



राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान
(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)
Rajiv Gandhi Institute of Petroleum Technology
(An Institution of National Importance established under an Act of Parliament)
Jais, Amethi- 229304, UP, India. Website: www.rgipt.ac.in

Ref: - RGIPT/Jais/Admin/Annual Report/...521/2022

Date: 25.08.2022

QUOTATION ENQUIRY

Last date & time of submission of quotation: 04/09/22 till 15.00 hrs. in the Admin Office,
2nd Floor, Administrative Office, RGIPT, Jais, Amethi-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. at RGIPT Jais, Amethi 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 printing of Annual Report 2020-21**" and addressed to Admin Office, 2nd Floor, Administrative Office, RGIPT, Jais, Amethi-229304. Our reference number and last date as given above should be clearly marked over it.

Particulars of the Item	Quantity	Pages	Price	GST %	Total
1. Pages for final formatting for printing: Approx. 150-175 colour pages	125 Copies	282 Colored Pages			
2. Design of front and back page					
3. Pages for printing: Approx. 150-175 pages (excluding cover and back)					
4. Soft copy of the Annual Report in small pdf size would be Provided. Printer will create hyperlink index for web upload.					
5. Size: 8.5" X 11"	125 Copies	282 Black & White Pages			
6. Inner Paper: A4 100 GSM or above Art Paper					
7. Cover & Back: 300 GSM or above Art Paper					
8. Printing: Colored					
9. Production: Glossy finish for Inner pages, Pages Cover & Back page laminated					



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

1. The Above quantities and number of pages 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. Supply must be executed in full at RGPT Jais, Amethi within 10 days from the date of receipt of the final draft of annual report.
3. Penalty @ 1% per week of the order value and a maximum of 10 % will be deducted in case of delay in supply.
4. Supply may be rejected, if not found up to the mark and in conformity with the sample provided along with the quotation.
5. Printers/Publishers located in Uttar Pradesh region shall be preferred.

Deputy Registrar (Administration)