



राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान

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

जायस ,अमेठी, उत्तर प्रदेश, भारत-229304

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

(An Institution of National Importance Established under an Act of Parliament)

Jais, Amethi - 229304, Uttar Pradesh, India

Office of Dean (Academic Affairs)

QUOTATION ENQUIRY

Ref. No. : RGIPT/Jais/Convocation/80/2023

Dated: 06.10.2023

Last Date and time for the quote: 13.10.2023 till 17:00 hours in the Office of the Dean (Academic Affairs), RGIPT, Jais (Date of Supply: November, 05 November 2023)

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:

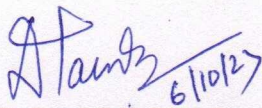
1. Full specification of the paper and cover on which the report shall be printed along with rate F.O.R. should be clearly mentioned.
2. Clearly mention the date of validity of offer.
3. **Kindly clearly mention your E-mail ID and Mobile number.**
4. Kindly mention appropriate GST % as applicable for 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 Items”** 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.

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 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.

SL.NO.	ITEM PARTICULARS	SPECIFICATION	APPROXIMATE QUANTITY
01.	[To be delivered at RGIPT, Jais & AEI, Sivsagar] Leatherite Convocation Folders	Design: 1. Leather Cover (Front & Back) 2. Two transparent packets inside the folder to keep A-4 size certificate (both in-side) Front & Back Colour: Brown	300 Nos.
02.	[To be delivered at RGIPT, Jais & AEI, Sivsagar] Jute Bag	Specification: 1. To keep A-4 folder 2. Bag should be with shoulder strap 3. Green Colour	300 Nos.
03.	[To be delivered at RGIPT, Jais & AEI, Sivsagar] Convocation Stole (Uttariya)	Design Specification: 1. On both arms, Institute Logo below that RGIPT should printed Colours: 1. Sky Blue: 30 Nos. 2. Navy Blue: 140 Nos. 3. Purple: 50 Nos. 4. Orange: 20 Nos. 5. Green: 180 Nos.	420 Nos.

 6/10/23

Dr. Debashis Panda

Convener

Convocation Sub Committee,

RGIPT, Jais