



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-26/4142/2026
Opening Date	: 17 th July 2026, Friday
Closing Date	: 06 th August 2026, Thursday till 17:00 Hours
Tentative Date of Programme	: 1 st Week of September-2026 (Subject to the date confirmation by guests)

Sealed quotations are invited from registered vendors/service provider for **Leatherite Convocation Folder, June Bag, Convocation Stole items for Convocation-2026** in Single Bid Format (Price Bid) on or before 06th August 2026, Thursday 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 Xth Convocation-2026 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	480 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	480 Nos.

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03	[To be delivered at RGIPT, Jais Campus] <i>Convocation Stole (Uttariya)</i>	Design Specification: 1. On both arms, Institute Logo below that RGIPT should printed Colours: 1. Sky Blue: 25 Nos. 2. Navy Blue: 100 Nos. 3. Purple: 330 Nos. 4. Orange: 50 Nos. 5. Red: 30 Nos. 6. Green: 85 Nos.	620 Nos.
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Terms and conditions for supply of above-mentioned items are as under:

- Enquiry should be sent by Courier/Registered Post/Speed Post/By Hand. RGIPT will not be liable for any kind of irregularity/delay.
- The quotation in a properly sealed envelope addressed to the Office of Dean (Academic Affairs), RGIPT, Jais, Amethi-229304 (Uttar Pradesh)
- The applying firms must have the experience of conducting similar task for at State/National level.
- 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.
- Supply may be rejected, if not found up to the mark and in conformity with the sample provided along with the quotation.
- 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.
- 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.
- Rates should be quoted item wise for the articles. **Any Item may be added or deleted from the list of items.**
- 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.
- 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.
- Quotation will be evaluated on total cost basis.** Rate of individual item will not be considered for evaluation of proposals.
- Supply must be executed in full within 21 days from the date of receipt of the final draft of Leatherite Convocation Folders, Jute Bag & Convocation Stole (Uttariya).
- 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).
- The supplier will be responsible for delivery of the goods in good condition and at the location of the function.
- Payment Terms:** Payment will be made 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.


16/07/26

 Joint Registrar (Academic Affairs)
RGIPT, Jais Campus


16/07/26

 Dean (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	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


16/08/24