



COEP TECHNOLOGICAL UNIVERSITY

PUNE STARTUP FEST'26

(Flagship Event of COEP Technological University)



Reference No: COEPTECH/PSF'26/PRINTING /2025-26/

DATE- 09/12/25

Submission: Quotation Invitation for Printing work Requirements for Pune Startup Fest'26.

Respected Sir/Ma'am,

You are requested to submit your most competitive quotation for the below-mentioned Printing requirements for 'Pune Startup Fest 2026' to be held on 17th & 18th of January 2026 as per mentioned terms and conditions.

The estimated quantities for the items are:

Name	Specification	Quantity
A3 Size Posters	4 COLOUR, 250 GSM	400
Flex Printing	4 COLOUR Approx. 100 small flexes with riveting Approx. 15 large flexes with pocketing	4500 sq. feet
Certificates	4 COLOUR, 250 GSM, A4 Size	200
A4 Size Pamphlets (Digital)	Front and back Printed 4 COLOUR, 130 GSM	3000
A5 Size Invitation Cards	4 COLOUR, 250 GSM	120
Brochure	4 COLOUR, 12*25 Landscape Colour both sides printed 40 A4 Pages Booklet Central Pinned	25
Notepad	Size A5 10 pages [with black and white watermark of provided logo] Colour Printed Front [Four Colour] Hard Back	300
Visiting Cards	4 COLOUR, Front and Back, 300 GSM	300



COEP TECHNOLOGICAL UNIVERSITY

PUNE STARTUP FEST'26

(Flagship Event of COEP Technological University)



Terms and Conditions:

- 1. Quotations shall be sent in sealed envelopes addressed to “The Vice-Chancellor, COEP Technological University-411 005.”**
2. Quotations should be given on official company letterhead. Fax and Email quotation are not acceptable.
3. Individual item price must be mentioned in the quotation as shown in the above table otherwise the quotation will be rejected.
- 4. GST must be mentioned separately and must be included in Total Price. Only vendors having valid GST number should send quotations.**
- 5. The taxes, freight, packing and forwarding charges if any be quoted in Indian Rupees separately.**
6. All the deliverables that are mentioned for the period of two days (17 and 18 January 2026) must be completed in all manner before **2:00 pm on 16th January ,2026.**
7. All items must match the specification mentioned in the Table, failing to which penalty will be liable.
8. The actual quantity may increase or decrease by (10-15%) from the quantity mentioned above as per requirement.
- 9. The Vendor Should be ready to provide additional requirements mentioned in the final purchase order.**
10. The rates shall be valid for 90 days. Any difference in the rates in Work Order/ Purchase Order and Final Invoice without any valid reason will be liable for penalty.
11. Delivery address for the quotation is as follows,
To,
Dr. Prakash S. Shinde,
Faculty Advisor,
New Mechanical Building, North campus,
COEP Technological University, Pune.
- 12. Payment will be paid after the satisfactory completion of work. No advance will be paid. Payment will be done within 45 working days after submission of bill.**



COEP TECHNOLOGICAL UNIVERSITY

PUNE STARTUP FEST'26

(Flagship Event of COEP Technological University)



13. Delivery Period and Terms and Conditions should be mentioned clearly.

14. Delayed supplies: The penalty conditions are applicable for late delivery as per norms.

a) At the rate of 0.5% per week; maximum limit of 10% shall be charged in case of PO value 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 or above.

15. Supply: - Vendor shall be responsible for the successful completion of work. Any defective item will be replaced by the vendor at his cost.

16. The taxes, transportation charges, etc. if any must be mentioned separately.

17. The Vice Chancellor of COEP Technological University reserves the right to accept the quotation or may reject any or all quotations and order any of the items in any quantity without assigning reasons.

18. Quotation will be opened on **18th December 2025 at 12:00 PM** in New Mechanical Building, COEP Tech, Pune.

19. In case of any queries, Vendor should contact PSF'26 office on the below mentioned numbers:

Mr. Mohit Kandalkar - +91 7385498601

Mr. Parth Dhote - +91 8530652058

-sd-

Faculty Advisor

Pune Startup Fest'26



COEP TECHNOLOGICAL UNIVERSITY

PUNE STARTUP FEST'26

(Flagship Event of COEP Technological University)



INSTITUTION'S
INNOVATION
COUNCIL
(Ministry of HRD Initiative)



COMPANY LETTERHEAD

Name	Specification	Quantity	Rate	Amount
A3 Size Posters	4 COLOUR, 250 GSM	400		
Flex Printing	4 COLOUR Approx. 100 small flexes with riveting Approx. 15 large flexes with pocketing	4500 sq. feet		
Certificates	4 COLOUR, 250 GSM, A4 Size	200		
A4 Size Pamphlets (Digital)	Front and back Printed 4 COLOUR, 130 GSM	3000		
A5 Size Invitation Cards	4 COLOUR, 250 GSM	120		
Brochure	4 COLOUR, 12*25 Landscape Colour both sides printed 40 A4 Pages Booklet Central Pinned	25		
Notepad	Size A5 10 pages [with black and white watermark of provided logo] Colour Printed Front [Four Colour] Hard Back	300		
Visiting Cards	4 COLOUR, Front and Back, 300 GSM	300		
			Total Amount	
			Total GST	
			Grand Total	

Contact: 7387907335

Email Address: secretary.psf@coep.ac.in

www.punestartupfest.in