



COEP Technological University

(COEP Tech)

A Unitary Public University of Government of Maharashtra
(Formerly College of Engineering Pune)

Wellesley Road, Shivajinagar, Pune-411005, Maharashtra, India

Tel- 020-25507074 Fax- 020-25507299 Email- examcell@coeptech.ac.in Website- www.coeptech.ac.in

COEPTU/E&E Cell /Enq/ 698

Date : 10/06/2026

Enquiry Letter

Sealed Quotation are invited by the COEP Technological University Pune from reputed manufacturer/vendor/service provider for the providing materail/services.

Enquiry Number :-	COEPTU/E&E Cell /Enq/
Enquiry Date:-	10/06/2026
Material/Service Description & Qty:-	File / Folders Detail Commercial 'A' & Annexure 'A'
Location:-	COEP Technological University Pune-411005
Quotation Submission Date@ Time:-	19/06/2026 16.00hrs
Quotation Submission Place:-	Inward Section, Establishment Office, COEP Technological University Pune-411005
Quotation Opening Place:-	Examination and Evaluation Cell, COEP Technological University Pune-411005

Terms & Conditions:

1. Bidder must be a company registered in India under the Companies Registration Act 1956 or 2013 and in business for the last 5years.

Or

A partnership firm registered under relevant act and in business for last 5 years.

2. CERTIN Certified company is a must
3. The Bidder must have ISO 9001:2015 and 27001:2022
4. The bidder should have executed minimum one project with similar scope of activities including File / Folders for Printing and Publishing in the File / Folders using the variable data, for any leading State educational boards/examination Boards/Universities, during last 3 years.
5. The bidder should have minimum experience of 3 years in serving educational institutions in India and Overseas.
6. Tenderer shall have experience of serving customers of University / Government Institutions globally in education domain and generated at least 3 Lakh Plus certificates during last 3 years.
7. The Bidder should not be blacklisted by any Government, Board, University or Semi-government organization.(Self Declaration).
8. Fax and Email quotation are not acceptable.
9. The taxes, insurance, freight, packing and forwarding charges if any be quoted in Indian Rupees separately.
10. The rates shall be valid for 90 days.
11. Validity: Quotation Validity at least 90 days from the due date.
12. Quotations shall be sent in sealed envelopes clearly marked Quotation for File/Folders.
13. Clearly marked on Quotation and Envelop the Enquiry Number, Enquiry date and Enquiry due date addressed to The Director, Board of Examinations and Evaluation, COEP Technological University Pune-411 005.

14. The enquiry letter should be downloaded from the COEP Technological University website <https://www.coeptech.ac.in> tenders and submitted in the format given to Inward Section, Establishment Office, COEP Technological University Pune during working days.
15. 100% payment will be paid after satisfactory delivery and successful installation ,testing. No advance payment will be given.
16. Quotation(s) received after last date of quotation submission will be rejected.
17. Delivery/Work/Service Period and Terms Conditions should be mentioned clearly.
18. Delivery/Work/Service: The penalty conditions are applicable for the late delivery asper Government norms.
 - a. at the rate of 0.5 % per week; maximum limit of 10% shall be charged incase of PO value is 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 and above.
19. All following documents/certificates should be provided / attached at the time quotation submission.
 - a. Shop Act License Or Incorporation Certificate Or Firm Registration Certificate Copy.
 - b. PAN Card Copy.
 - c. GST Certificate Copy
20. Supply/Work and Installation: - Vendor shall be responsible for successful installation, commissioning and testing of the supplied items/service, COEP Technological University Pune-411005. Any defective component/device will be replaced by vendor at his cost.
21. The Vice Chancellor of COEP Technological University Pune reserves right to reject any one or all the quotation(s) without assigning any reasons there for.


10/6/26
Director

COEP Technological University, Pune

(Quotation submitted by bidder on letterhead)

Sr. No	Material Description	Qty in Unit	Rate per Unit in	Total Amount in Rs.
01	<u>Graduation Day Files</u> with our University logo printed with matter as noted in annexure on front page and Left side full PP Pouch (at page 2 & 3) and Right side clamp at four corners suitable to accommodate the A4 size certificates of the students and with flap(Closing Magnetic button flap)	Approx. 1700 Qty.		
Cost (Exclusive of all Taxes) in Rs.				
GST % in Rs.				
Total Amount (Inclusive of all Taxes) in Rs.				
Total Amount (Inclusive of all Taxes) in words Rupees Only				

PAN No:-.....

GST Registration No:-.....

Signature:-.....

Name:-.....

Address:-.....

Company Rubber Stamp:-.....



Director

COEP Technological University, Pune

