

COEP TECHNOLOGICAL UNIVERSITY

(Unitary Public University of Government of Maharashtra)
Wellesley Road, Shivajinagar, Pune – 411005



Ph: 020 25507009



Fax: 020 25507299

COEP Technological University (COEP TECH)

Ref. No: - COEPTECH/BOATCLUB/98TH REGATTA/ESM2025-26/289

Date:09/02/2026

ENQUIRY LETTER

For

Providing ESM Services for 98th REGATTA

at COEP Technological University, Pune

Contact Team ESM 98TH

Harsh Khandare	9834026178
Abhinav Kadam	7498814688



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Subject: Inviting quotations for providing ESM services on rent basis for 98th Regatta on **21st & 22nd March 2026** at COEP Technological University.

Sealed quotations are invited from reputed organizations/firms/agencies for providing ESM services on rent basis for 98th Regatta on 21st & 22nd March 2026 at COEP Boat club, COEP Technological University as per the Annexure-1

Sr. No.	Quotation No & Date	Ref. No: - COEPTECH/BOATCLUB/98TH REGATTA/ESM2025-26/289
1.	Issue of enquiry letter for quotation.	From 09-02-2026 to 19-02-2026
2.	Last Date of Submission of Quotation	19-02-2026 by 13:00 Hours
3.	Opening of Quotations	19-02-2026 at 16:00 Hours
5.	Correspondence Address	Boat Club Office, COEP Technological University, Shivajinagar, Pune 411005

Pre-Qualification / Eligibility Criteria details:

Sr. No.	Pre-Qualification Criteria	Supporting Documents to be enclosed with the Bid
1.	Bidder should be registered in India under Appropriate Authority	Certificate issued by appropriate authority (Shop act license or PAN)
2.	The bidder must be a renowned Company with primary business in supply of ESM services	GST/CST Registration Certificate (if applicable)



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Terms & Conditions:

1. Quotations shall be submitted in a sealed envelope addressed to " The Vice Chancellor, COEP Technological University, Pune- 411005," and the same should be mentioned on the quotation.
2. The quotation shall be sent in a sealed envelope mentioning the name of the firm/company/agency along with the stamp. In case the envelope is not sealed, COEP Technological University reserves the right to cancel it.
3. Quotations should be submitted on the official company letterhead, duly stamped and signed.
4. Quotations by fax and email are not acceptable.
5. Individual item prices must be mentioned in the quotation.
6. The quoted rates shall be valid for 90 days.
7. The COEP Technological University reserves the right to accept or reject any or all Quotations without assigning reasons.
8. The vendor shall not impose any additional terms and conditions beyond those stipulated by COEP Technological University, which the vendor must adhere to.
9. All interested vendors must possess a valid PAN number and GST number if applicable. The taxes must be mentioned separately.
10. In case the vendor does not possess a valid GST Number, the vendor must submit a Chartered Accountant (CA) Certificate stating that the annual turnover/income of the firm is below ₹20 Lakhs, as per GST exemption rules. Failure to submit the CA Certificate will result in disqualification of the quotation. Submission of the CA Certificate at a later stage will not be accepted.
11. Issued work orders shall be accepted immediately as and when informed by COEP Technological University on phone or email, failing which the order will be deemed to be canceled.
12. The material handling charges such as loading, unloading, transportation, and installation, etc., will be included in the quoted prices of items.



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13. The rate should be for "F.O.R." (Free on Road) destination.
14. GST amount will only be provided for the deliverables that come under the GST rule. A valid GST number and certificate must be produced; failing to do this will lead to no payment of the GST amount.
15. Penalty for late delivery/work: a) At the rate of 0.5% per day; a maximum limit of 10% shall be charged if the PO value is less than 2 Lakh. b) At the rate of 0.5% per day; a maximum limit of 5% shall be charged if the PO value is 2 Lakh and above.
16. Non-availability of complete service by the vendor will result in a penalty of 50% and 100% of the work order for 1 day and 2 days, respectively. The vendor will be blacklisted if he fails to provide complete service of the work order.
17. The material received by the university for events will be inspected for quality and corrections. The material not conforming to the quality will be rejected. The supplier will have to remove the rejected material at their own cost. No payment will be made for rejected material.
18. Non-availability of service due to the fault or absence of material/device/equipment/operator will result in a penalty of 5% of the rent price of non-available items for delays in service exceeding 1 hour. Penalties will be applied in multiples of 5 minutes, with a proportional penalty for each increment.
19. COEP Technological University may increase or decrease the quantity of required items in work order or at the time of installation as per the requirement of the site. Bills will be paid only for the actual quantity of items used.
20. Quotation must be provided as per the given format without change in quantity or product.
21. Delivery date and terms & conditions should be mentioned clearly by the vendor.
22. Material delivery and work address for the mentioned dates: Boat Club, COEP Technological University, Pune- 411005.
23. The vendor shall be responsible for the successful completion of work on 21st & 22nd March 2026.
24. All deliverables mentioned for these two days must be delivered and made available on the same day.
25. The quoted items should be the vendor's only. No third-party items are allowed to be supplied.



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26. If any immediate demand is created for any deliverable, it will be the sole responsibility of the vendor to provide the same at the quoted price without extra charges on the same day.
27. The vendor must visit the site before starting actual work.
28. If any item in the work order is not utilized by COEP Technological University, it may be returned, and charges will be paid for the respective item as per quotation rates.
29. The vendor is solely responsible for the safety, damage, or theft of supplied items. COEP Technological University will not be responsible for safety, damage, or theft of supplied items.
30. The vendor is solely responsible for the operation and working of all supplied items and shall not transfer this responsibility to COEP Technological University students or staff.
31. COEP Technological University will not be responsible for any damage of items caused due to natural calamities (rain, wind, sunlight, etc.)
32. Quotations received after the last date of quotation submission will be rejected.
33. The vendor shall quote all items in the quotation. Incomplete quotations shall be rejected
34. The vendor must have a minimum of 1 year of experience in similar work.
35. Material should be delivered to the university campus (Boat Club, COEP Technological University) on 20th March 2026 without any extra charges.
36. The detailed terms and conditions will be provided along with the work order and must be followed strictly.
37. COEP Technological University reserves the right to cancel the Quotation, any item of the Quotation, or the purchase order without assigning any reason.
38. The vendor must always be ready between 9 AM to 10 PM on all dates mentioned for events.
39. The vendor will not have any say in any change in the program and must provide services as per the date and time given.
40. COEP TECHNOLOGICAL UNIVERSITY, PUNE reserves the right to select or reject the offer of the vendor.
41. COEP TECHNOLOGICAL UNIVERSITY, PUNE reserves the rights to cancel any of the items of quotation without any reason thereof.
42. COEP Technological University reserves the right to accept or reject any or all quotations.



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43. COEP TECHNOLOGICAL UNIVERSITY, PUNE reserves the rights to decide the quantity of any of the items of quotation for finalizing the purchase/work order without any reason.
44. COEP TECHNOLOGICAL UNIVERSITY, PUNE reserves the right to cancel purchase/work order, before or after the delivery of material before making payments, without giving any reasons thereof.
45. Quotations will be opened in the presence of bidders on 19th February 2026 at 4 PM in the Boat Club office, COEP Technological University.
46. The Vendor shall seal the quotation in an envelope addressed to: The Vice Chancellor, COEP TECHNOLOGICAL UNIVERSITY, Pune.

The envelope will also bear the following identification: -

“Quotation for Providing ESM Services for 98th REGATTA at COEP Technological University, Pune”

Ref. No: - COEPTECH/BOATCLUB/98TH REGATTA/ESM2025-26/289 Date:09/02/2026

Quotation must be received in the Office of Boat Club, COEP TECHNOLOGICAL UNIVERSITY, PUNE

47. **Payment Terms & Conditions:**

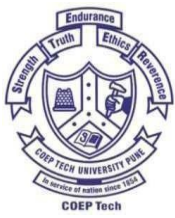
Payment: No advance payment will be made. **100%** payment shall be made for the goods only in good condition after satisfactory completion of work. If the work is not completed satisfactorily, COEP Technological University reserves the right to reduce the payment cost, and the final cost will be decided by the Boat Club committee.

The **GST amount** must be **stated separately** (as applicable).

For any queries contact –

Harsh Khandare- 9834026178

Abhinav Kadam - 7498 814 688



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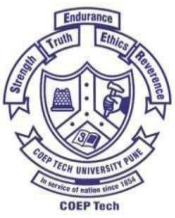
98TH REGATTA LEGACY IN MOTION

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ANNEXURE -1

ESM Requirements

Sr. No.	Description	Quantity in Nos.	No. of Days	Amount in Rs.	GST in Rs.	Total Amount in Rs.
CAMERA						
1.	HDV camera and accessories (Final print should be 1080p HD)	3	1			
2.	Online Editor	1	1			
3.	LED Screen 10 x 8 ft	3	1			
4.	Live Streaming (YouTube)	2	1			
5.	LED TV	3	1			
LIGHTS						
1.	Parcan Lights 1000W	15	2			
2.	Metal Halides 500W	80	2			
3.	Halogens 500W	30	2			
4.	Follow Lights	1	2			
5.	LED Moving Head Beam Spot Light 10W	2	2			
6.	T Truss Stand	1	2			
7.	Extension Board	10	2			
SOUNDS						
1.	Base Speakers (JBL)	6	2			
2.	Top Speakers (JBL)	6	2			
3.	Top Speaker (JBL) with Console	2	1			
4.	Amplification Monitor and DJ console	1	2			
5.	Podium Mike	2	2			
6.	Cordless Mike	2	2			
7.	Mixer and pitch control	1	2			
8.	Generator (82 KW)	1	2			
9.	HAM	50	2			
10.	3-Phase wire	175 m	2			
Extra Items						
1	Cooler	3	2			
2	Stand Fans	8	2			
Total Amount (Exclusive of GST) in Rs.						
GST in Rs.						
Total Amount (Inclusive of GST) in Rs.						
Total Purchase Order Value (inclusive of all taxes) In words Rupees Only.						



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Seal and signature of Manager / Representative of the firm on behalf of the firm submitting Quotation.

Telephone:.....

...

Mobile:.....

Fax:.....

Mail

Contact Person Name and Designation:

Sd/-
Yuvraj Fulsunder
Regatta Secretary
COEP Tech Boat
Club

Sd/-
Dr. S. M. Nawghare
Regatta in-charge
COEP Tech Boat Club

Sd/-
Dr. V. K. Haribhakta
Vice President
COEP Tech Boat Club



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Self-Declaration

I, _____, the owner of

Organization/Agency/Firm. I have been providing ESM services since last __years. I hereby declare that I have not been under a declaration of ineligibility for corrupt or fraudulent services. I am not blacklisted by any of the government or private Agencies. I, hereby declare the information given above and in the enclosed Documents is true to the best of my knowledge and belief and nothing has been concealed therein.

DATE:

PLACE:

Seal and signature of Manager /
Representative of the firm on behalf
of the firm



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To,
The Vice Chancellor,
COEP Technological University (COEP TECH) Shivajinagar,
Pune - 411005.

Sub: Providing Electronic system management services on rent basis for “98th Regatta 2026” at Boat Club, COEP Technological University, Pune.

Sir,

I have carefully gone through the quotation document regarding the prequalification of agencies/vendors for supply of ESM services for **98th Regatta** at COEP Technological University (COEP TECH).

I am the sole representative of my company. I hereby declare that:

1. All the information related to my company, customer base, projects, financial details, data sheet of the products offered, etc., provided in my offer is true and without any alteration/modifications.
2. All the provisions of this quotation document are acceptable to my company. No violation of the terms and conditions as mentioned in the Quotation document has been made.
3. I declare that my company or any member of the company has not been debarred/blacklisted by any Government/Semi-Government organizations in India.
4. I certify that the period of validity of the quotation is **90 (ninety) days** from the last date of submission of proposal. I further certify that I am an authorized signatory of my company, and I am, therefore, competent to make this declaration.

Yours faithfully,

Seal and signature of Manager
Representative of the
company/firm
On behalf of the company Firm submitting Quotation