



COEP TECHNOLOGICAL UNIVERSITY

PUNE STARTUP FEST'26

(Flagship Event of COEP Technological University)



INSTITUTION'S
INNOVATION
COUNCIL
(Ministry of HRD Initiative)



Ref. No: COEPTECH/PSF'26/DECORWORK/2025-26/

Date: 09/01/2026

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

Respected Sir/Ma'am,

You are requested to submit your most competitive quotation before **10am on 14th January 2026** for the below-mentioned Decor 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	Remark
Diary and Pen set	A4 Size, 200 pages, Ruled Pune Startup Fest and name(of guest) Engraved on Front side of diary and pen Hardbound/PU-leather/Leatherette	50	Purchase
Acrylic LED letters	Aluminum molded LED Letters (PUNE STARTUP FEST), 1.5ft height, width-27.2cm	17 letters	Purchase
Kiosk	Smart Android, Vertical, Touchscreen, 43inch	5	Rent for 2 days



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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**
- Quotations should be given on official company letterhead. Fax and Email quotation are not acceptable.
- Individual item price must be mentioned in the quotation as shown in the above table otherwise the quotation will be rejected.
- GST must be mentioned separately and must be included in Total Price. Only vendors having valid GST number should send quotations.**
- The taxes, freight, packing and forwarding charges if any be quoted in Indian Rupees separately.**
- 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.**
- All items must match the specification mentioned in the Table, failing to which penalty will be liable.
- The actual quantity may increase or decrease by (10-15%) from the quantity mentioned above as per requirement.
- The Vendor Should be ready to provide additional requirements mentioned in the final purchase order.**
- 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.



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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.

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 14th January, 2026 at 12pm 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

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Faculty Advisor
Pune Startup Fest'26



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COMPANY LETTERHEAD

Name	Specification	Quantity	Rate	Amount
Diary and Pen set	A4 Size, 200 pages, Ruled Pune Startup Fest Engraved on Front side of diary and pen Hardbound/PU- leather/Leatherette	50		
Acrylic LED letters	Aluminium molded LED Letters (PUNE STARTUP FEST), 1.5ft height, width-27.2cm	17 letters		
Kiosk	Smart Android, Vertical, Touchscreen, 43inch	5		
			Total Amount	
			Total GST	
			Grand Total	