

Engineering College Vidyarthi Sahakari Grahak Sanstha Maryadit

Near Electrical Engineering Department, Behind Geology Museum, COEP Technological University
Pune, South Campus, Shivajinagar, Pune – 411005.

Tel – 02025507175

Email – coepstore1985@gmail.com

INVITATION OF QUOTATION

Title: Invitation of Sealed Quotations for Supply of Polyester Cotton Box Type Single Bed Mattress Cover of Jacquard Fabric (60% Cotton & 40% Polyester), with Interlocking Stitching with good quality of thread and washable for Hostel Campus COEP Tech Pune.

The Engineering College Vidyarthi Sahakari Grahak Sanstha Maryadit, COEP Technological University Pune Campus, Shivajinagar, Pune invites sealed quotations from technically eligible manufacturers or authorized suppliers for the supply of 984 Nos. of Polyester Cotton Mattress Cover Jacquard Fabric (60% Cotton & 40% Polyester), Single Bed.

Technical Specification for a Polyester Cotton Jacquard Fabric mattress covers for Single Bed, Non Shrink Heavy Fabric, Interlocked Stitching, Washable:

Sr. No.	Specification	Details
1	Fabric Type	Polyester Cotton Jacquard Fabric
2	Fabric Composition	60% Cotton and 40% Polyester
3	GSM (grams per square meter)	200–300 GSM
4	Weave type	Jacquard
5	Pattern	Printed
6	Texture	Soft, Durable
7	Wash Care	Machine Wash and Hand Wash.
8	Colour	Multicolour
9	Shrinkage	≤3% after washing
10	Colour Fastness	Good with normal machine washing
11	Finish	Printed or dyed, depending on design

Mattress covers size (Dimensions)

S. N.	Mattress Box type cover size	Unit	Qty.
(1)	Length: 5 ft. 10 in. × Width: 2 ft. 10 in. × Thickness: 5 in.	Nos.	726
(2)	Length: 6 ft. × Width: 2 ft. 6 in. × Thickness: 5 in.	Nos	150
(3)	Length: 5 ft. 10 in. × Width: 2 ft. 3 in. × Thickness: 4.5 in.	Nos.	108

Enquiry No.	ECVSGSM / Hostel COEP Tech, Mattress Cover / 2026-27 / 86
Enquiry Date	03 /08 /2026
Quantity	984 Nos. (subject to variation) with installation/fitting cover to the mattress.
Material Delivery Location	Hostel Office, COEP Technological University Pune, Shivajinagar, Pune– 411005.
Submission period for all Three Sealed envelopes. (1) Technical Specification and Important Documents, (2) Financial offer / bid, and (3) Cloth Sample.	From Monday, 03/08/2026 to Wednesday, 12/08/2026 up to 1:00 PM
Last date and time for submission of Three Sealed envelopes.	Wednesday, 12/08/2026 up to 1:00 PM.
Address for submission of Three Sealed envelopes. (1) Technical Specification and Important Documents, (2) Financial offer / bid, and (3) Cloth Sample.	Store Office Engineering College Vidyarthi Sahakari Grahak Sanstha Maryadit (ECVSGSM) Store, Near Electrical Engineering Department, Behind Geology Museum, COEP Technological University Pune, South Campus, Shivajinagar, Pune – 411005.
Quotation opening date, Time and Place	12/08/2026 at 3.30 PM at Store Office Engineering College Vidyarthi Sahakari Grahak Sanstha Maryadit (ECVSGSM) Store, Near Electrical Engineering Department, Behind Geology Museum, COEP Technological University Pune, South Campus, Shivajinagar, Pune – 411005.

1. Quotation Submission Instructions

1.1. Mandatory Submission: Quotation submission shall be completed using **Three separate envelopes**: namely,

Sealed Envelope 1: Technical Specifications, Pre-Qualification Documents -Annexure-A:

- Technical Specifications.
- Shop Act Licence / Firm Registration Certificate.
- GST Registration Certificate.
- PAN Card of the Firm.
- If GST registration is not applicable, a Chartered Accountant's Certificate stating that the firm's turnover is below the GST registration threshold.

Sealed Envelop 2: Financial Offer/ Bid - Annexure-B:

Sealed Envelop 3 : Material Sample: Annexure-C: -

Undertaking for submission of one cloth sample measuring **1 meter × 1 meter size**.

One cloth sample measuring 1 metre × 1 metre (Length × Width) of Polyester Cotton Mattress Cover Jacquard Fabric (60% Cotton & 40% Polyester) must be submitted along with the sealed quotation.

Non- Submission of ALL THREE envelopes will result in disqualification/rejection Quotation, for this process.

- 1.2** The separate sealed envelope marked with **Envelope-1: - Technical Specification, Compliance and eligibility documents (Annexure-A), Envelope-2:- Financial Offer (Annexure-B) and Envelope-3:** The one cloth sample measuring **1 meter × 1 meter size (Annexure-C)**. The Vendor shall sign and stamp on every page.
- 1.3.** The quotation shall be addressed to the Store Office, Engineering College Vidyarthi Sahakari Grahak Sanstha Maryadit (ECVSGSM) Store, Near Electrical Engineering Department, Behind Geology Museum, COEP Technological University Pune, South Campus, Shivajinagar, Pune – 411005. and shall reach the Store Office on or before the stipulated deadline. Quotations sent by email, fax or other electronic means will not be accepted and will be considered as rejected.
- 1.4.** Any quotation or sample received after the applicable deadline shall be rejected. Mere dispatch before the deadline shall not constitute timely submission.
- 1.5.** 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.
- 1.6.** Corrections or overwriting, if any, shall be authenticated by the authorized 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 Specifications, Pre-Qualification Documents and Financial Offer” shall contain following documents:
- (a) Annexure A – Technical Specification, Compliance and eligibility documents
 - (b) Annexure B - Financial Offer.
 - (c) Annexure C – Undertaking for Collection of Sample.
 - (d) Certificate of incorporation/registration or valid Shop and Establishment registration, as applicable.
 - (e) PAN card and GST registration certificate of vendor
 - (f) Manufacturer’s authorization letter, where the Vendor is an authorized.

3. Sample Submission and Technical Evaluation (Stage I)

- 3.1.** One complete sample of the cloth measuring **1 meter by 1 meter size** must be submitted at the vendor’s own cost before the last date of submission. The sample shall bear a removable identification tag stating the vendor’s name, make, but must not display any price / cost/ financial details.
- 3.2.** The Vendor shall submit a sample forwarding letter on its letterhead in duplicate.
- 3.3.** The sample shall be physically examined for Technical Specifications: material, dimensions, weight, construction, finish, stability, stacking, workmanship, comfort and conformity with Annexure-A. The Store Office may carry out cloth quality, GSM or other reasonable verification tests.
- 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 ECVSGSM 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 ECVSGSM’s intimation, as applicable. For the successful Vendor’s retained reference sample, the five-day period shall commence from the ECVSGSM’s intimation after completion of supply. Failure to collect shall be governed by Annexure-C.
- 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 and those who have submitted cloth sample of 1-meter x 1 meter size shall be opened. Financial offers of technically disqualified Vendors shall not be considered for further purchase process.
- 4.2.** Rates shall be quoted in Indian Rupees strictly in Annexure-B. 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 ECVSGSM 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 twenty-one (21) 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 authorized ECVSGSM representative. No additional cartage, unloading, handling or delivery charges shall be payable.
- 5.4.** The ECVSGSM 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 mattress covers shall be new, unused and free from manufacturing defects. The supplier shall provide a minimum warranty of 1 years from acceptance of supply and replace defective mattress covers within seven (07) days of written intimation, at no additional cost.
- 5.6.** Inspection and acceptance by the ECVSGSM 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 'Engineering College Vidyarthi Sahakari Grahak Sanstha Maryadit, Shivajinagar, Pune. Documents shall be submitted in duplicate to the Store Office, Engineering College Vidyarthi Sahakari Grahak Sanstha Maryadit (ECVSGSM) Store, South Campus, COEP Technological University Pune.
- 5.10.** The supplier shall not assign or subcontract the Purchase Order without prior written approval from the ECVSGSM.
- 5.11.** If the supplier fails to execute the order, supplies non-conforming goods, or breaches the quotation/Purchase Order conditions, the ECVSGSM 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 Secretary, Engineering College Vidyarthi Sahakari Grahak Sanstha Maryadit (ECVSGSM) Store, South Campus, COEP Technological University Pune, Behind Geology Museum, Shivajinagar, Pune.

- 5.13.** The Secretary, Engineering College Vidyarthi Sahakari Grahak Sanstha Maryadit (ECVSGSM) Store, South Campus, COEP Technological University Pune, Behind Geology Museum, Shivajinagar, 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.
- 5.14** The issuance upon Purchase Order, the successful bidder shall submit one sample each of the proposed Polyester Cotton Box Type Single Bed Mattress Cover in all three specified sizes for final approval before commencing bulk production and supply. The samples shall strictly conform to the prescribed specifications and shall be manufactured using Jacquard fabric comprising 60% Cotton and 40% Polyester with interlocking stitching. Bulk production and supply shall commence only after obtaining the purchaser's written approval of the submitted samples of Polyester Cotton Box Type Single Bed Mattress Cover.
- 5.15** The supplied material shall strictly conform to the approved sample, prescribed specifications, and the specified Jacquard fabric composition (60% Cotton and 40% Polyester). If, upon inspection, the material is found to be non-compliant in any respect, the entire consignment shall be liable for rejection. No payment shall be made for the rejected material. The successful bidder shall, at their own cost and risk, remove the rejected consignment from the purchaser's premises within the time stipulated by the purchaser and shall replace the rejected material with material conforming to the approved specifications, if so required.

sd/-

Secretary

Vidyarthi Sahakari Grahak Sanstha Maryadit (ECVSGSM) Store,
South Campus, Behind Geology Museum,
COEP Technological University Pune, Shivajinagar, Pune.

Annexure-A

(To be submitted on the vendor's letterhead in a separate sealed envelope: Envelop No. 1)

(I) Important Documents

(To be submitted on the vendor's letterhead)

Quotation Reference No.: ECVSGSM / Hostel, COEP Tech, Mattress Cover / 2026-27 / 86.

Quotation Name: Supply of Polyester Cotton Box Type Single Bed Mattress Cover of Jacquard Fabric (60% Cotton & 40% Polyester), with Interlocking Stitching with good quality of thread and washable for Hostel Campus COEP Tech Pune.

Offered Fabric type: _____

Documents to be Submitted by the Vendor

S.N.	Documents	Whether document is submitted by vendor (Yes/No)
1	Shop Act Licence / Firm Registration Certificate.	
2	GST Registration Certificate.	
3	PAN Card of the Firm	
4	If GST registration is not applicable, a Chartered Accountant's Certificate stating that the firm's turnover is below the GST registration threshold.	

(II) TECHNICAL SPECIFICATION COMPLIANCE

(To be submitted on the vendor's letterhead)

Quotation Reference No.: ECVSGSM / Hostel, COEP Tech, Mattress Cover / 2026-27 / 86.

Quotation Name: Supply of Polyester Cotton Box Type Single Bed Mattress Cover of Jacquard Fabric (60% Cotton & 40% Polyester), with Interlocking Stitching with good quality of thread and washable for Hostel Campus COEP Tech Pune.

Offered Fabric type: _____

S. N.	Particular / Discription	Specification	Cloth specifications to be filled by vendor
1	Fabric Type	Polyester Cotton Jacquard Fabric	
2	Fabric Composition	60% Cotton and 40% Polyester	
3	GSM (grams per square meter)	200–300 GSM	
4	Weave type	Jacquard	
5	Pattern	Printed	
6	Texture	Soft, Durable	
7	Wash Care	Machine Wash and Hand Wash.	
8	Colour	Multicolour	
9	Shrinkage	≤3% after washing	
10	Colour Fastness	Good with normal machine washing	
11	Finish	Printed or dyed, depending on design	
12	Stiching thread quality	Best Quality	

Annexure-B

FINANCIAL OFFER

(To be submitted on the vendor's letterhead in a separate sealed envelope: Envelop No. 2)

Quotation Reference No.: ECVSGSM / Hostel, COEP Tech, Mattress Cover / 2026-27 / 86.

Quotation Name: Supply of Polyester Cotton Box Type Single Bed Mattress Cover of Jacquard Fabric (60% Cotton & 40% Polyester), with Interlocking Stitching with good quality of thread and washable for Hostel Campus COEP Tech Pune.

Vendor's Name: _____

S. N.	Mattress cover size (Box type cover)	Unit	Qty.	Rate per Unit (Rs.)	GST (%)	GST Amount (Rs.)	Total Amount with GST (Rs)
(1)	Length: 5 ft. 10 in. × Width: 2 ft. 10 in. × Thickness: 5 in.	Nos.	726				
(2)	Length: 6 ft. × Width: 2 ft. 6 in. × Thickness: 5 in.	Nos	150				
(3)	Length: 5 ft. 10 in. × Width: 2 ft. 3 in. × Thickness: 4.5 in.	Nos.	108				
Total Amount Including GST in Rs.							

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

Name of authorized signatory: _____

Designation: _____

Date: _____ Place: _____

Signature and seal of Vendor: _____

ANNEXURE- C

(To be submitted on the vendor's letterhead in a separate sealed envelope: Envelop No. 3, along with sample)

UNDERTAKING FOR COLLECTION OF Mattress Cover Sample

(To be submitted on the vendor's letterhead)

To,

Secretary,

Engineering College Vidyarthi Sahakari Grahak Sanstha Maryadit (ECVSGSM) Store,

South Campus, COEP Technological University Pune,

Behind Geology Museum, Shivajinagar, Pune – 411005

Subject: Undertaking for collection of Mattress Cover sample after inspection/technical and financial evaluation.

Quotation Reference No.: ECVSGSM / Hostel, COEP Tech, Mattress Cover / 2026-27 / 86.

Quotation Name: Supply of Polyester Cotton Box Type Single Bed Mattress Cover of Jacquard Fabric (60% Cotton & 40% Polyester), with Interlocking Stitching with good quality of thread and washable for Hostel Campus COEP Tech Pune.

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 ECVSGSM, as applicable. Where the ECVSGSM retains the successful Vendor's approved sample as a reference until completion of supply, the five-day period shall commence from the ECVSGSM's intimation after completion and acceptance of supply.
2. Before collection, we shall obtain permission from the authorized 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, utilize or otherwise deal with the uncollected sample in the manner it considers appropriate, without further notice or liability.
5. The ECVSGSM 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 _____

Authorized Signatory: _____ Name: _____

Designation: _____ Mobile: _____

Email: _____ Date/Place: _____