

**Notice for inviting tender/bid for outsourcing
the service of Office Assistant, LDC and Peon at
Bhavan's Mumbadevi Adarsh Sanskrit Mahavidyalaya**

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MUMBADEVI ADARSH SANSKRIT MAHAVIDYALAYA

Bharatiya Vidya Bhavan, K. M. Munshi Marg, Mumbai - 400007.

Phone - 022-23634462 EXT - 221/227 Email - mymumba.skt@gmail.com

(Recognised as Adarsh Sanskrit Mahavidyalaya under the scheme for financial assistance to institutions recognized as Adarsh Sanskrit Mahavidyalayas/Adarsh Shodha Sanstans being implemented by the Central Sanskrit University, New Delhi; under Ministry of Education, Government of India)

F.No.M.A.S.M./Admin/2021-22/15

Dated: 30/09/2021

Sub: - Notice inviting tender for the contract to provide the service of various Outsourcing positions in Mumbadevi Adarsh Sanskrit Mahavidyalaya, Bharatiya Vidya Bhavan, K. M. Munshi Marg, Mumbai - 400007.

Sir,

1. The Undersigned is directed to invite sealed Tenders/Bids from the reputed firms/ agencies for outsourcing the service of Office Assistant, LDC, and Peon at Mumbadevi Adarsh Sanskrit Mahavidyalaya, Mumbai - 400007.
2. The sealed Tenders/Bids in two bid system (Technical and Financial) are invited from reputed firms along with bid security of Rs. 10,000/- (with Technical Bid) in the form of account payee demand draft drawn in favour of 'Principal, Mumbadevi Adarsh Sanskrit Mahavidyalaya, Mumbai - 400007', with a letter addressed to Principal, Mumbadevi Adarsh Sanskrit Mahavidyalaya, Mumbai - 400007. The Tenders/Bids should be dropped in the tender box kept at the office of Principal, Mumbadevi Adarsh Sanskrit Mahavidyalaya, Bharatiya Vidya Bhavan, 2nd floor, K. M. Munshi Marg, Mumbai – 400007, before 4 p.m. on Monday, 11-10-2021. The tenderer/bidder will not be allowed to drop in their tenders/bids in the tender box after the due date and time. Tenders/Bids can also be sent by registered post at the aforesaid address so as to reach this office by the scheduled date and time mentioned above.
3. Technical bids will be opened by this office on 12/10/2021 at 2.00 p.m. in the presence of representatives of the participating tenderers/bidders who may be willing to be present at the time of opening of tenders/bids. Such a person should reach before 2.00 p.m. on that day and bring the authority letter from the tenderer/bidder concerned on the letterhead. The authority letter should also contain signature of the authorized representative, duly attested by the authorized signatory of the tenderers/bidders. The Bid Security amount of Rs. 10,000.00 (Demand Draft) of the firm/agency whose tender is selected, will be deposited in the account of the institute. The said amount shall be refunded once the contract is over.
4. The Demand Draft of security amount sent by those tenderers/bidders whose tender/bid is not selected, will be returned to them.
5. The terms and conditions attached to this LTE (Limited Tender Enquiry) are given in the **Annexure-I**.
6. The proforma for submission of Technical Bids is given in **Annexure-II** and details of outsourcing positions for offering Financial bids in which rates should be quoted for monthly basis etc. are given in **Annexure-III**.
7. The text of all three annexures is available here on the Bharatiya Vidya Bhavan's website- <https://bhavans.info> .

Principal I/C

Mumbadevi Adarsh Sanskrit Mahavidyalaya,
Bharatiya Vidya Bhavan, K. M. Munshi Marg, Mumbai - 400007.