

COEP Technological University (COEP Tech)
(Unitary Public University of Government of Maharashtra)
(Formerly College of Engineering, Pune)
Shivajinagar, Pune – 411005.

Reference No: COEPTECH/BoSD DAY /REFRESHMENT/2025-26/

Date:06/05/2026

Submission: Quotation invitation for refreshment for BoSd Felicitation & Thanksgiving Ceremony.

Respected Sir/Ma'am,

You are requested to submit your most competitive quotation for the below-mentioned refreshment requirements for BoSd Felicitation & Thanksgiving Ceremony 2026 to be held on 16th of May 2026 as per mentioned terms and conditions **till 12pm on 14th May 2026.**

The estimated quantities for **dinner (16th May 2026)** are the given below

Sr.no	Name	Specifications	Qty.
1.	Sides	Pickle, papad, onion, lemon.	180
2.	Starters	Paneer Chilli	
3.	Main Course	Chaap masala	
		Dal Tadka	
		Veg Bhuna	
4.	Choice of Bread	Fulka, Rumali roti	
5.	Rice	Jeera rice	
6.	Sweet	Aamras (Unlimited)	
7.	Beverages	Blush on ice	
8.	Mineral Water	-	

Terms & Conditions:

- Quotations should be Strictly Submitted in Inward Office of COEP Tech University on official company letterhead with signature and company stamp Marked on it. Fax and Email quotation are not acceptable.**
- Quotations shall be submitted in sealed Company envelope. The Vendor Should put his cross signature on the Sealing of the envelop**
- The Quotation Submitted by hand through any student/faculty/staff will not at all be accepted. Quotations should be Strictly Submitted in Inward Office Only**
- The Quotation Should be addressed to,
The Director, Board of Students Development,
COEP Technological University, Pune - 411 005.**
- The Institute reserves the right to accept the tenders or may reject any or all tenders and to order any of the item in any quantity without assigning reasons.
- The vendor shall not impose any additional terms and conditions beyond those stipulated by COEP Technological University, which the vendor must adhere to.
- All interested vendors must possess a valid GST number. The taxes must be mentioned separately.
- Individual item price must be mentioned in the quotation as shown in the above table otherwise the quotation will be rejected.
- GST must be mentioned separately and must be included in Total Price. Only vendors having valid GST number should send quotations.

10. Tables, cutlery and other required equipment for making and serving dinner will be provided by the vendor.
11. Kitchen equipment and gas supply should be managed by caterers. The service provider should provide fire safety equipment in Kitchen shed.
12. Dinner should be ready before 7.00pm on 16th May 2026.
13. COEP Technological University will only provide (i) Single - phase Electric supply (ii) Water for washing and cooking.
14. The rates shall be valid for 90 days. Any difference in the rates in Work Order/ Purchase Order and Final Invoice without any valid reason will be liable for penalty.
15. **Payment will be paid after the satisfactory completion of work. No advance will be paid. Payment will be done within 45 working days after submission of bill.**
16. Issued work order shall be accepted immediately as and when informed by COEP Tech on phone or e-mail failing which the order will deem to be cancelled.
17. **The material handling charges such as loading, unloading, transportation and installation etc. will be included in the Quoted prices of items.**
18. **No advance payment will be given. 100% payment shall be made for the goods only in good condition after completion of the event.**
19. Submission of a valid FSSAI certificate is mandatory.
20. Submission of experience certificate and feedback letter is mandatory
COEP Technological University, Pune may increase or decrease quantity of required items in work order or at the time of installation as per requirement of the site. **Bills will be strictly paid only for the actual ordered quantity of items stated in the purchase order. Any additional items or overages requested, will be processed at the fixed unit rates as per the purchase order.**
21. The material received by the college for events will be inspected for quality and corrections. The material not confirming the quality norms will be rejected. Supplier will have to remove the rejected material at his own cost. No payment will be made for rejected material.
22. **The Vendor Should be ready to provide a 10%-15% increase or decrease in plates.**
23. All Required Utensils must be brought by the Vendor itself, COEP Technological University will not be responsible.
24. Utensils, cups, saucers, flasks, crockery, etc. should be scrubbed and cleaned thoroughly with soap water and hot water by the vendor.
25. Drinking Water to be provided by Vendor for dinner.
26. The caterer should ensure that the entire catering premises are kept hygienic and clean. A thorough master cleaning ought to take place every day for all equipment, fixtures, utensils by removing the grime, grease, stains, oil etc. wiped well by clean cloth and dried.
27. The Caterer should take away all the left outs and remove all wastage immediately after the program.
28. The vendors are solely responsible for the safety of the workers and laborers and COEP Technological University would not be responsible for any accidents and misfortunes.
29. **Quality checking will be done through food tasting, and approval is mandatory.**
30. Quotation will be opened on **14th May 2026, 1 PM** in GYMKHANA Office, COEP Technological University, Pune.
31. In case of any queries, Vendor should contact on the below mentioned numbers:
 - a. Mr. Parth Dhote - +91 85306 52058

Director,
Board of Students' Development

COMPANY LETTERHEAD

Sr.no	Name	Specifications	Qty.	Rate	Amount
1.	Sides	Pickle, papad, onion, lemon.	180		
2.	Starters	Paneer Chilli			
3.	Main Course	Chaap masala			
		Dal Tadka			
		Veg Bhuna			
4.	Choice of Bread	Fulka, Rumali roti			
5.	Rice	Jeera rice			
6.	Sweet	Aamras (Unlimited)			
7.	Beverages	Blush on ice			
8.	Mineral Water	-			
			Total amount		
Without GST					
			GST		
GST			Total Amount with		

