

शा.प्र.सं. - 21/09/18



राजकीय महिला अभियांत्रिकी महाविद्यालय, अजमेर
GOVT. WOMEN ENGINEERING COLLEGE, AJMER

(An Autonomous Institute of Govt. of Rajasthan)

Nasirabad Road, Makhapura, Ajmer - 305002

Website: www.gweca.ac.in Ph. No.: 0145-2695535, Fax No.: 0145-2695102

Tender Notice No.: GWECA/RO/01/2018/335

Dated: 18/09/2018

TENDER NOTICE

SUPPLY OF ITEMS/WORKS FOR DEGREE DISTRIBUTION CEROMANY AND ALUMNI MEET-2018

GOVT. WOMEN ENGINEERING COLLEGE, AJMER is going to organize DEGREE DISTRIBUTION CEREMONY AND ALUMNI MEET-2018 on 27 September and 28 September 2018 in the College campus. Sealed cover offers are invited from reputed and reliable Suppliers for Supply of items/works under following categories.

1. Catering 2. Tenting, Sound-Light & Generator 3. Printing/Videography/ Photography/ Making of Mementos.

The Detailed Specification of the items/work along with terms & condition can be downloaded from our website: www.gweca.ac.in or can be obtained from the office of the Registrar in person on any working day. Last date for submission of Tender is 25/09/2018 upto 2.00.P.M. and received tender will be opened at 3.00.P.M on same day.

PRINCIPAL

प्रिन्सिपल, जन स्वास्थ्य अभियांत्रिकी विभाग, जिलाखण्ड जैसलमेर

7-1191

सूचना (NIB) संख्या:-7(1-4)/2018-19

दिनांक-10-9-2018

सूचना संख्या 7(1-4)/2018-19

GOVT.WOMEN ENGINEERING COLLEGE, AJMER
P. O.: NASIRABD ROAD, MAKHUPURA, AJMER (RAJASTHAN)

TENDER NOTICE

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SUPPLY OF ITEMS/ SERVICES FOR DEGREE DISTRIBUTION
CEROMANY AND ALUMNI MEET-2018 (27 and 28 SEP)
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GOVT.WOMEN ENGINEERING COLLEGE, AJMER is going to organise "DEGREE DISTRIBUTION CEROMANY AND ALUMNI MEET-2018 "on 27 and 28 Sep 2018 in the College campus. Sealed cover offers are invited from reputed and reliable Suppliers for Supply of items/works under following categories for the event of DEGREE DISTRIBUTION CEROMANY AND ALUMNI MEET-2018 at GOVT. WOMEN ENGINEERING COLLEGE, AJMER.

1. Catering
2. Tenting, Sound -Light & Generator etc.
3. *Printing/Videography/Photography/ Making of Mententis.*

Competent and reliable Suppliers - who are financially sound and who have supplied similar type of items/works to Reputed Organizations are requested to send their offer along with other information etc. in sealed cover envelop category wise. Rate of item should be quoted full quantity and as per Technical specification/requirement. Interested vendor can visit College campus for site seeing and enquiries, if any.

The Detailed Specification of the items/work along with terms & condition can be downloaded from our website www.gweca.ac.in be obtained from the office of the Registrar in person on any working day after publication of this notice. Last date for submission of Tender is 25/09/2018 up to 2.00. P.M. and received tender will be opened at 3.00 P.M on same day in the presence of the tenderers or their representatives, if they so desire, GWEC Ajmer

PRINCIPAL

Copy to:

1. College Notice Board GWECA/News Papers Agencies
2. College website: www.gweca.ac.in for broad circulation

INSTRUCTIONS TO THE BIDDERS FOR ALL CATEGORIES

GENERAL

1. Sealed Tender are invited on behalf of the Principal, GOVT. WOMEN ENGINEERING COLLEGE, AJMER for **SUPPLY OF ITEMS /WORKS FOR DEGREE DISTRIBUTION CEROMANY AND ALUMNI MEET-2018 (27-28 SEP)** at GWECA. The tender documents can be downloaded from the College website www.gweca.ac.in and can also be obtained from the office of The registrar on working day after publication of this notice.
2. Bidders may be participated for any or all categories mentioned in Tender Documents but bid must be submitted in prescribed documents in sealed. & the rates of item should be quoted, full quantity and as per Technical specification.
3. Bidder who interested for participating in more than one Category, are directed to submit their offer in separate envelope category wise.
4. The Bidders should offer their price for the supply of items/works for **DEGREE DISTRIBUTION CEROMANY AND ALUMNI MEET-2018 (27-28 SEP)** category wise as specified in Annexure-I along with terms & conditions, if any, on printed letter head of the Bidder's firm indicating thereon Sales Tax Registration, FAX, Email, Telephone numbers, etc.
5. The offer shall contain papers regarding :
 - a. Registration Certificate of firm
 - b. GST Registration Certificates
 - c. GST Return of last months
 - d. Income Tax /PAN Registration Certificates
 - e. Copy of supply /work order completed during the last years if any.
6. Tender documents should be in sealed cover category wise and superscribed on the top of envelop "**SUPPLY OF ITEMS/WORKS FOR ALUMNI MEET-2018** " with the tender reference no. and category.
7. All pages of the bid documents should be signed with seal by the firm.
8. Submission of a tender by a Tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the supply /work.

1. **MODE OF SUBMISSION OF TENDER & LAST DATE:**

The sealed cover Tender envelop should be addressed to the "Principal, Govt. Women Engineering College" and must reach on or before 25/09/2018 by 2.00 P.M.

2.

Tenders may be hand delivered at the aforementioned address or sent by post also so as to reach the aforementioned address on or before the said date. GWECA Ajmer will not be responsible for delay or loss in transit if sent by post. No representation in this regard shall be entertained by this College.

3.

OPENING OF BIDS: Received Tender will be opened on the scheduled date and time mentioned in the tender enquiry in the office of Registrar, G W E C Ajmer administrative building in presence of committee of officials and interested vendors or their authorized representatives. Tenderer may be present at the time of opening of the Tender. Tender received after due date and time will not be considered.

4.

PERIOD OF VALIDITY OF BIDS: The bid shall remain valid and open for acceptance for a period of 10/90 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.

5.

EXTENSION OF LAST DATE: The Principal, GWEC, Ajmer, may in his discretion extend the last date for submission of the Tender and such extension shall be binding on all the Bidders.

6.

QUANTITY: Quantity mentioned is only indicative. The actual requirement may vary at time of placement of the purchase/work order.

7.

Discretion: In all matters of dispute the decision of the Principal, GWEC, Ajmer shall be final and binding on the bidders.

8.

CLARIFICATION : For any clarification regarding this tender, Bidder may contact to: Registrar and Alumni Head.

KIND SPECIAL ATTENTION

1. Requirement is on urgent Basis, hence, Supply/work must be completed within schedule date & time of meet by the successful bidder since **DEGREE DESTRIUTION CEROMANY AND ALUMNI MEET-2018** schedule is 27 and 28 September 2018.
2. All the work will be completed as per direction of Collega Administration/Committee
3. **Category 1.: CATERING**
 - I. Bidder interested for quoting to provide Catering should be well established Professional Catering services and must have organized /participated in events in reputed Organization. (Documentary proof should be attached).
 - II. All the food preparations are to be done at the venue itself. Paneer used should be of AMUL or SARAS.
 - III. Crockery, transportation, waiter and cooking gas etc must be provide by the ²vender.
 - IV. At most attention has to be given to provide wholesome quality dishes and render good acceptable services besides maintaining punctuality in services without any complaint.
 - V. The food, raw materials, ingredients, etc. are to be used of superior quality, clean, fresh, nutritious, hygienic and edible.

Category 2.: Tenting, Sound - Light & Generator.

- Items under this Category will be supplied on rental/ hiring basis.
- I. Tenting work will be completed as per guide line of Commitee. Items under this Category will be supplied on rental/ hiring basis for two day. *as per requirement.*
 - II. Interested vendors must visit Colleege campus for site seeing and stage requirements to analyse the nature of work and advice feel free to contact officials.
 - III. For light & sound valid electrical licence and sufficient trained staff is ²mandatory.

IV. For handling the Videography trained & expert professional should be deployed. Items under this Category will be supplied on rental/hiring basis for three day.

V. Generator should be noise free. Specify the running rate per hour and setup cost per day (when generator - is required) *only*.

GENERAL TERMS AND CONDITIONS

1. Rate: The rate should be quoted on F.O.R. GWEC, Ajmer, Inclusive fixing, packing, forwarding, freight, Insurance and all other charges, if any.
2. The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be signed with initial by the bidder with full signature; however, no over-writing is permissible.
3. In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
4. No escalation in respect of materials, labour, duties, freight etc will be allowed in any shape.
5. GST should be quoted as separately.
6. Quality & Specification of items/works: The goods/works offered should strictly conform to the required specification and technical details as specified in annexure - I.
7. The quantities included in the tender can be increased or decreased at the discretion of the Principal, Govt. Women Engineering College, Ajmer.
8. Period of Validity: Offer shall remain valid for acceptance at least for a period of 10/90 days from the date of opening of bid.
9. Road Permit: Supplier will manage them self for Road Permit, if needed.
10. Delivery and installation: Requirement is on urgent Basis, hence, Supply/work must be completed within schedule date & time of meet by the successful bidder since **DEGREE DISTRIBUTION CEROMANY AND ALUMNI MEET-2018** schedule is 27 September and 28 September 2018.
11. Payment: 100% payment will be made against receipt of materials/completion of work in good condition within week by crossed account payee cheque after submission of bill.
12. The College reserves absolute right to accept or reject any or all the Tender on whole or in part without assigning any reason thereof.
13. The College reserves the right to reject any article/service found defective, damaged and or not of the desired quality and specification, Decision of GWEC, Ajmer will be final. The agency will make necessary modification as per the direction of concerned authority without further delay at their cost.

14. **Dispute:** In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Principal, GWEC, Ajmer shall be final.
15. The bid document/resultant contract will be interpreted under Indian Laws and subject to the jurisdiction of courts in ajmer (Raj).