



COEP TECHNOLOGICAL UNIVERSITY (COEP TECH)

SHIVAJINAGAR, PUNE- 411005 (MAHARASHTRA) INDIA
(Unitary Public University of Government of Maharashtra)

w.e.f 21st June 2022(Formerly College of Engineering Pune)

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

Ref. No.: COEPTech/FM/Garden Lawn/2026/O6

Date: 16/04/2026

ENQUIRY LETTER

To,

M/s. _____

Subject: Quotations are invited from experienced and qualified contractors/agencies for development of lawns and planting of ornamental trees at. COEP Technological University, Pune.

Dear Sir/ Madam,

COEP Technological University, Pune, invites quotations from eligible and experienced vendors for the supply and installation of planting a lawn & ornamental trees for garden development within the university campus. You are requested to quote for planting a lawn & ornamental trees in the garden at COEP Technological University, Pune with below mentioned terms and conditions on or before **29-04-2026 till 5.00 pm.**

1) **SCOPE OF WORK –**

- Supply of high-quality natural lawn grass/turf (e.g., Doob, Bermuda grass or equivalent).
- Land preparation including levelling, soil conditioning, fertilizers and manure application.
- Laying and installation of turf.
- Initial watering and maintenance for an establishment period (Minimum 60 days).

2) **PLANTATION OF ORNAMENTAL TREES –**

- Supply of healthy ornamental saplings (approved species)
- Digging of pits (standard size e.g., 1m x 1m x 1m)
- Soil mixture preparation with manure
- Planting and staking
- Tree guards net (if required)
- Watering and maintenance for establishment period

List of ornamental trees as follows

Sr.No.	Plant Name	Height	Quantity
	Lawn (Sq.Ft.)		
1	American Lawn (Sq.ft.)	-	21288
2	Broad luck Grass (Pasco)	-	16288
	External Plantation of Trees/Palms		
1	Multi-Stream Topiary Cyprus		4
2	Glabra bougainvillea topiary		2

External Shrubs Plantation			
1	Heliconia Psittacorum 'lady diana' (11"x11") Bag size	3f	20
2	Ixora Mini (8"x8" bag size)	1.5f	150
3	Dracaena Mix (8"x8" bag size)	1.5f	100
4	Tacoma Mix (8"x8" bag size)	2f	150
5	Pendance (8"x8" bag size)	1.5f	60
6	Acalypha Red (1L)	1f	60
7	Spider Lily (1L)	1f	60
8	Mount Size 6x4x6 (L x W x H)		1
9	Flower Pot indoor		25
10	Flower Pot outdoor		50

3) SITE DETAILS –

- a) Location: COEP Technological University Campus, Pune.
- b) Estimated Area: [area in 21288 sq. ft.].

4) TECHNICAL SPECIFICATIONS –

- a) Grass type: suitable for local climatic conditions.
- b) Turf quality: Weed-free, pest-free, uniform thickness.
- c) Soil preparation: fertile soil with proper drainage.
- d) Maintenance: Minimum [60 days] post-installation support.

5) ELIGIBILITY CRITERIA –

The bidder must: –

- a) Be a registered firm/company.
- b) Have at least **3–5 years of experience** in planting a lawn in the garden Services.
- c) Experience in similar landscaping/gardening projects.
- d) GST registration.
- e) PAN and relevant business licenses.
- f) Submit proof of past work orders/completion certificates.

6) DOCUMENTS TO BE SUBMITTED –

- a) Company profile.
- b) Registration certificates.
- c) Experience certificates.
- d) Financial statements (last 3 years).
- e) GST & PAN copies.
- f) Timeline for completion.
- g) Signed enquiry document.

7) PENALTY CLAUSE –

- a) Delay or poor service may attract penalties.
- b) Contract may be terminated if work is repeatedly found to be defective.

8) TERM & CONDITIONS –

- a) The quoted price should be inclusive of all taxes, labour, transportation, and installation charges.
- b) Quotations must be submitted in sealed envelope.
- c) Work must be completed within 90 days from the date of work order.
- d) Contractor will be responsible for **maintenance during defect liability period.**

- e) Payment terms: Payment will be made upon satisfactory completion of the garden lawn work. No advance payment will be given.
- f) The university reserves the right to accept/reject any or all quotations without assigning any reason.
- g) Site Inspection: Bidders are advised to visit the site at COEP Technological University Pune before submitting quotations.

9) **BID SUBMISSION DETAILS –**

- a) Last Date of Submission: 29/04/2026.
- b) Pre. Bid Meeting Schedule: 22/04/2025 at Main Building 11:00 Hours
- c) Submission Mode: **Offline.**
- d) Address: Establishment Section, COEP Technological University Pune.

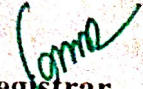
10) **CONTACT DETAILS –**

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

ANNEXURE – A

Sr.No.	Plant Name	Height	Quantity	Rate Per Unit	Amount
	Lawn (Sq.Ft.)	-	21288		
1	American Lawn (Sq.ft.)	-	16288		
2	Broad luck Grass (Pasco)	-	5000		
	External Plantation of Trees/Palms				
1	Multi-Stream Topiary Cyprus		4		
2	Glabra bougainvillea topiary		2		
	External Shrubs Plantation				
1	Heliconia Psittacorum 'lady diana' (11"x11") Bag size	3f	20		
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8	Mount Size 6x4x6 (L x W x H)		1		
9	Flower Pot indoor		25		
10	Flower Pot outdoor		50		
Total Amount Without GST					
GST 18%					
Grand Total Amount With GST					

o/v  17/4/26


 Registrar,
 COEP Technological University Pune

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DECLARATION

[Covering letter to submitted by the bidder]

To,

Registrar,
COEP Technological University,
Shivajinagar, Pune -411005,

Sub: Enquiry for experienced and qualified contractors/agencies for development of lawns and planting of ornamental trees requirements.

Sir,

I have carefully gone through the enquiry document regarding the pre-qualification of experienced and qualified contractors/agencies for appointing a development of lawns and planting of ornamental trees requirements.

I shall be bidding in this enquiry as the sole representative of my company. I hereby declare that –

1. All the information related to my company, customer base, projects, financial details, etc., provided in my offer is true and without any alteration /modification.
2. All the provisions of this enquiry document are acceptable to my company. No violation of the terms and conditions as mentioned in the enquiry 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 Company and any other organizer in India.
4. I certify that the period of validity of bid is 90 (Ninety) days from the last date of submission of proposal I further certify that I am authorized signatory of my company, and I am, therefore competent to make this declaration.

Yours faithfully,

(Signature of the bidder with seal)

Name of firm submitting Enquiry:

Designation :

Telephone No :

Mobile No :