



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-25/1994/2025
Opening Date : 17th October 2025, Friday
Closing Date : 04th November 2025, Tuesday till 13:00 Hours
Tentative Delivery Dates : 2nd Week of November-2025 (*Subject to the date confirmation by guests*)

Sealed quotations are invited from registered vendors/service provider for catering services during **IXth Convocation Programme-2025** in Single Bid Format (Price Bid) **on or before Tuesday, 04th 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. **Registration Certificates:** Please provide your GST registration number, PAN, Municipal Food License/FSSAI with the quotation.
5. Conditions of supply and terms of payment should 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 Catering Services for IXth Convocation-2025"** and addressed to The Office of the Dean (Academic Affairs), RGIPT, Jais, Amethi - 229304 (Uttar Pradesh).

Sl. No.	Item Particular	Approx. Qty.	Rate per Head
	Appetizer		
1	Sweet Corn Soup & Manchow Soup	2000 Guests	
	Main Dishes		
2	Paneer Butter Masala		
3	Matar Mushroom Makhana		
4	Mix Veg Dry		
5	Arhar Dal Tadka		
	Breads and Puri of Wheat (Maida in any form cannot be used)		
6	Tandoori Roti (Wheat)		
7	Plain Roti (Wheat)		
8	Plain Puri & Kachori (Wheat)		
	Rice		
9	Jeera Rice		

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	Salads		
10	Green Salads (Chopped only)		
	Desserts		
11	Gulab Jamun		
12	Ice Cream (branded Ice Cream-Amul, Vadilal etc. (Butter Scotch & American Nuts)		
	Others		
13	Bati Chokha		
14	Papad		
15	Pickels		
16	Chatani		
	Drinks		
17	Mineral Water (200 ml)		
18	Working lunch packed (one day before the date of program at nearby Sabhagar)	35 Nos.	
19	Tea in disposal glass with 02 piece of cookies (one day before the date of program at Sabhagar, after Convocation Rehearsal)	400 Guests	

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

1. Intending vendors/service provider are advised to visit Institute's website regularly till closing date of submission often there for any Corrigendum/Addendum/Amendment.
2. Quotations received after specified date and time will not be considered for further process.
3. Quotation must be sent through Registered / Speed Post / Courier / by hand to the following address. Please clearly write on the envelope "**Quotation for Catering Services for IXth Convocation-2025.**"
4. **Past Experience:** The applying firms must have the experience of running of messes/serving of food packets at Government (Central/State)/Autonomous Bodies of Central or State including Higher Educational Institutions/Central Research Organization. **The bidder must produce work experience documents of any Government Institute/Originations.**
5. The bidder should not be blacklisted by any State/Central Government, PSU's, Educational/Autonomous Institute as on date submission of quotation.
6. **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.
7. The rates offered should be **including transportation charges upto RGIPT venue, service tax and other taxes (if any).**
8. **Quotation will be evaluated on total cost basis.** Rate of individual item will not be considered for evaluation of proposals.
9. **Penalty Clause:** The agency will bear the responsibility for any default, shortage of items in the food boxes to schedule and make good of the losses, if any. Penalty will be imposed up to maximum 10% of Order value and it will be deducted from submitted invoice by the successful bidder.

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10. **Payment:** All payments, RGIPT prefers to make Electronic Transfers (RTGS). Payment will be made on after successful completion of event.
11. **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.
12. The Institute reserves the right of accepting or rejecting any quotation without assigning any reason thereof.
13. Caterers located in Amethi/Raebareli/Lucknow region shall be preferred.
14. Bidders responding to this enquiry shall be deemed to be agreeable to these terms and conditions herein contained. These terms and conditions shall be binding on the successful bidders.
15. The jurisdiction for dispute (s), if any, shall be Amethi.

6/11/25
12-10-25

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., Municipal Food License/FSSAI, 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	Previous 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-25/1994/2025 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)

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	Main Dishes		
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	Rice		
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	Salads		
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	Desserts		
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Note:

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

I declare that the rates have been quoted keeping in view the terms & conditions of this quotation enquiry.

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