



राजकीय महिला अभियान्त्रिकी महाविद्यालय, अजमेर
(बीकानेर तकनीकी विश्वविद्यालय बीकानेर का संघटक महाविद्यालय)

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GOVT. MAHILA ENGINEERING COLLEGE, AJMER

(A Constituent College of Bikaner Technical University, Bikaner)

Nasirabad Road, Makhupura, Ajmer - 305002

Website: www.gweca.ac.in

Ph. No.: 0145-2695535

Email : principal@gweca.ac.in

Fax No.:0145-2695102

Reference No. RFQ/2024-25/ 872

Date: 07.12.2024

From,

Principal, Mahila Engineering College Ajmer
Ajmer(Raj.)

To: _____

Request for Quotation (RFQ)

(Rule 24, RTTP 2013)

Subject: Request for Quotation for Printing items (work) .

Dear Bidder,

Govt. Mahila Engineering College Ajmer(GMECA) invites quotation under Rajasthan Transparency in Public Procurement Act, 2012 & Rules, 2013 for the above subject from experienced, technically and financially sound suppliers/service providers. Bids for the various work(s) as mentioned below are invited from manufacturers/distributors/authorized dealers/registered bidders/bonafide dealers upto 12.12.2024 (Time 3.00PM) .

Specifications

S. No.	Particulars of Item	Approximate Qty/work
1	File cover thick 30.9kg with lace . Printed Mahila Engg College Ajmer Emblem of Collège 540Gsm Card Sheet (As Per Format)	600
2	Envelope Polynet Pasted Fs Size-16x12" 100gsm Printed Mahila Engg College Ajmer Emblem of College (As Per Format)	100Nos
3	Students Attendance Register Size-20X30/2. 26Name 80Gsm Printed Mahila Engg College Ajmer. Emblem Of College (As Per Format)	150Nos
4	General Receipt Book For Hostel duplicate double copy with double numbering and hard binding 60gsm Pkt Of 50 Each Forms (As Per Format)	10Pad
5	General Receipt Book For Non Society duplicate double copy with double numbering and hard binding 60gsm Pkt Of 50 Each Forms (As Per Format)	10Pad

(Handwritten signature and initials)

Terms and Conditions

1. Sealed quotation to be submitted/ delivered at the address mentioned below:
Principal, Govt. Mahila Engineering College Ajmer, Nasirabad Road, Makhapura, Ajmer (Raj.)-305002
2. Procuring Entity reserves the right at its absolute discretion:
 - (i) By written notice to prospective suppliers to do any of the following things:
To discontinue or suspend the RFQ process; to extend the closing date and time of the RFQ ; and to amend this RFQ ;
 - (ii) To negotiate with any prospective supplier submitting a Quotation.
 - (iii) To determine the number of organizations with whom it will contract.
 - (iv) Rate shall be inclusive of all charges i.e. transportation, loading, unloading, toll tax insurance of goods etc.
3. A Quotation must be prepared using the Quotation form in Part A. Submission of Part A is mandatory.
4. A Quotation constitutes an irrevocable, unalterable offer by the prospective supplier to GMECA. A quotation must remain valid and open to be accepted 60 working Days from the closing time and date specified in the RFQ.
5. RTTP Act 2012 and Rules 2013 shall be part of this RFQ.
6. Each page of the Quotation must be signed and sealed by the bidder/firm. In absence of sign and seal of the firm the proposal will be rejected.
7. Any discount i.e. quantitative discount and others may also be mentioned in details.
8. Goods will be delivered within a stipulated period as mentioned in the conditions of bid.
9. The rates quoted above are valid upto the contract period which may be extended as per RTTP Rules 2013 with mutual consent as per the conditions of the contract.
10. Supplier should ensure at his level that the supplied items are of original make and in good quality/condition and make should be as per bid document.
11. Bids received after the prescribed time and date will not be considered.
12. The quotation must be supported with requisite documents and catalogues of items quoted.
13. In case of any query Dr.Gaurav Bharadwaj, Nodal Officer (Procurement) may be contacted at 9414421433.
14. Payment will be made as per actual work quantity received at the GMECA
15. Quotation without required sample will not be considered.
16. Envelope of quotation should be labelled as. "Request for Quotation for _____(Name of work)
We look forward to receiving your quotation.
Last date for submitting quotation: 12.12.2024 upto 03.00 p.m.


Principal
Govt. Mahila Engineering College Ajmer (GMECA)



(to be submitted on letterhead of firm)

Format for Quotation Submission

(PART-A)

To

Principal

Govt.Mahila Engineering College Ajmer (GMECA)

RFQ Reference No. : _____

I/We:

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(Insert name of firm with address, USE BLOCK LETTERS)

The supplier hereby offers to supply the items listed below in accordance with the terms and conditions stated in your Request for Quotations referenced above. The validity period of our quotation is: _____ days/weeks/months.

The Price offered are:

S. NO.	Particulars of Item	Price Per Unit item Excluding GST	GST %	Price Per Unit item including GST	Total Price	Sample Required
1	File cover thick 30.9kg with lace . Printed Mahila Engg College Ajmer Emblem of College 540Gsm Card Sheet (As Per Format)					yes
2	Envelope Polynet Pasted Fs Size - 16x12'100gsm Printed Mahila Engg College Ajmer Emblem of College (As Per Format)					yes
3	Students Attendance Register Size-20X30/2. 26Name 80Gsm Printed Mahila Engg College Ajmer. Emblem Of College (As Per Format)					Yes
4	General Receipt Book For Hostel duplicate double copy with double numbering and hard binding 60gsm Pkt Of 50 Each Forms (As Per Format)					Yes

5	General Receipt Book For Non Society duplicate double copy with double numbering and hard binding 60gsm Pkt Of 50 Each Forms (As Per Format)					yes
	Total Price					

We confirm that the prices quoted above are fixed and final for the duration of the validity period and will not be subject to revision or variation. The delivery period offered is: _____ days/weeks/months from date of Work Order.

Supplier's details (under this RFQ) will be as follows:

S. NO.	PARTICULARS	DETAILS
1.	Name of bidder Firm/Supplier	
2.	Address of the bidder Firm/Supplier	
3.	Phone and Mobile No.	
4.	Email Address of firm	
5.	Pan under Income Tax Act (Attach Proof)	
6.	G.S.T. Number (Attach Proof)	
7.	Whether bidder/Supplier has been blacklisted/ or not any of the Govt. department/organization	
8	Bank A/c No. IFSC code and Brach name	

This is to certify that I/We have carefully read the contents of the RFQ and fully understood all the terms and conditions therein and undertakes myself/ourselves to abide by the same.

Seal of the firm/agency

Signature of Supplier/Bidder

(to be submitted on letterhead of firm)

UNDERTAKING

1. The rates quoted will be valid and binding upon me for the entire period of contract/validity.
2. I hereby declare that my company is neither blacklisted by Central Government/State Government or instrumentalities thereof nor any criminal case against the Bidder/ Its Partners/ Directors/ Agents is pending before any court of Law.
3. I further certify that I am competent officer in my firm/company to make this declaration.
4. Further I am aware that if any of the information given by me is found to be wrong in future then legal action can be taken against me and my bid will be considered as canceled.
5. I undertake that I will abide the terms and conditions of this RFQ. In case of non-compliance of terms and conditions of the RFQ my proposal can be rejected by the college.

Seal of the firm/agency

Place :

Date :

Signature of Supplier/Bidder

Terms and Conditions of RFQ

01. Sealed quotation to be submitted/ delivered at the address mentioned below:
Principal, Govt. Mahila Engineering College Ajmer, Nasirabad Road, Makhapura, Ajmer (Raj.)-305002
02. Procuring Entity reserves the right at its absolute discretion:
03. By written notice to prospective suppliers to do any of the following things:
To discontinue or suspend the RFQ process; to extend the closing date and time of the RFQ ; and to amend this RFQ ;
04. To negotiate with any prospective supplier submitting a Quotation.
05. To determine the number of organizations with whom it will contract.
06. Rate shall be inclusive of all charges i.e. transportation, loading, unloading, toll tax insurance of goods etc.
07. A Quotation must be prepared using the Quotation form in Part A. Submission of Part A is mandatory.
08. A Quotation constitutes an irrevocable, unalterable offer by the prospective supplier to GMECA. A quotation must remain valid and open to be accepted 60 working Days from the closing time and date specified in the RFQ.
09. RTTP Act 2012 and Rules 2013 shall be part of this RFQ.
10. Each page of the Quotation must be signed and sealed by the bidder/firm. In absence of sign and seal of the firm the proposal will be rejected.
11. Any discount i.e. quantitative discount and others may also be mentioned in details.
12. Goods will be delivered within a stipulated period as mentioned in the conditions of bid.
13. The rates quoted above are valid upto the contract period which may be extended as per RTTP Rules 2013 with mutual consent as per the conditions of the contract.
14. Supplier should ensure at his level that the supplied items are of original make and in good quality/condition and make should be as per bid document.
15. Bids received after the prescribed time and date will not be considered.
16. The quotation must be supported with requisite documents and catalogues of items quoted.
17. In case of any query Dr. Gaurav Bharadwaj, Nodal Officer (Procurement) may be contacted at 9414421433.
18. Payment will be made as per actual work at the site of GMECA.

Signature of Supplier/ Bidder

Sample for file cover 76

File No.

महिला अभियान्त्रिकी महाविद्यालय, अजमेर



WOMEN ENGINEERING COLLEGE, AJMER

Year 20__ - 20__

Section _____

File No. _____

Subject _____

From _____ to _____

Sample

27

Women Engineering College, Ajmer

(ESTD. - 2007)

GENERAL RECEIPT (NON SOCIETY FUND)

Receipt No. **197**

Book No. **4**

Dated

Received from

a sum of Rupees (Rupees

..... only)

through Cash / ^{P.D.} Cheque ^{online} / ^{cheque}

on account of following :

- | | |
|-----------------------------|----------|
| 1. Testing Charges | Rs. |
| 2. Telephone dues | Rs. |
| 3. Deptt. Advance | Rs. |
| 4. Loss of College Property | Rs. |
| 5. Scholarship | Rs. |
| 6. Fine | Rs. |
| 7. | Rs. |
| 8. | Rs. |
| 9. | Rs. |
| 10. | Rs. |

Grand Total Rs.

[Handwritten signature]

CASHIER

[Handwritten mark]

[Handwritten signature]

Sample

28



महिला अभियान्त्रिकी महाविद्यालय, अजमेर
WOMEN ENGINEERING COLLEGE, AJMER
FOR GIRLS HOSTEL
RECEIPT

Book No.

Receipt No.

Date

Book No. 210

D/o

Branch

Received from Miss..... student of B. Tech I/II/III/IV year Semester..... (Rupees.....) on account of following:

only Through Cash/DD/Cheque..... College No.....

Hostel Name.....

	Rs.
1. Caution Money	Rs.
2. Hostel Fee	Rs.
3. Installment	Rs.
4. Others	Rs.

Grand Total Rs.

D.A./CASHIER

[Signature]

महिला अभियान्त्रिकी महाविद्यालय, अजमेर
(राजस्थान सरकार का स्वायत्तशासी संस्थान)

WOMEN ENGINEERING COLLEGE, AJMER
(An Autonomous Institute of Govt. of Rajasthan)



ATTENDANCE REGISTER

SESSION : 20___ - 20___

Name

From to

&

A

B

WOMEN ENGINEERING COLLEGE, AJMER LECTURE PLAN

Branch :

Semester :

Subject :

S. No.	TOPIC	Delivery Date	S. No.	TOPIC	Delivery Date
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
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12			32		
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14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		

Sample

(32)

WOMEN ENGINEERING

ATTENDANCE

Class		Group	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Subject																	
Lecture / Tutorial / Practicals																	
S. No.	College No.	Name															
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A G F

SAMPLE for Envelope

To, _____

[Handwritten marks]



WOMEN ENGINEERING COLLEGE

(An Autonomous Institute of Govt. of Rajasthan)

Nasirabad Road, Makhupura,

Ajmer - 305002