



# COEP TECHNOLOGICAL UNIVERSITY (COEP TECH)

SHIVAJINAGAR, PUNE- 411005 (MAHARASHTRA) INDIA

(Unitary Public University of Government of Maharashtra)

w.e.f 21<sup>st</sup> June 2022(Formerly College of Engineering Pune)

E-mail : fm@coeptech.ac.in Website : www.coep.org.in No-02025507191

Ref. No.: COEPTech/FM/Water Tank/2026/03

Date: 06/04/2026

## Enquiry Letter

To,  
M/s. \_\_\_\_\_  
\_\_\_\_\_

**Subject: Call for Quotation to Annual Maintenance Contract (AMC)  
for Cleaning of all water Storage Tank's at COEP  
Technological University, Pune.**

Dear Sir/ Madam,

Sealed tenders are invited from eligible and experienced agencies for the **Annual Maintenance Contract (AMC) for cleaning of all water storage tanks** (overhead and underground) located within the University & Hostel campus. You are requested to quote for cleaning of water storage tanks at COEP Technological University, Pune with below mentioned terms and conditions on or before **10-04-2026 till 5.00 pm.**

● **SCOPE OF WORK -**

The contractor shall provide services for:

- 1) Cleaning of:
  - Overhead water tanks (OHT)
  - Underground Tanks (RCC)
  - Drinking water Coolers
- 2) Removal of sludge, dirt, and contaminants
- 3) Disinfection using approved chemicals
- 4) Mechanical/manual cleaning as required
- 5) Ensuring hygienic and safe water storage conditions
- 6) Periodic cleaning (e.g., quarterly as specified)
- 7) Emergency cleaning on demand.

● **ELIGIBILITY CRITERIA -**

The bidder must: -

- 1) Be a registered firm/company
- 2) Have at least **3-5 years of experience** in tank cleaning services
- 3) Have executed similar AMC contracts for institutions/government bodies
- 4) Possess valid:
  - GST Registration
  - PAN
  - Labour license (if applicable)
- 5) Submit proof of past work orders/completion certificates

- **TECHNICAL REQUIREMENTS -**

- 1) Use of eco-friendly and approved disinfectants
- 2) Availability of trained manpower
- 3) Use of proper equipment (jet cleaners, suction pumps, etc.)
- 4) Compliance with safety and hygiene standards
- 5) Supervisory staff for quality checks

- **CONTRACT PERIOD -**

- 1) Duration: **1 Year (extendable based on performance)**
- 2) Start Date: 27/04/2026

- **PRICE BID -**

**The bidder shall quote:**

- Rate per tank (based on size/capacity), or
- Lump sum AMC rate for all tanks

**Price should include:**

- Labour
- Equipment
- Chemicals
- Transportation
- All applicable taxes

- **PAYMENT TERMS –**

- Payment will be made on a **quarterly basis** after satisfactory completion
- Submission of invoice and service report is mandatory
- TDS and other deductions as per government norms
- No advance payment will be made

- **PENALTY CLAUSE –**

- Delay or poor service may attract penalties
- Re-cleaning at vendor's cost if standards are not met
- Repeated failure may lead to contract termination

- **EARNEST MONEY DEPOSIT (EMD) –**

- Amount: ₹10,000/- (Rs. Ten Thousand Only)
- Refundable after completion of tender process
- Exemption as per government rules (if applicable)

- **DOCUMENTS TO BE SUBMITTED –**

- Company profile
- Registration certificates
- Experience certificates
- Financial statements (last 3 years)
- GST & PAN copies
- Signed tender document

- **BID SUBMISSION DETAILS –**

- Last Date of Submission: **10/04/2026**
- Submission Mode: **Offline**
- Address: Establishment Section, COEP Technological University Pune

- **CONTACT DETAILS –**  
Tender Inviting Authority:  
Dr. Rajiv B.  
Facilities Manager,  
COEP Technological University Pune  
Contact: 9850490340  
Email - rbh.mfg@coeptech.ac.in

**ANNEXURE**

Sr. No.	Water Tank (PVC/RCC) Description (Ltr)	Qty.	Rate per Unit	Total Amount
1	Drinking Water Cooler 15 to 400 Ltr	92		
2	500 Ltr	14		
3	1000 Ltr	37		
4	1500 Ltr	1		
5	2000 Ltr	72		
6	3000 Ltr	3		
7	5000 Ltr	8		
8	10000 Ltr	4		
9	15000 Ltr	1		
10	20000 Ltr	10		
11	25000 Ltr	1		
12	40000 Ltr	3		
13	50000 Ltr	1		
14	100000 Ltr	5		
15	250000 Ltr	2		
16	500000 Ltr	3		
	<b>Total</b>	<b>257</b>		
	<b>Total Amount (Without GST)</b>			
	<b>GST 18%</b>			
	<b>Grand Total Amount (With GST)</b>			

(NOTE – Water Tank (PVC/RCC) quantity will be increased and decreased.)

  
 Registrar,  
 COEP Technological University Pune