



অসম ঊর্জা কেন্দ্ৰ, শিবসাগৰ
Assam Energy Institute, Sivasagar
राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान, अमेठी का केंद्र
Centre of Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi
SIVASAGAR VILLAGE GOHAIN GAON, SIVASAGAR -785697

QUOTATION ENQUIRY

Enquiry No. : RGIPT/AEI/2024-25/395
Opening Date : 23rd November 2024, Saturday
Closing Date : 2nd December 2024, Monday till 13:00 Hours
Tentative Date of Programme : 12th December, Thursday

Please submit your lowest quotation for hiring of under mentioned items. Sealed quotations are invited from registered service provider firms for Tentage (Pandal) items for **Convocation-2024** in Single Bid Format (Price Bid) **on or before Monday, 2nd December 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 valid 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. Overwriting and use of whitener should be avoided.

Quotation must be sent in **Sealed Envelope** with word **“Quotation for Tentage (Pandal) and other accessories for Convocation-2024”** and addressed to the In-charge, AEI Sivasagar- 785697 (Assam).

Sl. No.	Items	Unit	Quantity/ Area	Rate	GST	Total Rate
1	(a) Pandal, Side-Walling and Ceiling with New cloth	/sq. ft.	4600			
	(b) Stage including sitting and fixing by necessary ply board, Wooden frame, Staircase etc.	/sq. ft.	950			
	(c) Normal dining hall-Walling and Ceiling with new cloth	/sq. ft.	1800			
	Procession corridor	sq. ft.	400			
	Welcome gate at entrance	Each	02			
2	2-seater sofa for VIPs in excellent condition	Each	20			
3	VIP table and table cloth	Each	04			
4	Normal Centre table	Each	08			
5	Normal Plastic Chairs with cover	each	300			
	Plastic Chairs with handle	Each	100			
6	Large utility media table	Each	01			
7	Round Dining table with table cloths for VIPs	Each	05			
8	Carpeting	Sq. ft.	4000			
9	Normal Serving Table with tablecloths	Each	24			



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10	Wash Basin	Each	10			
11	Water tank	Each	03			
12	Adequate Stage and Pandal Lighting					
13	High Power Stand Fan on Stage and Pandal	each	10			
14	Supplying, fitting and fixing of artificial flower Bouquet decoration in the pandal with 12nos. flower pot for VIP					
15	Portable urinals	Each	02			
16	Podium	Each	02			

Terms and conditions for supply of above mentioned items are as under:

1. The pandal is to be set up strictly as per the specification of the organizing committee. It should be ensured that the pandal is set up as per the given measurements and with necessary other items as specified by the organizing committee of the institute and should be risk free.
2. The fabric that shall be used for the construction of pandal, stage and dining hall, procession corridor and gates has to be in excellent condition without any stains. The colour should be a mixture of green, white and orange that reflects the colour of RGIPT logo.
3. It is the responsibility of the firm to provide good quality tables, chairs, cloth and other materials for erection of pandal. Any defect found in the work carried out by the contractor will have to be rectified free-of-cost by the contractor.
4. The pandal along with all items specified in this RFQ shall be readied by the date as communicated by the organizing committee.
5. Quoted rates must be valid for 30 days from the date of quotation.
6. All structures and materials are to be dismantled and fully removed within 03 days after the programme and the campus to be cleaned up to satisfaction of AEI, Sivasagar.
7. Enquiry will be send by Courier/Registered Post/Speed Post/By Hand and AEI will not be liable for any kind of irregularity/delay.
8. The quotation in a properly sealed envelope addressed to the office of the In-charge, AEI Sivasagar- 785697 (Assam).
9. **The applying firms must have the experience of conducting similar task for at State/National/International level.** The bidder must produce work experience document of any Government Institute/Organisations. Bidder shall have experience of their work in last 03 financial year.
10. **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.
11. 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.
12. Rates should be quoted item wise for the articles. **Any Item may be added or deleted from the list of items.**
13. The rates offered should be **including transportation charges and applicable taxes (if any).**
14. **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.



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15. **Quotation will be evaluated on total cost basis.** Rate of individual item will not be considered for evaluation of proposals.
16. The rate offered should include the delivery, installation and return pickup at AEI Sivasagar only. The Firm should quote the price on F.O.B. basis.
17. The Supply/Service must be executed in full before the date of program upon receipt of the final draft of Convocation programme.
18. The supplier has to supply and install the items well before the schedule of Convocation programme i.e. one day in advance of the ceremony date.
19. The supplier will be responsible for delivery of the goods in good condition and installation at their own risk and cost at the location of the function and provide complete support during whole event.
20. **Payment Terms:** Payment will be made on after successful completion of event.
21. 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.
22. The Institute reserves the right of accepting or rejecting any quotation without assigning any reason thereof.
23. 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.
24. The jurisdiction for dispute (s), if any, shall be Sivasagar.

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

**Member Secretary,
Purchase Committee, AEI, Sivasagar**

**In-charge
AEI Sivasagar**



QUOTATION ENQUIRY

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	Purchase Order/Experience Certificate duly signed & stamped	Yes / No
7	Entire Quotation Enquiry& other paper duly signed & stamped	Yes / No



QUOTATION ENQUIRY

Annexure- 1

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:



QUOTATION ENQUIRY

Annexure- 2

PRICE REASONABILITY CERTIFICATE
(ON THE LETTER HEAD OF THE COMPANY)

It is certified that the rates quoted against Enquiry No. RGIPT/AEI/2024-25/395 dated 23rd November 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 AEI, Sivasagar, 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)



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BILL OF QUANTITY
(On Company Letterhead)

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Name of Vendor or Officer Authorised
to sign on behalf of Vendor
(Company stamp)