



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/Convocation/2022/

Date: 06.10.2022

QUOTATION ENQUIRY

Last Date and time for the quote: 20.10.2022 till 17:00 hours in the Office of the Dean (Academic Affairs), RGIPT, Jais (Date of Supply: Monday, 31st October, 2022)

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 by the vendor shall be clearly mentioned in the quotation.

Quotation must be sent in **sealed envelope** with word “**Quotation for Stationary Printing for 6th Convocation of RGIPT**” and addressed to Office of the Dean (Academic Affairs), RGIPT, Jais - 229304 (UP). Our reference number and last date as given above should be clearly marked over it.

Sl. No.	Item Particular	Quantity	Rate per unit (Without GST)	Applicable GST%
1	Convocation Proceedings (32 Black & White pages with Laminated Cover & Back)	350		
2	Institute Brochure (44 coloured pages with laminated Cover and Back)	100		
3	Invitation Card Coloured	150		
4	Directors Report (Approx. 16 pages with laminated Cover & Back)	50		

Terms & Conditions:

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. Supply must be executed on or before the last date of supply.



समीर रंजन सिंह Sameer Ranjan Singh
उपकुलसचिव Deputy Registrar
राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान
Rajiv Gandhi Institute of Petroleum Technology
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Jais, Amethi-229304, U.P., India



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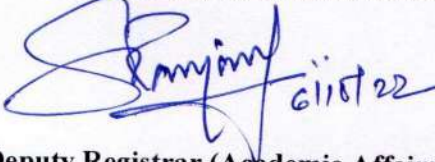
(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)

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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 or in contrary with the quotation.
5. Printer located in Amethi/Raebareli region shall be preferred.

 6/11/22

Deputy Registrar (Academic Affairs)
RGIPT, Jais

समीर रंजन सिंह Sameer Ranjan Singh
उपकुलसचिव Deputy Registrar
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