



COEP TECHNOLOGICAL UNIVERSITY

## PUNE STARTUP FEST'26

(Flagship Event of COEP Technological University)



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

Date: -31/12/2025

### Submission: Quotation invitation for Stage Management and Framework for Pune Startup Fest'26.

Respected Sir/Ma'am,

You are requested to submit your most competitive quotation for the below-mentioned STF requirements for 'Pune Startup Fest 2026' to be held on 17<sup>th</sup> & 18<sup>th</sup> of January 2026 as per mentioned terms and conditions on or before 12 pm on 8<sup>th</sup> January 2026.

The estimated quantities for the items are:

<u>Sr.No</u>	<u>Specification</u>	<u>Qty.</u>	<u>Days</u>
1.	Cloth partition (Masking Black colour 10 ft Height Supported by Bamboo poles)	1200 ft	2
2.	Box Arch of size 24 x 15 x 1.5 ft (length *height*thickness) With Black Colour Cloth Masking	1	2
3.	Two-Seater Premium Cushioned Couches (white)	8	2
4.	Stage: height -4 ft, Dimension-8*6.5 sq. meter It Includes: 1) 3 Premium glass table 3 x 2 ft 2) 2 Pedestrian fan 18" height 4 ft 3) 2 set of Stairs 4) Riser for LED Wall at back on stage(12ft x 4 ft, height-4 ft)	1	2
5.	Glass tables (Premium) size: - 3 x 2 ft	3	2
6.	Round table with <b>White tablecloth</b> and <b>table frill</b>	30	2
7.	Mandap (Bamboo poles) with top-only Cloth Draping Roof <b>Colour: - sky-blue and white for Draping</b> <b>Size: - 90ft x 30ft</b>	1	2
8.	Wooden platform with proper structural supports, suitable for mounting flex display and designed to safely sustain the weight of students, complete as per site requirements. Size:- 15 x 5 x 1 ft (length *width*height) With Black Cloth covering	1	2
9.	Wooden Ramp with slope of Dimension- Width - 8ft, Length - 4 ft, Height (at one side)- 0.5ft,	2	2
10.	Wooden Ramp with Slope of Dimension- Width - 8ft, Length - 4 ft, Height (at one side)- 0.25ft,	2	2

Contact: 7387907335

Email Address: [secretary.psf@coep.ac.in](mailto:secretary.psf@coep.ac.in)

[www.punestartupfest.in](http://www.punestartupfest.in)



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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, PSF'26  
Mechanical Engineering Department**
- The Institute reserves the right to accept the tenders or may reject any or all tenders and to order any of the item in any quantity without assigning reasons.
- The vendor shall not impose any additional terms and conditions beyond those stipulated by COEP Technological University, which the vendor must adhere to.
- All interested vendors must possess a valid pan card number and a GST number. The taxes must be mentioned separately.
- 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.
- All the deliverables that are mentioned for the period of two days (17<sup>th</sup> and 18<sup>th</sup> January 2026) must be completed in all manner before 2:00 pm on 16<sup>th</sup> January ,2026.
- All items must match the specification mentioned in the Table, failing to which penalty will be liable.
- 12. The items mentioned in above table can be moved to different location within campus according to requirements.**
- The actual quantity in the Work Order or at the time of supply/delivery after Work order may increase or decrease from the quantity mentioned above as per requirement. Quoted rates shall not be changed, even after intimation of change in quantity of the supply.
- 14. The Vendor Should be ready to provide additional requirements mentioned in the final purchase order.**



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15. 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.
16. **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.**
17. Issued work order shall be accepted immediately as a when informed by COEP Tech on phone or e-mail failing which the order will deem to be cancelled.
18. **The material handling charges such as loading, unloading, transportation and installation etc. will be included in the Quoted prices of items.**
19. The rate should be for "F.O.R." destination. **(Freight on Road)**
20. 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 must be produced, failing to do this will lead to no payment of the GST amount.
21. **No advance payment will be given. 100% payment shall be made for the goods only in good condition after completion of the event.**
22. Non availability of complete service by vendor will result into penalty of 100% of work order even for 1 day.
23. Non availability of service due to fault or absence of material/device/equipment/ operator will result penalty of 5% of rent price of non-available items for delays in service exceeding 5 minutes, penalties will be applied in multiples of 5 minutes, with a proportional penalty for each increment.
24. COEP Technological University, Pune may increase or decrease quantity of required items in work order or at the time of installation as per requirement of the site. Bills will be paid only for the actual used quantity of items.
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. COEP Tech will have complete discretion of cancellation or addition of event on scheduled dates. Also, 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 Technological University staff on stipulated dates of events. The vendor will always be ready between 9 am to 11 pm on all dates mentioned for events.
27. The vendor will not have any say in case of any change in the program. Vendor is agreed to provide services as per date and given time.
28. The vendor is solely responsible to take power supply from Distribution Board is indicated by the University. The required cables, wiring and switches should be provided by vendor.
29. **In case quantity of any item in work order is not utilized by the COEP Technological University 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.**



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30. The vendor is solely responsible for the safety or damage or theft of supplied items. COEP Technological University will not be responsible for safety or damage or theft of supplied items.
31. **The vendor is solely responsible for the operation and working of all supplied items and vendor will not transfer this responsibility to COEP Technological University's students or staff.**
32. The vendor is solely responsible for the safety of the workers and labours and COEP Technological University would not be held responsible in any accidents and misfortunes. Vendor must take responsibility of any damage, Life threat due to poor quality of material and Non-standard items such as cable switches controls and safety devices etc.
33. COEP Technological University, Pune will not be responsible for any damage of items caused due to Natural Calamities (Rain, Wind, Sunlight etc.)
34. The quotation will be opened on **8<sup>th</sup> January 2026** at 01:00 pm in New Mechanical Building, COEP Technological University, Pune
35. In case of any queries, Vendor should contact PSF'26 office on the below mentioned numbers:
  - a. Mr. Parth Dhote - +91 8530652058
  - b. Mr. Mohit Kandalkar - +91 7385498601

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Faculty Advisor  
Pune Startup Fest'26



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INSTITUTION'S  
INNOVATION  
COUNCIL  
(Ministry of HRD Initiative)



### COMPANY LETTERHEAD

Sr.No	Specification	Qty.	Days	Rate	Amount
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2.	Box Arch of size 24 x 15 x 1.5 ft (length *height*thickness) With Black Colour Cloth Masking	1	2		
3.	Two-Seater Premium Cushioned Couches (white)	8	2		
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5.	Glass tables (Premium) size :- 3 x 2 ft	3	2		
6.	Round table with <b>White tablecloth</b> and <b>table frill</b>	30	2		
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8.	Wooden platform with proper structural supports, suitable for mounting flex display and designed to safely sustain the weight of students, complete as per site requirements. Size:- 15 x 5 x 1 ft (length *width*height) With Black Cloth covering	1	2		
<u>Sr.No</u>	<u>Specification</u>	<u>Qty.</u>	<u>Days</u>	<u>Rate</u>	<u>Amount</u>
9.	Wooden Ramp with slope of Dimension- Width - 8ft, Length - 4 ft, Height (at one side)- 0.5ft,	2	2		
10.	Wooden Ramp with Slope of Dimension- Width - 8ft, Length - 4 ft, Height (at one side)- 0.25ft,	1	2		
		<b>Total (without GST)</b>			
		<b>GST</b>			
		<b>Total</b>			