



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-26/4137/2026
Opening Date : 17th July 2026, Friday
Closing Date : 11th August 2026, Tuesday till 16:00 Hours
Tentative Date of Programme : 1st Week of September-2026 (*Subject to the date confirmation by guests*)

Sealed quotations are invited from registered vendors/service provider for Tentage & Bedding items for **Xth Convocation-2026** in Single Bid Format (Price Bid) **on or before Tuesday, 11th August 2026 till 16:00 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 Xth Convocation-2026**" 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 st Day	After 1 st 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	<i>As per Requirement</i>		
8	Plastic Chair (Good quality)	400 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>) i) Dias ii) Sabhagar Gate iii) Entry Gate	Complete Job		
13	Flower Bouquet for Guests	05 Nos.		
14	Bedding Items: i) Single Bed Mattress ii) Bed-Sheet iii) Pillow with Pillow cover iv) Blanket/Rajai	200 Nos. each (for 03 days, dates will be communicated later)		
15	Light Decoration including with Jhalar i) Administrative Building. ii) On the path from the boy's hostel to Gate No. 2 iii) Around Sabhagar & trees iv) Warm light under all trees on the road from Gate No. 2 to hostel	Complete Job (for 03 days, dates will be communicated later)		

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/International level.** The bidder must produce work experience document of any Government Institution/Originations/Private Institution.
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. 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.
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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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.


Joint Registrar (Academic Affairs)
RGIPT, Jais Campus


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

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