



COEP Technological University

A Unitary Public University of Government of Maharashtra
(Formerly College of Engineering Pune)

Department of Mechanical Engineering

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

Tel- 02025507009/7900 Fax- 02025507099 Email- hod.mech@coeptech.ac.in Website- www.coeptech.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 Repair and Replacement of VRF HVAC System of the Design Optimization lab of the Mechanical Engineering Department.

Enquiry Number :-	COEPTU/Mech/ Repair and Replacement of VRF HVAC System of the Design Optimization lab of the Mechanical Engineering Department/2025-26/979
Enquiry Date:-	23/04/2025
Description & Qty:-	1) Servicing of Cassette Indoor Units -4 Nos. 2) Servicing of Cassette Outdoor Unit -1 No. 3) Gas Charging - 1 Job
Location:-	Design Optimization lab
Quotation Submission Date@ Time:-	Up to 05/05/2025 @ 3.00pm
Quotation Submission Place:-	Establishment Section, 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 90days.
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. 100% payment will be paid after satisfactory delivery, installation and commissioning/work.
8. Please specify the make and model of the item.
9. Quotation(s) received after last date of Quotation submission will be rejected.
10. Delivery/Work Period and Terms Conditions should be mentioned clearly.
11. Delivery/Work: The penalty conditions are applicable for the 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 of 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 sheet 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.


Head

Department of Mechanical Engineering
COEP Technological University

Head
Department of Mechanical Engineering
COEP Technological University, Pune-05.