



राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान
(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)
Rajiv Gandhi Institute of Petroleum Technology
(An Institution of National Importance established under an Act of Parliament)
Jais, Amethi- 229304, UP, India. Website: www.rgipt.ac.in

QUOTATION ENQUIRY

Enquiry No. : RGIPT/Jais/Academic/4304/2026
Opening Date : 24th August 2026, Monday
Closing Date : 09th September 2026, Tuesday till 13:00 Hours
Tentative Delivery Dates : Supply of the related materials within 07 days from the date of release of the Purchase Order.

Sealed quotations are invited from registered vendors provider for PVC Cards, Ribbon & Toner/Cartridge for Evolis High Trust Printing Machine & HP LaserJet Pro MFP M329dw Printer in Single Bid Format (Price Bid) **on or before Tuesday, 09th September 2026 till 13:00 Hours.**

Quotation should contain the following information's:

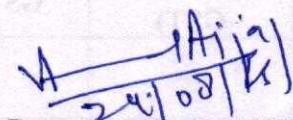
1. Clearly mention the date of validity of offer.
2. **Clearly mention your E-mail ID and Mobile number.**
3. Mention appropriate GST% as applicable for supplying of Goods & Services to Educational Institution.
4. Please mention your GST registration number and PAN in the Quotation.
5. Conditions of 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.

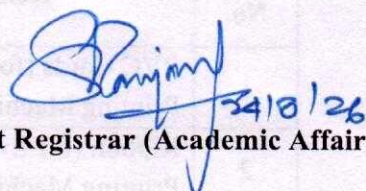
Quotation must be sent in sealed envelope with word **"Quotation for PVC Cards, Ribbon & Toner/Cartridge for Evolis High Trust Printing Machine & HP LaserJet Pro MFP M329dw Printer"** and addressed to Office of the Dean (Academic Affairs), RGIPT, Jais-229304 (U.P.). Our reference number and last date as given above should be clearly marked over it.

Sl. No.	Item Particular	Approx. Quantity	Rate per unit (without GST)	Applicable GST%
1	PVC Cards (for Evolis High Trust Printing Machine)	5000 Pcs		
2	Ribbon (for Evolis High Trust Printing Machine)	15 Pcs		
3	Toner/Cartridge (for HP Laser Jet Pro MFP M329ds)	10 Pcs		

Terms and conditions for supply of above-mentioned items are as under:

1. The quoted rates should be inclusive of all applicable taxes, duties, transportation, delivery, and other charges (if any) to RGIPT, Jais.
2. The bidder must submit copies of the relevant documents, including **GST Registration Certificate, PAN, Bank Account details, and other documents, if applicable.**
3. The items supplied should be new, genuine and of good quality and should conform to the required specifications.
4. The supplier shall ensure proper packing and safe delivery of the items at the Office of Academic Affairs, RGIPT, Jais, Amethi.
5. Enquiry should be sent by Courier/Registered Post/Speed Post/By Hand. RGIPT will not be liable for any kind of irregularity/delay.
6. The quotation in a properly sealed envelope addressed to the Office of (Academic Affairs), RGIPT, Jais, Amethi-229304 (Uttar Pradesh)
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. Therefore, per unit cost along with minimum order quantity needs to be mentioned.
9. **Quotation will be evaluated on total cost basis.** Rate of individual item will not be considered for evaluation of proposals.
10. Supply must be executed in full within 07 days from the date of receipt of the Purchase Order.
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. Suppliers located in Amethi/Raebareli region shall be preferred.
16. The jurisdiction for dispute (s), if any, shall be Amethi.


Dean (Academic Affairs)


Joint Registrar (Academic Affairs)