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No.: HRDC/ICD/2022-23/66

Date : 06/04/2022

TENDER NOTICE

Wax sealed tenders are invited by the University of Mumbai for the following work :

1	Name of the work	Work audit of various departments of University of Mumbai at Vidyanagari and Fort Campuses.
2	Cost put to tender	2,80,000/-
3	Cost of Tender form	Rs. 224/- (200 + GST) only.
4	Start date of issuing of tender form	07/04/2022 From 11.00 am.
5	Last date for submission of tender form	21/04/2022 before 3.00 pm.
6	Place and time for payment of tender form fees	University Cash Counter, Room No. 12, Ground floor, Fort, Mumbai.
7	Place and time of availability of 'Tender'	Room No. 212, University of Mumbai, Fort, Mumbai 400 032
8	Place for submission of 'Tender'	Room No. 212, University of Mumbai, Fort, Mumbai 400 032
9	Period within which work is to be done	60 days after issue of work order.

General Conditions :-

- Scope of work should be as per (Annexure 'A')
- The blank tender form (Annexure 'B') must be submitted and details must invariably be written on it.
- Tenderer should submit following documents along with tender form with duly signed on each page.
 - i) Copy of registration of firm.
 - ii) Adequate experience from the field.
 - iii) Affidavit on Rs.500/- stamp paper as mentioned in (Annexure 'C')

- The firm should be good experience in the field of 'Work Audit'.
- The rates are excluding all the taxes like GST.
- Any over writing in tender document leads to rejection of tender.
- The Registrar, University of Mumbai reserves the right to reject all the tenders or any tender without assigning any reasons therefore and to relax or waive any of the condition stipulated in any of the tender that may be issued wherever necessary.



REGISTRAR
University of Mumbai



Scope of Work

कामाचे स्वरूप

- १) सर्व विभागात जावून प्रत्यक्ष भेट देणे.
- २) विभागाचे कामातील स्वरूपाचे अवलोकन करणे.
- ३) विभागात उपलब्ध मनुष्यबळ व विभागाचे कामकाज याचा आढावा घेणे.
- ४) विभागातील कामकाज व त्याचा निपटारा करण्याचा कालावधी पाहणे.
- ५) विभागातील कामकाज महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम, २०१६, परिनियम, शासन निर्णय, शासन परिपत्रके, विद्यापीठ परिपत्रके, वित्तीय कोड (Account Code) इत्यादी नुसार कार्यवाही होते किंवा नाही याचे अवलोकन करणे.
- ६) कामकाजाचे स्वरूप पाहता उपलब्ध मनुष्यबळ अथवा अधिकचे मनुष्यबळ याबाबत प्रशासनास शिफारस करणे.
- ७) विभागात उपलब्ध मनुष्यबळ व विभागाची बैठक व्यवस्था त्यानुसार विभागातील आरोग्यदायी वातावरण याबाबत प्रशासनास शिफारस करणे.
- ८) विभागातील Records (टिपण्ण्या, परिपत्रके, नोंदवह्या, विद्यार्थ्यांचे गुणपत्रके इत्यादी) संचय (Online/ Offline) करण्याची व्यवस्था पाहणे.
- ९) विभागात उपलब्ध साधन सामुग्री (टेबल, खुर्च्या, संगणक, प्रिंटर, स्कॅनर इत्यादी) यांचा कार्यालयातील वापर व Desktop मधील नोंदी पाहणे.
- १०) विभागाचे कामकाज प्रवाह तक्ता (Flow Chart) नुसार होते किंवा नाही हे पाहणे.

Affidavit

(on Rs. 500/- Stamp Paper)

Name of work : Work audit of various departments of University of Mumbai at Vidyanagari and Fort Campuses.

I age address
..... (Authorized signatory) to sign the contract), hereby submit,
vide this affidavit in truth, that I am the owner of the contracting firm/
authorized signatory and I am submitting the documents in envelop no. 1 for the purpose
of scrutiny of the contract. I hereby agree to the conditions mentioned below :-

1. I am liable for action under Indian Penal Code for submission of any false/fraudulent paper/ information submitted in envelope No. 1.
2. I don't have any criminal record in past or any criminal case at present.
3. I am liable for action under Indian Penal Code if during contract period and defect liability period, any false information, false bill of purchases supporting proof of purchase, proof of testing submitted by my staff, subletting company or by myself, I will be liable for action under Indian Penal Code.
4. I am liable for action under Indian Penal Code if any paper are found false / fraudulent during contract period and even after the completion of contract (finalisation of final bill)

(Signature of contractor)

(Seal of Company)