



# 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/804/2023

Dated: 14.10.2023

**Last Date and time for the quote: 25.10.2023 till 15:00 hours in the Office of the Dean (Academic Affairs), RGIPT, Jais (Date of Supply: Wednesday, 15<sup>th</sup> 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 and make of the item offered and its rate with rate F.O.R. Jais, Amethi (U.P.) 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.
7. If you have proprietary right over the product, please mention the same in your quotation and provide a certificate.

Quotation must be sent in **sealed envelope** with word **“QUOTATION for Minting of Medals”** and addressed to Office of the Dean (Academic Affairs), RGIPT, Jais- 229304 (U.P.). 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 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 order.**
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.
6. The sealed quotations will be opened in the purchase committee meeting to be held in the Office of Dean (Academic Affairs).

SL.NO.	ITEM PARTICULARS	APPROX. QUANTITY	GRAMS	PRICE
			(to be filled by the Bidder)	
01.	Minting of Medals for 7 <sup>th</sup> Convocations of RGIPT with the name of Medal and Recipients embossed on it. Size: 1.5 inch, Gold Plated Medals of 50 Grams (999 pure silver with 24 K Gold plating packed in velvet box with lanyard)	12 Pc.		
02.	Minting of Medals for 3 <sup>rd</sup> Convocations of Assam Energy Institute, Sivasagar (as a part of 7 <sup>th</sup> Convocation of RGIPT) with the name of Medal and Recipients embossed on it. Size: 1.5 inch, Gold Plated Medals of 50 Grams (999 pure silver with 24 K Gold plating packed in velvet box with lanyard)	10 Pc.		

*Rohit Bansal*  
14/11/23

**Convener, Convocation Proceedings & Medal Committee  
7<sup>th</sup> Convocation of RGIPT, Jais**