



COEP Technological University

A Unitary Public University of Government of Maharashtra
w.e.f 21st June 2022
(Formerly College of Engineering Pune) Shivajinagar, Pune-411005.
ANNUAL GATHERING 2026

Outward No. : COEPTECH/BOSD/GATH 2025-26/INFRASTRUCTURE/ 487

Date:22/12/2025

INVITATION OF QUOTATION

To,

Subject: Invitation of Quotations for Gathering'26 Infrastructure required for ANC and Refreshments.

Dear Sir/Ma'am,

Sealed quotations are invited in **Indian Rupees (INR) only** for the work of **Infrastructure for ANC and Refreshments** for the **Annual Gathering 2026**, scheduled from **06th to 11th January 2026**, for events to be conducted on **08th, 09th, 10th, and 11th January 2026**, in accordance with the prescribed terms and conditions.

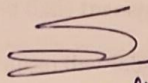
Last date for Accepting quotations: 30th December 2025 up to 12:00 PM.

Date of opening of quotation : 30th December 2025 at 1:00pm.

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

Requirements of Infrastructure for ANC

SR NO	DESCRIPTION	QUANTITY	DURATION
1	BLACK MASKING WITH WOODEN FRAME (8 ft HEIGHT)	800 sq.ft.	4 Days
2	BLACK MASKING WITH WOODEN FRAME (16.5 ft HEIGHT)	3000 sq. ft.	4 Days
3	TABLE CLOTHS WITH FRILLS	100 ft	4 Days
4	RED CARPET	1200 sq.ft.	4 Days
5	FIBRE CHAIRS WITHOUT HAND RESTING	15	4 Days


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Requirements of Infrastructure for Refreshment

SR NO	DESCRIPTION	QUANTITY	DURATION
1	MASKING WHITE (10ft Height supported by bamboo poles)	12000sq. ft.	4 Days
2	MASKING BLACK (10ft Height supported by bamboo poles)	2000 sq. ft.	4 Days
3	FIBRE CHAIRS WITHOUT HAND RESTING	200	4 Days
4	SERVING TABLES WITH FRILLS (6*2 ft)	60	4 Days
5	TABLE FANS	10	4 Days
6	CANOPY (10*10Ft China tents)	2	
7	MANDAP AND STEEL SHEETS (PATRA) ON TOPO TO FORM KITCHEN AND CLOTHS COVERING ON THREE SIDES	35*40	4 Days
8	ROUND TABLE WITH CLOTH AND FRILLS	15	1 Days

Terms & Conditions

1. Please send your quotation in a **sealed envelope** in the name of **“Director, Board of Students Development, COEP Technological University, Pune”**
2. The University reserves the right to **accept or reject any or all tenders** and to order any item in any quantity **without assigning any reason.**
3. The Vice Chancellor has the authority to **cancel any quotation at any time without assigning any reason.**
4. The quotation must be sent in a sealed envelope mentioning the name of the firm along with the stamp. **In case the envelope is not sealed, it shall be deemed cancelled.**
5. **Fax and email quotations are not acceptable.**
6. All interested vendors must possess a **valid PAN card number** and a **GST number (if applicable)**. All taxes must be **clearly mentioned.**
7. GST amount will be only provided for the deliverables that come under GST rule and not for all deliverables. Also, a valid GST number and certificate has to be produced, failing to do this will lead to no payment of the GST amount.
8. The issued work order must be accepted immediately upon intimation by COEP Tech through phone or e-mail. Failure to do so will result in the work being awarded to the next competitive vendor.
9. The rate should be **F.O.R. destination.**
10. **No advance payment** will be given. **100% payment** shall be made only for goods in good condition and **only after successful completion of the event.**
11. Non-availability of complete service by the vendor will result in a **penalty of 50% and 100% of the work order value for 1 day and 2 days, respectively.**
12. Non-availability of service due to fault or absence of material/device/equipment/operator will result in a **penalty of 5% of the rental price of non-available items** for delays exceeding **5 minutes**. Penalties will be applied in multiples of 5 minutes, with a proportional penalty for each increment.



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13. COEP Technological University, Pune may **increase or decrease the quantity of required items** in the work order or at the time of installation as per site requirements. Bills will be paid **only for the actual quantity used**. Point number (15) overrides this clause.
14. The quotation must be provided **as per the given format**, without any change in quantity or product.
15. The material received by the University for events will be **inspected for quality and correctness**. Material not conforming to quality norms will be rejected. The supplier shall remove rejected material **at their own cost**. No payment will be made for rejected material.
16. COEP Tech shall have complete discretion regarding **cancellation or addition of events** on scheduled dates. The time and duration of any event may be reduced or increased. The vendor shall provide services as per the time suggested by the Event Head or COEP staff on the stipulated dates. The vendor shall remain available **from 9:00 AM to 10:00 PM** on all event dates.
17. The vendor shall not have any say in case of changes in the program and agrees to provide services as per the specified dates and timings.
18. In case the quantity of any item in the work order is not utilized by COEP Tech, irrespective of the reason, such items shall be permitted for return, and charges shall be paid **for only one day** as per the quotation rates.
19. The vendor is solely responsible for the **safety, damage, or theft** of supplied items. COEP Tech shall not be responsible for the same.
20. The vendor is solely responsible for the **operation and functioning** of all supplied items and shall not transfer this responsibility to COEP Tech students or staff.
21. The vendor is solely responsible for the **safety of workers and laborers**, and COEP Tech shall not be held responsible for any accidents or mishaps.
22. COEP Technological University, Pune shall not be responsible for any damage to items caused due to **natural calamities** (rain, wind, sunlight, etc.).
23. The Vendor shall not **impose any additional terms and conditions** beyond the stipulated by COEP Technological University, which the Vendor must adhere to.
24. The Material handling charges such as Loading, unloading, transportation and installation etc, will be included in the Quoted prices of items.
25. Further details of this quotation and relevant information are available at the **Gymkhana Office, COEP Technological University, Pune**.
26. **Quotations should be submitted to the Gymkhana Office, of COEP Technological University, Shivaji Nagar Pune -411005.**
27. **For any query, please contact**
Mr. Atharv Salunkhe 8788975997

Mr. Vishwambhar Joshi 7522997873

Infrastructure Faculty Advisor
Gathering'26

Dr. S. V. Wagh
Faculty Advisor
Gathering'26