



COEP Technological University, Pune-411005

INVITATION OF TENDER

For

**Printing work of “Abhiyanta 2026”
Annual Magazine for Academic Year 2025-26
of COEP Technological University**

Reference No: COEP/GYM/MAG/PRINT/2025-26/94

DATE: 05/08/2026



**COEP TECHNOLOGICAL UNIVERSITY,
SHIVAJINAGAR, PUNE-411005**



Ph:020-25507000/7199

Fax: 020-25507299

Reference No: COEP/GYM/MAG/PRINT/2025-26/94

DATE: 05-08-2026

INVITATION OF TENDER

Name of the Work:

COEP Technological University invites Tender for printing work of “Abhiyanta 2026”, The Annual magazine for academic year 2025-26 for COEP Technological University as per the Part Bid in the prescribed Bid forms.

Bids are invited for printing work of “Abhiyanta 2025”, The Annual Magazine for Academic Year 2025-26 at COEP Technological University from reputed/experienced organizations who have successfully carried out similar work in the past.

To view the detailed tender notice, detailed time schedule, pre-qualification criteria for this tender & subsequently to download the pre-qualification document kindly visit website of the institute: - www.coep.org.in under **Tender Tab** as mentioned below:

Sr. No	Tender No and Date	Reference No: COEP/GYM/MAG/PRINT/2025-26/Date:05-08-2025
1	Tender Opening and Closing Date.	From 05-08-2026 to 12-08-2026
2	Last Date of submission of Tenders	12-08-2026 by 10:59 A.M.
3	Opening of Tenders	12-08-2026 by 11:00 A.M.
4	Correspondence Address	COEP Gymkhana, COEP Technological University, Shivajinagar, Pune 411005 020-25507699

Reference No: COEP/GYM/MAG/PRINT/2025-26/94

DATE: 05-08-2026

1. Bidding Process:

The Commercial Bid shall be submitted in the form of a duly signed and stamped Quotation, incorporating a detailed item-wise break-up of the total quoted price. The price break-up shall comprehensively cover all requirements and deliverables specified in **Annexure 1**.

For the purpose of submission, the vendor may refer to the **Reference Quotation** provided in **Annexure 2**. In addition to the Commercial Bid, the vendor shall also submit a duly signed **Covering Letter** in the format prescribed under **Annexure 3**.

A separate Envelope with commercial bid document on company letter head should be submitted with the stipulated time mentioned in tender document. If price is not quoted as per the prescribed format given in the tender document will not be considered for the bidding process.

The envelope should be submitted to the inward section of COEP Technological University Accounts Department and should be addressed “Vice Chancellor, COEP Technological University, Pune, C/o, Gymkhana Department, COEP Technological University, Pune, Wellesley Road, Shivajinagar, Pune 411005.

As per the tender, commercial bid should be indicated in Indian rupees in figures as well as words. The final offer given by the bidder shall be with respect to the complete cost of the project.

Details of Execution of Tender

- 1. Execution Period for Supplied Item:** The entire project is to be executed/commissioned within 7 days from the release of purchase order.

All Printed Magazine copies are to be supplied on or before 19/08/2026. No extension shall be given for supply. In such case penalty for delay in proportion to the cost of printing

- a) at the rate of 0.5% per week: maximum limit of 10% shall be charged in case of work order value is less than 2 lakhs.

OR

- b) at the rate of 0.5% per week: maximum limit of 5% shall be charged in case of work order value is 2 lakh and above

Acceptance of Tender conditions:

1. The Commercial Bid is to be submitted on or before the last date for submission of tender. The last date for submission of the tender document is 12-08-2026 before 10.59 hrs.
2. The Bid will be opened to verify its contents as per requirements on 12-08-2026 at 11.00 hours at the same venue in presence of the bidders' representatives who wish to attend. In the event of any change in the date of opening, corrigendum for the same will be intimated on institute website.
3. The Institute reserves the right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder.
4. The vendors shall have to quote for all the items of the Tender. Part Tenders/incomplete Tenders shall be summarily rejected.
5. The rate should be for "F.O.R." destination.
6. The material should be supplied on CREDIT BASIS. The limit for credit will be up to 3 months from the date of quotation invitation.
7. The final bill will be paid on actual printing work.
8. The material received in the stores will be inspected for quality and corrections. The material not confirming the quality norms will be rejected. Supplier will have to remove the rejected material at his own cost. No payment will be made for rejected material.
9. There shall be no retyping of material at the printers' end. This introduces errors and makes the process tedious. Exact files and exact words are meant to be printed.
10. The required printing content will be provided by COEP Tech Team Abhiyanta in the form of a PDF file. The final draft approved by the authorities will be given to the printer.
11. 1 copy of Magazine should be given for the proof reading. Final printing of copies must be as per the approved draft. Any deviation in printing will attract fine accordingly. Publishers will be solely responsible for the printing work which will be out of proofreading confirmed by respective authorities.
12. Suppliers must retain a soft copy of the final magazine after printing for 3 more months.
13. **Payment Terms & Conditions:**
Payment: 100% payment shall be made at the earliest after successfully completion of the work. No advance payment will be given. The work will be evaluated by the institute Authorities.
14. **Verification of Bank Guarantees:** Bank Guarantee submitted by the Bidder as

DATE: 05-08-2026

EMD/Performance Security is subject to verification from the issuing bank by purchaser before its acceptance.

15. Offers in bid should be written in English and price should be written in both figures and words.
16. No bid will be entertained by E-mail/FAX.
17. The Institute reserves the rights to split the purchase order.
18. The Institute reserves the rights to cancel any of the items of tender without any reason thereof.
19. The Institute reserves the rights to decide the quantity of any of the items of tender for finalizing the purchase order without any reason.

Annexure- I**Format of printing work of “Abhiyanta 2026” The Annual Magazine
for Academic Year 2025-26 at COEP Technological University**

Sr. No.	Guidelines for Magazine Printing (DESCRIPTION / SPECIFICATION)		No. of Copies (Qty)
01]	Size of magazine	8.5” x 11” (American Paper Size-Letter)	75
02]	Printing Sections (Languages)	Marathi, Hindi, English and other regional and foreign Languages	
03]	No. of pages	210 (Approx)	

Sr. No.	Guidelines for Magazine Printing (DESCRIPTION / SPECIFICATION)				No. of Copies (Qty)
01]	Number of grayscale (black and white) pages (90 gsm)	Approximate (Single Side)	104	pages	75
02]	Number of multi color pages (4 colour) for photographs Art Paper (90gsm)	Approximate (Single Side)	106	pages	
03]	Cover Page	1 & 4 in Multi Color, Laminated 2 & 3 in four color art paper (300 gsm)			
04]	Binding	Staple Perfect			
05]	Spot UV print on Cover Page for the title word	Title Word “Pratyush” on Cover Page			

Higher technical specifications may be considered subject to competitive price offers.

Annexure-2: Reference Commercial Bid

Purely for reference purposes, final Bid/Quotation need not confirm to this format

Printing work of “Abhiyanta 2026” Annual Magazine for Academic Year 2025-26 at
COEP Technological University

FORMAT & REQUIREMENTS

Tender Ref. No.:

Name of the Vendor/Bidder:

The offer with rates for the schedule of requirements of items, as elaborated under, to be submitted.
Adhering to the format given below is a prerequisite for considering your quotations: However, quantity may increase/ decrease. The format of commercial offer is as below:

Sr. No	DESCRIPTION / SPECIFICATION		Qty.	Rate per unit in Rs. (Exclusive of all taxes)	Total Amount in Rs. (Exclusive of all taxes)
1	Cost per page for grayscale (Black and white) pages (approved matter)	Approximate 104 pages (Single Side)	For 75 copies of Magazine		
2	Cost per page for multicolor pages (4 colour) for photographs Art Paper (90 GSM)	Approximate 106 pages (single side)			
4	Title of magazine	1 & 4 in Multi Color, Laminated 2 & 3 in four color art paper (300 gsm)			
5	Title of Magazine	UV Spot (approx. 3 Devnagari letters)			
6	Binding	Staple Perfect			
GST (5%)					
Total Amount					

The rate quoted shall be in accounting units (A/U) and should be quoted as the basic price. All other costs if to be quoted separately.

Note: Custom duty exemption certificate will be provided, if applicable.

Sd/-
Vice Chancellor,
COEP Technological University,
Pune -05

Annexure 3

[Covering letter to submitted by the bidder]

To,
The Vice Chancellor,
COEP Technological University,
Shivajinagar, Pune -411005,

Sub: Tender for printing work of “Abhiyanta 2026” Annual Magazine for Academic Year 2025-26 at COEP Technological University, Pune.

Sir,

I have carefully gone through the tender document regarding the prequalification of agencies/ vendors for printing work of “Abhiyanta 2026” Annual Magazine for Academic Year 2025-26 at COEP Technological University.

I shall be bidding in this tender as the sole representative of my company. I hereby declare that

1. All the information related to my company, customer base, projects, financial details, data sheet of the products offered, etc. provided in my offer is true and without any alteration/modification.
2. All the provisions of these tender documents are acceptable to my company. No violation of the terms and conditions as mentioned in the tender document has been made.
3. I declare that my company or any member of the company has not been debarred / black listed by any Government / Semi –Government organizations in India.
4. I certify that the period of validity of bid is 90 (Ninety Days) days from the last date of submission of proposal. I further certify that I am authorized signatory of my company, and I am, therefore competent to make this declaration.

Yours faithfully,

(Name and Signature of the bidder)

Representative of the company/firm on behalf of the company/firm submitting tender.

Telephone:

Mobile:

Mail:

Contact Person name: -

Contact Person designation:

DATE: 05-08-2026

Reference No: COEP/GYM/MAG/PRINT/2025-26/94

[This page is intentionally kept blank]

List of Documents attached by the Bidder