

**GOVERNMENT COLLEGE OF ENGINEERING AND TECHNOLOGY, JAMMU**

**SHORT TERM TENDER**

**NOTICE NO. 01 OF 2023-2024 DATED: 12/6/2023**

Principal GCET Jammu, on behalf of Lt. Governor of UT J&K, invites sealed bids affixed with a Revenue Stamp worth Rs 10/- from Registered Firms/Vendors for **Online processing of (I) Admission forms of M.Tech Candidates (II) Application forms of students under Lateral Entry Scheme in B.E./B.Tech** as per Description/specification of job, terms and conditions given below:-

S.No.	Description of Job	Rate	EMD
01	<b>Creation of Online Portal for:</b> <ul style="list-style-type: none"><li>• Uploading of Data for admission in (I) M.Tech (II) Lateral Entry Scheme in B.E./B.Tech.</li><li>• Preparation of Merit lists to various courses as per choice filled by the candidate.</li><li>• Generation of Registration Return (RR) to University of Jammu (Compatible with Jammu University format).</li><li>• Provision to generate Admit Cards online (cost of Printing not included).</li><li>• Maintenance of Data on their respective server.</li><li>• Creation of Domain for online submission of Admission Forms.</li></ul>	To be quoted per student/applicant	500/-

Date of download of Tender Form: - **From 17.06.2023 to 26.06.2023.**


Date of Receipt of bids: - **27.06.2023 (upto 02.00 PM.)**

Date of Opening of bids: - **27.06.2023 at 03.00 P.M. or on any other convenient date.**

The Tender should be addressed and sent to the Principal, GCET, Chak Bhalwal, Jammu, in sealed envelopes by registered post/speed post/courier service /by hand and duly super scribed on the envelopes "**Notice No. 01 of 2023-24 Dated 12/6/2023**" accompanied with the following documents:-

- Attested photocopy of Registration Certificate of Firm/Vendor.  
(Attested through Gazetted Officer/Notary/Self Attested)
- Attested photocopy of PAN & GSTIN.  
(Attested through Gazetted Officer/Notary/Self Attested)
- CDR/FDR/EMD

Tender form and other details can be had from the office of the College as well as College Website [www.gcetjammu.org.in](http://www.gcetjammu.org.in) . For any related queries, please contact: 94191-41201.

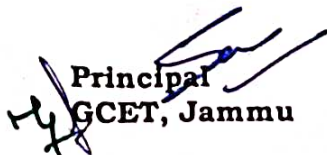
  
**Principal,**  
**GCET, Jammu**

No.:- GCET/Acctts/23/154  
Dated:- 12/6/2023

**TERMS AND CONDITIONS**

**OF NIT NO.: -01 OF 2023-24 DATED: 12/6/2023**

1. The Firm/Vendor must be registered with J&K UT.
2. The tender must be accompanied with earnest money in the form of CDR/FDR worth Rs. 500/- (Rs. Five Hundred only).
3. Earnest Money Deposit of the unsuccessful Tenderer will be refunded. The EMD of the successful Tender will be retained as Security Deposit during the period of tender.
4. There should be no overwriting or cutting in the rates quoted. The rates should be quoted both in figures as well as in words inclusive of all taxes.
5. Payment shall be released for the completed forms/entries processed. Incomplete application forms without prescribed fee uploaded by the students shall not be taken into account while making the payment.
6. Successful bidder shall customize their software that no incomplete form without prescribed fee be accepted by the system while uploading.
7. The bid shall remain valid for a period of 90 days from the date of opening.
8. The sample copy/format of the admission forms for M.Tech. and Lateral Entry Scheme course can be obtained from the Examination Section of the College during any working day or can be downloaded from the College Website.
9. No advance will be paid against the order placed by this institute. Payment will be made after successful completion of work and on receipt of Bills in duplicate. The work should be completed within the period as mentioned in the Job order.
10. The sample application of the online form alongwith the Web Link shall be shared within 10 days after date of issuance of job order by the successful bidder.
11. Job/Service to be provided till completion of the admission process for the session 2022-23.
12. Soft Data be delivered to this College immediately after completion of Job.
13. The rates offered shall be inclusive of all applicable taxes.
14. The job order will be given to the firm quoted the lowest rate (L-1).
15. The L-1 bidder shall enter into an agreement with the Principal, GCET, Jammu as per prescribed format.
16. All applicable taxes shall be deducted from the bill at the time of payment.
17. Dispute if any arises shall be decided by the Principal, GCET, Jammu and her decision shall be binding upon all the parties.
18. Payment shall be released after successful completion of the job and after the proper verification of the above said job by the Committee Members.
19. The conditional and vague tenders shall not be entertained.
20. The Rates Quoted shall be per student/applicant.
21. The institute reserves the right to forfeit the Security Deposit in the following cases:-
  - i) Delay in supply by more than double the time fixed.
  - ii) Backing out from the tendered rate.
22. The manufacturer/firm/vendor should not be blacklisted in the past by the Govt./private institution of the state and no vigilance/any other investigating agency case should be pending against the manufacturer/firm/vendor.
23. The undersigned reserves the rights to reject any or all tenders before or after opening them without assigning any reason thereof.
24. The bidders are advised not to make any change in BOQ or its name. Bids received after due date and time will not be accepted.
25. Bids will be opened in the presence of concerned Committee Members. The bidders are at liberty to attend the bid opening individually.
26. The quantum of work may increase or decrease.
27. All disputes are subject to jurisdiction of Jammu Courts only.

  
Principal  
GCET, Jammu



**GOVERNMENT COLLEGE OF ENGINEERING AND TECHNOLOGY, JAMMU.**

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**TENDER FORM NIT NO. 01 OF 2023-24 DATED: 12/6/2023**

**Tender for:** Online processing of:

(I) Admission forms of M.Tech Candidates

(II) Application forms of students under Lateral Entry Scheme in B.E./B.Tech.

To

The Principal,  
GCET,  
Chak Bhalwal, Jammu.

I/We \_\_\_\_\_ S/o Sh. \_\_\_\_\_

R/o \_\_\_\_\_

Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ /Authorized Signatory of

M/s \_\_\_\_\_ hereby tender for Online processing of application forms of students under Lateral Entry Scheme in B.E./B.Tech and M.Tech for GCET Jammu and declare as under:

1. That I/We have sufficient experience for above mentioned work etc.
2. That I/We have carefully gone through the terms and conditions of the NIT and bind myself/ourselves to adhere to the quality parameters and rates.
3. That the rates quoted in the enclosed tender form have been written by me/us under my/our personal supervision and are firm.
4. That I/We shall be bound by the GCET Jammu's instructions regarding quality and quantity of material and other conditions.
5. That the revenue stamps worth Rs. 10/- have been affixed by me/us.
6. That I/We have not been blacklisted/banned by any Govt. Department/PSU/Semi-Govt. entity.

**Name and address of the tenderer.**