



# राजीव गाँधी पेट्रोलीयम 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

**Enquiry No.** : RGIPT/Jais/Orientation/1342/2024  
**Opening Date** : 26<sup>th</sup> August 2024  
**Closing Date** : 03<sup>rd</sup> September 2024 till 17:00 Hours  
**Delivery Dates** : 14<sup>th</sup> September 2024 (Saturday)

Please submit your lowest quotation for supply/services of under mentioned items. Sealed quotations are invited from registered service provider firms for food items boxes during **Orientation Programme-2024** in Single Bid Format (Price Bid) **on or before Tuesday, 03<sup>rd</sup> September 2024 till 17:00 Hours** 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. **Registration Certificates:** Please provide your GST registration number, PAN, Municipal Food License/FSSAI with 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 Hospitality (Supply of Food Packets) for Orientation Programme- 2024 [14<sup>th</sup> September 2024]”** and addressed to The Office of the Dean (Academic Affairs), RGIPT, Jais, Amethi - 229304 (Uttar Pradesh).

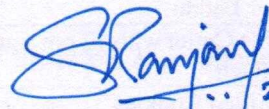
|                | Sl. No. | Description                                                         | Nos. per box                                | Weight | Approx. Qty. | Rate per Head | (GST Rate) | Total |
|----------------|---------|---------------------------------------------------------------------|---------------------------------------------|--------|--------------|---------------|------------|-------|
|                |         | <b>Items in Food Packet to be supplied on 14.09.2024 (Saturday)</b> |                                             |        |              |               |            |       |
| In Food Packet | A       | Aloo Patties with 12 gm sweet sauce pouch                           | 1 Pcs.                                      | 90 gm  | 1500 Guests  |               |            |       |
|                | B       | Motichur Laddu                                                      | 1 Pcs.                                      | 35 gm  |              |               |            |       |
|                | C       | Vegetable Cutlet with 12 gm sour sauce pouch                        | 2 Pcs.                                      | 120 gm |              |               |            |       |
|                | D       | Choco Filled Cookies                                                | Pack of 1                                   | 75 gm  |              |               |            |       |
|                | E       | Roasted Kaju                                                        |                                             | 50 gm  |              |               |            |       |
| With           | F       | Fruit Juice (Frooti/ Maza/Tropicana)                                | 1 Pcs.                                      | 150 ml |              |               |            |       |
| At Stall       |         | Tea/Coffee in disposable glass                                      | Complete Job (14 <sup>th</sup> at RG Plaza) |        | 900 Guests   |               |            |       |
|                |         | Cookies (Parle-G Small Pack)                                        |                                             |        |              |               |            |       |

*Signature*  
27/8/24

|          |                                                                                                                     |                                       |                |  |  |  |
|----------|---------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------|--|--|--|
| At Stall | Mineral Water (Water Jar with Disposable Glass)<br>13 <sup>th</sup> – 12 Nos. Jar<br>14 <sup>th</sup> – 24 Nos. Jar | 13-14 Sept.2024<br>(Sabhagar & Plaza) | 1500<br>Guests |  |  |  |
|----------|---------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------|--|--|--|

**N. B.: Terms and conditions for supply of above mentioned items are as under:**

1. Intending tenders are advised to visit Institute's website regularly till closing date of submission often there for any Corrigendum/Addendum/Amendment.
2. Quotations received after specified date and time will not be considered for further process.
3. Quotation must be sent through Registered / Speed Post / Courier / by hand to the following address. Please clearly write on the envelope **"Quotation for Hospitality (Supply of Food Packets) for Orientation Programme- 2024 [14<sup>th</sup> September 2024]."**
4. **Past Experience:** The applying firms must have the experience of running of messes/serving of food packets at Government (Central/State)/Autonomous Bodies of Central or State including Higher Educational Institutions/Central Research Organization. **The bidder must produce work experience documents of any Government Institute/Originations.**
5. The bidder should not be blacklisted by any State/Central Government, PSU's, Educational/Autonomous Institute as on date submission of quotation.
6. **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.
7. The rates offered should be **including transportation charges upto RGIPT venue, service tax and other taxes (if any).**
8. **Quotation will be evaluated on total cost basis.** Rate of individual item will not be considered for evaluation of proposals.
9. **Penalty Clause:** The agency will bear the responsibility for any default, shortage of items in the food boxes to schedule and make good of the losses, if any. Penalty will be imposed up to maximum 10% of Order value and it will be deducted from submitted invoice by the successful bidder.
10. **Payment:** All payments, RGIPT prefers to make Electronic Transfers (RTGS). Payment will be made on after successful completion of event.
11. The Institute reserves the right of accepting or rejecting any quotation without assigning any reason thereof.
12. Bidders responding to this enquiry shall be deemed to be agreeable to these terms and conditions herein contained. These terms and conditions shall be binding on the successful bidders.
13. The jurisdiction for dispute (s), if any, shall be Amethi.

  
27/8/24

**Deputy Registrar (Academic Affairs)  
RGIPT, Jais Campus**

**Check List**

| <b>Sl. No.</b> | <b>Particulars</b>                                                    | <b>Yes/No<br/>(Bidders to tick Yes/No)</b> |
|----------------|-----------------------------------------------------------------------|--------------------------------------------|
| 1              | PAN No, GSTIN No., Municipal Food License/FSSAI, Bank Account details | Yes / No                                   |
| 2              | Income Tax Return for the last three financial year                   | Yes / No                                   |
| 3              | Copy of "No Conviction Certificate"                                   | Yes / No                                   |
| 4              | Price Reasonability Certificate                                       | Yes / No                                   |
| 5              | BOQ (duly filled with quoted rate and amount of each item)            | Yes / No                                   |
| 6              | Previous Purchase Order/Experience Certificate duly signed & stamped  | Yes / No                                   |
| 7              | Entire Quotation Enquiry & other paper duly signed & stamped          | Yes / No                                   |

**NO CONVICTION CERTIFICATE**  
(On Company Letterhead)

This is to certify that \_\_\_\_\_ (Name of the Firm/Organization), having registered office at \_\_\_\_\_ (Address of the registered office) has never been blacklisted or restricted to apply for any such activities by any Central / State Government Department /Semi Government department/ PSU/ Autonomous bodies or Court of law anywhere in the country.

Yours faithfully,

Signatures

Name of Vendor or Officer Authorised  
to sign on behalf of Vendor

(Company stamp)

Date: .....

Place: .....

**PRICE REASONABILITY CERTIFICATE**

(ON THE LETTER HEAD OF THE COMPANY)

It is certified that the rates quoted against Enquiry No. RGIPT/Jais/Orientation/1342/2024 dated 26<sup>th</sup> August 2024 for the items are exclusively for supply to ACADEMIC and RESEARCH Institutions and are not more than as charged to other Govt./PSUs for similar supplies made in recent past. If they have been approved by the Director, RGIPT and if at any stage it has been found that the quoted rates are higher than the rates applicable to supply to Government then in such condition RGIPT, Amethi, will have the right to cancel the approved rates and to take legal action against the tenderer.

Yours faithfully,

(Signature with date)

(Name and designation)

(Company Stamp)

**BILL OF QUANTITY**

(On Company Letterhead)

**FOOD ITEMS DESCRIPTION PACKED IN A FOOD BOX HIGENICALLY FOR  
DISTRIBUTION ON 14<sup>th</sup> SEPTEMBER 2024**

|                | Sl. No. | Description                                                                                                         | Nos. per box                                | Weight | Approx. Qty.   | Rate per Head | (GST Rate) | Total |
|----------------|---------|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------|----------------|---------------|------------|-------|
|                |         | <b>Items in Food Packet to be supplied on 14.09.2024 (Saturday)</b>                                                 |                                             |        |                |               |            |       |
| In Food Packet | A       | Aloo Patties with 12 gm sweet sauce pouch                                                                           | 1 Pcs.                                      | 90 gm  | 1500<br>Guests |               |            |       |
|                | B       | Motichur Laddu                                                                                                      | 1 Pcs.                                      | 35 gm  |                |               |            |       |
|                | C       | Vegetable Cutlet with 12 gm sour sauce pouch                                                                        | 2 Pcs.                                      | 120 gm |                |               |            |       |
|                | D       | Choco Filled Cookies                                                                                                | Pack of 1                                   | 75 gm  |                |               |            |       |
|                | E       | Roasted Kaju                                                                                                        |                                             | 50 gm  |                |               |            |       |
| With           | F       | Fruit Juice (Frooti/ Maza/Tropicana)                                                                                | 1 Pcs.                                      | 150 ml |                |               |            |       |
| At Stall       |         | Tea/Coffee in disposable glass                                                                                      | Complete Job (14 <sup>th</sup> at RG Plaza) |        | 900<br>Guests  |               |            |       |
|                |         | Cookies (Parle-G Small Pack)                                                                                        |                                             |        |                |               |            |       |
| At Stall       |         | Mineral Water (Water Jar with Disposable Glass)<br>13 <sup>th</sup> – 12 Nos. Jar<br>14 <sup>th</sup> – 20 Nos. Jar | 13-14 Sept.2024<br>(Sabhagar & Plaza)       |        | 1500<br>Guests |               |            |       |

**Note:**

- The above items and their quantities are approximate, item or its quantity may increase or decrease as per actual requirement.
- The bidder is required to quote the rates in column (F). All the above items should be hygienically packed in a food box.

I declare that the rates have been quoted keeping in view the terms & conditions of this quotation enquiry.

Name of Vendor or Officer Authorised  
to sign on behalf of Vendor

(Company stamp)