



EXAMINATIONS AND EVALUATION CELL COEP TECHNOLOGICAL UNIVERSITY

A Unitary Public University of Government of Maharashtra
(Formerly College of Engineering Pune (COEP))
Wellesley Road, Shivajinagar, Pune - 411 005

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No. COEP/E&ECell/ Enquiry/Answer-books /2026/ 600

Date: 04/02/2026

Enquiry of Quotation

The COEP Technological University is a unitary public university of Government of Maharashtra, a forerunner in technical education.

Sealed Quotation are invited in specified format to procure Answer-books of bearing name and logo of COEP Technological University, quantity 60,000 by the Examinations and Evaluation Cell, Main Building, COEP Technological University, Wellesley road, Shivajinagar, Pune, 411005 from reputed Manufactures/ suppliers for the supply of the following item.

Enquiry Number & Date	No. COEP/E&ECell/Enquiry/Answer-books/2026/
Enquiry Date	04/02/2026
Procurement Item Description	Printing, packing and supply of Answer-books of 24 pages, 16 pages & 4 pages supplements bearing name and logo of COEP Technological University, quantity 60,000
Location for quotation submission and opening	Examinations and Evaluation Cell, Main Building, COEP Technological University, Wellesley road, Shivajinagar, Pune, 411 005
Quotation Submission Date@ Time	Up to 11/02/2026 @ 3.00pm
Contact for any clarifications :	Contact Phone 020-25507075 (between 11.00am to 4.00pm on working days only) Email : examcell@coeptech.ac.in

Terms & Conditions:-

1. Fax and Email quotation are not acceptable
2. Quotation should be in the format as specified in Annexure-II
3. Validity: Quotation Validity at least 90 days
4. Quotations shall be sent in sealed envelopes clearly marked **Quotation for Supply of, Answer-books**, Enquiry Number, Enquiry date and Enquiry due date addressed to Examinations and Evaluation Cell, Main Building, COEP Technological University, Wellesley road, Shivajinagar, Pune, 411005
5. Material should be printed, packed and delivered at vendors cost strictly as per the specifications noted in the Annexure-I
6. Rates should be inclusive of labor charges (unloading).
7. At the time of delivery, material needs to be arranged in the sequence of answer-book numbers at the storage place identified by this university on first floor of the building, Labor charges for unloading/carrying and arranging in sequence will not be paid separately by this university.

8. The vendor will have to supply the goods before 20/02/2026.
9. 100% payment will be paid within 30 days after satisfactory delivery.
10. Quotation(s) received after last date of Quotation submission will be rejected
11. All following documents/certificates should be provided / attached.
 - a) Shop Act License/Incorporation Certificate/Firm Registration Certificate Copy.
 - b) PAN Card Copy
 - c) GST Certificate Copy
12. Vendor should have paid all statutory dues like Income Tax and GST till date, tax returns of last three financial years must be enclosed with the quotation
13. The Vendor should have 10 years experience of supplying answer-books to Government colleges, universities and Government recognised Institutes. Vendor should enclose copies of purchase orders/work orders/contracts
14. The vendor should have registered office and factory office in the Pune District
15. The vendor should have in house printing and binding facilities within the district of Pune subject to verification by the officers of this university
16. Vendor should ensure full security of Answer-books and abstain from plagiarism
17. The Vice Chancellor of COEP Technological University Pune reserves right to reject any one or all the quotation(s) without assigning any reasons there for


4/2/26
Director

COEP Technological University, Pune

Item specifications

Printing specifications

1. Paper quality 70 GSM A grade Maplitho
2. Paper size : fullscap
3. Single color printing of cover page, back side of cover page and all other pages should be as per the draft provided by this university
4. 24 pages, 16 Pages , 4 Pages center pinning.
5. Each page should bear the page number
6. Each answer-book should bear unique ID number which will be a serial number from A-00001 to A-25000 for 24 Pages
A-00001 to A-25000 for 16 pages
A-00001 to A-10000 for 4 pages Supplements
with QR code
7. Hole punching at upper left corner

Packing Specifications

1. All answer-books should be arranged in the sequence of their unique ID numbers
2. They should be packed in neatly tied bundles
3. Each bundle should contain 200 answer-books in their sequence
4. All bundles should be labeled with beginning and ending ID numbers of answer-books therein
5. Each bundle should bear unique ID number which will be a serial number from B-001 to B-100 that are sequentially identical with the answer-books therein

Delivery specifications

1. Material should be delivered and arranged sequentially at the storage space identified by this university at the cost of vendor
2. Identified storage space may be at the upper floors of the building

Annexure II

Commercial

**Quotation format
(to be submitted on letterhead of the vendor)**

Sr. No	Material Description	Qty in Unit	Rate per Unit in Rs.	Total Amount in Rs
1	Printing, packing and supply (as specified in Annexure-I of the invitation of quotation) of bearing name and logo of COEP Technological University			
	Answer-books 24 pages	25,000 nos		
	Answer-books 16 pages	25,000 nos.		
	Supplements 4 pages	10,000 nos.		
Cost (Exclusive of all Taxes) in Rs.				
GST % in Rs.				
Any other taxes or levies % in Rs.				
Total Amount (Inclusive of all Taxes) in Rs.				
Total Amount (Inclusive of all Taxes) in words Rupees Only				

PAN No:-.....

GST Registration No:-.....

Service Tax Registration No:-.....

Signature:-.....

Name:-.....

Address:-.....

Affix Rubber Stamp:-.....