



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-26/4136/2026
Opening Date : 17th July 2026, Friday
Closing Date : 11th August 2026, Tuesday till 13:00 Hours
Tentative Date of Programme : 1st Week of September-2026 (Subject to the date confirmation by guest)

Sealed quotations are invited from registered vendors/service provider for stationery printing during **Xth Convocation Programme-2026** in Single Bid Format (Price Bid) **on or before Tuesday, 11th August 2026 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.
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.

Quotation must be sent in sealed envelope with word "**Quotation for Stationary Printing for IXth 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	Approx. Quantity	Rate per unit (without GST)	Applicable GST%
1	Convocation Proceedings (Approx. 36 black & white on maplitho pages with laminated cover & back printing color on 300 GSM art card, Size: A/4 (ready to print pages 82)	450		
2	Institute Brochure (Approx. 32 pages printing on 130 GSM art paper, cover & back printing color on 300 GSM art card, Size: A/4 (ready to print pages 76)	100		

[Handwritten signature]
16/07/26

[Handwritten signature]
16/07/26

[Handwritten signature]
16/07/26

3	Invitation card coloured, 4 color printing on 300 GSM art card with printed Envelope	100		
4	Director Report (Approx. 18 pages on art card with laminated cover and back on 300 GSM art card, Size: A/4, ready to print pages 58)	50		

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. 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. 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. **Quotation will be evaluated on total cost basis.** Rate of individual item will not be considered for evaluation of proposals.
8. Supply must be executed in full within 21 days from the date of receipt of the purchase order.
9. **Payment:** All payments, RGIPT prefers to make Electronic Transfers (RTGS). Payment will be made on after successful completion of event.
10. 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.
11. The Institute reserves the right of accepting or rejecting any quotation without assigning any reason thereof.
12. 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.
13. Printer located in Amethi/Raebareli/Lucknow region shall be preferred.
14. 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

[Signature]
16/07/26

[Signature]
16/7/26

[Signature]
16/07/26

