



Ref. No.: RGIPT/JAIS/DOSA/QE/2026-27/05

Date: 03.10.2026

To,

Sub: Quotation enquiry for Hiring of Tentage and Production services with sound & light setup for RGIPT Freshers, Event "PRATIDHWANI 2026" at RGIPT Jais, Amethi.

Dear Sir,

You are requested to submit your competitive rates for hiring of Tentage and Production Services with Sound & Light Setup for the RGIPT Freshers' Event "**PRATIDHWANI 2026**" at RGIPT Jais, Amethi, as per the attached **BOQ** at **Annexure-I**, on the company letterhead, duly signed and stamped, and in compliance with the following terms and conditions:

Terms & Conditions

1. All quoted rates must be inclusive of transportation, setup, labour, and dismantling charges.
2. The enquiry should be submitted to the Institute duly signed and stamped in a sealed envelope, superscribed with Ref. No.: RGIPT/JAIS/DOSA/QE/2026-27/01, "Enquiry for Hiring of Tentage and Production Services with Sound & Light Setup for RGIPT Freshers' Event 'PRATIDHWANI 2026' at RGIPT Jais, Amethi", by Speed Post/Courier or by hand to the Office of the Dean, Student Affairs, RGIPT Jais, Amethi.
3. The entire enquiry document must be duly signed and stamped by the bidder.
4. **Payment Terms:** 100% payment will be released after successful completion of the work to the satisfaction of the Indenter and submission of the original GST invoice.
5. **Penalty Clause:** If the services are not found satisfactory or are not as per the prescribed requirements, a penalty may be imposed, not exceeding 5% of the total value of the work order, as proposed by the Purchase Committee and recommended by the Dean, Student Affairs, subject to approval of the Competent Authority.
6. The selected agency shall be responsible for making all tentage & production service arrangements as per the requirements of the Institute during the event period.
7. The bidder shall visit the campus, if required, before submitting the quotation to assess the site conditions and requirements.
8. **Evaluation Criteria:** Enquiries received after the due date, for whatever reason, shall not be considered for evaluation. The work order shall be awarded to the vendor whose quoted rate is lowest in terms of the total amount quoted.
9. The Institute reserves the right to accept or reject all or any part of the offer without assigning any reason thereof.

10. All work shall be completed before 3:00 PM on 17th October 2026, as per the scheduled requirements mentioned in **Annexure-I**.
11. Considering the rainy season, all necessary arrangements for protection of the tentage, equipment, and other installations from rain/weather conditions shall be made by the successful bidder.
12. The Institute reserves the right to withdraw the enquiry at any stage of the tendering process with the approval of the Competent Authority.
13. The sealed enquiry should be addressed to: The Dean, Student Affairs, Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur Mukhetiya More, Post - Harbanshganj, Jais, Amethi, Uttar Pradesh – 229304
14. LAST DATE FOR SUBMISSION OF ENQUIRY: ON OR BEFORE 12.10.2026 BY 11:00 AM.

Mr. Singh
3/10/26

**Dean, Student Affairs
RGIPT Jais, Amethi**

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY (RGIPT)

RGIPT Freshers Event “PRATIDHWANI 2026” on 17th October 2026

S/N	Item Description	Qty.	Total Amount
A	PRODUCTION		
1	U Truss front side of Stage 40 x 22 feet	1	
2	Top	4	
3	Bass	2	
4	Stage Monitor	2	
5	Digital Mixer 32 Channel	1	
6	Digital Amplifier (XTI 6002)	5	
7	Cordless Mic / Shure BLX24 Mic	4	
8	Shure SM57 Instrument Microphone		
9	Collar Mic	4	
10	DI Box	2	
11	Keyboard Lead with DI Box	2	
12	Guitar Lead with DI Box	2	
13	DJ Console – Pioneer DDJ SB2	1	
14	LED Parcen	16	
15	Sharpy	4	
16	Warm LED Light	4	
17	Avolite Controller	1	
18	Pilot Controller	1	
19	Designed Backdrop – 20 ft X 10 ft	1	
B	TENTAGE		
1	Providing and installing round-shaped tentage measuring 72 ft × 72 ft, with a center height of 20 ft and outer-side height of 10 ft, covered with multicolour decorative fabric and decorative lighting for Dandiya Night, as per the enclosed image at Annexure-II for reference.	1	
2	40 ft x 32 ft x 4 ft Stage with Black Mat on top, Stage Border Fall & Side Stairs (Both side of Stage)	1	
3	Plastic Chair	250	
4	Double Seated Sofa	4	
5	Barricading – 100 Ft		
C	GST @ ____ %		
D	Freight / Transportation Charges inclusive of GST (If any)		
	Total Amount		

Note: Quotation must be submitted on company's letter head.



