



# 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-24/1402/2024  
**Opening Date** : 15<sup>th</sup> October 2024, Tuesday  
**Closing Date** : 06<sup>th</sup> November 2024, Wednesday till 17:00 Hours  
**Tentative Delivery Dates** : 23<sup>rd</sup> November 2024, Saturday

Please submit your lowest quotation for supply/services of under mentioned items. Sealed quotations are invited from registered service provider firms for stationery printing during **VIII<sup>th</sup> Convocation Programme-2024** in Single Bid Format (Price Bid) **on or before Tuesday, 06<sup>th</sup> November 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. 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.

Quotation must be sent in sealed envelope with word **“Quotation for Stationary Printing for 8<sup>th</sup> Convocation of RGIPT”** and addressed to Office of the Dean (Academic Affairs), RGIPT, Jais- 229304 (U.P.). Our reference number and last date as given above should be clearly marked over it.

Sl. No.	Item Particular	Approx. Quantity	Rate per unit (without GST)	Applicable GST%
1	Convocation Proceedings (Approx. 32 black & white pages with laminated cover & back)	300		
2	Institute Brochure (Approx. 44 coloured pages with laminated cover and back)	100		
3	Invitation card coloured	200		


4	Director Report (Approx. 16 pages with laminated cover and back)	50		
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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.
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 15 days from the date of receipt of the purchase order.
9. **Payment:** All payments, RGIPT prefers to make Electronic Transfers (RTGS). 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. Printer located in Amethi/Raebareli/Lucknow region shall be preferred.
14. The jurisdiction for dispute (s), if any, shall be Amethi.

  
15/10/24

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

  
15/10/24

**Dean (Academic Affairs)  
RGIPT, Jais Campus**