



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-25/2000/2025
Opening Date	: 17 th October 2025, Friday
Closing Date	: 03 rd November 2025, Monday till 17:00 Hours
Date of Delivery of Items	: 2 nd Week of November-2025 (<i>Subject to the date confirmation by guests</i>)

Sealed quotations are invited from registered vendors/service provider for **Leatherite Convocation Folder, Jute Bag, Convocation Stole items for Convocation-2025** in Single Bid Format (Price Bid) on or before **Monday, 03rd November 2025 till 17:00 Hours**.

Quotation should contain the following information's:

1. Clearly mention the date of validity of offer.
2. **Clearly mention your E-mail ID and Mobile number.**
3. 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 IXth Convocation-2025 Items”** and addressed to The Office of the Dean (Academic Affairs), RGIPT, Jais, Amethi - 229304 (Uttar Pradesh).

Sl. No.	Item Particular	Design/Specification	Approx. Quantity
01	[To be delivered at RGIPT, Jais Campus] <i>Leatherite Convocation Folders</i>	Design: 1. Leather Cover (Front & Back) 2. Two transparent packets inside the folder to keep A-4 size certificate (both in-side) Front & Back Colour: Brown	300 Nos.
02	[To be delivered at RGIPT, Jais Campus] <i>Jute Bag</i>	Specification: 1. To keep A-4 folder 2. Bag should be with shoulder strap 3. Green Colour	450 Nos.

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03	<p>[To be delivered at RGIPT, Jais Campus]</p> <p><i>Convocation Stole (Uttariya)</i></p>	<p>Design Specification:</p> <p>1. On both arms, Institute Logo below that RGIPT should printed</p> <p>Colours:</p> <p>1. Sky Blue: 15 Nos. 2. Navy Blue: 80 Nos. 3. Purple: 75 Nos. 4. Orange: 00 Nos. 5. Red: 10 Nos. 6. Green: 95 Nos.</p>	275 Nos.
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Terms and conditions for supply of above-mentioned items are as under:

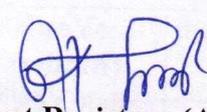
1. Enquiry should be sent by Courier/Registered Post/Speed Post/By Hand. RGIPT will not be liable for any kind of irregularity/delay.
2. The quotation in a properly sealed envelope addressed to the Office of Dean (Academic Affairs), RGIPT, Jais, Amethi-229304 (Uttar Pradesh)
3. The applying firms must have the experience of conducting similar task for at State/National level.
4. Samples must be submitted along with quotation failing which quotation(s) may be summarily rejected without making any further reference to the bidder. If the bidder does not qualify his/her sample will be returned.
5. Supply may be rejected, if not found up to the mark and in conformity with the sample provided along with the quotation.
6. **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.
7. 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.
8. Rates should be quoted item wise for the articles. **Any Item may be added or deleted from the list of items.**
9. The rates offered should be **including transportation charges, service tax and other taxes (if any).** The Firm should quote the price on F.O.B. basis.
10. **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.
11. **Quotation will be evaluated on total cost basis.** Rate of individual item will not be considered for evaluation of proposals.
12. **Supply must be executed in full within 15 days from the date of receipt of the final draft of Leatherite Convocation Folders, Jute Bag & Convocation Stole (Uttariya).**
13. The Supply/Service must be executed in full before the date of program upon receipt of the final draft of Leatherite Convocation Folders, Jute Bag & Convocation Stole (Uttariya).
14. The supplier will be responsible for delivery of the goods in good condition and cost at the location of the function.
15. **Payment Terms:** Payment will be made on after-successful completion of event.

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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 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.

  17/10/25
Assistant Registrar (Academic Affairs)
RGIPT, Jais Campus

 17/10/25
Assistant Dean (Academic Affairs)
RGIPT, Jais Campus

 17/10/25
Acting Registrar
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	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-25/2000/2025 dated 17th October 2025 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)

Sl. No.	Description of Items	Approx. Quantity	Quoted Price/Unit/Day (INR)
	Supply of Convocation-2025 Items		
1	Leatherite Convocation Folders i) RGIPT, Jais Campus	300	
2	Jute Bag i) RGIPT, Jais Campus	450	
3	Convocation Stole (Uttariya) RGIPT, Jais Campus i) Sky Blue: 15 Nos. ii) Navy Blue: 80 Nos. iii) Purple: 75 Nos. iv) Orange: 00 Nos. v) Red: 10 Nos. vi) Green: 95 Nos.	275	
	Add: GST @		
	Add: Transportation Charges		
	Add: Labour Charges		
	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)