



**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 in Planning Department.

Enquiry Number :-	COEPTU/Mech/Hvac/ Planning/2026-27/163					
Enquiry Date:-	12/06/2026					
Description & Qty:-	Sr.No	Item	Units	Qty	Rate	Cost
	1	2 Tr Split AC Wet Cleaning Service	Nos	12		
	2	PCB Repair	Nos	03		
	3	Out Door Capacitor Change	Nos	04		
	4	Gas Charging	Kg	01		
	5	IDU Blower Motor Change	Nos	01		
	6	Universal Remote	Nos	01		
		<b>Total</b>				
	<b>GST18%</b>					
	<b>Sub Total</b>					
Location:-	<b>Planning Department.</b>					
Quotation Submission Date@ Time:-	20/06/2026 5:00pm					
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 of **Approval for Repair and Maintenance of HVAC System in Planning 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.

  
+ Head

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