



COEP TECHNOLOGICAL UNIVERSITY
PUNE STARTUP FEST'26
(Flagship Event of COEP Technological University)



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

Date: 29/12/2025

Subject: Quotation Invitation for Flags Requirements for Pune Startup Fest'26

Respected Sir/Ma'am,

You are requested to submit your most competitive quotation for the below-mentioned Flag requirements for Pune Startup Fest'26, scheduled to be held on 17th & 18th January 2026, as per the terms and conditions mentioned below.

Sr.no	Item	Description	Size	Quantity
1	Flags	Drop Down Flag	18 x 4 ft	2
		L-Block Rectangular Flag	12 ft	2
2	Bands	Paper hand-bands, 130 GSM, 4 Colour Self-locking		5000
3	Standeers		3 x 6 ft	15

Terms and Conditions:

- 1. Quotations should be Strictly Submitted in Inward Office of COEP Tech University on official company letterhead with signature and company stamp Marked on it. Fax and Email quotation are not acceptable.**
- 2. Quotations shall be submitted in sealed Company envelope. The Vendor Should put his cross signature on the Sealing of the envelop.**
- 3. The Quotation Submitted by hand through any student/faculty/staff will not at all be accepted. Quotations should be Strictly Submitted in Inward Office Only**
- 4. The Quotation Should be addressed to,
The Director, Board of Students Development,
COEP Technological University, Pune - 411 005.**
Kind attention: Dr Prakash S. Shinde, Faculty Advisor, PSF26
Mechanical Engineering Department
5. Quotations should be given on official company letterhead. Fax and Email quotation are not acceptable.

Contact: 7387907335
secretary.psf@coep.ac.in

Email Address:

www.punestartupfest.in



COEP TECHNOLOGICAL UNIVERSITY
PUNE STARTUP FEST'26
(Flagship Event of COEP Technological University)



6. Individual item price must be mentioned in the quotation as shown in the above table otherwise the quotation will be rejected.
7. **GST must be mentioned separately and must be included in Total Price. Only vendors having valid GST number should send quotations.**
8. **The taxes, freight, packing and forwarding charges if any be quoted in Indian Rupees separately.**
9. 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.**
10. All items must match the specification mentioned in the Table, failing to which penalty will be liable.
11. The actual quantity may increase or decrease by (10-15%) from the quantity mentioned above as per requirement.
12. **The Vendor Should be ready to provide additional requirements mentioned in the final purchase order.**
13. 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.
14. Delivery address for the quotation is as follows,
To,
Dr. Prakash S. Shinde,
Faculty Advisor,
New Mechanical Building, North campus,
COEP Technological University, Pune.
15. **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.**
16. **Delivery Period and Terms and Conditions** should be mentioned clearly.
17. **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.



COEP TECHNOLOGICAL UNIVERSITY
PUNE STARTUP FEST'26
(Flagship Event of COEP Technological University)



- 18. Supply:** - Vendor shall be responsible for the successful completion of work. Any defective item will be replaced by the vendor at his cost.
- 19. The taxes, transportation charges, etc. if any must be mentioned separately.**
- 20.** 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.
- 21. Quotation will be opened on 7th January 2026, 2 pm in New Mechanical Building, COEP Tech, Pune.**
- 22.** 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



COMPANY LETTERHEAD

Sr.no	Item	Description	Size	Quantity	Rate	Amount
1	Flags	Drop Down Flag	18 x 4 ft	2		
		L-Block Rectangular Flag	12 ft	2		
2	Bands	Paper hand-bands, 130 GSM, 4 Colour Self-locking		5000		
3	Standees		3 x 6 ft	15		
					Total without GST	
					GST	
					Total with GST	