



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/Xerox & Store/2026/18

Date: 19/05/2026

Enquiry Letter

To,

M/s. _____

Subject: Call for Quotations for the establishment of 'Xerox and Stationery Centers' within the hostel premises (on a rental basis), as well as a 'Xerox Center' within the university campus, at COEP Technological University, Pune.

Dear Sir/ Madam,

Sealed quotations are invited from eligible and experienced agencies for the establishment of 'Xerox and Stationery Centers' within the hostel premises (on a rental basis), as well as a 'Xerox Center' within the university campus. You are requested to quote for the establishment of 'Xerox and Stationery Centers' within the hostel premises (on a rental basis), as well as a 'Xerox Center' within the university campus at COEP Technological University, Pune with below mentioned terms and conditions on or before **22-05-2026 till 5.00 pm.**

1) Scope of Work:

The selected vendor shall:

- a) Establish and operate Xerox and stationery facilities in designated hostel premises.
- b) Establish and operate a Xerox center within the university campus.
- c) Maintain cleanliness, discipline, and uninterrupted service during working hours.
- d) Provide services including:

i) Hostel Xerox & Stationery Center

Services shall include:

- Photocopying (B/W and Color)
- Printing
- Scanning
- Spiral Binding, Black book for project, Thesis.
- Lamination
- Sale of stationery items
- Online documentation support (if permitted)

ii) University Campus Xerox Center

Services shall include:

- Photocopying
- Printing
- Scanning

- Spiral Binding, Black book for project, Thesis.
- Lamination
- Academic documentation support

The bidder shall arrange:

- Xerox machines
- Computers and printers
- Furniture
- Consumables
- Manpower
- Internet connectivity (if required) at their own cost.

2) Eligibility Criteria:

The bidder should:

- Be a registered firm/agency/firm/proprietorship/partnership/registered agency.
- Have experience in operating Xerox/stationery centers or similar services.
- Possess valid Shop Act, Udyam Aadhar.
- Not have been blacklisted by any Government/Semi-Government institution.
- Minimum 3 to 5 years' experience in operating Xerox/stationery services.

3) Documents to be submitted:

The bidder must submit self-attested copies of:

- Shop Act License
- Udyam Adhar
- Experience Certificates (3 years)
- Address Proof
- Self-Declaration
- Annexure-A, Annexure-B
- Signed copy of Terms & Conditions

4) Rental and Financial Terms:

- a) The bidder shall quote the monthly rental amount payable to the University.
- b) Electricity and other utility charges, shall be borne by the vendor.
- c) The vendor shall install all necessary machines, furniture, and fixtures at their own cost.

5) Security Deposit:

The successful bidder shall deposit a refundable Security Deposit of Rs. **50,000/-** before execution of the agreement.

6) Payment Terms:

- a) Monthly lease rent shall be paid on or before the **05** day of each month.
- b) Delay in payment may attract penalty as decided by the University.
- c) Repeated defaults may result in cancellation of lease.
- d) If the rent is overdue for a maximum of 3 months or more, the university has the right to terminate the contract.

7) **Terms and Conditions:**

- a) The agreement shall initially be valid for a period of **03** year(s), extendable based on satisfactory performance.
- b) The University reserves the right to terminate the agreement in case of unsatisfactory service or violation of rules.
- c) The allotted premises shall be used only for the approved purpose.
- d) The vendor shall not sublet the allotted premises.
- e) Electricity and utility charges shall be borne by the operator.
- f) The vendor must ensure that students and employees receive quality services at prices below market rates.
- g) The selected bidder shall comply with all University rules and regulations.
- h) The University reserves the right to accept or reject any or all quotations without assigning any reason.

8) **Quotation Schedule:**

Particulars	Date & Time
Quotation Issue Date	19/05/2026
Last Date of Submission	22/05/2026
Bid Opening	26/05/2026

9) **Technical Bid Format –**

ANNEXURE – A

Sr.No.	Particulars	Details
1	Name of Bidder	
2	Name of Firm/Agency	
3	Address	
4	Contact Number	
5	Firm Registration Certificate	
6	Shop Act License	
7	Udyam Adhar	
8	Experience Certificates (3 years)	
9	Address Proof	
10	Non debarred / blacklisted Declaration Letter	

Signature of Bidder

Name: _____

Date: _____

10) **FINANCIAL BID FORMAT –**

ANNEXURE – B

Sr. No.	Location	Monthly Lease Rent Offered (Rs.)
1	University Campus Xerox Center	
2	Hostel Campus Xerox Center	
3	Hostel Campus Stationery Center	

Seal & Signature of Bidder

Name: _____

Date: _____

11) **Submission of Quotation:**

Interested bidders shall submit sealed quotations superscripted as:

“Quotation for Establishment of Xerox and Stationery Centers / Xerox Center at COEP Technological University, Pune”

to the following address:

The Registrar

COEP Technological University

Shivajinagar, Pune – 411005

Maharashtra, India

12) **BID SUBMISSION DETAILS –**

a) Last Date of Submission: **22/05/2026.**

b) Submission Mode: **Offline.**

c) Address: Establishment Section, COEP Technological University Pune.

13) **CONTACT DETAILS –**

Enquiry Inviting Authority:

Dr. Rajiv B.

Facilities Manager,

COEP Technological University Pune

Contact: 9850490340

Email - rbh.mfg@coeptech.ac.in


Registrar,

COEP Technological University Pune

o/c H.B. [Signature]

SELF DECLARATION

I have carefully gone through the tender document regarding the prequalification of agencies/ vendors for the establishment of 'Xerox and Stationery Centers' within the hostel premises (on a rental basis), as well as a 'Xerox Center' within the university campus requirements.

I shall be bidding in this tender as the sole representative of my agency/firm. I hereby declare that,

1. All the information related to my agency/firm, projects, financial details, etc., provided in my offer is true and without any alteration /modification.
2. My agency/firm agrees to all the provisions of this tender document. There will be no violation of the terms and conditions mentioned in the tender document.
3. I declare that my agency/firm or any member of the agency/firm has not been debarred / blacklisted by any Government / Semi –Government Organizations Agency/firm and any other organizer in India.

Seal & Signature of Bidder

Name: _____

Date: _____

Name of firm submitting tender.....

Designation:

Telephone No:

Mobile No:

Fax No:

Email ID: