



COEP TECHNOLOGICAL UNIVERSITY

Shivajinagar, Pune-411005

(A Unitary Technological University of Govt. of Maharashtra)

Building Works Committee

website : www.coeptech.ac.in

Ph: 020-25507254

Email: bwc.office@coeptech.ac.in

COEP Tech / BWC/ Quotation /EE-Lab/Furniture/Material issue Counter /2026-27 /24

Date: 22/07/2026

Invitation for Quotations of the Fabrication, Supply, and Installation of a Material Issue Counter, White Board, and Soft Board for the Engineering Exploration Lab at COEP Technological University, Pune.

Tender No.	COEP Tech / BWC/ Quotation /Engg Exp/Furniture/Material issue Counter /2026-27 / 24
Date of Issue of Quotations:	22/07/2026
End Date of Issue of Quotations :	28/07/2026 at 15:00 PM
Tender Description:	Invitation for Quotations of the Fabrication, Supply, and Installation of a Material Issue Counter, White Board, and Soft Board for the Engineering Exploration Lab at COEP Technological University, Pune
Start Date of Selling of Quotation:	22/07/2026
Quotation Fee :	Rs.500.00+ 18% GST = 590.00 (non-refundable.)
Pre-bid Date & Location :	• Date :24/07/2026 • Time : 4.00 PM • Location: BWC Office , Applied Mechanics Department, COEP Tech
Delivery Period :	• 25 Days from the date of receipt of the Purchase Order (PO).
Note **	<i>The colour combination shall be finalized mutually.</i>

- Sealed quotations shall be submitted as per the **enclosed Annexure-A**, Invitation for Quotations of the Fabrication, Supply, and Installation of a Material Issue Counter, White Board, and Soft Board for the Engineering Exploration Lab at COEP Technological University, Pune.
- Interested bidders are advised to visit the site for better understanding and clarification before quoting their rates. The site may be visited on any working day between 10:00 A.M. to 05:00 P.M., except Sundays and public holidays.
- Pre-Bid Meeting will be held at the COEP, Pune on 24/07/2026 at 4:00 P.M. at BWC Office , Applied Mechanics Department, COEP Technological University Pune. According, the details will be informed to the interested parties.

Terms and Conditions of the Tender

1. Site Visit & Familiarization - The Contractor shall visit and inspect the site before quoting rates in order to fully understand the site conditions, work environment, accessibility, and scope of work.

Contact Details: Rani Karad BWC Office- Email ID bwc.office@coeptech.ac.in

Contact No.: Ph: 020-25507254

2. The rates quoted for, shall be valid for a period of three months from the date of opening.
3. The bidder shall quote their **lowest competitive rates** for the specified items, conforming to the required quality and specifications, in the format provided in **Annexure-A**.
4. The bid must be received not later than the date & time specified for submitting the same. In case the date of submitting the tender will be declared as holiday by the Govt. of India/ Maharashtra, then next working day will be treated as due date of the tender.
5. Over-writing/ over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
6. The Tender Committee/ Competent Authority of COEP Tech Pune in its discretion, reserves the right to reject or accept any or all the tenders partly or completely, at any time without assigning any reason thereof.
7. Bids once submitted shall not be allowed to be withdrawn or altered.
8. Each tenderer has to certify that all the terms and conditions are acceptable to him.
9. All the pages of quotations including the documents submitted therein must be duly signed and stamped into failing which the offer shall be liable for rejection.
10. Each Tender has to fill in the undertaking as mentioned in '**Annexure B**' stating that whether firm has been blacklisted/banned by any Government Department/Public Sector Undertaking/Autonomous Body or not.
11. The successful tenderer will have to abide by the terms and conditions as may

be fixed from time to time by the Registrar, COEP Tech Pune.

12. Work duration is **25 days** from the date of handing over of site.
13. A penalty will be imposed if the work is not completed within the stipulated time of completion 0.5% per week of the contract value limited to 5% of the final contract value.
14. While submitting the bid document, a scanned copy of the RTGS/NEFT receipt towards payment of the quotation fee should be attached.

Name of the Bank – State Bank of India,

A/c No – 110 994 649 77

Name of the Account – COEP Technological University, Pune

IFS Code – SBIN0010431

MICR Code – 411002060

Branch Code - 10431

Quotation Fee Rs 500.00+ 18% GST = 590.00 (non-refundable.)

15. Security Deposit –
 - The Contractor shall submit an Initial Security Deposit equivalent to 5% of the Contract Value within Seven (7) days from the date of acceptance of the Work Order.
 - Failure to submit the Initial Security Deposit within the stipulated period shall constitute a breach of the terms of the Work Order, and the Employer reserves the right to cancel the Work Order without any further notice or financial liability.
 - The Security Deposit shall be released after expiry of the Defect Liability Period of Sixty (60) months from the date of completion, subject to satisfactory rectification of defects, if any.
 - The Contractor shall rectify all defects observed during the Defect Liability Period at his own cost within the time specified by the Employer.
16. The Contractor shall carry out regular housekeeping and cleaning activities on a daily basis during the execution period and shall maintain the work area in a clean and safe condition.

17. The Contractor shall execute the work in such a manner so as not to cause inconvenience, nuisance, obstruction, or disturbance to the functioning of the building/campus.
18. Unless otherwise specified, the brand / make of the material to be used in the work shall be as mentioned in the item nomenclature, detailed specifications.
19. The Contractor shall obtain prior written approval from the COEP TECH /Consultant for all materials, makes, finishes, and samples before procurement and installation.
20. Since the work involves renovation, quantities may vary substantially. Payment shall be made based on actual executed quantities at the accepted quoted rates.
21. Extra Items / Additional Work - No extra item shall be executed without prior written approval. The Contractor shall obtain written approval for:
Scope of additional work; Rate analysis, Cost impact.
22. The Contractor shall obtain and maintain valid insurance coverage for all labourers, staff, workmen, equipment, and third-party liabilities as required under applicable laws.
23. Water and electricity shall be provided free of cost at one designated point only. Further distribution and arrangements shall be made by the Contractor at his own cost.
24. The Contractor shall attend all review meetings, coordination meetings, and discussions whenever called upon by the Employer, Consultant, or COEP Tech.
25. Protection of Existing Property - The Contractor shall protect all adjoining areas, windows, furniture, fixtures, equipment, and existing structures from damage during execution. If polycarbonate sheets or other protective systems are required, the same shall be arranged by the Contractor at his own cost.
26. Material Storage & Security - The Contractor shall arrange barricading and secure storage for construction materials. Safety and security of all materials, tools, and equipment shall remain solely the responsibility of the Contractor.
27. Safety Compliance - The Contractor shall strictly comply with all applicable safety regulations, labour laws, statutory requirements, and standard SHE (Safety, Health & Environment) practices throughout the execution period.
28. No mobilization advance or material advance shall be paid to the Contractor.
29. Warranty & Documentation - The Contractor shall provide all applicable warranties, guarantees, operation manuals, test certificates, and supporting documents for electrical goods, accessories, fixtures, and installed systems before handover.
30. Indemnity - The Contractor shall indemnify and keep indemnified COEP, its officers, representatives, and consultants against any claims, damages, losses,

liabilities, penalties, injuries, or legal proceedings arising out of negligence, non-compliance, or breach of contractual obligations by the Contractor.

31. Jurisdiction - Any dispute arising out of or relating to this contract shall be subject to the exclusive jurisdiction of courts located in Pune, Maharashtra.
32. Even after awarding the said contract, the Tender Committee/Hon'ble Competent Authority reserves the right to terminate the same, if the services of the successful tenderer are not found satisfactory and to entrust the work to another tenderer, and to recover from the successful tenderer, the loss if any, sustained to the COEP Tech, Pune.
33. The payment schedule shall be mutually decided and agreed upon at the time of issuing the Work Order.
34. The last date of submission of quotation complete in all respect is 28/07/2026 at 15:00 PM.

Sd/-

Registrar,
COEP Technological University, Pune

Annexure 'A'
(Quotation submitted by bidder on letterhead)

Sr. No	Description	Unit Per	Quant ity	Rate In figures	Amount
1	Issue Counter : Approximate Dimensions: Length: 4.78 m × Height: 0.90 m × Depth: 0.55 m • Item Description ○ Providing, fabricating, supplying and fixing a Material / Kit Issue Counter complete as per the approved drawings and specifications. • Framework & Carcass ○ Fabricated using 19 mm thick Commercial/BWR Grade plywood. • Front & Exposed Surfaces ○ Finished with 1.0 mm thick decorative laminate of approved make and shade on all exposed surfaces. • Back Panel ○ 12 mm thick plywood back support. • Drawer Units ○ Drawer units complete as per approved drawings. • Partitions ○ Internal partitions and dividers made from Commercial and BWR Grade plywood as per drawing. • Internal Supports ○ Suitable internal supports and stiffeners for structural stability. • Edge Finishing ○ All exposed plywood edges shall be finished with approved PVC edge banding. • Hardware & Fittings ○ Heavy-duty telescopic drawer channels. ○ Approved handles. ○ Approved locks. ○ Screws, fittings and all other necessary hardware complete.	Sq. Mt.	4		

	○ ☐ Finish ○ Polishing/finishing of exposed surfaces wherever required to achieve a neat and uniform appearance. ○ ☐ Installation ○ Cutting, fabrication, assembly, transportation, handling, loading, unloading, labour, tools and tackles, fixing in position and installation complete as per the approved drawings and directions of the Engineer-in-Charge. ○ ☐ Scope of Work ○ The rate shall include: ○ Fabrication. ○ Transportation. ○ Loading and unloading. ○ Labour. ○ Tools and tackles. ○ Wastage. ○ All necessary hardware and accessories. ○ All incidental charges required for the satisfactory completion of the work. • Reference ○ The work shall be executed as per the approved architectural drawings (Annexure –I) and design. ○ ☐ Measurement ○ Measured Area: Front Elevation Area.				
2	Full Height Solid Partition • Item Description ○ Providing, fabricating, supplying and fixing full-height solid partition complete as per the approved drawings, specifications and directions of the Engineer-in-Charge. • Framework ○ Framework shall be fabricated using d of size 50 mm × 50	Sq. Mt.	9		

	mm. ○ The framework shall be provided with a grid spacing of 450 mm × 450 mm centre-to-centre in both directions. • Fixing of Framework ○ The framework shall be securely fixed to the floor, walls and ceiling using approved fasteners to ensure rigidity and stability. • Cladding ○ Both sides of the framework shall be covered with 12 mm thick approved plywood, securely screwed to the framework. • Finish ○ Both exposed faces shall be finished with 1.0 mm thick decorative laminate of approved make, colour and texture. • Provision for Services ○ Necessary cut-outs, openings and provisions shall be made for electrical wiring, wire management and other building services as required by the approved drawings. • Edge Finishing ○ All exposed edges shall be neatly finished and completed to provide a smooth and uniform appearance. • Hardware & Accessories ○ The work shall include all necessary: ▪ Approved hardware and accessories. ▪ Adhesives. ▪ Screws and fasteners. ▪ Grooves and trims wherever required. ▪ Other fittings necessary for complete installation. • Surface Restoration ○ Cutting, chasing and making				
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	good the original adjoining floor, wall and ceiling surfaces after installation shall be included in the scope of work. • Installation ◦ Fabrication, cutting, assembly, transportation, handling, loading, unloading, fixing in position, labour, tools and tackles, wastage and all incidental works required for complete installation shall be included. • Materials • All materials shall be of approved make and quality, conforming to the approved specifications. • Reference ◦ The work shall be executed as per the approved architectural drawings (Annexure –I) and design. • Measurement ◦ Measured Area: Front Elevation Area.				
3	Material Issue Counter Partition (ST3) • Item Description ◦ Providing, fabricating, supplying and installing the Material Issue Counter Partition (ST3) as per the approved architectural drawings, approved design and the directions of the Engineer-in-Charge. • Framework ◦ Framework shall be fabricated using 50 mm × 50 mm seasoned Sal wood of approved quality. ◦ The timber shall be treated with anti-termite treatment and approved wood preservative before installation. • Fixing of Framework	Sq. Mt.	10		

	○ The framework shall be securely fixed in position using approved fasteners to ensure rigidity and stability. • Cladding ○ Both sides of the framework shall be sheathed with 19 mm thick commercial & BWR plywood, securely fixed to the framework. • Laminate Finish ○ All exposed plywood surfaces shall be finished with 1.5 mm thick decorative laminate of approved make, colour and shade. • Glass Panel ○ 12 mm thick clear toughened glass shall be provided as shown in the approved drawings. ○ Glass shall be fixed using approved fittings and provided with adhesive frosting wherever indicated. • Edge Finishing ○ All exposed edges shall be neatly finished with approved edge lipping and grooves wherever required. • Hardware & Fittings ○ The work shall include all necessary: ▪ Screws. ▪ Nails. ▪ Cleats. ▪ Approved hardware. ▪ Glass fittings. ▪ Fixing accessories. ▪ Other accessories required for complete installation. • Installation ○ Cutting, fabrication, assembly, transportation, handling, loading, unloading, scaffolding, labour, fixing in position, wastage and all incidental works required for				
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	complete installation shall be included. • Materials ○ All materials shall be of approved make and quality, conforming to the approved specifications. • Reference ○ The work shall be executed as per Reference Drawing – Material Issue Counter (Annexure –I). • Measurement ○ Measured Area: Front Elevation Area.				
4	Open Storage Unit (ST-4) • Item Description ○ Providing, fabricating, supplying and fixing Open Storage Unit (ST-4) complete as per the approved architectural drawings, approved design and the directions of the Engineer-in-Charge. • Framework & Carcass ○ Fabricated using 25 mm thick commercial plywood of approved make. • Top Panel ○ 25 mm thick commercial plywood. • Bottom Panel ○ 25 mm thick commercial plywood. • Side Panels ○ 25 mm thick commercial plywood. • Vertical Partitions ○ 25 mm thick commercial plywood. • Horizontal Shelves ○ 25 mm thick commercial plywood. • Back Panel ○ Finished with 0.8 mm thick decorative laminate of approved make and shade.	Sq. Mt.	8		

	• External Finish ○ All exposed external surfaces shall be finished with 1.5 mm thick decorative laminate of approved make, colour and shade, fixed using approved synthetic adhesive. • Edge Finishing ○ All exposed edges shall be finished with approved hardwood edge lipping/PVC edge banding, neatly polished wherever required. • Hardware & Fittings ○ The work shall include all necessary: ▪ Screws. ▪ Nails. ▪ Brackets. ▪ Cleats. ▪ Approved hardware. ▪ Adhesives. ▪ Fixing accessories. ▪ Other fittings required for complete installation. • Installation ○ The work shall include cutting, notching, jointing, fabrication, assembly, transportation, handling, loading, unloading, fixing to wall/floor wherever required, labour, tools and tackles, wastage and all incidental works necessary for complete installation. • Materials ○ All materials shall be of approved make and quality, conforming to the approved specifications. • Reference ○ The work shall be executed as per the approved architectural drawings (Annexure –I) and design. • Measurement ○ Measured Area: Front				
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	Elevation Area of the completed storage unit.				
3	• White Board • Providing & Fixing white boards including its supporting system and providing additional members in the partition wherever necessary complete as per design or as per Requirement .	Sq. Mt.	6		
4	Soft Board • Providing and fixing 12 mm thick soft board covered with fabric (fabric base rate: ₹300 per running metre) on a 12 mm thick plywood backing. • Finishing with two (2) horizontal members of 100 mm width made from 19 mm thick waterproof plywood. • Providing laminate finish to the horizontal members, including edge polishing and lipping with French polish. • Making necessary provisions for fixing lights, electrical conduits, switch boxes, and other electrical accessories as required. • Including all materials, labour, hardware, cutting, fitting, finishing, transportation, and scaffolding, complete in all respects. • Executing the work as per the approved drawings, specifications, and the directions of the Engineer-in-Charge. • Complete in all respects. ** The colour combination shall be finalized mutually.	Sq. Mt.	21		
	Total				
	GST (As Applicable)				
	Gross Amount				

Sd/-
Registrar,
COEP Technological University, Pune

Details of the Bidder

1. Name of the Tender :
With address
2. Name of the Contact Persons with :
Telephone/Mobile No./e-Mail Id/
3. GST No.(with copy) :
4. PAN Card No.(with copy) :
5. Whether your firm has been blacklisted/ :
banned by any Government Department/
Public Sector undertaking/ Autonomous
Body: Yes/No (Fill in the Undertaking as
Mentioned in Annexure-B)
6. Whether all the terms and conditions of
COEP Tech Pune are agreeable :
7. Similar works shall include the Supply and
Installation of Storage Cabinets, laboratory
Storage Units, Office Storage Systems, or
similar furniture works in educational
institutions, research laboratories,
government offices, or commercial
buildings.:

Dated:

Signature with stamp

ANNEXURE-B

I/we under take that _____(Name of the Company) has not been Blacklisted/Banned by any Government Department/Public Sector Undertaking/Autonomous Body.

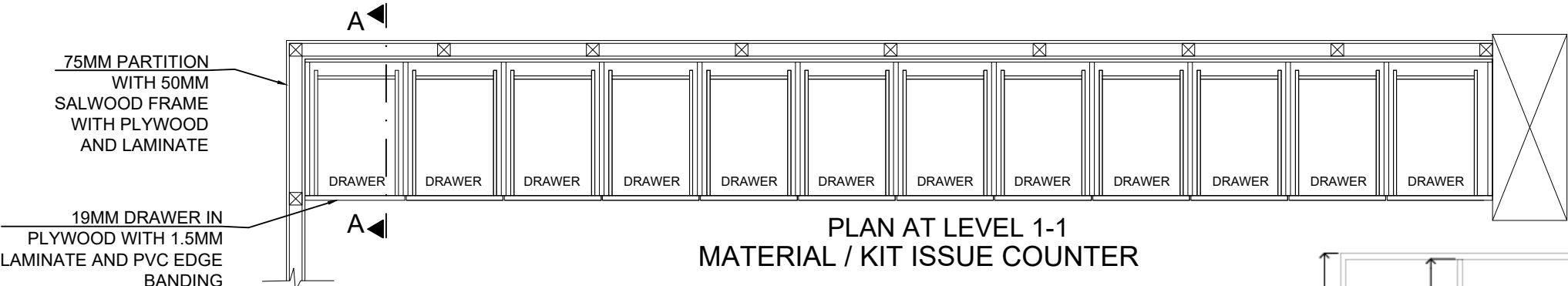
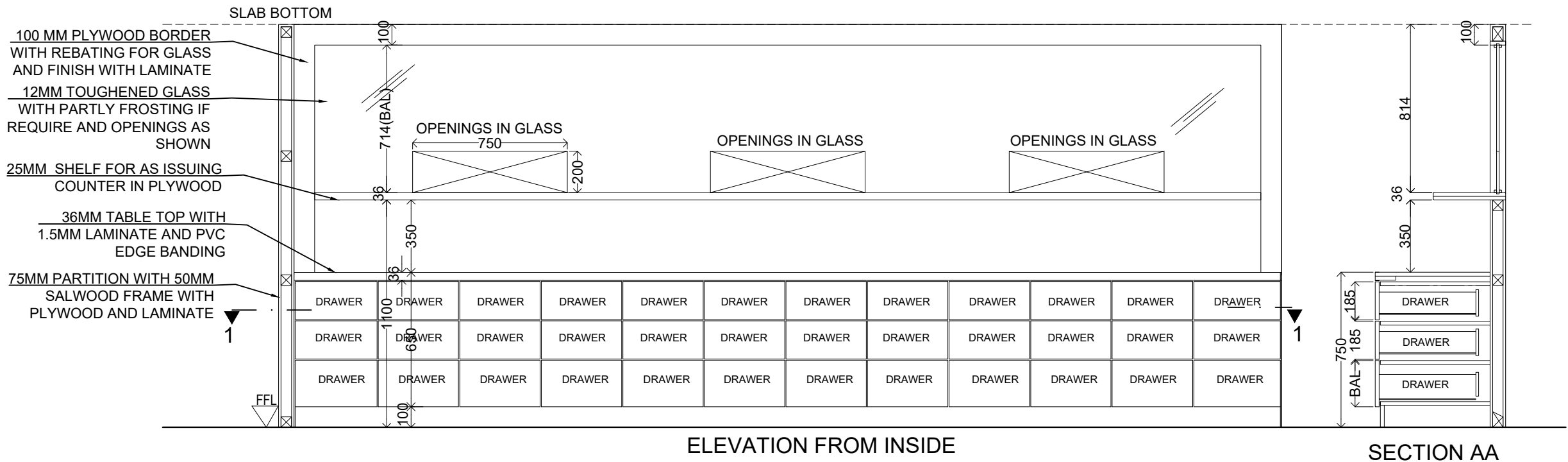
Signature of the Authorized
Signature of the Firm/Company/
Organization/Official Stamp/Seal

Date:

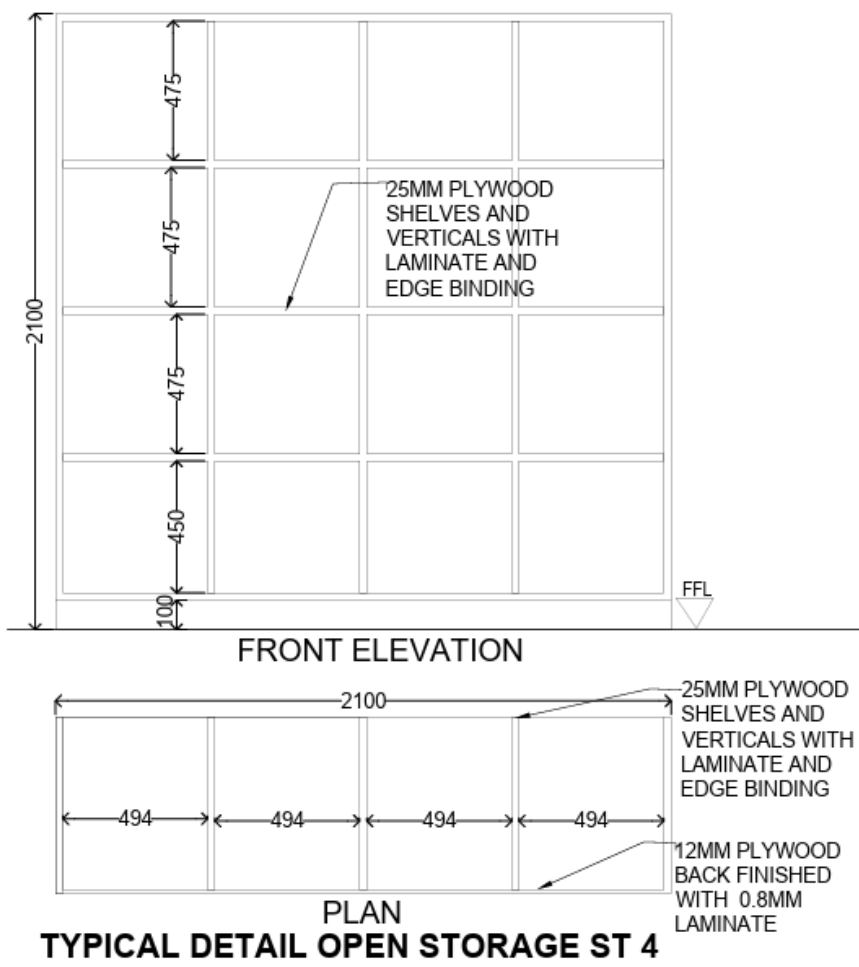
Place:

NOTES :-
 1. THIS DRAWING IS ISSUED FOR **VALIDATION** PURPOSE.
 2. SHOULD BE USED ONLY FOR THE PURPOSE IT IS ISSUED FOR.
 3. ALL DIMENSIONS ARE FROM UNFINISHED TO UNFINISHED SURFACES.
 4. DO NOT SCALE THIS DRAWING.
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REVISIONS :-			DETAILS
DATE	REV NO		
17-07-2026	R1		REVISIONS IN FURNITURE DETAILS



Annexure I Material Issue



17-07-2026	CLIENT	TENDER	R1-PDF
10-07-2026	CLIENT	TENDER	RD-PDF
ISSUED ON	ISSUED TO	ISSUED FOR	COPIES
JOB NO: COE01	DRAWING NO: 11R1/TD103	DATE: 09-07-2026	
DRAWN BY: SK	CHECKED BY: MM	SCALE: 1:40	

PROJECT :
 PROPOSED DESIGN OF MAKER SPACE AT ACADEMIC BUILDING TERRACE FOR COEP, PUNE

MITIMITRA CONSULTANTS PVT. LTD.
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