



# 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/Convocation-24/1393/2024

**Opening Date** : 09<sup>th</sup> October 2024

**Closing Date** : 31<sup>st</sup> October 2024 till 13:00 Hours

**Date of Delivery of Items** : Wednesday, 13<sup>th</sup> November 2024

Please submit your lowest quotation for supplying of under mentioned items. Sealed quotations are invited from registered service provider firms for **Leatherite Convocation Folder, Jute Bag, Convocation Stole items for Convocation-2024** in Single Bid Format (Price Bid) **on or before Thursday, 31<sup>st</sup> October 2024 till 13:00 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. 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 VIII<sup>th</sup> Convocation-2024 Items”** and addressed to The Office of the Dean (Academic Affairs), RGIPT, Jais, Amethi - 229304 (Uttar Pradesh).

Sl.No.	Item Particular	Design/Specification	Approx. Quantity
01	[To be delivered at RGIPT, Jais & AEI, Sivsagar] <i>Leatherite Convocation Folders</i>	<b>Design:</b> 1. Leather Cover (Front & Back) 2. Two transparent packets inside the folder to keep A-4 size certificate (both in-side) Front & Back Colour: <b>Brown</b>	330 Nos.
02	[To be delivered at RGIPT, Jais & AEI, Sivsagar] <i>Jute Bag</i>	<b>Specification:</b> 1. To keep A-4 folder 2. Bag should be with shoulder strap 3. Green Colour	404 Nos.

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03	[To be delivered at RGIPT, Jais & AEI, Sivsagar]  <i>Convocation Stole (Uttariya)</i>	<b>Design Specification:</b> 1. On both arms, Institute Logo below that RGIPT should printed  <b>Colours:</b> 1. Sky Blue: 25 Nos. 2. Navy Blue: 70 Nos. 3. Purple: 90 Nos. 4. Orange: 00 Nos. 5. Red: 15 Nos. 6. Green: 80 Nos.	280 Nos.
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**Terms and conditions for supply of above-mentioned items are as under:**

1. Enquiry will be sent 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 applying firms must have the experience of conducting similar task for at State/National level.
4. Samples must be submitted along with quotation failing which quotation(s) may be summarily rejected without making any further reference to the bidder. If the bidder does not qualify his/her sample will be returned.
5. Supply may be rejected, if not found up to the mark and in conformity with the sample provided along with the quotation.
6. **Date of Programme may be changed.** It will be informed well in advance to successful bidder. Bidder has to supply the material on modified date of programme.
7. 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.
8. Rates should be quoted item wise for the articles. **Any Item may be added or deleted from the list of items.**
9. The rates offered should be **including transportation charges, service tax and other taxes (if any).** The Firm should quote the price on F.O.B. basis.
10. **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.
11. **Quotation will be evaluated on total cost basis.** Rate of individual item will not be considered for evaluation of proposals.
12. **Supply must be executed in full within 20 days from the date of receipt of the final draft of Leatherite Convocation Folders, Jute Bag & Convocation Stole (Uttariya).**
13. The Supply/Service must be executed in full before the date of program upon receipt of the final draft of Leatherite Convocation Folders, Jute Bag & Convocation Stole (Uttariya).
14. The supplier will be responsible for delivery of the goods in good condition and cost at the location of the function.
15. **Payment Terms:** Payment will be made on after successful completion of event.

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16. 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.
17. The Institute reserves the right of accepting or rejecting any quotation without assigning any reason thereof.
18. 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.
19. The jurisdiction for dispute (s), if any, shall be Amethi.

*Wazir*  
10/10/24

**Convener, Convocation Hall/Pandal Arrangement, Procession and Academic Dress Distribution Committee**

*S. Sanjay*  
10/10/24

**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	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	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/Convocation-24/1393/2024 dated 09<sup>th</sup> October 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)

Sl. No.	Description of Items	Approx. Quantity	Quoted Price/Unit/Day (INR)
	Supply of Convocation-2024 Items		
1	Leatherite Convocation Folders i) RGIPT, Jais (180 Nos.) ii) AEI, Sivasagar (150 Nos.)	330	
2	Jute Bag i) RGIPT, Jais (230) ii) AEI, Sivasgar (174)	404	
3	Convocation Stole (Uttariya) i) RGIPT, Jais • Sky Blue: 10 Nos. • Navy Blue: 50 Nos. • Purple: 90 Nos. • Orange: 00 Nos. • Red: 15 Nos. ii) AEI, Sivasgar • Sky Blue: 15 Nos. • Navy Blue: 20 Nos. • Green: 80 Nos.	280	
	<b>Add: GST @ .....</b>		
	<b>Add: Transportation Charges</b>		
	<b>Add: Labour Charges</b>		
	<b>Grand Total</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)