



राजकीय महिला अभियान्त्रिकी महाविद्यालय, अजमेर  
(बीकानेर तकनीकी विश्वविद्यालय 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](http://www.gweca.ac.in)  
Email : [principal@gweca.ac.in](mailto:principal@gweca.ac.in)

Ph. No.: 0145-2695535

Fax No.: 0145-2695102

Reference No. RFQ/2024-25/

2025-26/Biometric/24

Date: 11/09/2025

**From,**

Principal,

Mahila Engineering College Ajmer

Ajmer(Raj.)

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

**Request for Quotation (RFQ)**

**(Rule 24, RTPP 2013)**

**Subject: Request for Quotation for Biometric Attendance Machine**

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)/Items as mentioned below are invited from manufacturers/distributors/authorized dealers/registered bidders/bonafide dealers upto 3:00 PM till / /

**Specifications**

S. No.	Particulars of Item	Approximate Qty/work
1	<b><u>Biometric Attendance Machine: -</u></b> <b><u>Specifications: -</u></b> Face image capacity: Minimum 1000 users Fingerprint capacity: Minimum 5000 RFID card capacity: Minimum 1000 Record capacity: Minimum 3,00,000 logs Communication method: USB/ TCP/IP Fingerprint sensor: Minimum 500 DPI optical fingerprint sensor Display: Minimum 2.4" Warranty: - Minimum 1 year	5

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

The quoted rates should include the following:

Installation and Setup of the biometric machine, ensuring all hardware is correctly installed and operational.

Installation of Software required to run the biometric machine.

Licensing Fees for the software and biometric machine, if applicable, ensuring that all necessary licenses are provided.

Training for the Institute's authorized personnel to effectively use and handle the biometric machine and its software.

*Dr. Q. J. J. J. J.*

### Terms and Conditions

1. Sealed quotation (only in hard copy) to be submitted/ delivered at 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 Mr. Arvind Sharma may be contacted at 9950624552.
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 Biometric Attendance Machine"**

We look forward to receiving your quotation.

Last date for submitting quotation: 16/9/2025 upto 03.00 p.m.

*Arvind Sharma*  
 Principal  
 8/9/2025

Govt. Mahila Engineering College Ajmer (GMECA)

*Arvind Sharma*  
*Arvind Sharma*  
*Arvind Sharma*

*Arvind Sharma*

(4)

(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:

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

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

The Price offered are:

S. NO.	Particulars of Item	Quantity	Make/Model	Price Per Unit item Excluding GST	GST %	Price Per Unit item including GST	Total Price
1.	<p>Biometric Attendance Machine: -</p> <p>Specifications: -</p> <p>Face image capacity: Minimum 1000 users</p> <p>Fingerprint capacity: Minimum 5000</p> <p>RFID card capacity: Minimum 1000</p> <p>Record capacity: Minimum 3,00,000 logs</p> <p>Communication method: USB/ TCP/IP</p> <p>Fingerprint sensor: Minimum 500 DPI</p> <p>optical fingerprint sensor</p> <p>Display: Minimum 2.4"</p> <p>Warranty: - Minimum 1 year</p> <p>The quoted rates include the following:</p> <p>Installation and Setup of the biometric machine, ensuring all hardware is correctly installed and operational.</p> <p>Installation of Software required to run the biometric machine.</p> <p>Licensing Fees for the software and biometric machine, if applicable, ensuring that all necessary licenses are provided.</p> <p>Training for the Institute's authorized personnel to effectively use and handle the biometric machine and its software.</p>	5					
	Total Price						

*Jalendra Singh* *[Signature]* *[Signature]* *[Signature]*

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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 ny any of the Govt. department/organization	
8.	Bank A/c No. IFSC code and Brach name	

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

Seal of the firm/agency

Signature of Supplier/Bidder

 Balvinder Singh  
Heats 



(To be submitted on letterhead of firm)

### UNDERTAKING

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

Seal of the firm/agency

Signature of Supplier/Bidder

Place :

Date :

*Handwritten signature and initials*

### Terms and Conditions of RFQ

01. Sealed quotation(in hard copy) to be submitted/ delivered a the address mentioned below:  
Principal, Govt. Mahila Engineering College Ajmer, Nasirabad Road, Makhupura, Ajmer  
(Raj.)-305002
02. Procuring Entity reserves the right at its absolute discretion:
  - a. 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;
  - 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.
08. Goods will be delivered within a stipulated period as mentioned in the conditions of bid.
09. 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 \_\_\_\_\_(Name of Supplier/ Bidder ) may be contacted at \_\_\_\_\_ (Phone No./Mobile No. of Supplier/ Bidder).
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 Biometric Attendance (Name of work)"  
machine

Signature of Supplier/ Bidder

*[Handwritten signatures]*