



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

Academic Affairs QUOTATION ENQUIRY

Ref: RGIPT/Jais/Convocation/806/2023

Dated: 04.10.2023

Last Date and time for the quote: 26.10.2023 till 13:00 hours in the Office of the Dean (Academic Affairs), RGIPT, Jais (Date of Supply for Bedding Items: Friday, 15th November 2023 at 05:00 PM and completion of Tentage: Friday, 16th November 2023) by 05:00 PM.

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. Clearly mention the date of validity of offer.
2. **Kindly clearly mention your E-mail ID and Mobile number.**
3. Kindly mention appropriate GST % as applicable for supplying of Goods & Services to educational institution.
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.

Quotation must be sent in **sealed envelope** with word **"QUOTATION for Convocation Tentage & Bedding Items"** and addressed to Office of the Dean (Academic Affairs), RGIPT, Jais- 229304 (UP). Our reference number and last date as given above should be clearly marked over it.

Sl. No.	Item Particular	Approximate Quantity	Day 01 Rent	Daily Rent after 01 Day	GST%
	Tentage & Bedding Material				
1	VIP Chair with Cover (High Back Chairs) Sitting Area	200			
2	Sitting Area for VIP's	03			
3	Sofa Single Seater, Center Table	04			
4	Table for Normal Work (with cover & border)	100			
5	Tent (18 x 36)	02			
6	Round Table (with cover & border)	60			
7	Plastic Chair (Good Quality)	250			
8	Red Carpet for Stage	1200 ft.			
9	Carpet for Entrance Passages	7000 ft.			
10	Carpet for Guest House	800 ft.			

Handwritten signature and date: 7/10/23

11	Flower Decoration i) Stage ii) Sabhagar Gate & iii) Bouquet for Guest	Artificial flower and Natural flower for Stage & Sabhagar Gate Decoration			
12	Bedding Items: i) Single Bed Mattress ii) Bed-Sheet iii) Pillow with Pillow cover iv) Blanket/Rajai	120 each			

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

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. The items may be required for one/two/three days.
3. Supply must be executed before the date of program & receipt of the final draft of Convocation Tentage & Bedding Items.
4. The supplied items on rent basis and it must be neat and clean. Dirty or untidy items would not be considered for the payment.
5. Supply may be rejected, if not found up to the mark.
6. Penalty @ 1% per week of the order value and a maximum of 10 % will be deducted in case of delay in supply.
7. Vendor located in Amethi/Raebareli region shall be preferred.

Handwritten signature
Convener 9/10/23

Convocation Hall/Pandal Arrangement, Procession and Academic Dress Distribution