



राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान
(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)
Rajiv Gandhi Institute of Petroleum Technology
(An Institution of National Importance established under an Act of Parliament)
Jais, Amethi- 229304, UP, India. Website: www.rgpt.ac.in

QUOTATION ENQUIRY

Enquiry No. : RGIPT/Jais/Academic/2038/2025
Enquiry Date : Wednesday, 26th November 2025
Closing Date : Monday, 15th December 2025 till 13:00 Hours
Tentative Delivery Date : Within 21 days from the date of receipt of the final draft

Sealed quotations are invited from registered vendors/service provider for stationery printing in Single Bid Format (Price Bid) **on or before Monday, 15th December 2025 till 13:00 Hours.**

Quotation should contain the following information's:

1. **Clearly mention your E-mail ID and Mobile number.**
2. Mention appropriate GST % as applicable for supplying of Goods & Services to Educational Institution.
3. Please mention your GST registration number and PAN in the Quotation.
4. Clearly mention the date of validity of offer.
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. RGIPT, Jais, Amethi (U.P.) should be clearly mentioned.

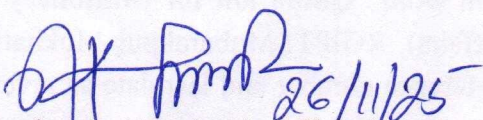
Quotation must be sent in sealed envelope with word **"Quotation for Stationery Printing"** and addressed to Office of the Dean (Academic Affairs), RGIPT, Mubarakpur Mukhatiya More, Jais- District-Amethi-229304 (Uttar Pradesh). Our reference number and last date as given above should be clearly marked over it.

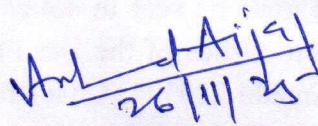
Sl. No.	Specification of Item	GSM	Approx. Quantity	Rate per unit (without GST)	Applicable GST%	Total Amount
1.	Printing of Grade Sheets single color printing on super sunshine paper with gold foil, (Size: 21* 30 cm)	160	50000			

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

1. Enquiry should be send by Courier/Registered Post/Speed Post/By Hand. RGIPT will not be liable for any kind of irregularity/delay.
2. The quotation in a properly sealed envelope addressed to the Office of the Dean (Academic Affairs), RGIPT, Mubarakpur Mukhatiya More, Jais- District-Amethi-229304 (Uttar Pradesh).

3. The applying firms must have the experience of conducting similar task for at State/National.
4. Samples must be submitted along with quotation failing which quotation(s) may be summarily rejected without making any further reference to the bidder in this regard. If the bidder does not qualify his/her sample will be returned.
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 21 days from the date of receipt of the final draft of grade sheet.
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/Publisher located in Amethi/Raebareli/Lucknow region shall be preferred.
14. The jurisdiction for dispute (s), if any, shall be Amethi.


Assistant Registrar (Academic Affairs)
RGIPT, Jais Campus


Assistant Dean (Academic Affairs)
RGIPT, Jais Campus


Acting Registrar
RGIPT, Jais Campus