



COEP TECHNOLOGICAL UNIVERSITY

(Unitary Public University of Government of Maharashtra)

Wellesley Road, Shivajinagar, Pune – 411005

Ph: 020 25507009



Impressions

Ref. No.: COEP/IMP/2025/PnP/001

Date: 25/11/2025

INVITATION FOR QUOTATION

Name of Order: Requirement of Stationery for Impressions 2025

Respected Sir / Ma'am,

Sealed quotations are invited for the following items in Indian Rupees (INR) only, for Impressions 2025 held on 12th, 13th, 14th and 15th December 2025 as per the given terms and conditions.

Last date for the receipt of the sealed quotation: 29th **November 2025**

The sealed envelope should be submitted at the following Address:

**Inward Section, COEP Technological University, Wellesley Road
Shivajinagar, Pune-411 005, Maharashtra, India.**

Floating of Tenders	25 th November 2025
Last Date of Receipt of Tenders	29 th November 2025
Opening of Tenders	29 th November 2025, 4:00 PM
Tender Fees	NIL
Correspondence Address	Inward Section, COEP Technological University, Wellesley Road Shivajinagar, Pune-411 005



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Sr. No.	ITEM DESCRIPTION	SPECIFICATIONS	Unit Rate
1	Mountboard	white	
2	Paint	Acrylic 500ml (All Colours) Spray paints	
3	Paper	Tinted Sheets Card Sheets Crepe Sheets Kite Paper Handmade Paper Butter Paper Gelatin Paper Tissue paper Chart Paper	
4	Cardboard	Brown	
5	Basic Stationary	Sketch Pens Pencils Crayons Erasiers	



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		Sharpeners Colour Pencils Scissors Cutters Permanent Marker(BLACK) Coloured Markers Chisel Markers Transparent Writing Pads Pens Scales Glue Gun	
6	Tape	Cello Tape 1/2 ” Cello Tape 1” Cello Tape 2” Double Sided Tape 1” Brown Tape Masking Tape Transparent Tape	
7	Brushes	Round Brushes(8) Round Brushes(9)	



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		Round Brushes(10) Round Brushes(12) Round Brushes(18) Point Brushes(2) Flat Brushes(8) Flat Brushes(10) Flat Brushes(12) Flat Brushes(14) Flat Brushes(16) Flat Brushes(18) Flat Brushes(24)	
8	Adhesive	Fevicol Tubes 200ml Fevicol Adhesive Packs Glue Sticks Fevikwik	
9	Sponge	15cmX10cmX5cm	
10	Paper cups	Medium Size	
11	Mirror	Diamond Shaped	
12	Wire	Metal wire	



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Terms and Conditions

1. Quantity Indeterminacy:
The quantities of items to be procured under this tender are not fixed and shall be determined as per the actual requirements of the purchaser during the contract period.
2. Period of Procurement:
Purchases may be made from the date of award of the tender until 15th December 2025, and the total quantity shall depend on the purchaser's needs within this period.
3. No Minimum or Maximum Commitment:
The purchaser does not guarantee any minimum or maximum quantity of procurement. The supplier shall be bound to supply any quantity of the listed items as and when required, at the rates and terms agreed under this tender.
4. Purchase Orders:
Specific quantities will be communicated through individual purchase orders issued from time to time during the validity of the tender.
5. Quotation to be addressed to Vice Chancellor, COEP Technological University and to be submitted to the Inward Section in the campus.
6. The Vice Chancellor, COEP Technological University, Pune has final rights to cancel the quotation without any prior information to the vendor.
7. The quotation shall be sent in a sealed envelope mentioning the name of the firm, signature of the vendor.
8. The quotation will be discarded not adhering to the following format for the submission of the quotation.
9. Format of Submission of Quotation:
 - i. The quotation shall be sent in a sealed envelope mentioning the name of the firm, signature of the vendor.
 - ii. The supplier must submit sealed envelopes as mentioned below by Speed post/Courier/In person at the mentioned address only.
 - iii. Outer envelope C will consist of the following two sealed envelopes (Written as "Quotation of Stationery items for Impressions 2025").



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- iv. Envelope A – Original copy of quotation/quotations/Price Bid (With attestation and stamp)
 - v. Envelope B – Technical Specifications (Quotation must be submitted in the following format, on vendor's letterhead. Please refer to the attachment given.)
 - vi. Xerox copy of tender/s PAN Card and Xerox copy of appropriate manufacturing/trading licenses must be attached with the specification documents and not in the sealed envelope containing price quote. (Self-attested)
10. There should be no increase in the price once quoted and the institution shall not pay any additional amount under any circumstances.
 11. The vendor should submit the quotations mentioning GST applicable separately and transportation charges if any and its breakup needs to be mentioned.
 12. Incomplete quotations will be rejected without consideration.
 13. Quotation(s) received beyond the last date of submission will not be accepted.
 14. In case of any queries, the vendors can contact the Impressions'25 Office on the contact no. 9987616799 - Varun Gheravara , 9890966744 - Vedant Tehere (printnpurchase.impressions@gmail.com)

SD	SD	SD	SD
Varun Gheravara Print and purchase head,	Soham Laghate Secretary,	Uttam Chasker Faculty Advisor,	Dr. M. P. Khond Director, Board of Students' Development,
Impressions'25	Impressions'25	Impressions'25	COEP Tech University Pune



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[To be submitted by Vendor on Letter Head]

You may quote your rates in format given below

Date:

Ref. No.:

To,
COEP Technological University,
Shivajinagar, Pune – 411005

COEP Tech

Sr. No.	ITEM DESCRIPTION	SPECIFICATIONS	Unit Rate
1	Mountboard	white	
2	Paint	Acrylic 500ml (All Colours)	
3	Paper	Tinted Sheets Card Sheets Crepe Sheets Kite Paper Handmade Paper Butter Paper Gelatin Paper	



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		Tissue paper Chart Paper	
4	Cardboard	Brown	
5	Basic Stationary	Sketch Pens Pencils Crayons Erasiers Sharpners Colour Pencils Scissors Cutters Permanent Marker(BLACK) Coloured Markers Chisel Markers Transparent Writing Pads Pens Scales Glue Gun	
6	Tape	Cello Tape 1/2 ” Cello Tape 1”	



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		Cello Tape 2” Double Sided Tape 1” Brown Tape Masking Tape Transparent Tape	
7	Brushes	Round Brushes(8) Round Brushes(9) Round Brushes(10) Round Brushes(12) Round Brushes(18) Point Brushes(2) Flat Brushes(8) Flat Brushes(10) Flat Brushes(12) Flat Brushes(14) Flat Brushes(16) Flat Brushes(18) Flat Brushes(24)	
8	Adhesive	Fevicol Tubes 200ml Fevicol Adhesive Packs	



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		Glue Sticks Fevikwik	
9	Sponge	15cmX10cmX5cm	
10	Paper cups	Medium Size	
11	Mirror	Diamond Shaped	
12	Wire	Metal wire	
		COEP Tech	
		TOTAL:-	
		GST(%):-	
		GRAND TOTAL:-	