



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/817/2023

Dated: 04.10.2023

Last Date and time for the quote: 25.10.2023 till 11:00 hours in the Office of the Dean (Academic Affairs), RGIPT, Jais (Date of Supply: Monday, 13th 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. 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.

Quotation must be sent in sealed envelope with word "QUOTATION for Stationary Print for 7th Convocation of RGIPT" 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.

Sl. No.	Item Particular	Approx. Quantity	Rate per unit (without GST)	Applicable GST%
1.	Convocation Proceedings (Approx. 32 black & white pages with laminated cover & back)	300		
2.	Institute Brochure (Approx. 44 coloured pages with laminated cover and back)	100		
3.	Invitation card coloured	200		
4.	Director Report (Approx. 16 pages with laminated cover and back)	80		

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. Supply must be executed in full within 15 days from the date of receipt of the order.
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/Lucknow region shall be preferred.
6. The sealed quotations will be opened in the purchase committee meeting to be held in the Office of Dean (Academic Affairs).


54/10/23

Dean (Academic Affairs)
RGIPT, Jais, Amethi