



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

No. COEPTECH/BWC/Empanelment/2026-27 / 32

Date: 15/09/2026

Notice

Quotation No.	No. COEPTECH/BWC/Empanelment/2026-27/32 Date: 15/09/2026
Date of Issue of Quotations:	17/09/2026
End Date of Issue of Quotations:	24/09/2026 at 15:00 PM
Tender Description:	ENQUIRY / NOTICE FOR EMPANELMENT OF CIVIL, ELECTRICAL, PLUMBING, FABRICATION, CARPENTRY, LABOUR, ARCHITECTURAL AND LIAISONING CONSULTANTS/ CONTRACTORS
Start Date of Selling of Quotation:	17/09/2026
Quotation Fee :	Rs.500.00+ 18% GST = 590.00 (non-refundable.) 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
Pre-bid Date & Location :	Date :21/09/2026 Time : 3.00 PM Location: BWC Office , Applied Mechanics Department, COEP Tech
Note **	Empanelled contractors/consultants may be awarded the work by inviting limited quotations for cost of work up to Rs.10,00,000/- (discretion to award the work will solely lie with of Institute Authorities).

Empanelment of Civil Contractors, Electrical Contractors, Design Architects, Labour Contractor, Plumbing and Liaising Consultants for Liaisoning with Government Authorities, Municipal Authorities, and Other Statutory Bodies.

We are pleased to invite applications for the empanelment of Contractors and Consultants for various infrastructure development and maintenance works within COEP Tech. Pune.

Become a Part of COEP Tech Growth

We offer a rewarding opportunity for experienced and qualified contractors and consultants to join our network of trusted partners. By collaborating with us, you'll contribute to the continued development and maintenance of COEP Tech infrastructure.

Easy Online Registration

The registration process is streamlined for your convenience. Simply follow these steps:

1. Download the registration form from our website.
2. Complete the form accurately and thoroughly.
3. Attach all required documents.
4. Submit the completed form along with the required documents to the Ashthapana Inward section.

Application Processing

After reviewing the applications received, they will be processed based on the number of applications received. Following each processing cycle, the list of approved contractors and consultants will be updated and communicated by letter.

GENERAL TERMS AND CONDITIONS

1. Empanelment and Work Allocation

Empanelled contractors/consultants may be awarded work by inviting limited quotations for cost of work up to Rs. 10,00,000/-; discretion to award the work shall solely lie with the Institute Authorities. The University may empanel/short-list a limited number of contractors/consultants through technical scrutiny and other applicable criteria. The University reserves the right to choose one or more agencies from the list of empaneled contractors.

2. Right to Accept or Reject

University authorities have full right to accept or reject the application for empanelment. The University reserves the right to cancel the registration at any point of time without giving any explanation/reason.

3. Execution of Work

Works shall be carried out after receiving a request from the concerned department and in accordance with the instructions issued by the Secretary, Building Works Committee, from time to time. All work shall comply with the specifications and directions provided by the Engineer-in-Charge.

4. Site Visit

The bidder shall visit and inspect the site and obtain all information at his/her own responsibility and at their own cost which may be necessary for the purpose of quoting and submitting the tender. No excuse or ignorance as to site conditions and local information shall be accepted after awarding of the work.

5. Materials and Specifications

All materials shall be of approved quality, make and grade and conform to Indian Standard Specifications (latest revision), wherever applicable, and shall be approved by the Engineer-in-Charge. All materials before fixing/installation shall be shown to the Engineer-in-Charge for quality check and approval. Rejected materials shall be replaced by the contractor within seven days of written instructions from the Engineer-in-Charge.

6. Measurement and Payment

Payment shall be made on the basis of actual measurements carried out and approved by the Engineer-in-Charge. Bills shall be submitted complete in all respects along with the required measurements, photographs where applicable, and certification of satisfactory completion by the end user/initiator of the work.

7. Security Deposit / Defect Liability

Security deposit 5% of the completed value shall be retained with the University for a period of one year as defect liability period. If any defect in the work is detected within one year of completion due to bad workmanship or material supplied by the contractor, the same shall be made good by the contractor free of cost to the University. In case the contractor fails to rectify the defect, the University may rectify the defect and recover the amount from the security deposit.

8. False Information

If any information furnished by the bidder is found to be false/fabricated, the bid shall be rejected/cancelled. If such manipulation is detected after signing of the contract, it may lead to termination of the contract, forfeiture of Performance Guarantee and other action as applicable. The bidder may also be debarred from participating in future tendering process of COEP Technological University.

9. Quality and Supervision

All civil works, including repair, maintenance and new items, shall be carried out strictly in accordance with the specifications. All civil works shall be carried out through persons having good experience in the related work and shall be supervised by a qualified person having relevant technical knowledge and experience.

10. Scope of Work.

Part I - ARCHITECTURE:

- Taking Client's instructions and preparation of design brief.
- Site evaluation, analysis and impact of existing and / or proposed development on its immediate environs.
- Design and site development.
- Structural design.
- Sanitary, plumbing, drainage, water supply and sewerage design.
- Electrical, electronic, communication systems and design.
- Heating, ventilation and air conditioning design (HVAC) and other mechanical systems.
- Elevators, escalators, etc.
- Fire detection, Fire protection and Security systems etc.
- Periodic inspection and evaluation of Construction work.
- Landscape Architecture
- Interior Architecture
- Architectural Conservation
- Retrofitting Buildings
- Graphic Design and Signage.

Part II –CONTRACTOR

The scope of repair and civil maintenance work shall include, provision of labour and materials, regular inspection of the water supply and drainage lines, repair of inspection chambers, painting, plumbing work, repair of doors and windows, and other miscellaneous civil works particular work, as directed by the Engineer-in-Charge.

Part III – Liaisoning

- Preparation of Revised Layout plan taking into consideration previous sanction plan and constructed buildings on site for revised approval from PMC
- Submission of drawing and Layout Proposal to PMC.

- Preparation of Individual Building Plans as per Final plans.
- preparing file as a whole after receiving opinions from various departments including mandatory documents
- Submission of proposal to PMC for approval including online submission and PreDCR.
- Applying and getting NOC and opinions from various departments.
- Applying and getting MOD NOC
- Applying and getting Revised provisional Fire NOC.
- Scrutiny of plans and site visits
- Getting Approval and Commencement Certificate.
- Applying and getting Plinth Checking Certificate.
- Applying and getting Completion Certificate.
- various NOC's sch as final fire NOC, Drainage, Water, Garden NOC will be in Consultation with execution agency scope.

11. Inspection and Tests

The necessary tests for materials, as directed by the Engineer-in-Charge, shall be carried out prior to execution of the work.

12. Completion Documents

After completion of the work, the contractor shall submit completion drawings, where applicable, and any other certificates/reports, instruction and operation manuals and catalogues of equipment as directed by the Engineer.

13. Free Maintenance

The contractor shall leave the entire installation under the contract in proper working order and shall, without additional charges, replace any material or part of work which develops defect due to faulty workmanship or inferior quality of materials. The defect liability period shall be one year from the date of completion/handing over.

14. Watch and Ward

Watch and ward of the materials of work, tools and tackles shall be the responsibility of the contractor. The University shall not be liable for any compensation for loss or theft of material until handing over of the installation.

15. Safety at Work Site

Safety of workmen and engineers at site shall be the responsibility of the contractor during execution until handing over of the site. The contractor shall insure the workers, material and supervisor including third-party damages at site, as applicable. The contractor shall provide safety gadgets and personal safety equipment to workmen at site and shall issue identity cards to workmen.

16. Working Hours

The contractor shall generally work during office hours at the University and Hostel campus. Work on Sundays and holidays, and extra hours of work, shall be permitted by the Engineer in writing.

17. Applicable Conditions

The empanelment/work shall be read in conjunction with the applicable GCC (General Conditions of Contract) laid down in the CPWD/PWD manual and applicable CPWD/PWD specifications.

18. Rates

Rates quoted by bidders shall be inclusive of labour charges and all applicable taxes/deductions except GST, as applicable. Income Tax and other statutory deductions such as labour cess shall be deducted from bills as per prevailing rules. Rates/prices shall remain firm for the applicable period and shall not attract escalation where the applicable work conditions provide so.

19. Earnest Money Deposit

The bidder shall deposit an EMD of Rs. 50,000/-, which shall remain with the University throughout the empanelment period. The EMD shall be refunded without interest after completion/expiry of the empanelment period, subject to satisfactory performance. The University reserves the right to forfeit the EMD in case of unsatisfactory, sub-standard, or non-compliant work/services.

20. Empanelment Period

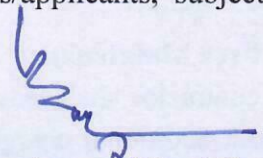
The initial period of empanelment shall be one (1) year.

The empanelment may be extended for a further period, up to a maximum of three (3) years, subject to satisfactory performance, review by the University, and approval of the competent authority.

Extension of empanelment shall not be automatic and shall be based on the Contractor's/Consultant's performance, quality of work, adherence to timelines, compliance with terms and conditions, and other criteria considered appropriate by the University.

21. University Decision

The decision of the University shall be final and binding on all bidders/applicants, subject to the applicable rules and conditions.


Secretary, *24.09.16*
Building Works Committee.
COEP Technological University, Pune



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

Empanelment form

NOTE:

1. Applications are invited from the various agencies (Contractors, Consultants) for Empanelment in COEP Tech for carrying out various infrastructure development and maintenance works.
2. Empanelled contractors/consultants may be awarded the work by inviting limited quotations for cost of work up to Rs.10,00,000/- (discretion to award the work will solely lie with of Institute Authorities).
3. University authorities has full right to accept / reject the application for empanelment.
4. University reserves right to cancel the registration at any point of time without giving any explanation / reason.

A) Type of Contractor: (please put Tick ☒ in any one or more boxes)

1. Civil Work ☐	2. Carpentry Work ☐
3. Electrical Work ☐	4. Plumbing Work ☐
5. Fabrication & Metal work ☐	6. Water Tank/Water cooler/Drainage Cleaning & Repairs Work ☐
7. Contractor for removal of vegetation growth on buildings ☐	8. Manpower Supply (Plumbers, Electricians, Carpenters, Labours, Masons) ☐
9. Others (Mention specialization: _____) ☐	

B) Type of Consultancy Services: (please put Tick ☒ in any one or more boxes)

1. Liaisoning work with Various Government Approvals / NOC :
 - i) PMC ☐
 - ii) PWD ☐
 - iii) CPWD ☐
 - iv) MHADA ☐
 - v) PMRDA ☐
 - vi) MIDC ☐
 - vii) CIVIL AVIATION ☐
 - viii) Govt. of Maharashtra ☐
 - ix) Ministry for Environment and Forest ☐
 - x) Govt. of Maharashtra environmental clearance (State Environmental Impact Assessment authority) ☐
 - xi) Pune heritage conservation Committee (PHCC) ☐
 - xii) Others (Specify: _____) ☐
2. Architectural services (Planning & Design) ☐
3. Landscape Architect/ Consultant ☐
4. Heritage Architect ☐
5. Others (Mention specialization: _____) ☐

To be printed on Letterhead of company/organization

No. _____

Date: _____

To,
Registrar,
COEP Tech, Pune

Kind Attention: Secretary, Building Work Committee.

Subject: Empanelment of contractors and consultants for carrying out various infrastructure development and maintenance works in COEP Tech. Pune

Dear Sir,

I/We hereby submit our application for empanelment as Contractor / Consultant. The duly filled application form along with the necessary documents are enclosed herewith.

You are requested to consider my/our firm for empanelment. I/We shall abide by the prescribed rules for executing the works in COEP Tech.

Signature

Name of Consultant / Contractor

Seal of the company

Name, address and other details of the company.

Name of Company / Firm / Agency: _____

Address of Company / Firm / Agency / Shops / Establishment (with Attached Proof):

Name of Owner / Partner / Proprietor: _____

Mobile No.: _____

Permanent Address of Owner / Partner / Proprietor:

Name of Contact Person (if different than above): _____

Mobile No.: _____

Email Id: _____

Aadhaar No.: _____

Date of start / inception of firm: _____

PAN No. _____

GST No: (if available): _____

Please Provide attested copies of relevant document/certificate listed below (as applicable):

1. PAN card
2. GST certificate.
3. Income Tax Return document (last 3 years)
4. Registration Certificates from any Government organization / Private organization (PMC, MSME, PWD etc.)
5. Licenses for Electrical / plumbing / government approved Licensing work (PMC, PWD, etc.)
6. List of Technical Manpower available with Contractor/consultant (Proforma – I).
7. List and details of Machinery/Equipment/Instruments Available with the Contractor/Consultants (Proforma – II).
8. List of clients (give name of organization, name of the contact person, address, tel. no, and Email id of clients) with details of work/contracts completed/ongoing (Proforma – III)
9. Details of turnover for last three financial years (Proforma – IV)
10. Copies of work orders (last 3 years).
11. Copies of work completion certificates (last 3 years).

Declaration

I/We hereby solemnly affirm that we have given the correct information in Empanelment form. I/We understand that if the information supplied by us is found to be untrue/false, I/We are subjected to disqualify for the empanelment in COEP Tech. We shall abide by the rules and regulations of the Institute while carrying out the work.

Date:	Signature
	Name of Contractor/Consultant:

Seal of the Company.

Proforma I
(Details of Technical Personnel)

Sr. No.	Name	Designation in the Organization	Qualification	Work Experience No. of Years and other details
1				
2				

NOTE: Scanned Attested copies of qualification certificates and details of work experience shall be submitted / uploaded.

Proforma- II
(Details of Machinery/Equipment/Instruments Available with the Contractor/Consultants)

Sr. No.	Description of Machinery/Equipment/Instruments	Nos.	Owned/Leased/ Assured Access
1			
2			

Note: The tenderer(s) shall furnish/upload the requisite Scanned Attested documents of ownership/leased of machinery. The undertaking from the suppliers will not be accepted.

Proforma III
(Details of works executed/ongoing in last 3 years with client details)

Sr. No.	Name and address of the Client and Name of project	Name of the Engineers/Architect in-charge with Telephone No. and Email-id	Stipulated time of completion	Date of commencement of executed work	Date of completion/Scheduled date of Completion	Any other relevant information
1						
2						

Proforma-IV

Yearly turnover during last three years.

Sr. No.	Financial Year	Annual Turnover of Civil works	Updated value to current year	Maximum of last 3 years
1				
2				

Total

NOTE: The above figures shall tally with the audited balance sheets uploaded by the tenderers duly certified by a Chartered Accountant.



Secretary, *09 16*
Building Works Committee.
COEP Technological University, Pune