



Date: 23.09.2026

To,

M/s [Name of Agency/Contractor],

Address:

Email-

Contact No.

GSTIN:

Sub: Quotation enquiry for supply of 4 mm thick clear glass and resizing of existing glass at RGIPT, Jais Campus.

Dear Sir,

We request you to submit your competitive rates (quotation) for supply of 4 mm thick clear glass and resizing of existing glass at RGIPT, Jais campus as per the attached BOQ as **Annexure - 1**.

Terms & Conditions:

- The quoted rate should be inclusive of **GST & Freight charges**. Vendor/ Agency is requested to only fill the required data in BOQ, no extra terms and conditions should be mentioned by the Agency. If he does so, then the quotation of that agency will be summarily rejected.
- The quoted rate shall be valid for a period of 60 days from the last date of submission of quotation.
- GST number should be mentioned in the quotation.
- The total time for supplying new glass and resizing of existing glass will be 7 days. The date of commencement shall be reckoned from the date of acceptance of work order/ purchase order.
- No advance payment will be made.
- List of preferred makes is enclosed herewith as **Annexure-2**. The vendor is required to get sample approved from Engineer-in-Charge of RGIPT before the bulk supply.
- The supply of said items will be carried out as per satisfaction of Engineer-in-Charge.
- In case of any damage and delay in supply of said items, liquidated damages (LD) at the rate of 0.5% of the purchase order value per week of delay or part thereof, subject to a maximum of 10% of the purchase order value shall be recovered from the agency/contractor bills.
- The quotation should be sent to us duly **Signed and Stamped** only in **Sealed Envelope** and Super scribed as **Ref. No. RGIPT/JAIS/IWD/QE/2026-27/07, Quotation for supply of 4 mm thick clear glass and resizing of existing glass at RGIPT, Jais Campus** by registered post or by hand to the office of The Chairman, Institute Works Department, Rajiv Gandhi Institute of Petroleum Technology Jais, Mukhetiya More, Harbanshganj, Tiloi, Amethi, UP - 229304.
- The quotation should be submitted within 7 days from the date of quotation enquiry i.e., the quotation should be received on or before 29.09.2026 by 04:00 PM. Quotation received after the due date, for whatever reason, will not be considered for evaluation.
- The order will be awarded to the Agency/Contractor, whose rate will be lowest in terms of the grand total.
- The Institute reserves the right to accept/reject all or any part of the offer without assigning any reason thereof.

Assistant Engineer (Civil)

Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi

Bill of Quantity (BOQ)

S.No.	Item Description	Unit	Qty.	Rate (Rs.)	Amount (Rs.)
New Glass					
1	4 mm thick glass with 4 corner rounds size (219 x 1635 mm)	No.	91		
2	4 mm thick glass with 4 corner rounds size (215 x 1610 mm)	No.	17		
3	4 mm thick glass size (417 x 315 mm)	No.	30		
Existing Glass					
4	Labour charges for resizing of 4 mm thick glass with 4 corner round Size (219 x 1635 mm)	No.	37		
5	Labour charges for resizing of 4 mm thick glass with 4 corner round Size (215 x 1610 mm)	No.	59		
6	Labour charges for resizing of 4 mm thick glass with 4 corner round Size (417 x 315 mm)	No.	23		
7	Sub-Total (S. No. 1 to 6)				
8	GST @ 18% on S.No "7"				
	Total Amount (S. No. 7 + 8)				

- Note:**
1. The precise dimensions of the glass required for supplying and resizing shall be provided to the vendor by RGIPT prior to commencement of bulk supply and resizing works.
 2. The vendor shall, immediately upon receipt of the Purchase Order, visit the respective locations at RGIPT and take accurate on-site measurements of all glass panels requiring supplying and resizing.

LIST OF PREFERRED MAKES

SL.NO.	MATERIALS	MANUFACTURER/BRAND/MAKE
1	4 MM THICK CLEAR GLASS	SAINT GOBAIN, AIS, MODI GUARD

