



COEP Technological University, Pune

A Unitary Public University of Government of Maharashtra

Mechanical Engineering Department

Wellesley Road, Shivajinagar, Pune - 411005, Maharashtra, India

Tel- 02025507009/7900

Email- hod.mech@coeptech.ac.in

Website- www.coep.org.in

Enquiry Letter

Sealed Quotation are invited by the Department of Mechanical Engineering, COEP Technological University Pune from reputed vendors/reseller/suppliers/service providers for the Supply, Fabrication, Printing and Installation of Acrylic Educational & Technical Display Charts for Mechanical Engineering Laboratories.

Enquiry Number: -	COEPTU/Mech/Enq/Acrylic Technical Charts/2026-27/ 459																																																
Enquiry Date: -	07/10/2026																																																
Description & Qty: - (Submit quotations strictly in the given format as table 1)	<table border="1"><caption>Table 1</caption><thead><tr><th>Sr.No.</th><th>Item Description</th><th>Qty</th><th>Unit Rate (RS)</th><th>Total Basic (RS)</th></tr></thead><tbody><tr><td>01</td><td>Acrylic Boards with printing, Artwork, finishing mounting & installation of various size 3*2ft, 2*3ft etc.</td><td>180 Charts (Sq.ft.)</td><td></td><td></td></tr><tr><td colspan="4">And all Specification as per table 2</td><td></td></tr><tr><td colspan="4">Total Basic Cost</td><td></td></tr><tr><td colspan="4">GST@18</td><td></td></tr><tr><td colspan="4">Grand Total (RS)</td><td></td></tr></tbody></table> <table border="1"><caption>Table 2</caption><thead><tr><th>Sr.No.</th><th>Component</th><th>Minimum Requirement</th></tr></thead><tbody><tr><td>1</td><td>Material Acrylic</td><td>Minimum 5 mm thick, Artist /Professional Grade, Clear Acrylic</td></tr><tr><td>2</td><td>Printing</td><td>High-resolution UV digital printing maximum 600 to 1200 DPI Resolution Clearly seen to be on Distance, Clear Durable with long term use.</td></tr><tr><td>3</td><td>Artwork, Design & editing</td><td>Understand Information /analysis of required machine and design Engineering diagrams, equipment illustrations, process flows, formulae, operating principles, characteristic curves as Required. The list is attached appendix</td></tr><tr><td>4</td><td>Finishing</td><td>Smooth, polished edges</td></tr><tr><td>5</td><td>Mounting</td><td>Suitable drilled mounting on wall, Fabrication work as required.</td></tr></tbody></table>	Sr.No.	Item Description	Qty	Unit Rate (RS)	Total Basic (RS)	01	Acrylic Boards with printing, Artwork, finishing mounting & installation of various size 3*2ft, 2*3ft etc.	180 Charts (Sq.ft.)			And all Specification as per table 2					Total Basic Cost					GST@18					Grand Total (RS)					Sr.No.	Component	Minimum Requirement	1	Material Acrylic	Minimum 5 mm thick, Artist /Professional Grade, Clear Acrylic	2	Printing	High-resolution UV digital printing maximum 600 to 1200 DPI Resolution Clearly seen to be on Distance, Clear Durable with long term use.	3	Artwork, Design & editing	Understand Information /analysis of required machine and design Engineering diagrams, equipment illustrations, process flows, formulae, operating principles, characteristic curves as Required. The list is attached appendix	4	Finishing	Smooth, polished edges	5	Mounting	Suitable drilled mounting on wall, Fabrication work as required.
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	6	Installation	SS hardware, Nut bolt and Screw and Distance in wall and Board is required
	Once the poster has been finalized and approved by the department for printing, a digital copy must be submitted to the Department of Mechanical Engineering, COEP. The department will retain the copyright, and the poster may not be used for any commercial purpose. Correct and professional. Please find the attached appendix for your reference		
Location: -	Mechanical Department		
Quotation Submission Date & Time: -	Up to 16/10/2026 @ 5:00pm		
Quotation Submission Place: -	Establishment office, COEP Technological University, Wellesley Road, Shivajinagar, Pune-411005		
Quotation Opening Place: -	Head, Department of Mechanical Engineering, COEP Technological University, Wellesley Road, Shivajinagar, Pune-411005		

Terms & Conditions: -

1. Fax and Email quotation are not acceptable.
2. The taxes, insurance, freight, packing and forwarding charges if any be quoted in Indian Rupees separately.
3. The rates shall be valid for 90 days.
4. Validity: Quotation Validity at least 90 days from the due date.
5. Quotations shall be sent in sealed envelopes clearly marked Quotation for Supply and Installation of, _____, Enquiry Number, Enquiry date and Enquiry due date
6. addressed to The Head, Department of Mechanical Engineering, COEP Technological University Pune-411 005.
7. 90% payment will be released for the completed work. Remaining 10% of the final payment will be released only after 100% work of the finalised quantity declared by the department. COEP Tech reserve right to increase or decrease the order quantity as and when required. Suppliers are required to supply the ordered quantity at the quoted rate only, irrespective of the finalised ordered quantity. Supplier shall not claim loss or damage due to decreased/increased quantity.
8. Please specify the make and model of the item.
9. Quotation(s) received after the last date of Quotation submission will be rejected.
10. Delivery/Work Period and Terms Conditions should be mentioned clearly.





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11. Delivery/Work: The penalty conditions are applicable for late delivery as per Government norms.
a) at the rate of 0.5 % per week; maximum limit of 10% shall be charged in case of PO value is less than 2 Lakh.
OR
b) at the rate of 0.5 per week; maximum limit of 5% shall be charged in case the PO value is 2 Lakh and above.
12. All following documents/certificates should be provided / attached at the time quotation submission.
a) Shop Act License/Incorporation Certificate/Firm Registration Certificate Copy. b) PAN Card Copy
c) GST Certificate Copy
13. Optional items should be quoted in separate sheets otherwise your quote will be rejected
14. Supply/Work and Installation: - Vendor shall be responsible for successful installation, commissioning and testing of the supplied items at Department of Mechanical Engineering, COEP Technological University Pune-411005.. Any defective component/device will be replaced by vendor at his cost.
15. The Registrar of COEP Technological University Pune reserves right to reject any one or all the quotation(s) without assigning any reasons there for.

Resyati
or Resyati

Head

Department of Mechanical Engineering
COEP Technological University