

COEP Technological University (COEP Tech)

(Unitary Public University of Government of Maharashtra)
w.e.f.21 June 2022 (Formerly College of Engineering, Pune)
Shivajinagar, Pune-411005.

NO/COEPTECH/Reg. Off/ CORP Meeting-Chikhali Campus/25-26/814

Date: 1.12.2025

INVITATION FOR QUOTATION FROM REPUTED CORPORATE EVENT MANAGEMENT COMPANIES.

To,

Sub: Quotation invitation for the work of supply of event management services as mentioned below for the corporate event (meeting and presentations) at the Chikhali campus, Jadhav Wadi, Pune on 12.12.2025.

Respected Sir,

Please quote your lowest rate in the sealed envelope for the work of supply services as mentioned below for the corporate event (meeting and presentations) at the Chikhali campus, Jadhav Wadi, Pune on 12.12.2025 on or before 8th December 2025 upto 12 noon.

The detailed list of requirements with full specifications & terms & conditions are stated below.

Sr. No.	Details	Qty	Duration
1	Participant registration and reception	Two tables with all the requirements for registration of participants	
2	Audio-visual system setup and technical support	LED screen 8 x 6 with riser of 1.5 ft	For closed hall with a seating capacity of 100 people
3	Event recording and professional photography Capturing video bytes of select key participants	1 photographer and 1 videographer with HD camera	12th December, Reporting 12 noon till 6 PM
4	Stage, podium, seating arrangements	Stage of 10 ft by 3 ft with carpet with 10 VIP chairs, 1 podium, 3 teapoy with small flowerpots and indoor carpet approx. 2000 sq. ft	Job work
5	Branding materials and decoration, corporate signage	Standees & signage as per corporate requirement and outdoor decoration for the event	Job work
6	Power backup arrangements	62 KVA generator	1 No from 12 noon till 8 PM

Sr. No.	Details	Qty	Duration
7	High tea service towards the end of the program	Veg grill sandwich with green chutney, corn cutlet, samosa, Kaju katli, tea /coffee and cookies with all catering tables and services with mineral water to be served in paper glasses.	90 numbers

Terms & Conditions.

1. Please send your quotation in sealed envelope in the Name of **“Vice- Chancellor, COEP Technological University”**
2. Please state taxes and transportation charges separately.
3. The institute reserves all the rights to select or reject the offer of the Vendor.
4. No advance will be paid. Payment will be released after successfully completion of said work.
5. Please specify your terms and conditions if any.
6. Work shall be done on or before 12/12/2025 up to 10.00 a.m. No extension shall be given for the same. if the delay will be created from your side, then penalty at the rate of 0.5% per week: maximum limit of 5% shall be charged in case of WO value is 2 lakh and above.
7. The rate quoted for above work shall be valid for a period of three months from the date of opening.
8. The rate should be for “F.O.R.” destination.
9. The material should be supplied on CREDIT BASIS. The limit for credit will be up to 3 months from the date of quantity invitation.
10. The final bill to be submitted in triplicate and will be paid on actual work done within 15 days.


 Registrar
 COEP Tech University