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(बीकानेर तकनीकी विश्वविधालय बीकानेर का संघटक महाविद्यालय)
GOVT. MAHILA ENGINEERING COLLEGE, AJMER
(A Constituent College of Bikaner Technical University,Bikaner)
Nasirabad Road, Makhupura, Ajmer - 305002
Website: www.gweca.ac.in
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Ph. No.: 0145-2695535
Fax No.:0145-2695102

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Open Tender for Annual Stationery Printing Work

OPEN COMPETETIVE BIDDING

Estimated Value of Tender	:	Rs. 2,84,000/-
Tender Security	:	2% =Rs.5680/-
Tender Fee	:	Rs. 500/-

NIB No. : WEA2627A0005
UBN No. : WEA2627950B00005

Principal
Govt. Mahila Engineering College Ajmer
Nasirabad Road,Makhupura,Ajmer-305002, Rajasthan
Phone: 0145-2695535, Email: principal@gweca.ac.in

SIGNATURE OF THE ...
... with student/parents/guardians, a written application is to be submitted immedi...

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Reference No. 2026-27/CentralStore/582 Date: 18.11.2026

NOTICE INVITING BID (OFFLINE)
(SR FORM 14, RULE 68-GF&AR-II)

Government Mahila Engineering College Ajmer(GMECA) invites offline bids under Rajasthan Transparency in Public Procurement Act 2012 and Rules 2013 for supplying of following Goods/services from experienced, technically and financially sound and reputed bidders fulfilling eligibility criteria and terms and conditions as described in the bid document as appended below. The following tender duly filled is to be submitted through Hard Copy of documents (Offline) upto .....07/12/2026, 11:00 am

S.No.	Name of Goods work/services	Specifications	Estimated Cost	Bid Security @02% of Estimated Cost	Bid Price Rs. (Non-Refundable)	Duration of Work
1	2	3	4	5	6	8
1	Annual Stationery Printing Work	As per Tender document	Rs. 2,84,000/-	2% =Rs.5680/-	Rs. 500/-	30 days

Bidding document including the Bid Data Sheet(BDS),Instructions to bidders(ITB),conditions of contract, Schedule of services required, Bidding forms etc. can be seen and downloaded from the official websites: www.gweca.ac.in or the websites of State Public Procurement Portals www.sppp.rajasthan.gov.in

PTripathi
18/11/2026
Principal

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Reference No. /2026-27/Central Store/582

Date: 18.11.2026
21.11.2026

OPEN BID DOCUMENT (Offline)
SECTION 1: BID DATA SHEET

Govt. Mahila Engineering College Ajmer(GMECA) invites sealed bids in prescribed format through Open bidding process under Rajasthan Transparency in Public Procurement Act 2012 &Rules 2013 for supplying of following Goods/services from experienced, technically and financially sound and reputed bidders fulfilling eligibility criteria and terms and conditions as described in the bid document as appended below:

S.No.	Name of Goods/works/services	Estimated Cost in Rupees	Security Deposit(EMD) in Rupees	Bid Price in Rupees
1	Annual Stationery Printing Work	Rs. 2,84,000/-	2% =Rs.5680/-	Rs. 500/-

Note: The bidders or their representatives may be present in the Bid opening. this bidding document may also be downloaded from our website www.gweca.ac.in or the website of State Public Procurement Portal www.sppp.rajasthan.gov.in

Important Information:

1.	Name of Bid/Tender	
2.	Bid Submission Mode	Offline 1.Technical Bid(Packet-1 consisting complete bid document along with all necessary documents mentioned with Technical Bid) 2.Price Bid(Financial Bid/BOQ)(Packet 2 consisting Price Bid only) Both packet-1 and packer-2 should be placed in larger Envelope superscribing "Open Tender for Annual Stationery Printing Work"
3.	Estimated Cost	2.84 Lacs
4.	Bid Security(@ 2% of the estimated cost)	Rs. 5680/-
5.	Bid Price(Non-refundable)	Rs. 500/-
6.	Date and Time of availability of Bid document on the SPPP portal	21/11/2026
7.	Last date and Time for offline submission of Bids	28/11/2026 , 11:00 am
8.	Date and Time of Opening of technical Bids	28/11/2026 , 2:00 PM
10.	Date and Time of opening of Price Bids	Qualified bidders shall be informed separately

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SECTION 2: INSTRUCTIONS TO BIDDERS (ITB)

The bidders must note the following points carefully before submitting the bids:-

1. The envelope containing the bid must be marked **"BID for supply of Annual Stationery Printing Work"**
2. **Single stage two cover/envelope selection procedure shall be adopted that will proceed as follows:**

The first cover proposal will consist of Technical Bid and second cover will be the Financial Bid. Financial Bids of only technically qualified bidders based on the evaluation of Technical Bids shall be opened. A decision as to whether or not a bidder will be technically qualified will be based on the evaluation made by the Technical evaluation committee based on Bidders' experience and reputation and scrutiny of documents, and sample of items submitted by the bidder in support thereof. Bid security deposit will be as described in this document. Each bidder shall submit only one bid and bid must be delivered according to schedule.

3. **Sample Submission**

The bidder shall submit one set of **sample before the date and time of opening of technical bid** as per the prescribed technical specifications in the tender document. If the bidder does not submit the sample as per the prescribed date and time, the bid will not be considered.

- The submitted samples shall be inspected by the consignee/user department or any committee constituted by the competent authority for quality, design, dimensions, material, workmanship, and finish.
- If the submitted samples are not found conforming to the approved specifications, the bidder shall not be considered for financial bid.

4. The detailed scope of work as well as terms and conditions for "Annual Stationery Printing Work " have been given in bid document which may be downloaded from www.sppp.rajasthan.gov.in or from the college website www.gweca.ac.in.
5. **The interested bidders may submit their bids along with separate Demand Draft towards the cost of Bid price (non-refundable) and Security deposit(EMD) drawn in favour of Principal, Govt. Mahila Engineering College Ajmer payable at Ajmer. Security Deposit (EMD) of the unsuccessful bidders will be returned/refunded soon after signing the contract with the successful bidder and EMD of the successful bidders will be adjusted towards Performance security.**
6. The above demand draft must reach physically in the office Principal, Govt. Mahila Engineering College Ajmer on or before last date and time as mentioned above failing which bids shall not be considered.

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7. In the event of specified dates being a holiday, the activities assigned on that day may be carried out on the next working day at the same time..
8. Bids received after the prescribed time and date will not be considered.
9. Govt. Mahila Engineering College Ajmer reserve the right to accept any bid or reject any bids without assigning any reason thereof and without incurring any liability, whatsoever in favour of the bidder(s).
10. Validity of the rates shall be 90 days from the date of opening of financial bid.
11. Any information provided in support of the bids must be properly annexed, numbered and duly signed.
12. Any ambiguous condition quoted in the application may lead to summarily rejection of the quotation.
13. Govt. Mahila Engg. College, Ajmer reserves the right to accept any Bid not necessarily the lowest, reject any bid without assigning any reasons and accept Bid for all or any one or more of the articles/items for which bidder has been given or distribute items of works to more than one bidder.
14. **Bidders are required to read the document carefully before filling the bids. At the time of submission, every page duly numbered must be signed by the authorized signatory. If any document is found missing, blur or not attached then bidder will be automatically disqualified, and no further communication shall be made by the college.**
15. **Documents and the procedure for submission of bids in manual/physical or offline bidding Two-Envelope or Two-Cover Bidding:**

15.1 Technical Bid: The Technical Bid or Proposal document shall be prepared consisting of the all the forms/ annexures. These documents should be sealed in an envelope (COVER1) and the envelope must be marked **"TECHNICAL BID".** Finance/Price bid/schedule and any other document containing price information should not be put in this envelope.

15.2 Financial Bid: The bidder should prepare Price Schedules for each item using appropriate forms (Financial Bid Format) and any other document mentioned in the Bidding Document and seal in a separate envelope (COVER-2) and mark the envelope as **"FINANCIAL BID"** and write the NAME OF ITEM/ GOODS on it. However, a single price schedule for all items may be used, if so indicated in the form and must be put in one single envelope. This envelope must be marked **"FINANCIAL BID"**

15.3 The envelopes for Technical Bid and Financial Bid must be put in an outer envelope and must be sealed properly and marked **" Open Bid for Annual Stationery Printing Work "**

16. **SEALING AND MARKING OF BIDS**

The outer and inner (if any) envelopes shall, additionally and compulsorily -

(a) Bear the complete address of the Procuring Entity and the name and complete address along with telephone/ mobile number of Bidder;

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(b) Bear the specific identification of the Bidding process (Bid Reference No.) and the date and time of submission of Bid. In case there are many categories in the NIB, the specific CATEGORY for which the bid is being submitted must also be indicated.

(c) The outer envelopes and the inner envelopes (if any) containing the Technical Bids shall bear a warning not to be opened before the time and date for the opening of Technical Bids, as specified in the NIB/NIT and BDS.

(d) The inner envelopes (if any) containing the Financial Bid and/or Price proposals shall bear a warning not to be opened until advised by the Procuring Entity.

17. All the tender documents and annexures except **FINANCE BID** are to be sealed in **Cover/Envelope 01-TECHNICAL BID** and Finance Bid is required to be sealed in **Cover/Envelope 02-FINANCE/PRICE BID.**

18. The technical bid will be opened in the first instance and the Financial Bid shall be opened only in respect of those bidders, who are short-listed on the basis of their Technical bids and Sample of furniture items submitted.. The bids would be evaluated based on the Technical Competency and Samples. The date and time of opening of the Financial bid will be intimated later to the shortlisted Technically qualified bidders .

19. The updated information will be uploaded on College Website from time to time.

20. If all envelopes are not sealed and marked as required, the Procuring Entity shall assume no responsibility about its consequences including misplacement and premature opening of the Bid.

21. In case of any query arises regarding the interpretation of the scope of work. T & C in the bid document, Principal MECA will be the final authority to make the decision and Dr. Nikhil Jain may be contacted at 9928464454 or mail to principal@gweca.ac.in

P Tripathi
18/11/2026

Principal
Govt. Mahila Engineering College Ajmer (GMECA)

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SECTION-3: SCHEDULE OF SUPPLY/SERVICE

SCOPE OF WORK

The scope of work under this tender includes printing and supply of following Stationery items at Mahila Engineering College, Ajmer in accordance with RTPP Act, 2012 and RTPP Rules, 2013.

S. No.	Item Name	Specifications	Approx Quantity	Sample Required(YES/ NO)	Sample Page No.
1	Bonafide certificate	As per format & sample Attached	1000	Yes	37 Sample 1
2	Exam Copies	White trident paper 64 GSM pages 12 all ruling and upper heading printing and pin binding on printing offset size-9''x11'' (As Per Format & Sample Attached)	42000	Yes	38 Sample 2
3	File Cover With Lace 24" ,	File cover with lace. 360Gsm Card Sheet, Color Blue (As Per Format & sample Attached)	1190	Yes	39 Sample 3
4	Envelope	Polynet pasted size-16''x12'',80 Gsm, color Yellow (As Per Format & Sample Attached)	140	Yes	40 Sample 4
5	Students Attendance Register	Register size - 20x30 cm, 26 Printed pages, 80gsm page, Hard bound, (As Per Format & sample Attached)	184	Yes	41-44 Sample 5
6	Envelope	Cloths line size-14" x10" ,85gsm (As Per Format & sample Attached)	200	Yes	45 Sample 6
7	Envelope	A4 size, 80 Gsm, color Yellow (As Per Format & sample Attached)	565	Yes	46 Sample 7
8	Envelope	size-10"x4.5", 80 Gsm, color White (As Per Format & sample Attached)	110	Yes	47 Sample 8
9	Indent book and one duplicate copy	As Per Format & sample Attached	20 books of 100 each	Yes	48 Sample 9
10	Envelope	size-9"x4", 80 Gsm, color white (As Per Format & Sample attached)	550	Yes	49 Sample 10
11	Students	As per format & sample attached	2000	Yes	50-51

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	registration form				Sample 11
12	Students admission form	As per format & sample attached	700	Yes	52-53 Sample 12
13	General receipt society	With one duplicate copy with numbering and hard binding 60Gsm (As Per Format &Sample attached)	5 packets of 50	Yes	54 Sample 13
14	General receipt non society	With one duplicate copy with numbering and hard binding 60Gsm (As Per Format & Sample attached)	5 packets of 50	Yes	55 Sample 14
15	General receipt hostel	General Receipt Book For hostel with one duplicate copy with numbering and hard binding 60Gsm (As Per Format & sample attached)	5 packets of 50	Yes	56 Sample 15
16	FVC	As Per Format & Sample attached	25 packets of 100 each	Yes	58 Sample 16
17	Students File	As per format & sample attached)	700	Yes	59 Sample 17

Note: The bidder/supplier/Tenderer may provide better specifications/features/services then asked in the estimated budget.

All the terms & conditions of the above bid are acceptable.

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TECHNICAL BID
(SR FORM 15, RULE 68 OF GF&AR)

The bidder should provide the following particulars along with relevant supporting documentation:

1	NIB Number and Date	
2	Bid for (name of goods/services for which the bid is submitted	Annual Stationery Printing Work
3	Name of the bidder/Firm	
4	Address of the firm submitting the bid (Photo ID Proof shall be attached)	Address: Contact No…….. Email Id……
5	Address of the procurement Entity	Govt.Mahila Engineering College Ajmer Nasirabad Road, Makhupura, Ajmer Pin: 305002
6	PAN No.(Copy of PAN card shall be attached)	
7	GST No.(Copy of GST registration certificate shall be attached)	
8	The Bid security amounting to Rs___has been deposited vide	Demand Draft No…….. Bank Name…… Date……..
9	The Bid price(Tender Fee) amounting to Rs. 500/-has been deposited vide	Demand Draft No…….. Bank Name…… Date……..
10	Clients served consisting of national/State level universities /institutes	
11	Eligibility Criteria:-	
11.1	Bidder should have their office/go down in Rajasthan state (Address of office should be attached and bidder should not be blacklisted by any Government/ Govt. undertaking/ State University/ Autonomous body during the last three	

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	years, for which an undertaking shall have to be submitted by the bidder on his letter head in the attached format.
11.2	The bidder shall give undertaking (Performa is attached) that his 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.
11.3	The firm should be registered under the Income Tax, GST and other required Statutory registrations.
11.4	Form A, B, C & D as prescribed in Rajasthan Transparency in Public Procurement Rules, 2013 duly signed is also enclosed

Each Bidder shall submit the photo copy of the following self-attested documents:

1. GST registration certificate, PAN Card and NSIC certificate if applicable.
2. Demand drafts of Bid Security (EMD) and Bid fee (Tender fee)
3. All annexures signed and stamped.
4. Undertaking for non-black listing as above
5. Complete bid document duly sealed and signed by the bidder

A. We confirm that we shall abide by all the terms and conditions contained in the application for pre-qualification.

B All the details mentioned above are true and correct and if the BTU observes any misrepresentation of facts on any matter at any stage, BTU has the right to reject the proposal and disqualify us from the process.

Date:-

Place: - **Name & Signature of Bidder with date & seal**

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(To be submitted on Letter head of Firm/Company)

TECHNICAL BID SUBMISSION SHEET

To
Principal, Govt. Mahila Engineering College Ajmer

We the undersigned declare that:

1. We have examined and have no reservations to the Bidding document including Addenda No._____
2. We declare that we fulfil the eligibility and qualification criteria in conformity with the Bidding document and offer to supply in accordance with the specifications, the delivery schedule and other requirements as specified in Section V Schedule of supply, the following Goods and related services.
3. Our Bid shall be valid for a period of _____days for the date fixed for the Bid submission deadline in accordance with the Bidding document and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. If our Bid is accepted, we commit to obtain a Performance security in the amount of _____percent of the Contract Price or shall submit the Performance security declaration, as the case may be, for the due performance of the contract.
5. We are not participating as Bidder in more than one bid for supply of the subject matter of procurement in this bidding process.
6. Our firm including our suppliers have not been debarred by the state government or the Procuring entity or a regulatory authority under any applicable law.
7. We understand that this bid together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us until a formal contract is prepared and executed.
8. We understand that you are not bound to accept the lowest evaluated bid or any other bid

that you may receive.

9. We agree to permit Government of Rajasthan or the Procuring Entity or their representatives to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by them.
10. We declare that we have compiled with and shall continue to comply with the provisions of the Code of integrity including conflict of interest as specified for bidders in Rajasthan Transparency in Public Procurement Act 2012, the Rajasthan Transparency in Public Procurement Rules 2013 and this bidding document during the procurement process and execution of the contract till completion of all our obligations under the contract.
11. Other comments, if any:

Name _____

In the capacity of _____
Signed _____

Date_____

Duly authorized to sign the bid for and on behalf of :_____

Complete address_____

Tel_____Fax_____ Email_____

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QUALIFICATION AND EVALUATION CRITERIA FOR TECHNICAL BID

Each bidder shall have the necessary qualifications to successfully fulfil its obligation under the contract. The Principal,Govt.Mahila Engineering College Ajmer specifies the following qualification criteria:

S.No.	Particulars	Enclosed(YES/NO)
1	Attested copy of PAN & GSTIN Certificate	
2	Attested copy of Registration certificate of business establishment issued by a competent authority	
3	Technical Bid submission sheet	
4	Annexure-A Compliance with the code of Integrity and No Conflict of Interest	
5	Annexure B Declaration by the Bidder regarding Qualifications Declaration by the Bidder	
6	Annexure-C Grievance Redressal during Procurement Process	
7	Annexure-D Additional Conditions of Contract	
8	Annexure-G(Affidavit regarding compliance of Bid Terms and conditions)	
9	Financial Price bid submission sheet	
10	Original bid Terms and conditions uploaded on e-procurement portal should be submitted in all respects with attested per page by the bidder	
11	Details of the bidder Firm	
12	Declaration regarding acceptance of bid terms and conditions.	
13	Bids without sample submission will be considered disqualified	

Name & Signature of Bidder with date & seal

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Section-4: Special Conditions of Contract (SCC)

The following Special Conditions of Contract (SCC) shall supplement the General Conditions of Contract (GCC) (Section 5). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

SPECIAL TERMS & CONDITIONS

1. **Qualifying and Evaluation Criteria:**
   Qualification Criteria: The bidder must have all the necessary techno-commercial and financial competence as judged by several criteria like turnover, similar contracts executed in past, etc. Specific criteria to be employed in this bidding are listed in the bidding forms.
   Besides financial,and commercial qualification as above, the technical suitability of goods offered in view of specifications, standards, samples, etc. as provided in the Schedule of Supply and Biding document shall determine the qualification of the bidder. These details must be provided by the bidder in specific forms if asked in the bidding forms.
   Evaluation Criteria: The technically substantially responsive bids shall be evaluated financially on the basis of the net price to the Procuring Entity.
2. The order will be placed by the Principal, Govt. Mahila Engineering College Ajmer or any other Unit Officers of the College and the supply is to be made at FOR Principal, Govt. Mahila Engineering College Ajmer or as specified in the supply order within the area of Govt. Mahila Engineering College Ajmer. Payment will be made by an indenting officer after satisfactory supply and successful installation, commissioning, training, etc. (if applicable).
3. If the contractor does not complete the work as conditions of the contract, the contract may be cancelled and performance security will be forfeited.
4. The rates will be inclusive of all taxes, No separate tax will be payable.
5. The rates should be clearly filled, without trimming. Truncated rates will be treated as cancelled.
6. Tenders received after the prescribed period and those tender not submitted in the prescribed tender form will not be considered.
7. Penalty for late delivery will be deducted as per the applicable GF&AR rules.
8. If the supply of the items is not satisfactory the contract can be cancelled by giving 15 day's notice to the firm. Principal, Govt. Mahila Engineering College Ajmer will have the full right to forfeit the security amount.
9. The supplier/firm will adopt all safety measures /precautions while executing the work/supply. In caseof any accident /causality of any personnel, involved in work/supply the complete responsibility willbe borne by the contractor/firm himself and GMECA will not be held responsible for any claim/compensation.
10. The Supplier/Contractor shall ensure the quality of supplied material used in the work/supply as perspecification given in the order. If inferior quality material is found, the University shall not make anypayment to the Firm/Agency.
11. In case of supply of any defective material or substandard material, the materials will be rejected & itwill be the responsibility of the supplier to take back & replace the rejected materials at their own

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cost. In case of non-lifting of such rejected materials within a reasonable time offered by the office, it will have the right to suitably dispose of the same and forfeit the amount.

12. If any delay/deficiency occurs by the firm in the supply of items, a penalty as decided by the GF & AR shall be imposed. It will be in addition to the GMECA's right to forfeit the security, cancel the contract and blacklist the firm from further participation in bidding.
13. The Supplier/Contractor shall ensure the onsite warranty of one year of supplied material/items used in the work/supply as per specification given in the order.
14. The Supplier/Contractor shall ensure to provide a brochure of supplied material/items used in the work/supply as per specification given in the order.
15. All the terms & conditions of the above bid are accepted.

Date: -
Place: -

Name & Signature
of Bidder with date & seal

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SECTION 5: GENERAL TERMS AND CONDITIONS

(SR FORM-16 RULE 68 OF GFAR-II)

Note: Bidders should read the conditions carefully and comply strictly while sending their Bids.

Important Instruction:- The law relating to procurement " The Rajasthan Transparency in Public Procurement Act 2012"(herein after called the Act) and "The Rajasthan Transparency in Public Procurement Rules 2013"(herein after called the Rules) under the said act have come into force which are available on the website of Sate Public Procurement Portal (https://sppp.rajasthan.gov.in).Therefore,the bidders are adviced to aquaint themselves with the provisions of the act and the rules before participating in the bidding process.

1. "Bids by bona-fide dealers": -Bids shall be given only by bona-fide dealers in the services. They shall, therefore, furnish a declaration in prescribed form.
2. (i) Any change in the constitution of the firm, etc., shall be notified forth with by the contractor in writing to the purchase officer and such change shall not relieve any former member of the firm, etc., from any liability under the contract.
   (ii) No new partner/partners shall be accepted in the firm by the contract or in respect of the contract unless he/they agree to avoid by all its terms, conditions and deposit with the purchase officer a written agreement to this effect. The contractors receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.
3. GST Registration and Clearance Certificate:-No Dealer who is not registered under the GST prevalent in the State where his business is located shall Bid. The GST Registration Number/TIN No. should be quoted and a GST clearance certificate from the Commercial Taxes Officer of the Circle concerned shall be submitted without which the Bid is liable or ejection.
4. All rates quoted must be FOR and should include all incidental charges except statutory taxes such as GST which should be shown separately. In case of local supplies the rates should include all taxes, etc., and no cartage or transportation charges will be paid by the Govt Mahila Engineering College Ajmer and the delivery of the goods shall be given as per delivery schedule. Goods to be purchased are for the purpose of official use, hence octroi is not payable. The rates, therefore, should be exclusive of octroi, and local tax.
5. Rate shall be filled both in words and figures. There should not be errors and/or over writings. Corrections if any should be made clearly and initialled with dates. The rates should mention element of the GST separately.
6. Validity:-Bids shall be valid for a period of 90 days from the date of opening of Technical Bid.
7. The approved Supplier shall be deemed to have carefully examined the conditions, scope

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of work, etc., of the services to be provided. If he has any doubts as to the meaning of any portion of these conditions or of the specification, drawing, etc., he shall, before submitting the bid, refer the same to the BTU and get clarifications.

8. The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
9. The contract for the supply/services can be repudiated at any time by the Purchase Officer, if the supplies/services are not made to his satisfaction after giving an opportunity to the Bidder of being heard and recording of the reasons for repudiation.
10. Direct or indirect canvassing on the part of the Bidder or his representative will be a disqualification.

11. Specifications:-

(i) All article supplied shall strictly conform to the Specifications, trade mark laid down in the BID form and wherever articles have been required according to ISI specifications, those articles should conform strictly to those specifications and should bear such marks.

(ii) The supply of articles marked with asterisk/at serial number ....., shall in addition, conform strictly to the approved samples and in case of other material where there are no standard or approved samples, the supplier shall be of the very best quality and description. The decision of the purchase committee whether the articles supplied conform to the specifications and are in accordance with the samples, if any, shall be final and binding on the bidders.

(iii) Warranty/Guarantee Clause:- The bidder would give guarantee that the goods/stores/articles would continue to conform to the description, make and : quality as specified for a period of one year from the date of delivery of the said goods/stores/articles to be purchased and that notwithstanding the fact that the purchaser may have inspected and/or approved the said goods/stores/articles, if during the aforesaid period of one year the said goods/stores/articles be discovered not to confirm to the description, make and quality aforesaid or have determined (and the decision of the purchase committee in that behalf will be final and conclusive), the purchaser will be entitled to reject the said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality on such rejection the goods/stores/articles will be at the sellers risk and all the provisions relating to rejection of goods, etc., shall apply. The bidder shall if so called upon to do, replace the goods, etc. or such portion thereof as is rejection by the purchase committee, otherwise the bidder shall pay damage as may arise by reason of the breach of the conditions.

(iv) In case of machinery and equipment also, guarantee will be given as mentioned in Clause (iii) above and the bidder shall during the guarantee period replace the parts if any and remove any manufacturing defect if found during the above period so as to make machinery and equipment's operative. The bidder shall also replace machinery and equipment's in case it is found defective which cannot be put to operation due to manufacturing defect, etc.

12. Inspection
    (a) The College inspection committee /CPC authorized shall have power to inspect and examine the materials and workmanship of the goods/equipment/machineries during manufacturing process or afterwards as may be desired.
    (b) The bidder shall furnish complete address of the premises of his office, godown and workshop where inspection can be made together with name & address of the person who is to be contacted for the purpose.

13. **Samples:** The articles marked within the schedule for samples shall be accompanied by two set of samples of the articles properly packed & signed. Such samples should be submitted personally in the office. A receipt will be given for each sample by the officer receiving the samples.
14. Each sample shall be marked suitably either by written on the sample or on a slip of durable paper securely fastened to the sample, the name of the bidder and serial number of the item, of which it is a sample in the schedule.
15. Approved samples will be retained free of cost and shall not be returned. The Govt.mahila Engineering College Ajmer shall not be responsible for any damage, wear and tear or loss during testing, examination, etc. during the period these samples are retained. The GMECA, Ajmer shall in no way make arrangements to return the samples.
16. Samples not approved, shall be collected by the unsuccessful bidder. The GMECA, Ajmer will not be responsible for any damage, wear and tear, or loss during testing, examination, etc., during the period these samples are retained. The uncollected samples shall be forfeited and no claim for their cost, etc., shall be entertained.
17. Supplies when received shall be subject to inspection to ensure whether they conform to the specifications or with the approved samples. Where necessary or prescribed or practical , tests shall be carried out in GMECA, Ajmer and in reputed testing house like MSME Testing Station, Jaipur and the like and the supplies will be accepted only where the articles conform to the standard of prescribed specifications as a result of such test.
18. **Draw of samples:** - In case of tests, samples shall be drawn in four sets in the presence of bidder or his authorized representative and properly sealed in their presence. One such set shall be given to them, one or two will be sent to the laboratories and/or testing house and the third or fourth will be retained in the officer for reference and record.
19. **Testing Charges:** - Testing Charges shall be borne by the GMECA, Ajmer. In case urgent testing is desired to be arranged by the bidder or in case of test result showing that supplies are not up to the prescribed standards or specifications , the testing charges shall be payable by the bidder.

20. Rejection:-
    (i) Art Articles not approved during inspection or testing shall be rejected and will have to be replaced by the bidder at his own cost within the time fixed by the procurement committee.
    (ii) If, however, due to exigencies of GMECA, Ajmer, such replacement either in whole or in part, is not considered feasible, the procurement committee after giving an opportunity to the bidder of being heard shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.

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21. The rejected articles shall be removed by the bidder within 15 days of intimation of rejection, after which Registrar shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as he thinks fit, at the bidder's risk and on his account.
22. The bidder shall be responsible for the proper packing so as to avoid damage under normal conditions of transport by sea, rail, road and air delivery of the material in good condition to the consignee at destination. In the event of loss, damage, breakage or leakage or any shortage the bidder shall be liable to make goods such loss and shortage found at the checking/inspection of the materials by the consignee. No extra cost on such account shall be admissible.
23. The contract for the supply can be repudiated at any time by the Principal, if the Supplies are not made to his satisfaction after giving an opportunity to the bidder of being heard and recording of the reasons for repudiation.
24. Direct & indirect canvassing on the part of the bidder or his representative will be a disqualification.
25. (i) **Delivery Period**:- The bidder whose BID IS accepted shall arrange supplies within a period of 15 days from the date of supply order issued by the College authorized Head of offices/ DDO, GMECA,Ajmer from time to time under ARC.

    (ii) **Extent of Qty**.- Repeat orders:- If the orders are placed in excess of the quantities shown in the BID notice, the bidder shall be bound to meet the required supply. Repeat orders may also be placed on the rate and conditions given in the tender as per provisions of procurement rules.

    (iii) If the purchase officer does not purchase any of the Bided articles or purchase less than the quantity indicated in the BID form, the bidder shall not be entitled to claim any compensation.
26. **Agreement and Performance Security (P.S.)**: -
    (i) Successful Bidder will have to execute an agreement in the Form SR- 17 on Non –Judicial stamp of Rs 500/- at his own expenses and deposit performance security equal to 5% of the value of the contact for which Bids are accepted within 15 days from the date of dispatch on which the acceptance of the Bid is communicated to him.
    (ii) The B.S. deposited at the time of Bid will be adjusted towards P.S. and the P.S. amount shall in no case be less than earnest money.
    (iii) No interest will be paid by the department on the security money.
    (iv) The forms of P.S. shall be as below: —
        (a) Bank Draft or Banker's Cheque of a scheduled bank;
        (b) National Savings Certificates and any other script/instrument under National Savings Schemes for promotion of small saving issued by a Post office in Rajasthan. If the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of bid and formally transferred in the name of procuring entity with the approval of Head Post Master.
        (c) Bank Guarantee/s of a scheduled bank; It shall be got verified from the issuing bank. Other conditions regarding bank guarantee shall be same as mentioned in the rule 42 for bid security.
        (d) Fixed Deposit Receipt (FDR) of a scheduled bank, it shall be in the name of procuring entity on account of bidder and discharged by the bidder in advance. The procuring entity shall

ensure before accepting the Fixed Deposit Receipt that the bidder furnishes an undertaking form the bank to make payment/premature payment of the Fixed Deposit Receipt on demand to the procuring entity without requirement of consent of the bidder concerned. In the event of forfeiture of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit. Performance security furnished in the form specified in clause (b) to (d) shall remain valid for a period of 60 days beyond the date of completion of all contractual obligation of the bidder.

(v) The P.S. shall be refunded after one month of the expiry of contract on satisfaction completion of the same or after the expiry of the period of guarantee if any, whichever is later and after satisfied there are no due outstanding against the Bidder.

27. Forfeiture of P.S.:-Security amount in full or part may be forfeited in the following cases
   a. When any terms and conditions of the contract are breached.
   b. When the Bidder fails to provide services or execute work satisfactorily.
   c. Notice of reasonable time (Maximum 15 days' notice) will be given in case of forfeiture of P.S. The decision of the GMECA,Ajmer in this regard shall be final.

28. The expenses of completing and stamping the agreement shall be paid by the Bidder and the department shall be furnished free of charge with one executed stamped counterpart of the agreement.

29. The time specified for delivery in the Bid form shall be deemed to be the essence of the contract and the successful Bidder shall arrange providing services within the period on receipt of the order from the Purchase Officer.

30. Insurance:-
(1) The goods will be delivered at the destination in perfect condition. The supplier, if he so desires, may be insured the valuable goods against loss by theft, destruction or damage, by fire, flood, under exposure to whether or otherwise viz. (war, rebellion, riot etc.) The insurance charges will be borne by the supplier and state will not be required to pay such charges incurred.

31. Payments:-
(i) Unless otherwise agreed between the parties, payment for the delivery of the stores will be made on completion of supply satisfactorily and on submission of bill in proper form by the bidder to the concern Head of offices/DDO, GMECA,Ajmer by which the supply order was issued. All remittance charges will be borne by the bidder.
(ii) In case of disputed items, the amount pertains to disputed items shall be withheld and will be paid on settlement of the dispute.
(iii) Payments in case of those goods which need testing shall made only when such tests have been carried out, test results received conforming to the prescribed specification.

32. The time specified for delivery in the BID form shall be deemed to be the essence of the

contract and the successful bidder shall arrange supplies within the period on receipt of the supply order from the Head of office / DDO of GMECA, Ajmer

33. Liquidated Damages:- In case of extension in the delivery period with liquidated damage the recovery shall be made as per provision of financial rules.

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1	Delay upto one fourth period of the prescribed delivery period	2.5%
2	Delay exceeding one fourth but not exceeding half of the prescribed delivery period	5%
3	Delay exceeding half but not exceeding three fourth of the prescribed delivery period	7.5%
4	Delay exceeding three fourth of the prescribed delivery period	10%

II Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.

III. The maximum amount of liquidated damage shall be 10%.

IV. If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance; he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

V. Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the bidder.

34. Risk & Cost Clause:-

The competent authority of GMECA,Ajmer without prejudice to his right against the approved supplies in respect of any delay or inferior performance of otherwise or claims for delay in respect of any breach of the contract and without prejudice to any rights or remedies under any of the provisions of the contract or otherwise, by notice in writing absolutely determined the contract in any of the cases.

(i) A notice in writing to rectify, or otherwise that the work being performed is inefficient or otherwise implemented in improper manner, shall omit to comply with the requirement of such notice within a period of 07 days or for prescribed time, thereafter of if the supplier shall delay or suspended the execution of the work so that either in the judgment of the competent authority, he will be unable to perform the work by the satisfaction of GMECA,Ajmer or has already failed to complete the work by the time.

(ii) If the supplier commits breach of the terms & conditions the contract.

(iii) When the supplier has made himself liable for action under any of the cases aforesaid, the competent authority, shall exercise power:-

(a) To determine or rescind the contract, as aforesaid, upon such determination or rescission, the bid security, performance security shall be liable to be forfeited and shall be absolutely at the disposal of GMECC, Ajmer.

(b) To get the work done through other service provider and in such case any expenses which may be incurred in excess, of the sum which would have been paid to the original SP, if the whole work had been executed by him of the amount of which excess, the decision of the Principal/ GMECA,Ajmer shall be final and conclusive and shall be borne and paid by the original SP that may

be deducted from any money due to him by the GMEC, Ajmer or from has bid security, performance security. However the original SP shall have no claim to compensation for any loss sustained by him or reason for having purchased or procured any material, equipment's or entered into any engagements or made advances on account of execution/performance of contract.

35. **Recoveries:** Recoveries of liquidated damages, risk & cost, shall ordinary be made from bills. Amount may also be withheld to the extent of L.D./risk & cost and in case of failure in satisfactory completion of the work assigned; an amount of risk & cost along with amount of liquidated damages shall be recovered from his dues and P.S. available with the department. In case recovery is not possible recourse will be taken under Rajasthan PDR Act or any other law in force.
36. Bidders must make their own arrangement to obtain import license, if necessary.
37. If a Bidder imposes conditions, which is in addition to or in conflict with the conditions mentioned herein, his Bid is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of Bid issued by the GMECA, Ajmer
38. The GMECA, Ajmer reserves the right to accept any Bid not necessarily the lowest, reject any Bid without assigning any reasons and accept Bid for all or any one or more of the articles for which Bidder has been given or distribute items of works to more than one bidder.
39. The Bidder shall furnish the following documents at the time of execution of agreement:-

    i. Attested copy of partnership Deed in case of Partnership Firms.
    ii. Registration Number, registration certificate and year of registration in case Partnership firm is registered with Registrar of Firms.
    iii. Address of residence and office, telephone numbers in case of Sole Proprietorship and R/C of firm.
    iv. Registration issued by Registrar of Companies in case of Company.
    v. Power of Attorney if any

40 If any dispute arise out of the contract with regard to the interpretation meaning and breach of the terms of the contract, the matter shall be referred to by the Parties to the Head of the Department (HVC) who will appoint this representative as the sole Arbitrator of the dispute who will not be related to this contract and whose decision shall be final and abide.
41. All legal proceeding, if necessary arise to institute may by any of the parties (GMECA,Ajmer or Contractor) shall have to be lodged in courts situated in Ajmer, Rajasthan and not elsewhere.
42. All other/remaining general terms & conditions shall apply as laid down in Rajasthan Transparency in Public Procurement Rule-2013 and RTPP Act 2012.
43. The prices under rate contact shall be subject to price fall clause as per RTPP rules.

Note: - I have read the above terms and conditions of contract carefully and I shall abide by the same in the event of successful bidder.

Place:

Signature of Bidder
with Seal

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FINANCIAL BID/BOQ
(SR FORM 15, RULE 68 OF GF&AR)

1. Name of the firm
2. Address & Mobile No.

1	NIB Number and Date	
2	Bid for (name of goods/services for which the bid is submitted)	
3	Name of the bidder/Firm	
4	Address of the firm submitting the bid (Photo ID Proof shall be attached)	Address..... Contact No..... Email Id.....
5	Address of the procurement Entity	Govt.Mahila Engineering College Ajmer Nasirabad Road, Makhupura, Ajmer Pin: 305002

S. No.	Item Name	Specifications	Approx Quantity	Rate per unit (Without GST)	GST %	Rate per unit (With GST)
1	Exam Copies	White trident paper 64 GSM pages 12 all ruling and upper heading printing and in binding on printing offset size-9''x11'' (As Per Format & Sample Attached)	42000			
2	Bonafide certificate	As per format & sample Attached	1000			
3	Students admission form	As per format & sample attached	700			
4	Students File	As per format & sample attached)	700			

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5	Students registration form	As per format & sample attached	2000			
6	File Cover With Lace 24" ,	File cover with lace. 360Gsm Card Sheet, Color Blue (As Per Format & sample Attached)	1190			
7	Students Attendance Register	Register size - 20x30 cm, 26 Printed pages, 80gsm page, Hard bound, (As Per Format & sample Attached)	184			
8	Envelope	Cloths line size-14" x10" ,85gsm (As Per Format & sample Attached)	200			
9	Envelope	Polynet pasted size-16''x12'',80 Gsm, color Yellow (As Per Format & Sample Attached)	140			
10	Envelope	A4 size, 80 Gsm, color Yellow (As Per Format & sample Attached)	565			
11	Envelope	size-10"x4.5", 80 Gsm, color White (As Per Format & sample Attached)	110			
12	Envelope	size-9"x4", 80 Gsm, color white (As Per Format & Sample attached)	550			
13	Indent book and one duplicate copy	As Per Format & sample Attached	20 books of 100 each			
14	FVC	As Per Format & Sample attached	25 packets of 100 each			
15	General receipt society	With one duplicate copy with numbering and hard binding 60Gsm (As Per Format &Sample attached)	5 packets of 50			
16	General receipt non society	With one duplicate copy with numbering and hard binding 60Gsm (As Per Format & Sample attached)	5 packets of 50			
17	General receipt hostel	General Receipt Book For hostel with one duplicate copy with numbering and hard binding 60Gsm (As Per Format & sample attached)	5 packets of 50			

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Terms and conditions:

1. GST shall be paid extra as applicable on above items by the government from time to time.
2. Rate shall be inclusive of all charges i.e. transportation, loading, unloading, toll tax insurance of goods etc.
3. Any discount i.e. quantitative discount and others may also be mentioned in details.
4. Lowest bidder shall be decided on the basis of item wise rates and supply order to be issued accordingly to the L1 bidders.
5. Price bid shall have to be submitted in separate sealed envelope and the price bid shall be opened of the responsive bidders only who qualify the technical bid.
6. Goods will be delivered within a stipulated period as mentioned in the conditions of bid.
7. The rates quoted above are valid upto the contract period which may be extended as per RTPP Rules 2013 with mutual consent as per the conditions of the contract.
8. 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.

Place:
Date:

Name & Signature of the Bidder with Seal

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To be submitted offline only
Env No. 02

(To be submitted on Letter head of Firm/Company)

Financial/Price Bid Submission Sheet

To
Principal, Govt. Mahila Engineering College Ajmer

We the undersigned declare that:

1. We have examined and have no reservations to the Bidding document including Addenda No._____
2. We offer to supply Annual Stationery Printing Work as per bidding documents and in accordance with the specifications, the delivery schedule and other requirements as specified in section V Schedule of supply, the following Goods and related services.
3. We understand that this bid together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us until a formal contract is prepared and executed.
4. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
5. Other comments, if any:

Name _____

In the capacity of _____
Signed _____

Date_____

Duly authorized to sign the bid for and on behalf of :_____

Complete address_____

Tel_____Fax_____ Email_____

राजकीय महिला अभियान्त्रिकी महाविद्यालय, अजमेर
(बीकानेर तकनीकी विश्वविधालय बीकानेर का संघटक महाविद्यालय)
GOVT. MAHILA ENGINEERING COLLEGE, AJMER
(A Constituent College of Bikaner Technical University,Bikaner)
Nasirabad Road, Makhupura, Ajmer – 305002
Website: www.gweca.ac.in
Email : principal@gweca.ac.in
Ph. No.: 0145-2695535
Fax No.:0145-2695102

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DRAFT OF AGREEMENT
(SR FORM-17 RULE 68 OF GFAR-II)

1. An agreement has been made this.....day of.....between..... (herein after called—the "The Approved Service Provider", which expression shall, where the context so admits, be deemed to include heirs, successors, executers and administrators) of the one part and the Govt.Mahila Engineering College Ajmer (hereinafter called the —GMECA) which expression shall, where the context so admits, be deemed to include his successors in office and assigns) of the other part.
2. Whereas the approved Service Provider has agreed with the GMECA to provide services to the GMECA,Ajmer at its head office as well as branches offices throughout Rajasthan, all those articles set for thin the schedule appended here to in the manner set for thin the conditions of the Bid and contract appended herewith and at the rates set forth in column.....of the said schedule.
3. And whereas the approved Service Provider has deposited a sum of Rs.....in.....
   1. Cash/Bank Draft/Challan No./Banker Cheque No.....dated.....
   2. Bank guarantee of any of the scheduled banks in the prescribed format.
4. Now these presents witness:
   (1) In consideration of the payment to be made by the GMECA,Ajmer through.....at the rates set forth in the schedule hereto appended approved Service Provider will duly perform the said services set forth in.....and.....thereof in the manner set forth in the conditions of the bid and contract.
   (2) The conditions of the bid and contract for open Bid enclosed to the Bid notice number.....dated.....and also appended to this agreement will be deemed to be taken as part of this agreement and are binding on the parties executing this agreement.
   (3) Letter nos.....received from the bidder and letters nos.....received by the GMECA, Ajmer and appended to this agreement shall also form part of this agreement.
   (4) i. The GMECA, Ajmer do hereby agree that if the approved Service Provider shall duly perform the said services in the manner aforesaid observe and keep the said terms and conditions, the GMECA, Ajmer will through.....pay or cause to be paid, to the approved Service Provider at the time and the manner set forth in the said conditions, the amount payable for the work.
   ii. The mode of payment will be as specified below:

   1. .....
   2. .....

5. The delivery shall be affected and completed within the period noted below from the date of work order:-

S. No	Items Quantity	Delivery period

6. In case of extension in the execution period with liquidate damage; the recovery shall be made on the basis of following percentages of the SLR:

I

1	Delay upto one fourth period of the prescribed delivery period	2.5%
2	Delay exceeding one fourth but not exceeding half of the prescribed delivery period	5%
3	Delay exceeding half but not exceeding three fourth of the prescribed delivery period	7.5%
4	Delay exceeding three fourth of the prescribed delivery period	10%

II Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.

III. The maximum amount of liquidated damage shall be 10%.

IV. If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

V. Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the bidder.

7. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the Principal, GMECA,Ajmer and the decision of the Principal, GMECA,Ajmer shall be final and binding for both the parties.

8. For all legal disputes the jurisdiction shall be Ajmer only.

In witness whereof the parties hereto have set their hands on the.....day of.....202.....

Signature of the approved Service Provider

Signature for and on behalf of
GMECA
Designation

Date:
Witness No 1

Witness No 2

Date:
1. Witness

2. Witness

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Annexure-A

Compliance with the code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall-

(a) Not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;

(b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;

(c) Not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;

(d) Not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;

(e) Not indulge in any correction including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;

(f) Not obstruct any investigation or audit of a procurement process;

(g) Disclose conflict of interest, if any;

(h) Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

(i). A Bidder may be considered to be in Conflict of interest with one or more parties in a bidding process if, including but not limited to;

a. Have controlling partners/shareholders in common; or

b. Receive or have received any direct or indirect subsidy from any of them; or

c. Have the same legal representative for purpose of the Bid; or

d. Have the relationship with each other, directly or through common third parties, that puts them in a position to have access have to information about or influence on the bid of another Bidder, or influence the decision of the procuring Entity regarding the bidding process; or

e. The bidder participates in more than one bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid;or

f. The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specification of the Goods, Works or Service that are the subject of the Bid; or

g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the procuring Entity as engineer-in-charge/consultant for the contract.

Date:
Place:

Signature of bidder
Name:
Address:
Designation

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Annexure B

Declaration by the Bidder regarding Qualifications Declaration by the Bidder

In relation to my/our Bid submitted to .....for procurement of .....in response to their Notice Inviting Bid No..... ....Dated.....

I/We hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/We possess the necessary professional, technical, financial and managerial resources and competence required by the Biding Document issued by the Procuring Entity;
2. I/We have fulfilled my/our obligation to pay such of the taxes payable to the union and the State Government or any local authority as specification in the Bidding Document;
3. I/We have are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administrated by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceeding for any of the foregoing reasons;
4. I/We do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conducted or the making of false statement or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceeding;
5. I/We do not have a conflict of interest as specification in the Act, Rules and the bidding Document, which material affects fair competition;

Date:
Place:

Signature of bidder
Name:
Designation:
Address:

राजकीय महिला अभियान्त्रिकी महाविद्यालय, अजमेर
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Annexure-C

Grievance Redressal during Procurement Process

The designation and the address of the first Appellate Authority is **Principal, GMECA, Ajmer**. The designation and the address of the Second Appellate Authority is Registrar, Bikaner Technical University, Bikaner.

(1) Filing an appeal

If any bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the act or the rules or the Guidelines issued there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Providing that after the declaration of a Bidder as successful the appeal may be filled only by a Bidder who has participated in procurement proceeding:

Providing further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filled only by a Bidder whose Technical Bid is found to be acceptable.

(2) The officer to whom an appeal is filed under Para (1) shall deal with the appeal as expeditiously as possible and shall endeavor to dispose it of within thirty days from the date of the appeal.

(3) If the officer designated under Para (1) fails to dispose of the appeal filed within the period specified in Para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidder Document in this behalf within fifteen days from the expiry of the period specified in Para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

(4) Appeal not to lie in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

(a) Determination of need of procurement;

(b) Provisions limiting participation of Bidders in the Bid process;

(c) The decision of whether or not to enter into negotiations;

(d) Cancellation of a procurement process;

(e) Applicability of the provisions of confidentiality.

(5) Form of Appeal

(a) An appeal under Para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.

(b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.

(c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.

(6) Fee for Filling Appeal

(a) Fee for first appeal shall be two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.

(b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

(7) Procedure for disposal of appeal

(a) The First Appellate Authority or Second Appellate Authority, as the case may be upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.

(b) On the date of fix hearing, the First Appellate Authority or Second Appellate Authority, as the case may be shall,-

(i) Hear all the parties to appeal present before him; and

(ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.

(c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.

(d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

Date:
Place:

Signature of bidder
Name:
Designatio
n: Address:

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Annexure-D

Additional Conditions of Contract

1. Correction of arithmetical errors

Provided that a Financial Bid is substantially responsive, that Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quality, the unit price shall prevail and the total price shall be corrected, unless in the opinion in the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;

ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case in the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accepted the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Deceleration shall be executed.

2. Procuring Entity's Right to vary Quantities.

(i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit price or other terms & conditions of the Bid and the conditions of contract.

(ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.

(iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procurement Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

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3. Dividing quantities among more than one Bidder at the time of award (In case of procurement of Goods)

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

Date:

Signature of bidder

Name of bidder

Designation

Address

राजकीय महिला अभियान्त्रिकी महाविद्यालय, अजमेर
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Annexure E

(To be submitted on Letter head of Firm/Company & Notarized)

AUTHORIZATION OF BIDDER BY THE FIRM

To,
The Principal,
Govt. Mahila Engineering College Ajmer

Subject: Regarding Authorization of Bidder by the Firm.
Ref. Your NIB no.....

Dear Sir,

I/We.....(Name) for .....M/s.....(Name of firm.....who are proven and reputable manufacturers firm/company/proprietor of .....(Name of Item).....having office at.....(Address of office).....hereby authorize Mr.....(Name & Designation of Bidder),to submit a Bid, process the same further and enter into a contract with you against your requirement as contained in the above referred Bid document/NIB for the above.

I/We obtain the approval of Board of Directors of our firm in the meeting no.....held on dated .....at agenda no.....

I/We further confirm that no individual other than Mr.....(Name & Designation of Bidder).....is authorized to submit a bid process the same further and enter into a contract with you against your requirement as contained in the above referred Bid document/NIB for the above goods manufactured by our firm.

I/We also hereby extend our full guarantee as applicable as per Bid conditions of contract, read with modifications/addendum ,if any in the General/special conditions of contract for the Goods and services offered for supply by the authorized Bidder/signatory against this bid document.

I/We also hereby confirm that we shall also be responsible for the satisfactory execution of the contract placed on the authorized firm.

This authorization shall be valid till the completion of the rate contract period and related services.

The attested copy of Photo ID /Voter ID/ Driving Licence /any other equivalent document for authorized person is enclosed here.

Yours faithfully,

(Name & Signature of Chairman)
For M/s.....
AUTHORIZED SIGNATORY OF FIRM

राजकीय महिला अभियान्त्रिकी महाविद्यालय, अजमेर
(बीकानेर तकनीकी विश्वविधालय बीकानेर का संघटक महाविद्यालय)
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Annexure –F

Affidavit(on Rs. 100 Non Judicial stamp) duly notarized regarding compliance of Bid Terms and Conditions

Bidder Name.....

I / We confirm that I/We are authorized to submit bid on behalf of the firm participating in the bid No.....and have perused the entire Bid document including all its amendments till date.

Having perused the subject bid with all amendments(wherever applicable), I/We hereby confirm unconditional acceptance and compliance to abide by all its terms & conditions as mentioned in Bid document including technical particulars, detailed technical specifications of the product, special terms and conditions and General terms & conditions wherever indicated ,offer validity, terms of delivery without any deviations whatsoever:

I/We also confirm acceptance of all the General Terms & Conditions of the bid document.

I/We hereby certify that the prices quoted against the bid are competitive and without adopting any unfair/unethical means in including cartelization.

I/We certify that the bidder has not been banned by any Government department of the State/PSU from business dealings.

I/We also certify that the information given above is factually correct, true and nothing material has been concealed.

Signature of bidder

Name of bidder

Designation

Address

राजकीय महिला अभियान्त्रिकी महाविद्यालय, अजमेर
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Env No. 01
Annexure G

बोलीदाता/सेवाप्रदाता द्वारा घोषणा

मैं/हम घोषणा करता हूँ/ करते है कि मैने/हमने जहां कही भी Supply of Annual Stationery Printing Work कार्य किया है उस कार्य हेतु विगत 3 वर्षो में कार्य करते समय पूर्ण न करने के कारण हमे किसी भी सरकारी विभाग/उपक्रम/कम्पनी द्वारा ब्लैकलिस्ट नही किया गया है।

हम यह घोषणा करते है कि हमें किसी भी न्यायालय ने Supply of Annual Stationery Printing Work कार्य के संदर्भ में कोई वाद लम्बित नही है तथा इस विषयान्तर्गत हमें किसी भी न्यायालय द्वारा दण्डित नही किया गया है।

हस्ताक्षर

फर्म का नाम

पता

राजकीय महिला अभियान्त्रिकी महाविद्यालय, अजमेर
(बीकानेर तकनीकी विश्वविधालय बीकानेर का संघटक महाविद्यालय)
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Annexure H

UNDERTAKING

1. I the undersigned certify that I have gone through the terms and conditions mentioned in the bid document and undertake to comply with all the terms and conditions mentioned in the bid document.
2. The rates/discount quoted will be valid and binding upon me for the entire period of contract/validity.
3. I hereby undertake to supply the items/render the services as per specifications /scope of work given in the bid document /purchase order within stipulated period, if I qualify in the bidding process.
4. I give the rights to the Govt. Mahila Engineering College Ajmer to forfeit the security deposit (EMD) paid by me if any delay occurs on my part or if I fail to comply with the terms and conditions mentioned in the bid document.
5. 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.
6. I further certify that I am competent officer in my firm/company to make this declaration.
7. 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 cancelled.

(Signature of the Bidder)

Name
Designation
Seal
Date:
Address:

महिला अभियान्त्रिकी महाविद्यालय, अजमेर
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E-mail: proctor@gweca.ac.in
Ph. No.: 0145-2695535
FaxNo.: 0145-2695102

Sample (1)

No.GWECA/Proctor/Stu./ **Date.....**

TO WHOMSOEVER IT MAY CONCERN

This is to certify Ms.....(College ID.....)

D/o Mr.....is/was a regular student of this college studying/passed out in..... (semester & Year) in B.Tech/M.Tech/MCA/MBA.....Branch.....

LDC (Proctor Section) **Proctor/Registrar**

6/7/2026

ontact No. (Residence).....

SIGNATURE OF THE STUDENT

*Whenever there is a change in address for correspondence with student/parents/guardians, a written application is to be submitted immediately to proctor Section.

महिला अभियान्त्रिकी महाविद्यालय, अजमेर

(बीकानेर तकनीकी विश्वविद्यालय, बीकानेर का संघटक महाविद्यालय)

WOMEN ENGINEERING COLLEGE, AJMER

(A CONSTITUENT COLLEGE OF BIKANER TECHNICAL UNIVERSITY, BIKANER)

Internal Assessment /Mid-Term Examination ..... Session.....

Name of Student ..... College ID..... B.T.U. Roll No .....

Class/Semester ..... Section..... Branch.....

Subject ..... Subject Code..... Date.....

Signature of Student ..... Signature of Invigilators 1.....2.....

	Marks Awarded					Total Marks
Course Outcomes (CO)						
Question No.						
Maximum Marks						
Obtained Marks						

I have seen the evaluated answer sheet.

Signature of Student

Name & Signature of Examiner

START WRITING FROM THIS PAGE.

File No. .....

Sample (3) (39)

महिला अभियान्त्रिकी महाविद्यालय, अजमेर

बीकानेर तकनीकी विश्वविद्यालय बीकानेर का संघटक महाविद्यालय



WOMEN ENGINEERING COLLEGE, AJMER

(A Constituent College of Bikaner Technical University, Bikaner)

Year 20____- 20____

Section _____

File No. _____

Subject _____

From _____ to _____

(10)

Sample (4)

(4)

To, _____

_____

_____

WOMEN ENGINEERING COLLEGE, AJMER

A Constituent College of Bikaner Technical University, Bikaner)

Jasirabad Road, Makhupura,

Ajmer - 305002

Sample (5)

महिला अभियान्त्रिकी महाविद्यालय, अजमेर

(बीकानेर तकनीकी विश्वविद्यालय बीकानेर का संघटक महाविद्यालय)

Women Engineering College, Ajmer

(A Constituent College of Bikaner Technical University, Bikaner)

ATTENDANCE REGISTER
SESSION : 20 -

Name .....

From ..... To .....

MER

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		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		

(7) 43

WOMEN ENGINEERII

ATTENDAI

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														
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
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19																
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21																
22																
23																
24																
25																

RING COLLEGE, AJMER

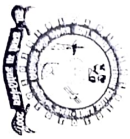
DANCE REGISTER

4	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	Remarks

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

(50)

Sample (6)



WOMEN ENGINEERING COLLEGE, AJMER
(A Constituent College of Bikaner Technical University, Bikaner)
Vaishnad Road, Makhupura,
Ajmer - 305002

To,

Mr Singh

Mob. / Residence).....

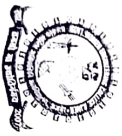
महिला अभियान्त्रिकी महाविद्यालय, अजमेर

(बीकानेर तकनीकी विश्वविद्यालय, बीकानेर का संघटक महाविद्यालय)

(50)

(11) (45)

Sample (7)



WOMEN ENGINEERING COLLEGE, AJMER

(A Constituent College of Bikaner Technical University, Bikaner)

Vaishnad Road, Makhupura,

Ajmer - 305002

To,

ontact No. (Residence).....

SIGNATURE OF THE STUDENT

written application is to be submitted immediately

(50)

(12)
Sample (8) (47)

WOMEN ENGINEERING COLLEGE, AJMER
(A Constituent College of Bikaner Technical University, Bikaner)
Nasirabad Road, Makhupura,
Ajmer - 305002

To,

ontact No. (Residence).....

Contact No. of

SIGNATURE OF THE STUDENT

(बीकानेर के एक मात्र विश्वविद्यालय, बीकानेर का संघटक महाविद्यालय)

Samyak

GOVT. WOMEN ENGINEERING COLLEGE, AJMER

INDENT BOOK

Book No. 151 Page No. 81 Date .....

Department .....

S. No.	Name of Article	Quantity Required	Quantity Issued	Stock Entry Page No.	Remarks

Indentor ..... HOD/Section In-Charge

Store Officer ..... Store Keeper

TO,

Sample (10)

.....

.....

.....

WOMEN ENGINEERING COLLEGE AJMER
(A Constituent College Of Bikaner Technical University, Bikaner)
Nasirabad Road, Makhupura,
Ajmer -305002

.....

.....

.....

.....

महिला अभियान्त्रिकी महाविद्यालय, अजमेर

(बीकानेर तकनीकी विश्वविद्यालय, बीकानेर का संघटक महाविद्यालय)

MAHILA ENGINEERING COLLEGE, AJMER

(A CONSTITUENT COLLEGE OF BIKANER TECHNICAL UNIVERSITY, BIKANER)

Nasirabad Road, Makhupura, Ajmer - 305002

Website: www.gweca.ac.in
E-mail: proctor@gweca.ac.in

Ph. No.: 0145-2695535
Fax No.: 0145-2695102

50

Student Registration Form

Session20..... - 20.....

Course & Semester..... College ID..... Branch.....

1. Name (In CAPITAL Letters).....
2. विद्यार्थी का नाम (हिन्दी में) .....
3. Father's Name.....
4. Mother's Name.....
5. Date of Birth.....
6. Address for correspondence with Parents*.....

.....

City.....State.....Pin.....

7. Parent's Mobile..... Student's Mobile No.....
8. Student's E-mail Address.....Marital Status.....
9. Actual Category (GEN/SC/ST/OBC/MBC/EWS)..... Caste.....
10. Minority (YES/NO).....Religion.....
11. Admitted Under (REAP/JEE MAINS/XII/RMCAAP/RMAP/CAM/LEEP/Direct).....
12. Admitted Under TFWS(YES/NO).....Admitted Under PMSSS.....
13. Details of University Examination passed

Please affix Latest passport Size Photograph

Examination session	Semestaer	Percentage of Marks	Back papers (if any)	
			Theory	Practical
1. 20.....20.....	I Sem.			
	II Sem.			
2. 20.....20.....	III Sem.			
	IV Sem.			
3. 20.....20.....	V Sem.			
	VII Sem.			
4. 20.....20.....	VII Sem.			
	VIII Sem.			

13. Present Address of Student in Ajmer

.....

.....

.....

ontact No. (Residence).....

14. Address of Local Guardian to be contacted in emergency

.....

.....

.....

Contact No. of Local Guardian.....

SIGNATURE OF THE STUDENT

FOR INSURANCE PURPOSE

(51)

Name of Nominee	Relation	Physical Handicapped (Yes or No)	Signature of the Student

DECLARATION BY THE STUDENT

promise to abide by all the rules and regulations of the College and University in force presently as well as those that may be made/modified from time time. I have cleared all the dues till last semester and have deposited fee for the current semester session 20.... - 20.....vide receipt/challan o.....Dated.....of Rs..... I have also submitted three 6" x 4" size envelops bearing address of correspondence with rents.

ate fee details (if any) :- 1. Challan No ..... 2. Fine (in Rs.)..... 3. Date.....

SIGNATURE OF THE STUDENT

UNDERTAKING BY THE STUDENT

I..... D/o Mr/Mrs.....have carefully read and fully understood the law prohibiting ragging and the directions of the Honorable Supreme Court and the Central/State Government in this regard.

I have received a copy of the UGC/MHRD/AICTE Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009.and have carefully gone through it.

I hereby undertake that

- I will not indulge in any behavior or act that may come under the definition of ragging.
- I will not participate in or abet or propagate ragging in any form.
- I will not hurt anyone physically or psychologically or cause any other harm.

I hereby agree that if found guilty of any aspect of ragging. I may be punished as per the provisions of the UGC/MHRD/AICTE Regulations mentioned above and/or as per the law in force.

I hereby affirm that I have not been expelled or debarred from admission by any institution.

Signed this on..... (DD) of..... (MM) of..... (YY)

NAME & SIGNATURE OF THE STUDENT

NO DUES CERTIFICATE

Fee Category - GAS/SFS/TFWS

Category: (i) Hosteller/Day Scholar

Non –Society Dues:..... Date.....Sign.....

Hostel Dues:..... Date.....Sign.....

Library Dues:..... Date.....Sign.....

Games & Sports Dues:..... Date.....Sign.....

Departmental Lab &Workshop Dues(For Ist Year Only)..... Date..... Sign.....

FOR OFFICE USE ONLY

Branch..... Semester.....

Received Rs..... through DD/Receipt No..... Date.....

Name & Signature of dealing Assistant.....

Jr.Accoutant

Name & Signature of
Faculty Co-ordinator/Tutor

Name & Signature of Proctor

महिला अभियान्त्रिकी महाविद्यालय, अजमेर
(बीकानेर तकनीकी विश्वविद्यालय, बीकानेर का संघटक महाविद्यालय)
MAHILA ENGINEERING COLLEGE, AJMER
(A CONSTITUENT COLLEGE OF BIKANER TECHNICAL UNIVERSITY, BIKANER)
Nasirabad Road, Makhupura, Ajmer – 305002
Website: www.gweca.ac.in
E-mail: proctor@gweca.ac.in
Ph. No.: 0145-2695535
FaxNo.: 0145-2695102

Admission form for B.Tech.I/M.Tech I/MCA I/MBA I/LEEP- III Semester Academic Session 20.....

(To Be Filled by the Candidate in block letters only)

Paste Photo Here

1. Name of candidate (In English).....

   (हिन्दी मे).....

2. Date of Birth (DD/MM/YYYY).....
3. Category I (GEN/SC/ST/OBC/MBC/EWS).....
4. Category II (PH/Ex-Serviceman/KM/DrK/NRI) .....
5. Caste..... Religion.....
6. Minority: Jain/Parsi/Sikh/Muslim/Baudh/.....
7. AdmissionThrough: (JEEMAINS/XII/DIRECT/PMSSS/RMCAAP/RMAP/CAM) .....
8. Medium of qualifying exam: English/Hindi.....TFWS (YES/NO).....
9. Marital Status: Married/Unmarried.....Earlier Enrollment YES/NO.....
10. Mobile No.....Email Id (Student).....
11. Bank account details of student (if any)

    Name of Account Holder ..... Account No.....

    Bank name..... Branch.....Place..... IFSC code.....

12. Address -

Permanent address (Block letters)	Address of Correspondance (Block letters)
.....	.....
.....	.....
.....	.....
City- .....District -	City- .....District - .....
Pin code: - ..... State: -	Pin code:- ..... State - .....

13. Parent/Guardian Details

Father's Name (In English) :.....(हिंदीमें) .....

Qualification .....Profession: - .....Designation :-.....

Mobile No. :-.....Email-id :- .....

Mother's Name (In English) :.....(हिंदीमें) .....

Qualification .....Profession: - .....Designation :-.....

Mobile No. :-.....Email-id:- .....

Details of Local Guardian (If any):

Name.....Relation with studnet.....

Address.....

Pin code ..... Mobile No. .....

13. Educational Qualifications

Qualifying Examination	Roll No.	Year	Stream/ Subjects	Board	Marks obtained	Max marks	Aggregate percentage/CG PA	Result
Class X								
Class XII								
Other								

FOR GROUP INSURANCE PURPOSE

Name of Nominee	Relation	Differently Abled (Yes/No)	Signature of the Students

Declaration

1. I do solemnly affirm that the statements and information, furnished by me along with documents are correct. I realize that, if any information furnished therein is found to be false, I shall be liable to criminal prosecution; as well as to cancellation of my admission from the college if already admitted.
2. I hearby certify that the information given in admission form is complete and accurate. I understand and agree that misrepresentation or omission of facts may result in denial/cancellation of admission or expulsion.
3. I do hereby agree to abide by all the ordinances and regulations of the COLLEGE/University/AICTE/ State Govt. etc. enforced from time to time.
4. I shall pay the college and hostel fee and other dues regularly.
5. If I withdraw my admission in any circumstances, the refund of fees will be as per college refund rules as applicable.
6. I will not be involved in ragging-activities and will follow the rules of antiraggingas provided by the Hon'ble Supreme Court of India.
7. I will maintain good conduct throughout my stay in the college.
8. I will follow the attendance rules of College/ University failing to which necessary action may be taken by college.
9. I also agree that if my ward attempts to commit suicide or abetting or inciting any other person to commit suicide or anything prohibited by law and if on being found guilty of the aforesaid action she herself shall be responsible for any consequences under law and the expulsion /rustication from the institute and any other legal action under the law of hand. The authorities of the institute and /or any employee or person of the institute shall not be responsible for the same.
10. I agree that if I take dropout /cancellation of admission, I will present in person along with my parents/guardians.
11. **Following documents were not submitted during admission process and I will submit them in 15 days as they are necessary in enrollment process.In case of failure I am responsible for the cancellation of admission or any action taken by college authority.**

1..... 2..... 3.....

4..... 5..... 6.....

Signature of Father/Guardian with date

Name: ....

Signature of Candidate with date

Name: .....

Fee Details

Date	Amount	Receipt No./ Challan No.	Remark

For Office Use only

I have checked all the documents, eligiblity criteria and information given above.

Signature of verifying officer

Name: .....

Date: .....

6/7/2026

MAHILA ENGINEERING COLLEGE, AJMER

(A Constituent College of Bikaner Technical University, BIKANER)
(Estd. 2007)

Sample (23)

GENERAL RECEIPT (SOCIETY FUND)

Receipt No. 4500 Book No. 90

Dated.....

Received from .....

A sum of Rupees ..... (Rupees.....

.....

(only) through Cash/Checque/Online .....

in acount of following :

1. Testing Charges	Rs. .....
2. Telephone dues	Rs. .....
3. Deptt. Advance	Rs. .....
4. Loss of College Property	Rs. .....
5. Income Tax	Rs. .....
6.	Rs. .....
7.	Rs. .....
8.	Rs. .....
9.	Rs. .....
10.	Rs. .....

Grand Total Rs. .....

CASHIER

Scanned with OKEN Scanner

A ~~Govt~~ A Constituent College of Bikaner Technical University Bikaner

Women Engineering College, Ajmer

Mahila.

(ESTD. - 2007)

GENERAL RECEIPT (NON-SOCIETY FUND)

Sample (14)

Receipt No. 500 **Book No.** 10

Dated .....

Received from .....

a sum of Rupees ..... (Rupees .....

..... only)

through Cash / 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. .....

CASHIER

Scanned with OKEN Scanner

Mahila A Constituent College of Bikaner Technical University, Bikaner

Women Engineering College, Ajmer

(ESTD. - 2007)

GENERAL RECEIPT (Hostel)

Sample (15)

Receipt No. 1400 **Book No.** 28

Dated .....

Received from .....

a sum of Rupees ..... (Rupees .....

..... only)

through Cash / 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. .....

CASHIER

Scanned with OKEN Scanner

Mahila A Constituent College of Bikaner Technical University, Bikaner

Women Engineering College, Ajmer

(ESTD. - 2007)

GENERAL RECEIPT (Hostel)

Sample (15)

Receipt No. 1400 **Book No.** 28

Dated .....

Received from .....

a sum of Rupees ..... (Rupees .....

..... only)

through Cash / 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. .....

CASHIER

Scanned with OKEN Scanner

A Constituent College of Bikaner Technical University, Bikaner

MAHILA

GOVT. WOMEN ENGINEERING COLLEGE, AJMER

राजकीय महिला अभियान्त्रिकी महाविद्यालय, अजमेर

Sample 56

NP / PLAN / SFS / NON SOCIETY / HOSTEL

Fully Vouched Contingent Bill

परिपूर्ण अन्य - व्यय बिल

Bill No. ..... बिल संख्या Date :	Detailed Bill of Contingent Charges of .... for the month of ..... 20 ..... का विस्तृत - अन्य - व्यय बिल ..... 20 ..... Head of Account हिसाब के मद Budget Head : Revenue / Capital / New / Committed Detailed Head	Voucher No. ..... List of Paymant for the Month ..... 20 ..... माह..... के व्यय की सूची के वाऊचर का क्रमांक .....

S. Number of sub-Voucher उप-वाउचर का क्रमांक	Description of Charge and number and date of authority for all charges requiring special sanction. व्यय का विवरण और जिस व्यय के लिए विशेष स्वीकृति की आवश्यकता हो का क्रमांक एवं दिनांक			Amount रकम	
		Rs.	P.	Rs.	P.
	TOTAL				

Pay Rupees .....**(In words Rs.** .....

.....**) Examined & entered.**

D.A. ← **Jr. Accountant** ← **Dy. Registrar** ← **Registrar / Principal**

Paid by Cheque No. ..... **Rs.** ..... **Dated** .....

and entered in Cash Book page No. : ..... **Dated** .....

Jr. Acctt. / D.D.O.

59
Samyak 17

महिला अभियान्त्रिकी महाविद्यालय, अजमेर

MAHILA ENGINEERING COLLEGE, AJMER

STUDENT FILE

For Session 20..... - 20.....

(FOR OFFICE USE ONLY)

College ID				
Name of Student (In Capital Letters)				
Father's Name				
Course/Program			Branch and Semester	
Category			Admitted through	
Branch Change/College Change in Upward movement				
New Branch after internal Sliding	I		Branch Change after 1st Year	
	II		Admitted under TFWS (Yes/No)	
	III		Allotted College ID	
			New College ID (if Branch Change)	
BTU Enrollment No.				
BTU Roll No.				
Output Details Dropout	Order No. & Date		Before/After Enrollment	
Any Other Details				