



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-24/1395/2024
Opening Date	: 10 th October 2024, Thursday
Closing Date	: 01 st November 2024, Friday till 13:00 Hours
Tentative Date of Programme	: 23 rd November 2024, Saturday

Please submit your lowest quotation for procure/supplying the under mentioned items. Sealed quotations are invited from registered service provider firms for **Minting of Medals for VIIIth Convocation-2024** in Single Bid Format (Price Bid) **on or before Tuesday, 01st November 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.
7. Full specification and make of the item offered and its rate with rate F.O.R. Jais, Amethi (U.P.) should be clearly mentioned.
8. If you have proprietary right over the product, please mention the same in your quotation and provide a certificate.

Quotation must be sent in **Sealed Envelope** with word **“Quotation for Minting of Medals for VIIIth Convocation-2024”** and addressed to The Office of the Dean (Academic Affairs), RGIPT, Jais, Amethi - 229304 (Uttar Pradesh).

Sl. No.	Item Particular	Approx. Quantity	Grams	Price
			(to be filled by the Bidder)	
01	Minting of Medals for 8 th Convocations of RGIPT with the name of Medal and Recipients embossed on it. Size: 1.5 inch, Gold Plated Medals of 50 Grams (999 pure silver with 24 K Gold plating packed in velvet box with lanyard)	12 Pcs.		

02	Minting of Medals for 4 th Convocations of Assam Energy Institute, Sivasagar (as a part of 8 th Convocation of RGIPT) with the name of Medal and Recipients embossed on it. Size: 1.5 inch, Gold Plated Medals of 50 Grams (999 pure silver with 24 K Gold plating packed in velvet box with lanyard)	12 Pcs.		
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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 applying firms must have the experience of conducting similar task for at State/National.
4. **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.
5. 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.
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. **Quotation will be evaluated on total cost basis.** Rate of individual item will not be considered for evaluation of proposals.
8. **Supply must be executed in full within 20 days from the date of receipt of the final draft of Minting of Medals.**
9. **Payment Terms:** Payment will be made on after successful completion of event.
10. Penalty @ 1% per week or part thereof subject to a maximum of 10 % of the delivery price will be deducted from the payment if full supply is not completed within stipulated period.
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 the 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.

Convener, Convocation Proceedings & Medal Committee

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