



राजीव गांधी पेट्रोलियम प्रौद्योगिकी संस्थान, बेंगलुरु परिसर

Rajiv Gandhi Institute of Petroleum Technology, Bengaluru Campus.
(An Institution of National Importance Established Under an Act of Parliament)
Address: Sy. No. 127-P Kambalipura, Sulibele, Hoskote, Bengaluru-562165.

QUOTATION ENQUIRY

Enquiry No. : RGIPT/BLR/RFQ/Convocation-2026/087/2026-27
Opening Date : 12th October 2026, Monday
Closing Date : 19th October 2026, Monday till 10:00 Hours
Date of Programme : 24th October 2026

The 10th Convocation of Rajiv Gandhi Institute of Petroleum Technology (RGIPT) is scheduled to be held on **24 October 2026** at RGIPT Bengaluru Campus. In this regard, RGIPT, Bengaluru Campus, Sealed quotations are invited from registered vendors/service providers for Tentage items for **Xth Convocation-2026** in Single Bid Format (Price Bid) **on or before Monday, 19th October 2026 till 10:00 Hours**. Quotation should contain the following information:

1. Clearly mention the date of validity of the offer.
2. **Clearly mention your E-mail ID, Mobile number, and address.**
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 Audio Visual Decoration items for Xth Convocation-2026**” and addressed to The RGIPT Bengaluru Campus In-Charge, RGIPT, Bengaluru Campus, Sy. No.127 P, Kambalipura Village, Sulibele Hobli, Hoskote Taluk, Bangalore Rural District 562165.

Sl. No.	Description of Items	Approximate Quantity/ size's	Quoted Rate (INR)	Quoted Price (INR)
[1]	Pedestal fans with electrical connection	40 Nos		
[2]	Circular Tables with cloth and border for Lunch	50 Nos.		
[3]	Rectangular table with cloth and border	35 Nos.		
[4]	Rectangular table (for food preparation)	10 Nos.		
[5]	Temporary Male Washrooms	5 Nos.		
[6]	Temporary Female Washrooms	5 Nos.		
[7]	Manpower for Cleaning and Maintenance	1 Job Lumb sump		



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[8]	Masked tables for AV setup 12*4+4*4 console masking	2 Nos.		
[9]	LED/projector & technical support (12' X 15')	1 Nos.		
[10]	Led necessary accessories process, laptops 2 nos, Switcher, Splitter, Preview monitor 2 nos, Que Commander Slide Changer	As applicable		
[11]	VJ Led Operator	1 Lumb sump		
[12]	Event manpower / ushers	10		
[13]	Transportation & Manpower logistics Infrastructure, Stage, Furniture, Audio visual	As applicable		
[14]	Housekeeping manpower	Lumb sump as per Needed		
[15]	Housekeeping Material	Lumb sump as per Needed		
[16]	Waste management	Lumb sump as per Needed		
[17]	Power backup (DG setup for 125 kVA)	2 Nos.		
[18]	Water supply tanker for washrooms	2 Nos.		
[19]	Professional PA/sound system.	RCF sound 4 sub, 12 tops 4 Delay, 4 monitor, Audio Mixer digital, Sound Engineer, DI box, cabling		
[20]	Five Cordless/wireless microphones, 3 lapel mic two podium microphones (one for each), and two backup microphones.	5+2+3 lapel		
[21]	Adequate cabling, distribution boards and safe cable management.	Lumb sump as per Needed		
[22]	Sub Total			
[23]	GST (@)			
[24]	Grand Total			



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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 RGIPT Bengaluru Campus In-Charge, RGIPT, Bengaluru Campus, Sy. No127 P, Kambalipura Village, Sulibele Hobli, Hoskote Taluk, Bangalore Rural District 562165.
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. The supply of material should be of standard specification. No compromise on quality would be made. In case, it is found at any stage that the quality supplied is inferior, the contract will be cancelled, and the firm will be blacklisted.
5. Rates should be quoted item wise for the articles. **Any Item may be added or deleted from the list of items by RGIPT.**
6. The rates offered should be **including transportation charges, service tax and other taxes (if any).**
7. **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.
8. **Quotation will be evaluated on total cost basis.** Rate of individual item will not be considered for evaluation of proposals.
9. The rate offered should include the delivery, installation and return pickup at RGIPT Bengaluru only. The Firm should quote the price on F.O.B. basis.
10. The supplier has to supply and install the items well before the schedule of Convocation programme i.e. one day (on 23/10/2026) in advance of the ceremony date.
11. 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.
12. **Payment Terms:** Payment will be made after successful completion of the event ONLY.
13. Penalty @ 1% per day 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.
14. The Institute reserves the right of accepting or rejecting any quotation without assigning any reason thereof.
15. 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.
16. The jurisdiction for dispute (s), if any, shall be Bengaluru.



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In-charge
RGPT, Bengaluru Campus

Dean (Academic Affairs)
RGPT

Check List

Sl. No.	Particulars	Yes/No (Bidders to tick Yes/No)
1	PAN No., GSTIN No., Bank Account details	Yes / No
2	BOQ (duly filled with quoted rate and amount of each item)	Yes / No
3	Entire Quotation Enquiry & Other Relevant Papers duly signed & stamped	Yes / No