

Date: 31/01/2026

CALL FOR QUOTATIONS**Subject: Call for Quotations for Mementos required for ZEST'26.**

You are requested to submit your quotations mentioning "Quotation of Mementos for ZEST'26 for The Director Board of Student's Development, COEP Technological University" in a sealed envelope as per the specification given below at the earliest by 6th February 2026.

Sr. No	Particulars	Specifications	Quantity
1	Platinum Memento	9×9inch white frame with silver foil	3
2	Gold Memento	10×8.5 inch with gold mirror at both sides	12

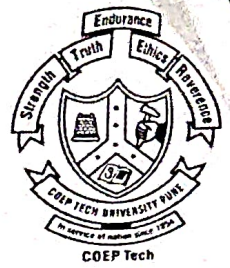
Distribution of day includes: 8th February**Note:**

- The quantities mentioned above are approximate and subject to change. Any adjustments in the specified quantities will be communicated to the vendor at the earliest.
- Vendors are requested to provide quotations based on the current estimates. **Final billing will be adjusted according to the actual quantity required.**
- Vendors should be prepared to accommodate minor 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.

Terms and Conditions:**1) Submission of Quotation Documents-**

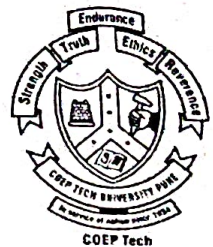
The quotation documents should be submitted in the prescribed format in a sealed envelope, superscribing "Quotation of Mementos for ZEST'26 for The Director Board of Student's Development, COEP Technological University".

2) Acceptance of Quotation conditions-



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- 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 **6th February 2026, till 11:00 AM**. 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 (+30%) 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.
- 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.





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- 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.

**In case of any queries,
contact Ajit Patil: 8381083551**


Karan Khairnar
Accounts Head,
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Aditya Dalvi
Secretary,
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Faculty Advisor,
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