



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

Ph. No.: 0145-2695535

email: principal@gweca.ac.in

Fax No.: 0145-2695102

Reference No. RFQ/2025-26/206

Date: 15-10-2025

From,

Principal,

Mahila Engineering College, Ajmer

Ajmer(Raj.)

To: _____

Request for Quotation (RFQ)

(Rule 24, RTPP 2013)

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

Dear Bidder,

Mahila Engineering College Ajmer (MECA) invites quotation under Rajasthan Transparency in Public Procurement Act, 2012 & RTPP Rules, 2013 for the above subject from experienced, technically and financially sound suppliers/service provides. Bids for the various work(s) as mentioned below are invited from manufacturers/distributors/authorized dealers/registered bidders/bonafide dealers upto 28.10.2025 (Time 3:00PM).

Specifications

S. No.	Particulars of Item	Approximate Qty/work
1	File cover thick 30.9kg with lace. Printed Name and Emblem of College 540 GSM Card Sheet (As Per Format & sample)	800
2	Student attendance register: size-20x30/2. 26 Name 80GSM Printed Name and Emblem of college (As Per Format & sample)	150
3	Exam copies on white trident paper 64GSM pages 12 all ruling and upper heading printing and pin binding on printing offset size 9" x 11"(As Per Format & sample)	23000
4	Envelopes size-9"x4" 100GSM. Printed Name and Emblem of college (As Per Format & sample)	800
5	Envelope Polynet Pasted Size -16"x12", 100GSM. Printed Name and Emblem of College (As Per Format & sample)	200
6	Format T.A. bill for members of various committee (As Per Format & sample)	10pad
7	General Receipt Book for Hostel duplicate double copy with double numbering and hard binding 60GSM Pkt of 50 Each Forms Printed (As Per Format & sample)	10pad

[Handwritten signature and date]



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Fax No.: 0145-2695102

Terms and Conditions

1. Sealed quotation to be submitted/ delivered at the address mentioned below:
Principal, Mahila Engineering College, Ajmer, Nasirabad Road, Makhupura, Ajmer (Raj.)-305002
2. Procuring entity reserves the right at its absolute discretion:
 - (i) By written notice to prospective suppliers to do any of the following things:
To discontinue or suspend the RFQ process; to extend the closing date and time of the RFQ; and to amend this RFQ;
 - (ii) To negotiate with any prospective supplier submitting a quotation.
 - (iii) To determine the number of organizations with whom it will contract.
 - (iv) Rate shall be inclusive of all charges i.e. transportation, loading, unloading, toll tax insurance of goods etc.
3. A Quotation must be prepared using the quotation form in Part A. Submission of Part A is mandatory.
4. A Quotation constitutes an irrevocable, unalterable offer by the prospective supplier to MECA. A quotation must remain valid and open to be accepted 60 working Days from the closing time and date specified in the RFQ.
5. RTPP Act 2012 and Rules 2013 shall be part of this RFQ.
6. Each page of the quotation must be signed and sealed by the bidder/firm. In absence of sign and seal of the firm the proposal will be rejected.
7. Any discount i.e. quantitative discount and others may also be mentioned in details.
8. Goods will be delivered within a stipulated period as mentioned in the conditions of bid.
9. The rates quoted above are valid upto the contract period which may be extended as per RTPP Rules 2013 with mutual consent as per the conditions of the contract.
10. Supplier should ensure at his level that the supplied items are of original make and in good quality/condition and make should be as per bid document.
11. Bids received after the prescribed time and date will not be considered.
12. The quotation must be supported with requisite documents and catalogues of items quoted.
13. In case of any query Narendra Singh may be contacted at 9785650811.
14. Payment will be made as per actual work quantity received at the MECA

[Handwritten signatures and initials in blue ink]



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Ph. No.: 0145-2695535

Fax No.: 0145-2695102

15. Sample Approval may be required before Printing /supply.

16. Envelope of quotation should be labelled as. "Request for Quotation for _____ printing items work.

We look forward to receiving your quotation.

Last date for submitting quotation up to: 28.10.2025 (03:00 PM.)

Principal
15/10/2025

Principal

Mahila Engineering College Ajmer (MECA)

Principal
30



महिला अभियान्त्रिकी महाविद्यालय, अजमेर

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Ph. No.: 0145-2695535

Fax No.: 0145-2695102

(To be submitted on letter head of the firm)

Format for Quotation Submission (PART-A)

To

Principal

Mahila Engineering College Ajmer (MECA)

RFQ Reference No. : _____

I/We: _____

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

The Price offered are:

S. NO.	Particulars of Item	Price Per Unit item Excluding GST (Rs)	GST %	Price Per Unit item including GST	Total Price (Rs)	Sample Seen- <i>Required</i>
1	File cover thick 30.9kg with lace . Printed Name And Emblem of College 540GSM Card Sheet (As Per Format & Sample)					Yes
2	Students Attendance Register Size-20X30/2. 26Name 80GSM Printed Name And Emblem Of College (As Per Format & sample)					Yes
3	Exam copies on white trident paper, 64GSM, pages 12 all					Yes

Handwritten signatures and initials at the bottom right of the page.



महिला अभियान्त्रिकी महाविद्यालय, अजमेर

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	ruling and upper heading Printing and Pin Binding on Printing offset size 9" x 11"(As per format & sample)					
4	Envelopes size- 9"x4" 100GSM Printed Name and Emblem of college (As Per Format & sample)					Yes
5	Envelope Polynet Pasted Size - 16"x12", 100GSM Printed Name and Emblem of College (As Per Format & sample)					Yes
6	Format T.A bill (As per format & sample)					Yes
7	General Receipt Book For Hostel duplicate double copy with double numbering and hard binding 60GSM Pkt of 50 Each Forms Printed (As Per Format & sample)					Yes
	Total Price					

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

Signature of Supplier(s)/Bidder(s)

[Handwritten signature]



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Ph. No.: 0145-2695535

Fax No.: 0145-2695102

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

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

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

Seal of the firm/agency

Signature of Supplier(s)/Bidder(s)

[Handwritten signatures and initials]



महिला अभियान्त्रिकी महाविद्यालय, अजमेर

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(To be submitted on letterhead of the firm)

UNDERTAKING

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

Seal of the firm/agency

Place :

Date :

Signature of Supplier(s)/Bidder(s)



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02. Procuring Entity reserves the right at its absolute discretion:
03. By written notice to prospective suppliers to do any of the following things:
To discontinue or suspend the RFQ process; to extend the closing date and time of the RFQ; and to amend this RFQ;
04. To negotiate with any prospective supplier submitting a Quotation.
05. To determine the number of organizations with whom it will contract.
06. Rate shall be inclusive of all charges i.e. transportation, loading, unloading, toll tax insurance of goods etc.(For MECA, Makhupura. Ajmer)
07. A Quotation must be prepared using the Quotation form in Part A. Submission of Part A is mandatory.
08. A Quotation constitutes an irrevocable, unalterable offer by the prospective supplier to MECA. A quotation must remain valid and open to be accepted 60 working days from the closing time and date specified in the RFQ.
09. RTPP Act 2012 and Rules 2013 shall be part of this RFQ.
10. Each page of the Quotation must be signed and sealed by the bidder/firm. In absence of sign and seal of the firm the proposal will be rejected.
11. Any discount i.e. quantitative discount and others may also be mentioned in details.
12. Goods will be delivered within a stipulated period as mentioned in the conditions of bid.
13. The rates quoted above are valid upto the contract period which may be extended as per RTPP Rules 2013 with mutual consent as per the conditions of the contract.
14. Supplier should ensure at their level, that the supplied items are of genuine make and in good quality/condition as per bid document.
15. Bids received after the prescribed time and date will not be considered.
16. The quotation must be supported with requisite documents and catalogues of items quoted.
17. In case of any query Narendra Singh may be contacted at 9785650811.
18. Payment will be made as per actual work at the site of MECA.

Signature of Supplier(s)/ Bidder(s)

(64)

To, _____



WOMEN ENGINEERING COLLEGE

(An Autonomous Institute of Govt. of Rajasthan)

Nasirabad Road, Makhupura,

Ajmer - 305002

(A Constituent College of Bikaner Technical
University, Bikaner)

[Signature]

N.R.

To, _____



GOVT. WOMEN ENGINEERING COLLEGE

(An Autonomous Institute of Govt. of Rajasthan) (A Constituent College of Bikaner Technical University, Bikaner)
Nasirabad Road, Makhupura,
Ajmer - 305002

[Signature]

[Signature]

महिला अभियान्त्रिकी महाविद्यालय, अजमेर
 बीकानेर तकनीकी विश्वविद्यालय बीकानेर का संयुक्त महाविद्यालय



WOMEN ENGINEERING COLLEGE, AJMER Technical
 (A. Constituent College of Bikaner Technical University Bikaner)

Year 20__ - 20__

Section _____

File No. _____

Subject _____

From _____ to _____

Mur2

बीकानेर लकनीकी विश्वविद्यालय बीकानेर का संघटक
महाविद्यालय

महिला अभियान्त्रिकी महाविद्यालय, अजमेर

(राजस्थान सरकार का स्वायत्तशासी संस्थान)

WOMEN ENGINEERING COLLEGE, AJMER

(An Autonomous Institute of Govt. of Rajasthan)

(A Constituent college of Bikaner Technical University
Bikaner)



Q28

e

ATTENDANCE REGISTER

SESSION 20____ - 20____

Uam _____

From _____ to _____

WOMEN ENGINEERING COLLEGE, AJMER
LECTURE PLAN

Branch :

Semester :

Subject :

Handwritten signature

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

OK

WOMEN ENGINEERING

ATTENDANCE

Class			Group		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Subject																			
Lecture / Tutorial / Practicals																			
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COLLEGE, AJMER

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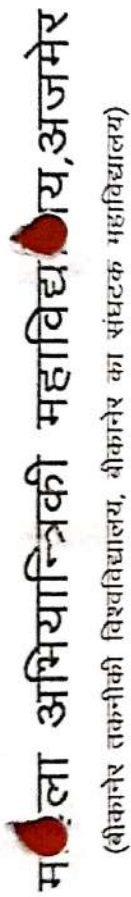
REGISTER

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
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Remarks

Signature of the Teacher
Name in Block Letters





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 Candidate.....
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.

6 23/8/25
Mr A Z 23/8/25 pfr 23/8/25
Quart' 23/08/25

23/8/25
(28 Nov)
(ce - Perm)

~~Govt.~~ Women Engineering College, Ajmer

CA Constituent College of Bikaner Technical University, Bikaner
T.A. BILL FOR Members of Various Committees

(85)

1. Name :
2. Basic pay :
3. Present Designation :
& Address :
4. Purpose : To attend the
5. Details of Journey

(A) Inward

- (i) Place, Time & Date of Departure :
- (ii) Place, Time & Date of Arrival :
- (iii) Mode & Class of Transport :
- (iv) Distance in Km. :
- (v) Actual fare with Ticket No. :

(B) Return Journey

- (i) Place, Time & Date of Departure :
- (ii) Place, Time & Date of Arrival :
- (iii) Mode & Class of Transport :
- (iv) Distance in Km. :
- (v) Actual fare with Ticket No. :

Fare as per Inward journey

Certified that I have actually spent this amount and have neither claimed nor will claim this amount from any other source.

Signature of Member

For office use :- Fare Rs. _____ Fixed Charges _____ Sitting Charges _____

Incidental Charges @ 0.04 P Per Km. _____ Total Rs. _____

Passed for Rs. _____ Rupees

Chargeable Head

D.A.

Accountant

Registrar

Principal

[Handwritten Signature]

Received Payment

Signature of Member



Women
Govt. Mahila Engineering College, Almer

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

GENERAL RECEIPT (SOCIETY FUND)

Book No. 80

Receipt No. 4000

Dated.....

Received from

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

only) through Cash/Cheque

in account 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.

AP Sunil

CASHIER