



# महिला अभियान्त्रिकी महाविद्यालय, अजमेर

(बीकानेर तकनीकी विश्वविद्यालय, बीकानेर का संघटक महाविद्यालय )

## WOMEN ENGINEERING COLLEGE, AJMER

(A CONSTITUENT COLLEGE OF BIKANER TECHNICAL UNIVERSITY, BIKANER)

Nasirabad Road, Makhupura, Ajmer - 305002

website: www.gweca.ac.in

email: establishment@gweca.ac.in

Ph. No.: 0145-2695535

Fax No.: 0145-2695102

Ref. No. W.E.C.A/Estt./2026-27/339

Dated: -01/5/2026

### OFFICE ORDER

In Compliance of letter no. एफ(3)/लेखा/बीटीयू/विविध/2026-27 दिनांक 02.04.2026 received from Bikaner Technical University, Bikaner following committees are constituted to collect the requirements from entire college (wherever applicable) by 08.05.2026 and complete all formalities of tender process after taking necessary approvals. (Include college & hostel both)

Last date to upload all tenders is 15.05.2026

S.N.	Assignment/Activity Committee	Coordinators/Members
01	Photocopy and printer refill and repair	Dr. Varun Prakash Saxena, Convener
		Dr. Amit Garg, Member
		Mr. Dalpat Songara, Member
		Mr. Narendra Singh, Member
		Mr. Atul Bhardwaj, Member
02	AC Repair	Dr. Balvinder Singh, Convener
		Dr. Pushpendra Singh, Member
		Ms. Vimla Sanbhriya, Member
		Mr. Pappu Sain, Member
03	Inverters & UPS repairs & maintenance	Dr. S.N. Joshi, Convener
		Dr. Balvinder Singh, Member
		Mr. Sandeep Kumar Yadav, Member
		Mr. Mahendra Kumawat, Member
04	Electrical item maintenance	Dr. Pushpendra Singh, Convener
		Dr. Balvinder Singh, Member
		Mr. Mohan Ram, Member
		Mr. Pappu Sain, Member
05	Plants, Bouquet (Hospitality)	Dr. Seema Maheshwari, Convener
		Dr. Gaurav Saxena, Member
		Dr. Shailja Tiwari, Member
		Ms. Pooja Bhati, Member

*Sh*  
01/5/26



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Fax No.:0145-2695102

06	Flex, Banner, Certificate Printing	Dr. Prashant Kriplani, Convener
		Dr. Meghna Kumawat, Member
		Dr. Meeta Sharma, Member
07	Medal, Mementos & Trophy	Dr. Vijay Sharma, Convener
		Dr. Shailja Tiwari, Member
		Mr. Mohan Ram, Member
		Mr. Ram lal Kumawat, Member
08	Tent	Dr. Rakhi Khandelwal, Convener
		Dr. Rahul Kumar Garg, Member
		Mr. Amrit Pal Singh Yadav, Member
		Mr. Chiman Singh Rawat, Member
09	DJ Sound, Light & Mike	Mr. Yashvin Gupta, Convener
		Dr. Amarjeet Poonia, Member
		Dr. Pushpendra Singh, Member
10	Annual electrical item purchase (Rate Contract)	Dr. Pushpendra Singh, Convener
		Dr. Balvinder Singh, Member
		Mr. Mohan Ram, Member
		Mr. Pappu Sain, Member
11	Annual Stationary item Purchase (Rate Contract)	Store Officer, Convener
		Coordinator -Exam, Member
		Co-Coordinator -Exam, Member
		Store Keeper, Member
12	Annual Stationary Printing Work	Store Officer, Convener
		Coordinator -Exam & Chief Proctor Member
		Co-Coordinator -Exam, Member
		Dr. Vijay Laxmi Kalyani, Member
		Ms. Sunita Yadav, Member
13	Laptop repair	Mr. Saurabh Maheshwari, Convener
		Ms. Taruna Khemwani, Member
		Dr. Amarjeet Poonia, Member

*Sh*  
01/11/26



# महिला अभियान्त्रिकी महाविद्यालय, अजमेर

(बीकानेर तकनीकी विश्वविद्यालय, बीकानेर का संघटक महाविद्यालय )

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14	Hostel repair & Maintenance	Chief Warden/her nominee
		One Warden (Nominated by Chief Warden)
		Concerned member of related Committee
		One Account Person
15	Computer repairing	CC/IT Services Committee
16	Annual Sports Item Purchase (Rate Contract)	Sports Committee
17	Taxi Hiring	Transport Committee
18	RO/Water filter repair	Water Committee
19	Water tank Cleaning	Water Committee
20	Sewage tank Cleaning	Civil Estate Committee
21	Annual Civil Work	Civil Estate Committee
22	Cleaning items purchase	Civil Estate Committee

*PT. B. Bedi*  
11/5/2026  
(Principal)

Copy to:-

01. Steno to Principal for Kind information
02. I/c Registrar/FIE/FIA
03. All HOD's/All Sections/All Teaching & Non-Teaching Staff
04. All Concerned Committee Member's for compliance
05. Establishment Section for concerned personal file
06. Nodal Officer (website)
07. Guard File

*Jh*  
01/5/26  
(I/c Registrar)



BIKANER TECHNICAL UNIVERSITY, BIKANER  
बीकानेर तकनीकी विश्वविद्यालय, बीकानेर

Karni Industrial Area, Pugal Road, Bikaner Pincode 334004

क्रमांक:- एफ(3)/लेखा/बीटीयू/विविध/2026-27/

दिनांक:- 02.04.2026

प्राचार्य/सम्पदा अधिकारी/स्टोर प्रभारी,  
समस्त संघटक महाविद्यालय,  
बीकानेर तकनीकी विश्वविद्यालय,  
बीकानेर।

विषय :- विभिन्न प्रकार के उपकरणों के मरम्मत एवं रख-रखाव के लिए वार्षिक टेण्डर करने हेतु।

कतिपय संदर्भों में ऐसा देखा गया है कि संस्थाएं विभिन्न प्रकार के उपकरणों के मरम्मत एवं रख-रखाव एवं छुटपुट कार्यों के लिए (कम्प्यूटर/प्रिंटर/फोटोकॉपी मशीन रिपेयर, RO रिपेयर, AC रिपेयर, टॉनर रिफिलिंग, प्लांटर बुके, फोटोकॉपी A3, A4 या Legal, अल्पाहार आदि) आवश्यकतानुसार व्यवस्था कर बिल प्रस्तुत करते हैं जो कि उचित नहीं है।

अतः आपको निर्देशित किया जाता है कि निम्नांकित:

1. कम्प्यूटर/प्रिंटर/फोटोकॉपी मशीन रिपेयर
2. RO वॉटर रिपेयर
3. AC रिपेयर
4. टॉनर रिफिलिंग
5. प्लांटर बुके
- 6- फोटोकॉपी A3, A4 या Legal
7. अल्पाहार
8. अन्य।

का वार्षिक आकलन कर 30 अप्रैल 2026 तक समस्त प्रकार के मरम्मत, रख-रखाव एवं छुट-पुट खरीद के वार्षिक टेण्डर किया जाना सुनिश्चित करें।

इस संबंध में अनुपालना कृत कार्यवाही की प्रतिसप्ताह प्रगति रिपोर्ट से अवगत करावें।

वित्त नियंत्रक  
बीकानेर तकनीकी विश्वविद्यालय,  
बीकानेर।

क्रमांक:-एफ(3)/लेखा/ बीटीयू /विविध/2026-27/  
प्रतिलिपि निम्न को सूचनार्थ/पालनार्थ:-

1. निजी सचिव, माननीय कुलगुरु महोदय, बीकानेर तकनीकी विश्वविद्यालय, बीकानेर।
2. कुलसचिव महोदय, बीकानेर तकनीकी विश्वविद्यालय, बीकानेर।
3. रक्षित पत्रावली।

दिनांक:-

वित्त नियंत्रक  
Signature Not Verified

Digitally signed by Haruman Prasad  
Designation : Comptroller Finance  
Date: 2026.04.02 16:18:42 IST  
Reason: Approved

RajKaj Ref No.:  
21398466

