-type: none">Size 8''x11''x3.8''210 GSMArt card paperColour PrintedFront (Four Colour)	400
5	Name Badges	<ul style="list-style-type: none">70mm*25mm rectangular metal badge (all different engraved)Magnet badge	34
6	Lanyard	<ul style="list-style-type: none">Colour Lanyard (with 2 logos)Nylon material	800
7	Hand Bands	<ul style="list-style-type: none">Paper hand-bands, 130 GSM, 4 ColourSelf-locking	400

Contact: 7387907335

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

www.punestartupfest.in



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Terms and Conditions:

- 1. Quotations should be Strictly Submitted in Inward Office of COEP Tech University on official company letterhead with signature and company stamp Marked on it. Fax and Email quotation are not acceptable.**
- 2. Quotations shall be submitted in sealed Company envelope. The Vendor Should put his cross signature on the Sealing of the envelop**
- 3. The Quotation Submitted by hand through any student/faculty/staff will not at all be accepted. Quotations should be Strictly Submitted in Inward Office Only.**
- 4. The Quotation Should be addressed to,
The Director,
Board of Students Development,
COEP Technological University, Pune - 411 005.
Kind attention: Dr Prakash S. Shinde, Faculty Advisor, PSF26
Mechanical Engineering Department.**
- Individual item price must be mentioned in the quotation as shown in the above table otherwise the quotation will be rejected.
- GST must be mentioned separately and must be included in Total Price. Only vendors having valid GST number should send quotations.**
- The taxes, freight, packing and forwarding charges if any be quoted in Indian Rupees separately.**
- All the deliverables that are mentioned must be completed in all manner before **15th January 2026 before 2pm**
- All items must match the specification mentioned in the Table, failing to which penalty will be liable.
- The actual quantity may increase or decrease by (10-15%) from the quantity mentioned above as per requirement.
- The Vendor Should be ready to provide additional requirements mentioned in the final purchase order.**
- 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.
- 13. 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.**
- 14. Delivery Period and Terms and Conditions** should be mentioned clearly.
- 15. Delayed supplies:** The penalty conditions are applicable for late delivery as per norms.



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a) At the rate of 0.5% per week; maximum limit of 10% shall be charged in case of WO 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 WO value is 2 Lakh or above.

16. Supply: - Vendor shall be responsible for the successful completion of work. Any defective item will be replaced by the vendor at his cost.

17. The taxes, transportation charges, etc. if any must be mentioned separately.

18. The 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.

19. The quotation will be opened on **5th January 2026 at 1:00 pm** in New Mechanical Building, COEP Technological University, Pune.

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

Mr. Parth Dhote:-8530652958

Mr. Mohit Kandalkar: -7385498601

-Sd-

Faculty Advisor
Pune Startup Fest'25



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INSTITUTION'S
INNOVATION
COUNCIL
(Ministry of HRD Initiative)



COMPANY LETTERHEAD

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TOTAL AMOUNT WITHOUT GST					
TOTAL GST					
TOTAL AMOUNT WITH GST					