



# 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-25/1998/2025  
Opening Date : 17<sup>th</sup> October 2025, Friday  
Closing Date : 04<sup>th</sup> November 2025, Tuesday till 13:00 Hours  
Tentative Date of Programme : 2<sup>nd</sup> Week of November-2025 (*Subject to the date Confirmation by guests*)

Sealed quotations are invited from registered vendors/service provider for Tentage & Bedding items for **IX<sup>th</sup> Convocation-2025** in Single Bid Format (Price Bid) **on or before Tuesday, 04<sup>th</sup> November 2025 till 13:00 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 Tentage and Bedding items for IX<sup>th</sup> Convocation-2025**" 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 <sup>st</sup> Day         | After 1 <sup>st</sup> 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 ( <i>As per requirement</i> ) | 06 Nos.              |                             |                             |
| 4       | Table for Normal work (with Cover & Border) (2 x 5)                | 45 Nos.              |                             |                             |
| 5       | Round Table (With Covers & Borders)                                | 40 Nos.              |                             |                             |

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|    |                                                                                                                                                                                                                                      |                                                                  |  |  |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|--|--|
| 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)                                                                                                                                                                                                         | 330 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> )<br>i) Dias<br>ii) Sabhagar Gate<br>iii) Entry Gate                                                                                                                 | Complete Job                                                     |  |  |
| 13 | Flower Bouquet for Guests                                                                                                                                                                                                            | 05 Nos.                                                          |  |  |
| 14 | Bedding Items:<br>i) Single Bed Mattress<br>ii) Bed-Sheet<br>iii) Pillow with Pillow cover<br>iv) Blanket/Rajai                                                                                                                      | 220 Nos. each<br>(for 03 days, dates will be communicated later) |  |  |
| 15 | Light Decoration including with Jhalar<br>i) Administrative Building.<br>ii) On the path from the boy's hostel to Gate No. 2<br>iii) Around Sabhagar & trees<br>iv) Warm light under all trees on the road from Gate No. 2 to hostel | Complete Job<br>(for 03 days, dates will be communicated later)  |  |  |

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

1. Enquiry should be send 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/International level.** The bidder must produce work experience document of any Government Institute/Originations.
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.**
8. The rates offered should be **including transportation charges, service tax and other taxes (if any).**

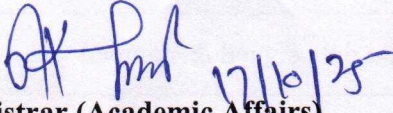
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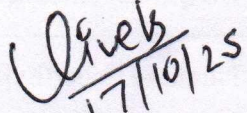
*[Signature]*

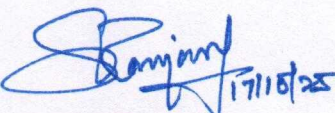
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9. The above items and their quantities are approximate, item or its quantity may increase or decrease as per actual requirement. Therefore, per unit cost along with minimum order quantity needs to be mentioned.
10. Quotation will be evaluated on total 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 supplier has to supply and install the items well before the schedule of Convocation programme i.e. one day in advance of the ceremony date.
13. 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.
14. **Payment Terms:** Payment will be made on after successful completion of event.
15. 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.
16. The Institute reserves the right of accepting or rejecting any quotation without assigning any reason thereof.
17. 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.
18. The jurisdiction for dispute (s), if any, shall be Amethi.

466  
17/10/25

  
Assistant Registrar (Academic Affairs)  
RGIPT, Jais Campus

  
Assistant Dean (Academic Affairs)  
RGIPT, Jais Campus

  
Acting Registrar  
RGIPT, Jais Campus

### Check List

| Sl. No. | Particulars                                                  | Yes/No<br>(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-25/1998/2025 dated 17<sup>th</sup> 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) | Quoted Price/Unit/Day (INR) |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------|-----------------------------|
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| 2       | Sitting area for VIP's                                                                                                                                       | 02 Nos.                                                          |                             |                             |
| 3       | Sofa Single Seater with Center Table ( <i>As per requirement</i> )                                                                                           | 06 Nos.                                                          |                             |                             |
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| 7       | View cutter on one side surrounding dining area                                                                                                              | <i>As per Requirement</i>                                        |                             |                             |
| 8       | Plastic Chair (Good quality)                                                                                                                                 | 330 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> )<br>iv) Dias<br>v) Sabhagar Gate<br>Entry Gate                                              | Complete Job                                                     |                             |                             |
| 13      | Flower Bouquet for Guests                                                                                                                                    | 05 Nos.                                                          |                             |                             |
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| 15      | Light Decoration including with Jhalar<br>v) Administrative Building.<br>vi) On the path from the boy's hostel to Gate No. 2<br>vii) Around Sabhagar & trees | Complete Job<br>(for 03 days, dates will be                      |                             |                             |

|  |                                                                     |                                     |  |  |
|--|---------------------------------------------------------------------|-------------------------------------|--|--|
|  | Warm light under all trees on the road<br>from Gate No. 2 to hostel | <i>communi<br/>cated<br/>later)</i> |  |  |
|  | <b>Add: GST @ .....</b>                                             |                                     |  |  |
|  | <b>Add: Transportation &amp; Labour Chgs.</b>                       |                                     |  |  |
|  | <b>Grand Total</b>                                                  |                                     |  |  |

**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)