

Ref. No.: RGIPT/JAIS/DOSA/QE/2025-26/27

Date: 28.10.2025

To,
M/s [Name of Firm]
Address
Email:
Contact No.:
GSTIN:

Sub: Quotation enquiry for hiring of photographer & videographer with drone service for RGIPT Fest Week URJA SANGAM 2025 at RGIPT Jais, Amethi.

Dear Sir,

We request you to submit your competitive rates (quotation) for hiring of photographer & videographer with drone service for RGIPT Fest Week URJA SANGAM 2025 at RGIPT Jais Campus as per the attached BOQ as Annexure – 1 on company letterhead.

Terms & conditions:

1. The quoted rate should be inclusive of **GST charges**.
2. GST number should be mentioned in the quotation.
3. The quotation should be sent to us duly **Signed and Stamped** only in **Sealed Envelope** and Super scribed as Ref. No.: RGIPT/JAIS/DOSA/QE/2025-26/27, Quotation for hiring of photographer & videographer with drone service for RGIPT Fest Week URJA SANGAM 2025 at RGIPT Jais by speed post/courier or by hand to the Office of Dean, Student Affairs, RGIPT Jais, Amethi.
4. **Payment Terms:** 100% payment will be released after successful completion of work to the satisfaction of the indenter and submission of the original GST invoice.
5. Quotation received after the due date, for whatever reason, will not be considered for evaluation. The order will be awarded to the vendor, whose rate will be lowest in grand total.
6. The Institute reserves the right to accept/reject all or any part of the offer without assigning any reason thereof.
7. Your sealed quotation should be addressed to: **The Dean, Student Affairs, Rajiv Gandhi Institute of Petroleum Technology Jais, Mukhetiya More, Harbanshganj, Tiloi, Amethi, UP – 229304.**
8. **LAST DATE FOR SUBMISSION OF QUOTATION ON OR BEFORE 02.11.2025 BY 3:00 PM.**


Dean, Student Affairs
डॉ० देवाशीष पांडा
Dr. Debashis Panda
अधिष्ठाता, छात्र मामले
Dean, Student Affairs
आरजीआईपीटी, जायस, अमेठी
RGIPT, Jais, Amethi

Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi

Event Name: RGIPT Fest Week “URJA SANGAM 2025”

Event Date: 10th November 2025 to 16th November 2025

Event Venue: RGIPT Jais Campus

Sl. No.	Item Description	Total Amount
A	Photography & Videography of RGIPT Fest Week “URJA SANGAM 2025” event with Drone Service Event Name: RGIPT Fest Week “URJA SANGAM 2025” Venue: RGIPT Jais, Amethi Date: 10 th November 2025 to 16 th November 2025 Timing: 9:30 AM to 10:00 PM	
B	GST @ ____ %	
C	Total Amount (Sl. No. A, B)	

Note: “The vendor must provide at least 8 to 10 high-quality photographs each day after completing the event for publication in press and media outlets.”

Deliverables –

1. 18 Reels
2. 1 Aftermovie (8-10 minutes)
3. All pictures & videos


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