



COEP Technological University
A Unitary Public University of Government of Maharashtra
(Formerly College of Engineering Pune)
Department of Mechanical Engineering
Wellesley Road, Shivajinagar, Pune-411005, Maharashtra, India

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Enquiry Letter

Sealed Quotation are invited by the Department of Mechanical Engineering, COEP Technological University Pune from reputed vendors/reseller/suppliers/service provider for **Repair and Maintenance of HVAC system of Account Department.**

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|-----------------------------------|---|------------------|-------|-----|------|------|
| Enquiry Number :- | COEPTU/Mech/Hvac/ Account/2026-27/124 | | | | | |
| Enquiry Date:- | 26/05/2026 | | | | | |
| Description & Qty:- | Sr.No | Item | Units | Qty | Rate | Cost |
| | 1 | Wet Cleaning | Nos | 04 | | |
| | 2 | Gas Charring | Kg | 04 | | |
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| | | | | | | |
| | | Total | | | | |
| | | GST18% | | | | |
| | | Sub Total | | | | |
| Location:- | Account Department | | | | | |
| Quotation Submission Date@ Time:- | 02/06/2026 4:00pm | | | | | |
| Quotation Submission Place:- | Inward Section ,Establishment Department Office. COEP Technological University, Wellesley Road, Shivajinagar, Pune-411005 | | | | | |
| Quotation Opening Place:- | Head, Department of Mechanical Engineering, COEP Technological University, Wellesley Road, Shivajinagar, Pune-411005 | | | | | |

Terms & Conditions:-

1. Fax and Email quotation are not acceptable.
2. Quotations shall be sent in sealed envelopes clearly marked **Quotation for Repair and Maintenance of HVAC system of Account Department.** of Enquiry Number, Enquiry date and Enquiry due date .
3. 100% payment will be paid after satisfactory delivery, commissioning/work.

4. Please specify the make and model of the item.
5. Quotation(s) received after last date of Quotation submission will be rejected.
6. Delivery/Work Period and Terms Conditions should be mentioned clearly.
7. Delivery/Work: The penalty conditions are applicable for the late delivery as per Government norms.
 - a) at the rate of 0.5 % per week; maximum limit of 10% shall be charged in case .
 - OR
 - b) at the rate of 0.5 per week; maximum limit of 5% shall be charged in case .
8. All following documents/certificates should be provided / attached at the time quotation submission. a) Shop Act License/Incorporation Certificate/Firm Registration Certificate Copy. b) PAN Card Copy) GST Certificate Copy
9. Arranging Ladder, Transportation is the Sole Responsibility of the vendor.
10. Supply/Work and Installation:- Vendor shall be responsible for successful installation, commissioning and testing of the supplied items at Department of Mechanical Engineering , COEP Technological University Pune-411005.. Any defective component/device will be replaced by vendor at his cost.
11. The Registrar of COEP Technological University Pune reserves right to reject any one or all the quotation(s) without assigning any reasons there for.



**Department of Mechanical Engineering
COEP Technological University Pune.**