



# 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

**Enquiry No.** : RGIPT/Jais/Orientation/1356/2024  
**Opening Date** : 05<sup>th</sup> September 2024  
**Closing Date** : 09<sup>th</sup> September 2024 till 15:00 Hours  
**Tentative Delivery Dates** : 12<sup>th</sup> September 2024 (Thursday)

Please submit your lowest quotation for purchase of under mentioned items. Sealed quotations are invited from registered supplier for supply of biography books for **Orientation Programme-2024** in Single Bid Format (Price Bid) **on or before Monday, 09<sup>th</sup> September 2024 till 15:00 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 books to Educational Institution (if any).
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 Supply of Biography Books for Orientation Programme- 2024**” and addressed to The Office of the Dean (Academic Affairs), RGIPT, Jais, Amethi - 229304 (Uttar Pradesh).

SN	Name of Book	Author	Qty.	Rate	Amount
1	You are Born to Blossom	Dr. APJ Abdul Kalam	20		
2	Meditation and its Methods	Swami Vivekananda	35		
3	Do it today: Overcome procrastination, improve productivity and achieve more meaningful things	Darius Foroux	50		
4	The Power of a Positive Attitude: Your Road to Success	Roger Fritz	70		
5	Attitude is everything: Change your Attitude... Change your life	Jeff Keller	50		
6	Believe in Yourself	Dr. Joseph Murphy	70		
7	The Power of your subconscious mind	Dr. Joseph Murphy	50		

*Sanjay*  
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8	One day, Life will change: A story of love and inspiration to win life when it hits you hard	Saranya Umakanthan	50		
9	Motivating Thoughts of Swami Vivekananda   Vivekananda Ideas & Philosophies on Vedanta and Yoga for a Meaning Life	Swami Vivekananda	20		
10	25 Greatest Speeches of Vivekananda: Collectable Edition A Classic Collection of Great Speeches   Spiritual Enlightenment	Swami Vivekananda	30		
11	Think & Grow Rich: The 21 <sup>st</sup> Century Edition	Napoleon	60		
12	Energize your mind: Learn the art of mastering your thoughts, feeling & emotions	Gaur Gopal Das	20		
	<b>Total Books</b>		<b>525</b>		

**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 quotation in a properly sealed envelope addressed to the Office of Dean (Academic Affairs), RGIPT, Jais, Amethi-229304 (Uttar Pradesh)
3. The supply of books should be of standard specification. In case, any book supplier provides false documents, it will be treated as violation of terms and conditions.
4. The latest editions have been supplied, and they are not remaindered titles.
5. The books supplied against this order have been checked against defects in collation, binding, and condition. If any defects are detected later, the defective books will be replaced by vendor free of cost, at the destination of supply.
6. In the case of foreign publications, the original prices in the foreign currency shall be mentioned in the bill along with the prices in rupees charged in accordance with the approved rate of exchange.
7. Transit Insurance will be borne by supplier till the supply reaches the destinations.
8. Books should be delivered at RGIPT, Jais Campus. Transportation, postal and any other charges, if any, will be borne by the supplier. Supplier should preferably make the delivery by registered post/courier service or through messenger.
9. Rates should be quoted item wise for the articles. **Any Item may be added or deleted from the list of items.**
10. **Firms will quote separately for each item.** The rates offered should be **including transportation charges, service tax and other taxes (if any).**
11. **The above items and their quantities are approximate, item or its quantity may increase or decrease as per actual requirement.**
12. **Quotation will be evaluated on total cost basis.** Rate of individual item will not be considered for evaluation of proposals.

*Sanjay*  
6/19/24

13. The rate offered should include the delivery at RGIPT Jais only. The Firm should quote the price on F.O.B. basis.
14. **Payment Terms:** Payment will be made on after successful supply of books in good conditions and there are no discrepancies of any nature.
15. 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.
16. The Institute reserves the right of accepting or rejecting any quotation without assigning any reason thereof.
17. The jurisdiction for dispute (s), if any, shall be Amethi.

  
 Deputy Registrar (Academic Affairs)  
 RGIPT, Jais Campus

**Check List**

Sl. No.	Particulars	Yes/No (Bidders to tick Yes/No)
1	PAN No, GSTIN No., Bank Account details	Yes / No
2	BOQ (duly filled with quoted rate and amount of each item)	Yes / No

## BILL OF QUANTITY

(On Company Letterhead)

SN	Name of Book	Author	Qty.	Rate	Amount
1	You are Born to Blossom	Dr. APJ Abdul Kalam	20		
2	Meditation and its Methods	Swami Vivekananda	35		
3	Do it today: Overcome procrastination, improve productivity and achieve more meaningful things	Darius Foroux	50		
4	The Power of a Positive Attitude: Your Road to Success	Roger Fritz	70		
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	<b>Total Books</b>		<b>525</b>		

**Note:** The above items and their quantities are approximate, item or its quantity may increase or decrease as per actual requirement.

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

(Company stamp)