



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

QUOTATION ENQUIRY

Enquiry No.	: RGIPT/Jais/Convocation-24/1387/2024
Opening Date	: 08 th October 2024, Tuesday
Closing Date	: 30 th October 2024, Wednesday till 13:00 Hours
Tentative Date of Programme	: 23 rd November 2024, Saturday

Please submit your lowest quotation for hiring of under mentioned items. Sealed quotations are invited from registered service provider firms for Tentage items for **VIIIth Convocation-2024** in Single Bid Format (Price Bid) **on or before Tuesday, 30th October 2024 till 13:00 Hours** 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.
6. Enquiry No. and last date as given above should be clearly marked over the Envelope.

Quotation must be sent in **Sealed Envelope** with word "**Quotation for Tentage and Bedding Items for VIIIth Convocation-2024**" and addressed to The Office of the Dean (Academic Affairs), RGIPT, Jais, Amethi - 229304 (Uttar Pradesh).

Sl. No.	Description of Items	Approximate Quantity	Quoted Price/Unit/Day (INR)	Quoted Price/Unit/Day (INR)
	Hiring of Tentage & Bedding Material		1 st Day	After 1 st Day
1	VIP Chair with Cover (High Back Chairs) sitting area	200 Nos.		
2	Sitting area for VIP's	02 Nos.		
3	Sofa Single Seater with Center Table	06 Nos.		
4	Table for Normal work (with Cover & Border) (2 x 5)	50 Nos.		

Signature

Signature

5	Round Table (With Covers & Borders)	40 Nos.		
6	Tent Canopy for VIP sitting (18x18) (for 25 persons)	02 Nos.		
7	View cutter on one side surrounding dining area	As per Requirement		
8	Plastic Chair (Good quality)	300 Nos.		
9	Red Carpet for Stage	1200 Sqft.		
10	Carpet for Entrance Passages	4000 Sqft.		
11	Carpet for Guest House	500 Sqft.		
12	Flower Decoration (<i>Artificial flower and Natural flower</i>) i) Dias ii) Sabhagar Gate iii) Entry Gate	Complete Job		
13	Flower Bouquet for Guests	05 Nos.		
14	Bedding Items: i) Single Bed Mattress ii) Bed-Sheet iii) Pillow with Pillow cover iv) Blanket/Rajai	200 Nos. each (22-24 Nov., 2024)		
15	Light Decoration including with Jhalar i) Administrative Building. ii) On the path from the boy's hostel to Gate No. 2 iii) Around Sabhagar & trees iv) Warm light under all trees on the road from Gate No. 2 to hostel	Complete Job (22-24 Nov., 2024)		

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

1. Enquiry will be send by Courier/Registered Post/Speed Post/By Hand and RGIPT will not be liable for any kind of irregularity/delay.
2. The quotation in a properly sealed envelope addressed to the Office of Dean (Academic Affairs), RGIPT, Jais, Amethi-229304 (Uttar Pradesh)
3. **The applying firms must have the experience of conducting similar task for at State/National/International level.** The bidder must produce work experience document of any Government Institute/Originations. Bidder shall have experience of their work in last 03 financial year.
4. **Date of Programme may be changed.** It will be informed well in advance to successful bidder. Bidder has to supply the material on modified date of programme.
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. Rates should be quoted item wise for the articles. **Any Item may be added or deleted from the list of items.**
7. **Firms will quote separately for each item per day.**

Shamiraj

12/11

8. The rates offered should be **including transportation charges, service tax and other taxes (if any)**.
9. **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.
10. **Quotation will be evaluated on total cost basis.** Rate of individual item will not be considered for evaluation of proposals.
11. The rate offered should include the delivery, installation and return pickup at RGIPT Jais only. The Firm should quote the price on F.O.B. basis.
12. The Supply/Service must be executed in full before the date of program upon receipt of the final draft of Orientation programme.
13. The supplier has to supply and install the items well before the schedule of Orientation programme i.e. one day in advance of the ceremony date.
14. The supplier will be responsible for delivery of the goods in good condition and installation at their own risk and cost at the location of the function and provide complete support during whole event.
15. **Payment Terms:** Payment will be made on after successful completion of event.
16. 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.
17. The Institute reserves the right of accepting or rejecting any quotation without assigning any reason thereof.
18. 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.
19. The jurisdiction for dispute (s), if any, shall be Amethi.

Korva
10/10/24

Convener, Convocation Hall/Pandal Arrangement, Procession and Academic Dress Distribution Committee

SP
Sanjiv
10/10/24

Deputy Registrar (Academic Affairs)
RGIPT, Jais Campus

Check List

Sl. No.	Particulars	Yes/No (Bidders to tick Yes/No)
1	PAN No, GSTIN No., Bank Account details	Yes / No
2	Income Tax Return for the last three financial year	Yes / No
3	Copy of "No Conviction Certificate"	Yes / No
4	Price Reasonability Certificate	Yes / No
5	BOQ (duly filled with quoted rate and amount of each item)	Yes / No
6	Purchase Order/Experience Certificate duly signed & stamped	Yes / No
7	Entire Quotation Enquiry & other paper duly signed & stamped	Yes / No

NO CONVICTION CERTIFICATE
(On Company Letterhead)

This is to certify that _____ (Name of the Firm/Organization), having registered office at _____ (Address of the registered office) has never been blacklisted or restricted to apply for any such activities by any Central / State Government Department /Semi Government department/ PSU/ Autonomous bodies or Court of law anywhere in the country.

Yours faithfully,

Signatures

Name of Vendor or Officer Authorised
to sign on behalf of Vendor

(Company stamp)

Date:

Place:

PRICE REASONABILITY CERTIFICATE
(ON THE LETTER HEAD OF THE COMPANY)

It is certified that the rates quoted against Enquiry No. RGIPT/Jais/Convocation-24/1387/2024 dated 07th October 2024 for the items are exclusively for supply to ACADEMIC and RESEARCH Institutions and are not more than as charged to other Govt./PSUs for similar supplies made in recent past. If they have been approved by the Director, RGIPT and if at any stage it has been found that the quoted rates are higher than the rates applicable to supply to Government then in such condition RGIPT, Amethi, will have the right to cancel the approved rates and to take legal action against the tenderer.

Yours faithfully,

(Signature with date)

(Name and designation)

(Company Stamp)

BILL OF QUANTITY
(On Company Letterhead)

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	Add: GST @			
	Add: Transportation & Labour Chgs.			
	Grand Total			

Note: The above items and their quantities are approximate, item or its quantity may increase or decrease as per actual requirement.

Name of Vendor or Officer Authorised
to sign on behalf of Vendor
(Company stamp)