



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

QUOTATION ENQUIRY

Ref. No.: RGIPT/Jais/CHEM/SCHEMCON-2024/2024-25/01

Dated: 26.08.2024

Last Date and time for the quote: 10.09.2024 till 13:00 hours in the Office of the Department of Chemical and Biochemical Engineering, 5th Floor, AB-2, RGIPT, Jais, UP-229304.

Dear Sir/Madam,

Please submit your lowest quotation for supplying/service the under mentioned items. Quotation in duplicate must reach us before the date marked above and should contain the following information:

1. Clearly mention the date of validity of offer.
2. **Kindly clearly mention your E-mail ID and Mobile number.**
3. Kindly mention appropriate GST % as applicable for supplying of Goods & Services to educational institution.
4. Please mention your GST registration number and PAN in the quotation.
5. Conditions of supply and terms of payment shall be clearly mentioned in the quotation.
6. Enquiry No. and last date as given above should be clearly marked over the Envelope.

Quotation must be sent in **sealed envelope** with word **“QUOTATION for SCHEMCON-2024 tentage”** and addressed to Office of the Department of Chemical and Biochemical Engineering, 5th Floor, AB-2, RGIPT, Jais- 229304 (UP). Our reference number and last date as given above should be clearly marked over it.

(On Company Letterhead)

Sl. No.	Description of Items	Approximate Quantity	Minimum Order Quantity	Quoted Price/Unit/Day (INR)	Quoted Price/Unit/Day (INR)
[1]	Hiring of Tentage Material			1 st Day	After 1 st Day
[2]	VIP Chair with white Cover	100 Nos.			
[3]	Plastic Chair (Good quality)	200 Nos.			
[4]	Round dinning tables with cover and borders for 6 sitting capacity	50 Nos.			
[5]	Table for normal work (with Cover & Border)	70 Nos.			
[6]	Tent canopy for VIP sitting dining (50 people)	1			
[7]	Tent for student dinning (400 Nos.)	1			
[8]	White Water Proof Tent (45'*45')	01 No.			

[9]	View cutter on one side surrounding dining area, carpet for stage, passage and other area Red (As per requirement)	4000 Sq.ft.		
[10]	Entrance gate	01		
[11]	Red Carpet for Stage	1200 Sqft.		
[12]	Carpet for Entrance Passages	3600 Sqft.		
[13]	Carpet for Guest House	400 Sqft.		
[14]	Flower Decoration A. In auditorium on Dias, projector screen area & Entry Gate (<i>Artificial flower and Natural flower</i>) B. <i>In 3 classrooms</i> C. <i>Bouquets on dining tables</i>	Complete Job		
[15]	Flower bouquet for guests	20 Nos.		
[16]	A. Light decoration including with Jhalar for Administrative building +both academics blocks + guest hostel. B. Light decoration on the path from the boys' hostel to Gate-2. C. Light decoration around Audi and trees. D. Warm lights (2 Nos.) under all trees on the road from Gate No.2 to hostel	Complete job for 2 days		
[17]	Flower Patels	15 kg		
[18]	Standing fans	20 Nos.		
[19]	Sound System for expo round and Mics for Auditorium with stand	5 Nos.		
[20]	Stage lighting complete job for one day: LED par on T stand RGB	10 Nos.		
[21]	LED par both sides Warm White	10 Nos.		
[22]	Sharpie	04 Nos.		
[23]	Console Mini Pearl	01 Nos.		
[24]	Stage Smoke System	02 Nos.		

Tentative Delivery Dates: 20th September 2024 and 21st September 2024 (Friday and Saturday)

Terms and conditions for supply of above mentioned items are as under:

1. Enquiry will be send by Courier/Registered Post/Speed Post/By Hand and RGIPT will not be liable for any kind of irregularity/delay.
2. **The applying firms must have the experience of conducting similar task for at State/National/International level.** The bidder must produce work experience document (on

- demand) of any Government Institute/Originations. Bidder shall have experience of their work in last 03 financial year.
3. The supply of material should be of standard specification. No compromise on quality would be made. In case, it is found at some stage that the quality supplied is inferior, the contract will be cancelled and firm black listed.
 4. Rates should be quoted item wise for the articles. **Any Item may be added or deleted from the list of items.**
 5. **Firms will quote separately for each item per day.**
 6. The rates offered should be **including transportation charges, service tax and other taxes (if any).**
 7. **The above items and their quantities are approximate, item or its quantity may increase or decrease as per actual requirement.** Therefore, per unit cost along with minimum order quantity needs to be mentioned.
 8. **Quotation will be evaluated on total cost basis.** Rate of individual item will not be considered for evaluation of proposals.
 9. The rate offered should include the delivery, installation, manpower and return pickup at RGIPT Jais only. The Firm should quote the price on F.O.B. basis.
 10. The Supply/Service must be executed in full before the date of program upon receipt of the PO.
 11. The supplier has to supply and install the items well before the schedule of programme i.e. one day in advance i.e. program dates 20/09/2024 and 21/09/2024.
 12. The supplier will be responsible for delivery of the goods in good condition and installation at their own risk and cost at the location of the function and provide complete support during whole event.
 13. Payment Terms: Payment will be made on after successful completion of event.
 14. Penalty @ 1% per week or part thereof subject to a maximum of 10 % of the delivery price will be deducted from the payment if supply is not completed within stipulated period.
 15. The Institute reserves the right of accepting or rejecting any quotation without assigning any reason thereof.
 16. Bidders responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful bidders.
 17. The jurisdiction for dispute (s), if any, shall be Amethi.



Dr. Karan Malik
Organizing Secretary,
SCHEMCON-2024