



# महिला अभियान्त्रिकी महाविद्यालय, अजमेर

(बीकानेर तकनीकी विविद्यालय, बीकानेर का संघटक महाविद्यालय)

## WOMEN ENGINEERING COLLEGE, AJMER

(A CONSTITUENT COLLEGE OF BIKANER TECHNICAL UNIVERSITY, BIKANER)

Nasirabad Road, Makhupura, Ajmer - 305002

website: www.gweca.ac.in  
email: principal@gweca.ac.in

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

Reference No.H&S(Others)/2025-26/ 215

Date: 25.02.2026

### From,

Principal, Mahila Engineering College Ajmer

Ajmer(Raj.)

To: \_\_\_\_\_

### Request for Quotation (RFQ)

(Rule 24, RTPP 2013)

Subject: Request for Quotation for Photography and Videography in Epistemico 2026

Dear Bidder,

Govt. Mahila Engineering College Ajmer(GMECA) invites quotation under Rajasthan Transparency in Public Procurement Act, 2012 & Rules, 2013 for the above subject from experienced, technically and financially sound suppliers/service provides. Bids for the various work(s) as mentioned below are invited from manufacturers/distributors/authorized dealers/registered bidders/bonafide dealers upto 05.03.2026..... (2.00 pm).

### Specifications

S. No.	Requirement
1	<p>The detailed requirements are as follows (stage and audience coverage from multiple angles)</p> <ol style="list-style-type: none"><li>1. Video graphy 2 days (17-18 March , 2026 )</li><li>2. Photography 2 days (17-18 March , 2026 )</li><li>3. Equipment required<ul style="list-style-type: none"><li>•High resolution DSLR camera</li><li>•Professional lighting</li><li>•Scanner facility for providing instant soft copies of photographs</li></ul></li><li>4. Deliverables<ul style="list-style-type: none"><li>•Complete raw data (photos and videos) in original format</li><li>•Professionally edited photograph and video in high resolution format</li><li>•Final edited data to be submitted in pen drive driving</li><li>•Edited data to be submitted within 5 working days after completion of the event</li><li>•Reels and short videos of both days events</li><li>•Full coverage of all the parallel events of both days</li></ul></li></ol>

NB

**Terms and Conditions**

1. Sealed quotation(only in hard copy) to be submitted/ delivered a the address mentioned below:  
Principal, Govt. 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 GMECA. A quotation must remain valid and open to be accepted 60 working Days from the closing time and date specified in the RFQ.
5. RTTP Act 2012 and Rules 2013 shall be part of this RFQ.
6. Each page of the Quotation must be signed and sealed by the bidder/firm. In absence of sign and seal of the firm the proposal will be rejected.
7. Any discount i.e. quantitative discount and others may also be mentioned in details.
8. Goods will be delivered within a stipulated period as mentioned in the conditions of bid.
9. The rates quoted above are valid upto the contract period which may be extended as per RTTP Rules 2013 with mutual consent as per the conditions of the contract.
10. Supplier should ensure at his level that the supplied items are of original make and in good quality/condition and make should be as per bid document.
11. Bids received after the prescribed time and date will not be considered.
12. The quotation must be supported with requisite documents and catalogues of items quoted.
13. In case of any query Dr. Nikhil Jain may be contacted at 9928464454.
14. Payment will be made as per actual work at the site of GMECA. The payment will be released after satisfactory report of committee.
15. Quotation should be submitted in a sealed envelope duly labeled " Quotation for Photography and Videography in Epistemico 2026"

We look forward to receiving your quotation.

Last date for submitting quotation: .....05.03.2026 ( 2:00 PM).....

*P. Tribedi*  
25/2/2026  
Principal

Govt. Mahila Engineering College Ajmer (GMECA)

*NKJ*  
*Kish*  
*[Signature]*

(to be submitted on letterhead of firm)  
Format for Quotation Submission  
(PART-A)

To  
Principal  
Govt. Mahila Engineering College Ajmer (GMECA)

RFQ Reference No. : \_\_\_\_\_

I/We:

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	Make/Model Approximate Qty/work	Price Excluding GST	GST %	Price including GST	Total Price
1	Photography & Videography	<p>The detailed requirements are as follows (stage and audience coverage from multiple angles)</p> <ol style="list-style-type: none"> <li>1. Video graphy 2 days (17-18 March , 2026 )</li> <li>2. Photography 2 days (17-18 March , 2026 )</li> <li>3. Equipment required               <ul style="list-style-type: none"> <li>• High resolution DSLR camera</li> <li>• Professional lighting</li> <li>• Scanner facility for providing instant soft copies of photographs</li> </ul> </li> <li>4. Deliverables               <ul style="list-style-type: none"> <li>• Complete raw data (photos and videos) in original format</li> <li>• Professionally edited photograph and video in high resolution format</li> <li>• Final edited data to be submitted in pen drive driving</li> <li>• Edited data to be submitted within 5 working days after completion of the event</li> <li>• Reels and short videos of both days events</li> </ul> </li> </ol> <p>Full coverage of all the parallel events of both days</p>				

*[Handwritten signatures and initials]*

We confirm that the prices quoted above are fixed and final for the duration of the validity period and will not be subject to revision or variation. The delivery period offered is: \_\_\_\_\_ days/weeks/months from date of Work Order.  
Supplier's details (under this RFQ) will be as follows:

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



(to be submitted on letterhead of firm)

**UNDERTAKING**

1. The rates quoted will be valid and binding upon me for the entire period of contract/validity.
2. I hereby declare that my company is neither blacklisted by Central Government/ State Government or instrumentalities thereof nor any criminal case against the Bidder/ Its Partners/ Directors/ Agents is pending before any court of Law.
3. I further certify that I am competent officer in my firm/company to make this declaration.
4. Further I am aware that if any of the information given by me is found to be wrong in future then legal action can be taken against me and my bid will be considered as canceled.
5. I undertake that I will abide the terms and conditions of this RFQ. In case of non-compliance of terms and conditions of the RFQ my proposal can be rejected by the college.
6. All photographs and videos of students and staff will not be used for any other purpose and will be deleted after handing over the same to concerned committee..

Seal of the firm/agency

Signature of Supplier/Bidder

Place :

Date :




**Terms and Conditions of RFQ**

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  - a. By written notice to prospective suppliers to do any of the following things:  
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  - b. To negotiate with any prospective supplier submitting a Quotation.
  - c. To determine the number of organizations with whom it will contract.
  - d. Rate shall be inclusive of all charges i.e. transportation, loading, unloading, toll tax insurance of goods etc.
03. A Quotation must be prepared using the Quotation form in Part A. Submission of Part A is mandatory.
04. A Quotation constitutes an irrevocable, unalterable offer by the prospective supplier to GMECA. A quotation must remain valid and open to be accepted 60 working Days from the closing time and date specified in the RFQ.
05. RTPP Act 2012 and Rules 2013 shall be part of this RFQ.
06. 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.
07. Any discount i.e. quantitative discount and others may also be mentioned in details.
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11. Bids received after the prescribed time and date will not be considered.
12. The quotation must be supported with requisite documents and catalogues of items quoted.
13. In case of any query Dr. Nikhil Jain may be contacted at 9928464454.
14. Payment will be made as per actual work at the site of GMECA. The payment will be released after satisfactory report of technical committee.
15. Quotation should be submitted in a sealed envelope duly labeled "Quotation for Photography and Videography in Epistemico 2026"

Signature of Supplier/ Bidder


