



# 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-26/4138/2026  
**Opening Date** : 17<sup>th</sup> July 2026, Friday  
**Closing Date** : 14<sup>th</sup> August 2026, Friday till 13:00 Hours  
**Tentative Date of Programme** : 1<sup>st</sup> Week of September-2026 (*Subject to the date confirmation by guests*)

Sealed quotations are invited from registered vendor/service provider for photography and cinematography services during **X<sup>th</sup> Convocation Programme-2026** in Single Bid Format (Price Bid) **on or before Friday, 14<sup>th</sup> August 2026 till 13:00 Hours** and should contain the following information:

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.
7. Full specification and make of the item offered and its rate with rate F.O.R. Jais, Amethi (U.P.) should be clearly mentioned.
8. If you have proprietary right over the product, please mention the same in your quotation and provide a certificate.

Quotation must be sent in sealed envelope with word **“Quotation for Photography and Cinematography Service for X<sup>th</sup> Convocation of RGIPT”** and addressed to Office of the Dean (Academic Affairs), RGIPT, Jais- 229304 (U.P.). Our reference number and last date as given above should be clearly marked over it.

| Sl. No. | Item Particular                     | Rate (inclusive of GST) |
|---------|-------------------------------------|-------------------------|
|         | <b>Production</b>                   |                         |
| 1       | One Standard Still Photographers    |                         |
| 2       | One Cinematographer Wide            |                         |
| 3       | One Drone 360 <sup>0</sup> Operator |                         |
|         | <b>Postproduction</b>               |                         |

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|   |                                   |  |
|---|-----------------------------------|--|
| 1 | One Highlight Video               |  |
| 2 | Five Nos. Feels for social media  |  |
| 3 | 100 Nos. RAW data edited pictures |  |

**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.
4. **Date of Programme may be changed.** It will be informed well in advance to successful bidder. Bidder must supply the material on modified date of programme.
5. Postproduction work must be executed within one week from the date of programme.
6. Raw data to be transferred instantaneously on the 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 blacklisted.
8. The above items and their quantities are approximate, item or its quantity may increase or decrease as per actual requirement.
9. **Quotation will be evaluated on total cost basis.** Rate of individual item will not be considered for evaluation of proposals.
10. Supply of material (if any) must be executed in full within 07 working days after the completion of event.
11. **Payment:** All payments, RGIPT prefers to make Electronic Transfers (RTGS). Payment will be made on after successful completion of event.
12. 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.
13. The Institute reserves the right of accepting or rejecting any quotation without assigning any reason thereof.
14. 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.
15. Vendor located in Amethi/Raebareli/Lucknow region shall be preferred.
16. The jurisdiction for dispute (s), if any, shall be Amethi.

  
Joint Registrar (Academic Affairs)  
RGIPT, Jais Campus

  
Dean (Academic Affairs)  
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       | BOQ (duly filled with quoted rate and amount of each item)             | Yes / No                           |
| 4       | Purchase Order/Experience Certificate duly signed & stamped            | Yes / No                           |
| 5       | Entire Quotation Enquiry & Other Relevant Papers duly signed & stamped | Yes / No                           |

*[Signature]*  
16/07/26

*[Signature]*  
16/7/26

*[Signature]*  
16/07/26

