



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

Ref. No. : RGIPT/Jais/Convocation/203/2022

Dated: 06.10.2022

QUOTATION ENQUIRY

Last Date and time for the quote: 20.10.2022 till 17:00 hours in the Office of the Dean (Academic Affairs), RGIPT, Jais (Date of Supply: Monday, 31st October 2022)

Dear Sir(s),

Please submit your lowest quotation for supplying the under mentioned items. Quotation in duplicate must reach us before the date marked above and should contain the following information:

1. Full specification and make of the item offered and its rate with rate F.O.R. Jais, Amethi (U.P.) should be clearly mentioned.
2. Clearly mention the date of validity of offer.
3. **Kindly clearly mention your E-mail ID and Mobile number.**
4. Kindly mention appropriate GST % as applicable for supplying of Goods & Services to educational institution.
5. Please mention your GST registration number and PAN in the quotation.
6. Conditions of supply and terms of payment shall be clearly mentioned in the quotation.
7. If you have proprietary right over the product, please mention the same in your quotation and provide a certificate.

Quotation must be sent in **sealed envelope** with word "**QUOTATION for Minting of Medals**" 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.

Terms & Conditions:

1. The Above quantities are approximate, it may increase or decrease as per actual requirement, accordingly per unit cost along with minimum order quantity needs to be mentioned.
2. 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.
3. **Supply must be executed in full within 10 days from the date of receipt of the order.**
4. **Penalty @ 1% per week of the order value and a maximum of 10 % will be deducted in case of delay in supply.**
5. Supply may be rejected, if not found up to the mark and in conformity with the sample provided along with the quotation.
6. The sealed quotations will be opened in the purchase committee meeting to be held in the Office of Dean (Academic Affairs).



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SL.NO.	ITEM PARTICULARS	QUANTITY	GRAMS	PRICE
			(to be filled by the Bidder)	
01.	Minting of Medals for 6 th Convocations of RGIPT with the name of Medal and Recipients embossed on it. Made of pure (999) Silver and Gold Plated. Medal should have a flattened tag with name and logo of RGIPT printed on it.	08 Pc.		
02.	Minting of Medals for 2 nd Convocations of Assam Energy Institute (AEI), Sivasagar as a part of 6 th Convocation of RGIPT with the name of Medal and Recipients embossed on it. Made of pure (999) Silver and Gold Plated. Medal should have a flattened tag with name and logo of RGIPT printed on it.	08 Pc.		

6/1/22

Deputy Registrar (Academic Affairs)

RGPT, Jais