COEP Technological University

A Unitary Public University of the Government of Maharashtra

(Formerly College of Engineering Pune) | Department of Central Store

Wellesley Road, Shivajinagar, Pune – 411005 | Tel.: 020-25507009/7080 |

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INVITATION OF QUOTATION

Title: Supply of Plastic Chairs for Hostel Campus

Enquiry No.	COEP TECH/Central Store/Enq/Hostel/PlasticChair/2026-27/157
Enquiry Date	22/07/2026
Quantity	500 Nos. (subject to variation)
Delivery Location	Hostel Campus, COEP Technological University, Pune – 411005
Last date and time for sealed quotation	28/07/2026 up to 3:00 p.m.
Sample submission period	22/07/2026 to 03/08/2026 up to 3:00 p.m.
Financial quotation opening	04/08/2026 at 11:00 a.m. (only for technically qualified Vendors)
Quotation submission address	Inward Section, Establishment Office, COEP Technological University, Pune – 411005
Sample submission location	Hostel Campus, COEP Technological University, Pune – 411005, against written acknowledgement

COEP Technological University, Pune invites sealed quotations from eligible manufacturers or authorised dealers/suppliers for the supply of 500 plastic chairs conforming to Annexure A.

Important: Technical qualifications will be based on scrutiny of documents and physical evaluation of the submitted sample. The sealed financial offer of only technically qualified Vendors will be opened.

1. Quotation Submission Instructions

1.1. Quotation submission shall be completed using two separate envelopes: namely, 1) “Technical/Pre-Qualification Documents” and 2) “Financial Offer – Annexure C”

Both securely sealed envelopes shall be clearly superscribed: Quotation for Supply of Plastic Chairs’, the enquiry number, enquiry date, due date and the Vendor’s complete name and address.

1.2 The separate sealed envelope marked with “Technical/Pre-Qualification Documents” along with information mentioned in point 1.1, shall contain all technical and pre-qualification documents. The Vendor shall sign and stamp every page.

1.3. A separate sealed envelope shall be marked as “Financial Offer – Annexure C” along with information mentioned in point 1.1 shall contain Financial offer as per Annexure C.

1.4. The quotation shall be addressed, Department of Central Store, COEP Technological University, Pune – 411005 and deposited at the Inward Section on or before the stipulated deadline. Quotations sent by email, fax or other electronic means will not be accepted.

1.5. Any quotation or sample received after the applicable deadline shall be rejected. Mere dispatch before the deadline shall not constitute timely submission.

1.6. No price, rate or financial information shall appear in the technical documents, on the sample, or elsewhere outside the sealed Financial Offer envelope. Any such disclosure may result in rejection.

1.7. Corrections or overwriting, if any, shall be authenticated by the authorised signatory. Conditional, incomplete, unsigned, unstamped or ambiguous quotations are liable to rejection.

2. Documents to Be Submitted

2.1 A separate sealed envelope marked as "Technical/Pre-Qualification Documents" shall contain following documents:

(a) Annexure A – Technical Specification Compliance and eligibility documents;

(b) Annexure B – Undertaking for Collection of Sample;

(c) Certificate of incorporation/registration or valid Shop and Establishment registration, as applicable.

(d) PAN card and GST registration certificate.

(e) Manufacturer's authorization letter, where the Vendor is an authorised dealer/distributor and not the manufacturer.

(f) Product catalogue/brochure showing the offered make and model, wherever available

3. Sample Submission and Technical Evaluation (Stage I)

3.1. One complete sample of the chair offered shall be submitted at the vendor's own cost within the stated sample submission period. The sample shall bear a removable identification tag stating the vendor's name, make and model, but shall not display any price.

3.2. The Vendor shall submit a sample forwarding letter on its letterhead in duplicate. One acknowledged copy shall be submitted to the Department of Central Store and another to the COEP Tech Hostel office. Submission without acknowledgement will not be recognised.

3.3. The sample shall be physically examined for material, dimensions, weight, construction, finish, stability, stacking, workmanship, comfort and conformity with Annexure A. The University may carry out sitting/load, stability or other reasonable verification tests. Minor marks arising from handling or testing shall not create any liability upon the University.

3.4. The make, model, design, colour, material quality and workmanship of the bulk supply shall be identical to the technically approved sample. Any inferior or non-conforming supply shall be rejected and replaced at the supplier's cost.

3.5. The University may retain the technically approved sample of the successful Vendor as a reference sample until completion and acceptance of the entire supply. Other samples may be released after technical evaluation.

3.6. Each Vendor shall collect its sample at its own cost within five (05) days of inspection/evaluation or within five (05) days of the University's intimation, as applicable. For the successful Vendor's retained reference sample, the five-day period shall commence from the University's intimation after completion of supply. Failure to collect shall be governed by Annexure B.

3.7. Failure to submit the sample, prescribed documents or undertaking within the stipulated period, or failure of the sample to meet any essential specification, shall result in technical disqualification.

4. Financial Evaluation (Stage II)

4.1. Only the sealed financial offers of vendor's declared technically qualified in Stage I shall be opened. Financial offers of technically disqualified Vendors shall not be opened or considered.

4.2. Rates shall be quoted in Indian Rupees strictly in Annexure C. The unit basic rate, total basic amount, GST rate/amount and grand total inclusive GST shall be shown separately. Packing, forwarding, loading, transportation, transit insurance, unloading and delivery at the specified location shall be included in the quoted basic rate.

4.3. Evaluation shall ordinarily be based on the lowest total delivered cost inclusive of all taxes and charges for the required quantity, subject to technical compliance and acceptance of all conditions. In case of discrepancy, the unit rate shall prevail, and the total will be corrected accordingly; the amount in words shall prevail over the amount in figures.

4.4. The University is not bound to accept the lowest or any quotation and may seek written clarification, without permitting any change in price or substance of the offer.

5. Commercial and Supply Conditions

5.1. Offer validity: The quotation shall remain valid for at least ninety (90) days from the quotation due date.

5.2. Delivery period: The entire quantity shall be delivered within fifteen (15) days from the date of issue/acceptance of the Purchase Order, unless a different period is specified in the Purchase Order.

5.3. Delivery shall be made to the building/location within the Hostel Campus as directed by the authorised University representative. No additional cartage, unloading, handling or delivery charges shall be payable.

5.4. The University may increase or decrease the ordered quantity at the accepted unit rate, subject to its requirements and applicable procurement rules. Payment shall be based on the quantity actually supplied and accepted.

5.5. The chairs shall be new, unused and free from manufacturing defects. The supplier shall provide a minimum warranty of 3 years from acceptance of supply and replace defective chairs within seven (07) days of written intimation, at no additional cost.

5.6. Inspection and acceptance by the University shall not relieve the supplier of responsibility for latent defects, substandard material or deviation from the approved sample.

5.7. For delayed delivery, liquidated damages shall be levied at 0.5% of the value of the delayed/undelivered quantity per week or part thereof, subject to a maximum of 5% of such value, without prejudice to the University’s other contractual remedies.

5.8. No advance payment shall be made. Payment shall be released after satisfactory delivery, inspection and acceptance of the complete supply and submission of the original tax invoice, delivery challan, inspection/acceptance report and other required supporting documents. Statutory deductions shall apply.

5.9. The invoice shall be raised in the name of ‘Vice-Chancellor, COEP Technological University, Pune’. Documents shall be submitted in duplicate to the Department of Central Store.

5.10. The supplier shall not assign or subcontract the Purchase Order without prior written approval from the University.

5.11. If the supplier fails to execute the order, supplies non-conforming goods, or breaches the quotation/Purchase Order conditions, the University may cancel the order, procure the goods from an alternative source at the supplier’s risk and cost, and take other action permissible under applicable rules.

5.12. Any dispute shall be subject to the jurisdiction of competent courts at Pune. Before resorting to legal proceedings, the parties shall first attempt resolution through written representation to the Registrar, COEP Technological University, Pune.

5.13. The Registrar, COEP Technological University, Pune reserves the right to extend dates, issue corrigenda, modify the requirement, cancel the enquiry, or reject any or all quotations, wholly or partly, without assigning any reason and without incurring liability to vendors. Any corrigendum will be published only on the University website; vendor’s shall check the website regularly.

S/d

Coordinator
Department of Central Store
COEP Technological University, Pune

ANNEXURE A

TECHNICAL SPECIFICATION COMPLIANCE

(To be submitted on the vendor's letterhead)

Quotation Reference No.: COEP TECH/Central Store/Enq/Hostel/PlasticChair/2026-27/157

Quotation Name: Supply of Plastic Chairs for Hostel Campus

Offered Make: ____________________________ Model: ____________________________

Sr. No.	Parameter	Required specification	Specification offered / deviation, if any	Compliance Yes/No
1	**Material**	High-quality virgin plastic suitable for durable institutional use.		
2	**Construction**	Ergonomic, stackable, sturdy one-piece/moulded design with armrests; free from sharp edges, cracks, warping and visible manufacturing defects.		
3	**Finish**	Uniform glossy/poly-marble finish with consistent colour and good surface appearance.		
4	**Load capacity**	Minimum 125 kg safe seating capacity. vendor's to confirm.		
5	**Overall dimensions**	Width: 56–58 cm; Depth: 68–70 cm; Height: 90–92 cm.		
6	**Net weight**	Minimum 3.4 kg per chair.		
7	**Look and style**	Modern and contemporary; colour to be approved by the University from the manufacturer's standard available shades.		
8	**Warranty**	Minimum 3 years against manufacturing defects from acceptance of supply.		

Vendor's Declaration: We confirm that the offered product and submitted sample comply with the above specifications, except deviations expressly stated in this Annexure. The bulk supply shall conform to the approved sample.

Name of authorised signatory: ________________________________

Designation: ___________________ Date: __________ Place: __________

Signature and seal of Vendor: ________________________________

ANNEXURE B

UNDERTAKING FOR COLLECTION OF FURNITURE SAMPLE

(To be submitted on the vendor's letterhead)

To,
The Registrar
COEP Technological University
Wellesley Road, Shivajinagar, Pune – 411005

Subject: Undertaking for collection of furniture sample after inspection/technical evaluation

Quotation Reference No.: COEP TECH/Central Store/Enq/Hostel/PlasticChair/2026-27/157

Quotation Name: Supply of Plastic Chairs for Hostel Campus

We, M/s ____, having our registered office at ____, have submitted furniture samples in connection with the above quotation and hereby undertake as follows:

1. We shall collect the sample, including its components, accessories and packing material, at our own cost and responsibility within five (05) days from the date of inspection/technical evaluation or from the date of intimation by the University, as applicable. Where the University retains the successful Vendor's approved sample as a reference until completion of supply, the five-day period shall commence from the University's intimation after completion and acceptance of supply.

2. Before collection, we shall obtain permission from the authorised officer and complete the gate-pass and acknowledgement formalities.

3. If we fail to collect the sample within the stipulated period, it shall be treated as voluntarily abandoned. We shall have no right, title, claim or demand for its return, value, compensation, damages or reimbursement.

4. After expiry of the stipulated period, the University may remove, dispose of, utilise or otherwise deal with the uncollected sample in the manner it considers appropriate, without further notice or liability.

5. The University shall not be responsible for loss, damage, deterioration, scratches or breakage occurring during submission, handling, reasonable inspection/testing, storage or collection.

6. Submission of the sample and this undertaking shall not confer any right regarding qualification, acceptance of quotation or award of Purchase Order. This undertaking is unconditional, irrevocable and binding upon us.

For M/s ____

Authorised Signatory: __________________ Name: __________________
Designation: ___________________________ Mobile: _________________
Email: __________________________________ Date/Place: ______________

Signature and Seal of the Vendor

ANNEXURE C

FINANCIAL OFFER

(To be submitted on the vendor's letterhead in a separate sealed envelope)

Quotation Reference No.: COEP TECH/Central Store/Enq/Hostel/PlasticChair/2026-27/157

Quotation Name: Supply of Plastic Chairs for Hostel Campus

Vendor's Name: ____

Sr.	Item description	Unit	Qty.	Unit basic rate (₹)	Total basic amount (₹)
1	Plastic chair conforming to Annexure A and the approved sample, including packing, forwarding, transportation, transit insurance, unloading and delivery at Hostel Campus. Make: ________ Model: ________	No.	500		
Total basic amount (₹)					
GST amount (₹)					
Grand total inclusive of GST (₹)					

Grand total in words: Rupees

____ **only.**

The quoted rates are firm and valid for 90 days from the quotation due date.

The rates include all costs and charges required for delivery at the specified location, except GST shown separately above.

We accept all terms and conditions of the Invitation of Quotation without reservation.

Authorised Signatory: ___________________ Name: ___________________

Designation: ____________________________ Date/Place: _______________

Signature and Seal of the Vendor's