

Date:12/01/2026

CALL FOR QUOTATIONS

Subject: Call for Quotations for Infrastructure Required for ZEST'26 Main Event.

You are requested to submit your quotations mentioning “Quotation of Infrastructure for ZEST'26 for The Director Board of Student’s Development, COEP Technological University” in a sealed envelope as per the specification given below.

The last date for submission of the quotation document is 19th January 2025, till 12:00 PM.

| Sr. No. | Particulars | Quantity | No. of Days |
|---------|--|-----------|-------------|
| 1. | Buffet Tables | 30 Nos | 3 |
| 2. | Buffet Tables with frills and table cloth (6ft*2ft) | 25 Nos | 3 |
| 3. | Fiber chairs with hand resting w/o cushion | 200 Nos | 3 |
| 4. | Portable seating Bench 3m (10ft) Length | 4 Nos | 3 |
| 5. | Stage 7 feet above the ground(35ft *25ft) covering on the top and backdrop with carpet on entire stage floor, steps on both side | 1 | 3 |
| 6. | Box Arch (16ht*16wdt) | 1 | 3 |
| 7. | Black Masking 5 ft Height | 850 ft | 3 |
| 8. | China Tents (canopy) 10ft*10Ft with one side cover (same colour) | 20 Nos | 3 |
| 9. | Red Carpet | 400 Sq Ft | 3 |
| 10. | White Masking 5 ft height supported with bamboo poles | 150 ft | 3 |
| 11. | Seating Gallery 100 ft long, 8-step double-sided seating gallery (5 steps front, 3 steps back,) with comfortable, securely installed matting/carpet on all steps for seating.cloth covering on top | 1 | 3 |
| 12. | Seating Gallery 60ft long, 4-step single-sided seating gallery (14ft width) with cloth covering on top and carpet on entire step it must be comfortable and | 1 | 3 |



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| | securely installed on steps for seating. | | |
| 13. | Seating Gallery 60ft long, 13-step double-sided seating gallery (8 steps front, 5 steps back, with comfortable, securely installed matting/carpet on all steps for seating. covering on top | 1 | 3 |
| 14. | metal crowd control barriers 7.5ft *4ft | 30 Nos | 3 |
| 15. | Dustbin 120 L | 6 Nos | 3 |

Note:

- The **quantities mentioned above are approximate and subject to change**. Any adjustments in the specified quantities will be communicated to the vendor
- Vendors are requested to provide quotations based on the current estimates. **Final billing will be adjusted according to the actual quantity required and Used**
- Vendors should be prepared to accommodate increases or decreases in quantities **without changes in pricing**.
- The vendor should provide a valid GST Bill.
- The vendor office should be registered in Pune.
- **Sub-letting of the work is strictly prohibited. In case sub-letting is found at any stage, the purchase order shall be cancelled without prior notice.**

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Terms and Conditions:

1) Submission of Quotation Documents-

The quotation documents should be submitted in the prescribed format in a sealed envelope, superscribing "**Quotation of Infrastructure for ZEST'26** for The Director Board of Student's Development, COEP Technological University".

2) Acceptance of Quotation conditions-

2.1 Envelope should be sealed, and quotation should be addressed to The Director Board of Student's Development, COEP Technological University.

2.2 No quotation(s) will be entertained by E-mail/Fax.

2.3 The last date for submission of the quotation document is **19th January 2025, till 12:00 PM**. Quotations received beyond the closing date/time will not be accepted and will be rejected/unopened.

2.4 Quotation opening date, time and venue will be notified.

3) All duties, taxes, and other levies payable by the vendor need to be included in the total price, and break up needs to be indicated.

4) Part delivery will be accepted only on demand.

5) **Delivery will be accepted after prior checking of goods.** Delivery should be done to address mentioned in the purchase order.

6) **No advance payment will be given.**

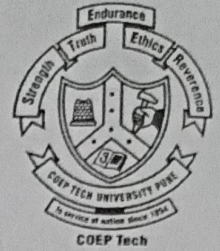
7) The Institute reserves the right to accept or reject any quotations and reject all quotations at any time prior to the award of the contract, without thereby incurring any liability to the affected vendor or vendors or any obligation to inform the affected vendor.

8) Incomplete quotations will be rejected without consideration.

9) The actual quantity will depend on the Institute's requirements. However, quantity may increase/decrease.

10) If in case any immediate demand is created for any deliverable it would be the sole responsibility of the vendor to provide the same as soon as possible and it is to be delivered at the same cost as mentioned in the quotations and no extra charges are to be applied for the same.

11) Also, in case of any curtailment of the given specifications of the deliverable, the charges of the curtailment would be according deducted.



ZEST'26

- 12) **Payment: 100% payment shall be made for the goods only in good condition after completion of the Event.**
- 13) The detailed terms and conditions regarding the order will be stated in the Purchase order and need to be followed strictly.
- 14) All interested vendors must possess a valid PAN card number and also a GST number.
- 15) GST amount will be only provided for the deliverables that come **under the GST rule** and not for all deliverables. Also, a valid GST number and certificate have to be produced, failing to do this would lead to no payment of the GST amount.
- 16) Offers in the quotation should be written in English and the price should be written in both, figures and words.
- 17) The relevant supporting document(s) should be enclosed along with the offer.
- 18) Envelopes of quotation should be individually sealed and super-scribed with quotation number and due date of submission.
- 19) **The Director Board of Student's Development, COEP Technological University has the final rights to cancel the quotation without any reason.**
- 20) In case of the late delivery of the particulars, the penalty amount would be deducted from the final payment.
- 21) The Institute reserves the right to cancel the purchase order before making a payment if the vendor fails to complete the order.
- 22) The vendor is solely responsible for the safety of the workers and labours and COEP would not be held responsible in any accidents and misfortunes.
- 23) **The vendor shall not impose any additional terms and conditions beyond those stipulated by COEP Technological University, which the vendor must adhere to.**
- 24) The rate should be for "F.O.R." destination
- 25) The material received by the college for events will be inspected for quality and corrections. The material not confirming the quality norms will be rejected. Supplier will have to remove the rejected material at his own cost. No payment will be made for rejected material.
- 26) The time and duration of any event may be reduced or increased. The vendor will give their services as per time suggested by the event head or COEP staff on stipulated dates of



ZEST'26

events. The vendor will always be ready between 9 am to 10 pm on all dates mentioned for events.

27) In case quantity of any item in work order is not utilized by the COEP Tech irrespective of any reason such items will be permitted for their return and charges will be paid for only one day of such items as per quotation rates

28) The vendor is solely responsible for the safety or damage or theft of supplied items. COEP Tech will not be responsible for safety or damage or theft of supplied items. COEP Technological University, Pune will not be responsible for any damage of items caused due to Natural Calamities (Rain, Wind, Sunlight etc.)

29) The material handling charges such as loading, unloading, transportation and installation etc. will be included in the Quoted prices of items.

In case of any queries,

contact Atharv Salunkhe: 8788975997

Sairaj Pawar
Accounts Head,
ZEST'26

Aditya Dalvi
Secretary,
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Dr. Amruta Deshpande
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