



Tender No: RGNIYD/A-P/2025-26/1972/LT7

Date: 29.09.2025

## Request for Proposal (RFP)

**Subject:** Empanelment of Suppliers for Petrol & Diesel on Credit Basis

**Introduction:** The Rajiv Gandhi National Institute of Youth Development (RGNIYD), Sriperumbudur, Tamil Nadu, an Institution of National Importance established by the Act of Parliament No. 35/2012 under the Ministry of Youth Affairs & Sports, Government of India, invites proposals (RFP) from authorized and eligible Fuel Filling Stations/Pumps/Dealers for the supply of Petrol & Diesel. These entities must be authorized by Bharat Petroleum Corporation Limited (BPCL), Hindustan Petroleum Corporation Limited (HPCL), Indian Oil Corporation Limited (IOCL), Oil India Limited (OIL), or any other Public Sector (CPSE) Oil Marketing Company (OMC) located in and around Sriperumbudur. The empanelment is for a period of two (2) years for door-step delivery and supply of Diesel & Petrol Fuel on an “as and when required” basis, necessary for the operation of Power Generators and office-owned vehicles in the campus.

### Key Details:

- **Documents Download:** The RFP documents can be downloaded from the RGNIYD website at [www.rgnyd.gov.in](http://www.rgnyd.gov.in)
- **Last Date for Submission:** Proposals must reach by 5 PM on the due date 21.10.2025 Late submissions will be rejected.

### Submission Process:

- **Sealed Envelope:** Submit proposals in a sealed envelope addressed to:

Assistant Registrar  
Rajiv Gandhi National Institute of Youth Development,  
Ministry of Youth Affairs & Sports,  
Government of India, Sriperumbudur – 602105.

## **Terms and Conditions:**

### **1. Authorized Signature and Seal:**

- Proposals must be signed and stamped with an official company seal on every page by the authorized person/signatory.
- Include a signed and stamped copy of the RFP document as a token of acceptance of the terms and conditions.

### **2. Proposal Review:**

- All prospective bidders must thoroughly read the terms and conditions in the RFP document before submission.
- No changes to the terms and conditions will be entertained once the bid is accepted.

### **3. Quality and Quantity Assurance:**

- The vendor must ensure no adulteration in the supplied fuel, and the quantity must match the issue slip. Any adulteration or short supply will result in cancellation of empanelment and reporting to IOC/HPCL/BPCL, etc.
- RGNIYD decision in such cases will be final.

### **4. Right to Accept or Reject:**

- RGNIYD reserves the right to accept/reject any or all offers without assigning any reason.
- RGNIYD may cancel/withdraw this empanelment at any time without assigning any reason.

### **5. Empanelment Duration:**

- The empanelment is valid for 2 years and can be extended for one more year, subject to satisfactory supplier performance.

### **6. Supplier Visits and Queries:**

- Prospective bidders can visit the Institute during office hours with prior intimation and confirmation for queries. The contact number is: 9787453846
- The Institute will issue slips for procurement, signed by the authorized signatory as and when required.

### **7. Discount Validity:**

- The discount offered on the rate prescribed by oil companies \* will be valid for 2 years from the contract assignment to the successful bidder.
- The tenderer/agency fuel station must be situated within a 5 kilometre radius of RGNIYD, Sriperumbudur, to facilitate prompt and cost effective supply of materials/services.

#### **8. Billing and Payments:**

- The vendor will raise the bill on a monthly basis.
  - Payments will be made within 10-15 working days from receipt of the authenticated computerized bill, supported with RTGS/NEFT details and the issue slip signed by the authorized signatory.
9. The tenderer/agency shall submit their offer price strictly in the prescribed format attached. Quotations submitted in any other format are liable to be accepted or rejected at the discretion of RGNIYD.

#### **N.B.:**

1. The firm must submit proof of PAN, GST No., and firm address on the letterhead.
2. Offers received from vendors after the due date are liable to be ignored/rejected.
3. The Institute is not responsible for any accidental opening of improperly superscribed and sealed covers.
4. Offers must be submitted on the firm's letterhead with all particulars. Any other format is not acceptable.
5. The empanelment offer will be awarded to the supplier offering the maximum percentage discount on the said items.
6. \* Oil companies refers to BPCL/IOC/HPC or any other such oil companies.

**Note:** Offers received only through REGISTERED/SPEED post shall be considered.

**Rajiv Gandhi National Institute of Youth Development (RGNIYD)**

**Request for Proposal (RFP)**

**To**

Assistant Registrar,  
Rajiv Gandhi National Institute of Youth Development,  
Ministry of Youth Affairs & Sports,  
Government of India, Sriperumbudur – 602105

**Subject:** Request for Proposal for Empanelment of Diesel, Petrol & Lubricants

**Details:**

1. **Name of the Company (Vendor):**
2. **Address:**
3. **Contact Person:**
4. **Contact Number:**
5. **Email Address:**
6. **Proof of Authorisation/ Licence from Oil Company:**

BPCL/HPCL/IOCL/OIL/Other (Specify)

**Required Documents:**

1. PAN (Attach the Proof)
2. GST Number (Attach the Proof)
3. Company Address (Attach the Proof)
4. Signed and Stamped Copy of RFP Document
5. Any Other Relevant Certifications

**Proposal Details:**

Sl. No.	Item	Details
1	Discount Offered from Oil Price (as per oil companies) Please specify the discount offered from the prevailing market price at the time of delivery.	Vendors must clearly specify the discount as a reduction from the actual fuel price applicable at the delivery location on the date of supply.  The quoted rate should indicate how much will be reduced per litre from the prevailing market price, ensuring transparency and enabling fair comparison across bids. <b>Fixed price quotations will not be accepted.</b>
	a) For Petrol	
	b) For Diesel	
2	Delivery Charges (Free delivery/any offer Please specify)	
3	Delivery Schedule	
4	Quality Assurance Measures	

**Declaration:**

I, \_\_\_\_\_ declare that the information provided in this application is true and correct to the best of my knowledge. I understand that any false information may result in the rejection of my application.

Place :

Authorised Signatory

Date:

With Company Seal