



राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान

(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)

जायस, अमैठी- 229304, उत्तर प्रदेश, भारत

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY
(An Institution of National Importance Established under an Act of Parliament)
Jais, Amethi - 229304, Uttar Pradesh, India

QUOTATION ENQUIRY

Ref : RGIPT/ACD/Convocation/2021-22/Quotation/01/432

Dated : 04.10.2021

Last Date and time for the quote: 11.10.2021 till 15:00 hrs. in the office of Academic Affairs,
RGIPT, Jais-229304

Dear Sir(s)

Please submit your lowest quotation for supplying the under mentioned items. Quotation in duplicate must reach us before the date marked above and should contain the following information:

1. Full specification of the paper and cover on which the report shall be printed along with rate F.O.R. should be clearly mentioned.
2. Clearly mention the date of validity of offer.
3. Kindly clearly mention your E-mail ID and Mobile number.
4. Kindly mention appropriate GST % as applicable for supplying of Goods & Services to educational institution.
5. Please mention your GST registration number and PAN in the quotation.
6. Conditions of supply and terms of payment shall be clearly mentioned in the quotation.

Quotation must be sent in **sealed envelope** with word "**QUOTATION for Convocation 2021**" and addressed to Office of Academic Affairs, RGIPT, Jais- 229304 (UP). Our reference number and last date as given above should be clearly marked over it.

Sl. No.	Particulars	Specification	Required Quantity (Approx.)	Price per piece/GST%/Price including GST
1.	Sadari/ Modi Coat (Cream Colour)	Cloth Specification a. Cotton & Polyester mix fabric Size: a. Small:150 Nos. b. Medium: 150 Nos. c. Large: 150 nos d. XL: 150 nos e. XXL: 50 nos	650	

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2.	Leatherite Convocation Folders (with embossed Logo of RGIPT)	Design: a. Leather cover (Front & back) b. Two transparent packets inside the folder to keep A4 size certificates (both inside the folder) Front & back Color: Brown	500	
3.	Jute Bag (with coloured Logo of RGIPT)	Specification: a. To keep A-4 folder b. Bag should be with shoulder strap c. Light Green Colour	500	
4.	Convocation Stole/Uttariya (with golden colour Logo of RGIPT printed at chest height on both the sides)	Design Specification: a. On both arms, Institute logo below that RGIPT should be printed Colors: a. Sky Blue: 30 Nos b. Navy Blue: 100 Nos c. Magenta: 250 Nos d. Orange: 70 Nos e. Green: 200 Nos.	650	

N. B.: Other terms & conditions pertaining to item mention are mentioned below:

1. The Above quantities are approximate, it may increase or decrease as per actual requirement, accordingly per unit cost along with minimum order quantity needs to be mentioned.
2. Samples must be submitted along with quotation failing which quotation(s) may be summarily rejected without making any further reference to the bidder in this regard. If the bidder does not qualify his/her sample will be returned.
3. Supply must be executed in full within 20 days from the date of receipt of the final draft of Sadari/ Modi coat, Leatherite Convocation Folders, Jute Bag & Convocation Stole (Uttariya).
4. Penalty @ 1% per week of the order value and a maximum of 10 % will be deducted in case of delay in supply.
5. Supply may be rejected, if not found up to the mark and in conformity with the sample provided along with the quotation.


11/07/21

Deputy Registrar, RGIPT