



राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान

(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)

जायस ,अमेठी, उत्तर प्रदेश, भारत-229304

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

(An Institution of National Importance Established under an Act of Parliament)

Jais, Amethi - 229304, Uttar Pradesh, India

Office of Dean (Academic Affairs)

QUOTATION ENQUIRY

Ref. No. : RGIPT/Jais/Convocation/818/2023

Dated: 14.10.2023

Last Date and time for the quote: 04.11.2023 till 13:00 hours in the Office of the Dean (Academic Affairs), RGIPT, Jais (Date of Service: Monday, 17th November 2023)

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:

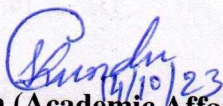
1. **Kindly clearly mention your E-mail ID and Mobile number.**
2. Kindly mention appropriate GST % as applicable for supplying of Goods & Services to educational institution.
3. Kindly clearly mention the date of validity of offer.
4. Please mention your GST registration number and PAN in the quotation.
5. Conditions of supply and terms of payment shall be clearly mentioned in the quotation.
6. 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 Photography and Cinematography Service for 7th Convocation of RGIPT”** 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.

Sl. No.	Item Particular	Rate (inclusive of GST)
	Production	
1	One Standard Still Photographers	
2	One Cinematographer Wide	
3	One Drone 360 ⁰ Operator	
	Post Production	
1	One Highlight Video	
2	Five Nos. Feels for Social Media	
3	100 Nos. RAW data edited pictures	

N. B.: Other terms & conditions pertaining to item mention are mentioned below:

1. The abovementioned services are approximate, it may increase or decrease as per actual requirement.
2. Post production work must be executed within one week from the date of programme.
3. Raw data to be transferred instantaneously on the date of programme.
4. Penalty @ 1% per week of the order value and a maximum of 10 % will be deducted in case of delay in supply.
5. Vendor located in Amethi/Raebareli/Lucknow region shall be preferred.
6. The sealed quotations will be opened in the purchase committee meeting to be held in the Office of Dean (Academic Affairs).


Dean (Academic Affairs)
RGIPT, Jais, Amethi