

MAHARSHI DAYANAND UNIVERSITY ROHTAK
(Established under Haryana Act 25/1975)

SHORT TERM TENDER NOTICE

Sealed tenders are invited upto 3.00 p.m. on 1-10-2008 for outsourcing secretarial and sanitation services in M.D. University, Rohtak. For detailed information, see University website www.mudrohtak.com

REGISTRAR

MAHARSHI DAYANAND UNIVERSITY ROHTAK
SHORT TERMS TENDER NOTICE

Sealed tenders are invited for out-sourcing of the following services:

1. Secretarial Services:

Dairy/Despatch of all the Branches of Administrative Block, Academic Branch and office of the Director of Distance Education, distribution of internal and outside dak, services of Publicity Assistance and Coaching services in Gymnasium Hall, cleaning and dusting of reading tables, book racks, windowpanes etc. of the Central Library.

2. Sanitation Services:

Sanitation services of all the five Girls Hostels, Indira Gandhi Vidya Bhawan (including Canteen and other Branches i.e. Academic and Director, Directorate of Distance Office), New Arts Faculty, Fine Arts, Sports Complex i.e. Dept. of Physical Education, Gymnasium Hall, swimming Pool and Campus School.

The period of contract will be for six months in the first instance from the date it is signed. Tender From along with detailed specifications of the services as well as terms and conditions applicable to the contact can be had from the Registrar's Office on any working day between 9.00 A.M. and 4.00 P.M. upto 1-10-2008 at the cost of Rs.500/- each. Interested Contractors having experience and necessary support system may submit their separate tenders by 4.00 P.M. on 1.10.2008 along with earnest money of Rs. 20,000/- for each service. The tenders shall be opened on the same day at 4.15 in Registrar's Office in the presence of the tenders/their authorized representatives. The University reserves the right to withdraw or to out-rightly reject any or all tenders after assigning reason such as unrealistically low rates, financial unviability of bid, lack of experience desired, etc. The minimum benchmarks are fixed at Rs. 1.40 lac per month for sanitation and Rs. 2.82 ac per month for secretarial services.

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