



MDI
GURGAON

Management
Development
Institute

MANAGEMENT DEVELOPMENT INSTITUTE, GURGAON
ESTATE DEPARTMENT

Mehrauli road Sukhrali, Gurgaon Haryana-122007,
Phone: -0124-4560000.Website:-www.mdi.ac.in

MDI/Estates/Renovation/Computer Center/2022

21st June 2022

Sub: Procurement of Furniture & Renovation work of Computer center in Lakshay Building at MDI Campus.

1. Time schedule for tender process:

Sr. No	Description Details	Date and Time
1	Date of publication of tender notification	21/06/2022
2	EMD	50,000/-
3	Pre Submission conference at 11:00 AM	22/06/2022
4	Last date for receipt of duly filled in tenders	04/07/2022

2. INTRODUCTION

Management Development Institute Gurgaon, (MDIG), Haryana (hereinafter referred to as the "Institute") is one of the Institute of national reputed on which is dedicated to offer world class programmes in Management Education. The Institute Invites Sealed Tenders on 'One Bid System' as mentioned hereunder in the attached prescribed format from reputed Agency/Firm having adequate experience in the field of Procurement of Furniture & Renovation work etc.

3. TENDER NOTICE:

MDI invites sealed Tenders under one bid systems (price bid only) for Procurement of Furniture & Renovation work of Computer center in Lakshay Building at MDI Campus, from the firms/ companies who have carried out the same nature of works.

The prospective Bidders are advised to read the entire tender document carefully and satisfy themselves about the work, site condition by visiting the MDI Campus (Estate office), on any working day between 10.00 a.m. and 5.00 p.m. before submitting their tenders (nothing is payable for visiting the MDI campus in this regard). The sealed tender as Specified in the tender document may be address it to

**"The C E (Estate),
Management Development Institute,
Mehrauli Road Sukhrali, Gurgaon, HR-122007"**

so as to reach on or before 03.00 PM, 04.07.2022. The tender may be dropped in Tender Box placed at Estate department at Taksha Shila building before last date and time.

4. Submit the following documents: The agencies/companies shall enclose the copies of the following documents

- Latest Income Tax Clearance Certificate.
- The agencies/companies have valid GST & PAN registration (Copy attached).
- ESI, PF registration Certificate.

5. **Mode of Submission:**

The price bid & EMD should be sealed in separate covers duly super scribed as 'Price Bid' & 'EMD' in the appropriate covers & both these sealed covers are to be put in a bigger cover which should also be sealed & duly super scribed and mention in top of cover "**Procurement of Furniture & Renovation work of Computer center in Lakshay Building at MDI Campus**". Any Addendum/Corrigendum date extension in respect of above tender shall be updated in our website only and no separate notification shall be issued in the press/Bidders. Opening date and time of Price Bid will be notified after evaluation of price Bid to the shortlisted Bidders only.

6. **Earnest Money Deposit (EMD):**

1. The Earnest Money Deposit (EMD) of an amount of Rs. 50,000/- in the form of Demand Draft only in favor of **Management Development Institute** and payable at **Gurgaon**, EMD will not bear any interest.
2. **Forfeiture of the EMD:** If any tenderer withdraws the rates, the EMD amount deposited by him will be forfeited and he will be disqualified from participating in any future tender of the Institute.
3. **Refund of EMD:** The EMD of unsuccessful tenderer will be refunded within 45 working days of opening of price bid.
4. If the EMD is not enclosed, the Tender offer will be summarily rejected
5. **Cheque will not be accepted towards EMD.**
6. The Earnest Money Deposit/Security Deposit will be forfeited and they will be disqualified from participating in any future tender of the Institute if:
 - a) Tenderer withdraws his tender or backs out after acceptance.
 - b) Tenderer fails to remit the EMD.
 - c) Tenderer violates any of the conditions prescribed in the Tender Document.
 - d) Tenderer revises any of the terms quoted, during validity period
 - e) If the successful tenderer fails to enter into an agreement. In the event of refusal to carry out work by the successful Bidder on any grounds.

7. **Performance guarantee (PG):**

1. The EMD amount of Rs. 50,000/-of successful bidder will be retained as security deposit in the form of performance guarantee for the period of 180 days of satisfactory completion of works. No interest shall be accrued on the deposit before the agreement with MDI, Gurgaon is entered in to.
2. **Forfeiture of the EMD:** The whole amount of the earnest Money deposit shall be liable to be forfeited in case of breach of any of the terms agreed upon by the contractor. The whole amount of the EMD shall be liable for forfeiture in event of the contractor not being able to continue the contract for the entire duration of the contract on the same rates, terms and conditions.

8. **AWARD OF WORK**

The agency quoting the lowest rate for above tender shall be considered for award of work. However, MDI does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or part without assigning any reason or bargain to arrive reasonable rates.

9. **Terms and conditions are as under**

- (i) The price quoted for the above items should be inclusive of packing, transportation, insurance, installation, and exclusive of GST. The price should be quoted in price format (Annexure-I, II, III & IV) only.



- (ii) The scope of work shall include Procurement of Furniture & Renovation work of Computer center in Lakshay Building at MDI Campus. This will also include delivery & installation at site. The successful bidder will assume full responsibility of the complete system until final acceptance.
- (iii) Payment will be restricted to actual quantity supplied at site.
- (iv) The entire work should be completed within 30 days of the confirmed order in writing by the Institute.
- (v) In case the work is is not completed within the date stipulated penalty shall be imposed Rs. 5000/- each day of delay subject to a maximum of Rs.1,00,000/- (Rs One Lakh only). However, Director, MDI shall be empowered to grant extension of time on valid grounds.
- (vi) In case any item is found to be defective /substandard, the same shall be rejected and no amount shall be paid for such items and such items shall be removed from the site immediately on cost to the suppliers has to be replaced.
- (vii) The work shall be executed as per CPWD specification. The mode of measurements of work done shall also be based on CPWD specification.
- (viii) The contractor shall take all safety precautions for the safety of his employees and the Institute shall not be, in any way, liable for any damage/ liability on account of any mishap or negligence of the contractor.
- (ix) You shall be responsible for any mishap/accident and liability, if any, falling thereof, shall be entirely yours and the Institute shall in no way be responsible for the same.
- (x) Water and electricity shall be supplied by the Institute free of cost.
- (xi) Contractor shall bring only the actual quantity of materials required after measuring the actual area of work to be done at site.
- (xii) The dismantled mulba/rubbish should be disposed off outside the campus at a suitable dumping ground at no extra cost within 3 days of completion of work or it would be got done by the Institute at the risk and cost of the contractor and the said amount shall be deducted from the bills of the Contractor.
- (xiii) The watch and ward of materials brought at site shall be the responsibility of the contractor.
- (xiv) The contractor must get acquainted with the proposed site for the work and study specifications and conditions before quoting the rates.
- (xv) The contractor shall get the samples of materials approved sufficiently in advance from the Institute. The materials brought at site shall strictly conform to the quality of samples approved and in case of variation such materials shall liable to be rejected and to be removed from the site within 24 hours of the rejection by the Engineer-in- Charge/Officer. The Sample of electrical fittings shall be got approved before bulk procurement by the Contractor.



(xvi) Terms of payment: -

- (a) 80% on delivery of approved items in the campus, within 30 days of submission of correct invoice for the items supplied and certified to be in good and acceptable condition by the estate deptt. Proof of payment of GST challan has to be submitted by the suppliers.
- (b) 10% of supply value shall be paid on completion of installation /laying/placing of the supply furniture as per the requirement of the purchaser within 15 days of completion of such activity.
- (c) Balance 10% of supply value shall be paid within 30 days of satisfactory completion of all contractual obligations of specified for supply installation/placing/laying of all furniture item as mentioned in the BOQ.

10. Technical Specifications

- a) **A sample of every item of furniture shall be submitted for approval before bulk manufacturing.** Approved samples shall be used as standard of finish and workmanship.
- b) Good quality teak wood timber shall only be used for the furniture to be supplied. It shall be best of its kind as set out in section - carpentry and joinery well seasoned and kiln dried with a moisture content of 12 A nominal A + 2% for teak wood. It shall be matched for colour and grain free from work holes, loose or dead knots or other defects and sawn die square.
- c) Plywood/block shall be of premium quality, resin bonded CWR brand, weather proof, close grained plywood suitable for veneering, painting or bonding plastic laminate as require. Exposed edges of plywood block boards shall be finished with a strip of solid wood, tongued and grooved and glued. The ply board shall be of brand name DURIAN/ DURO/GREEN/CENTURY/WOOD TOUCH. LAMINATION SHALL BE MARINO/FORMICA/ DECOLUM/ GREENLAM BRAND of 1.00 mm thickness and Pre laminated board brand name Greenlam /Marino etc.
- d) Grain directions of wood grain laminated sheeting shall be as follows. Length wise on horizontal surfaces. Vertical on vertical surface. Horizontal on edges top surfaces and shelves.
- e) All joints shall be standard mortise and tenon, dowel, overall cross halved, mitered tongue and grooved and rebated. Nailed butt joints will not be permitted. ISI approved adhesives shall be used for the carpentry and joinery work.
- f) Timber veneers shall be finished by the application of two coats of an acid catalyzed clear melamine. The finish shall be a satin, semi gloss finish. The lacquer shall be applied evenly by spraying to give an even coat to the veneer surface.
- g) Cushion vents shall be provided at the back or underside of all seat cushions in sufficient number to allow air to escape easily and prevent from scams.
- h) Stained spirit polish with melamine finish for wood work shall be carried out wherever polishing is specified.
- i) MDI shall have the right to expose the furniture for inspection purpose. Supplier has to repair the same at his own cost.



- j) Vinyl flooring 3 mm thick manufactured by one of the agency like M/s, LG, Armstrong, Premier shall only be used. The sample of the tiles shall be got approved before commencement of work. Good quality of adhesive shall be used for fixing the tiles. Nothing extra shall be payable for removing the furniture from the rooms for fixing flooring and placing it back after completion of work.
- k) First quality paint manufactured by the following firms (in the same order of preference) shall be used and only be brought to the site in sealed containers. Contractor should also ensure that only the required quantities of materials should be brought to the Campus.
- i. Paint & Primer - Nerolac /Johnson & Nicholson/British Paint/ Asian Paints/Berger
 - ii. Snow cem - Super snowcen / Indocem/ Acrocem
 - iii. Distempering - Berger / Shalimar / Asian
- l) The splashes of white wash, painting and distemper shall be cleaned by the Contractor at his own cost and no extra payment will be admissible for the same.
- m) Supplier shall make all arrangements for inspection at their workshop as and when asked by MDI.
- n) All hardware fittings, knob, ball catcher brass should be Haffle/Godrej/door set.
11. The quantities indicated in the schedule of quantities are approximate only. The quantities can be increased or decreased or totally deleted while placing order by the Institute. Payment shall be made to the actual quantity of furniture supplied at site.
12. The rates shall be valid for entire duration of work.
13. Before quoting the rate, the supplier may ascertain the requirement(s) and design of furniture (sample available in the Institute) for the purpose supplier may visit the MDI Campus.
14. The rates are fixed and shall be valid for entire duration of work.
15. The Institute reserves the right to get the whole or part of work done through one or more parties
- The quantities indicated in the schedule of quantities are approximately only. The quantities can be increased or decreased or totally deleted while placing order by the Institute. Payment shall be made to the actual quantity receipt at site.
- MDI reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Thanking you,

Yours faithfully,



(D S Rawat)
C.E Estate

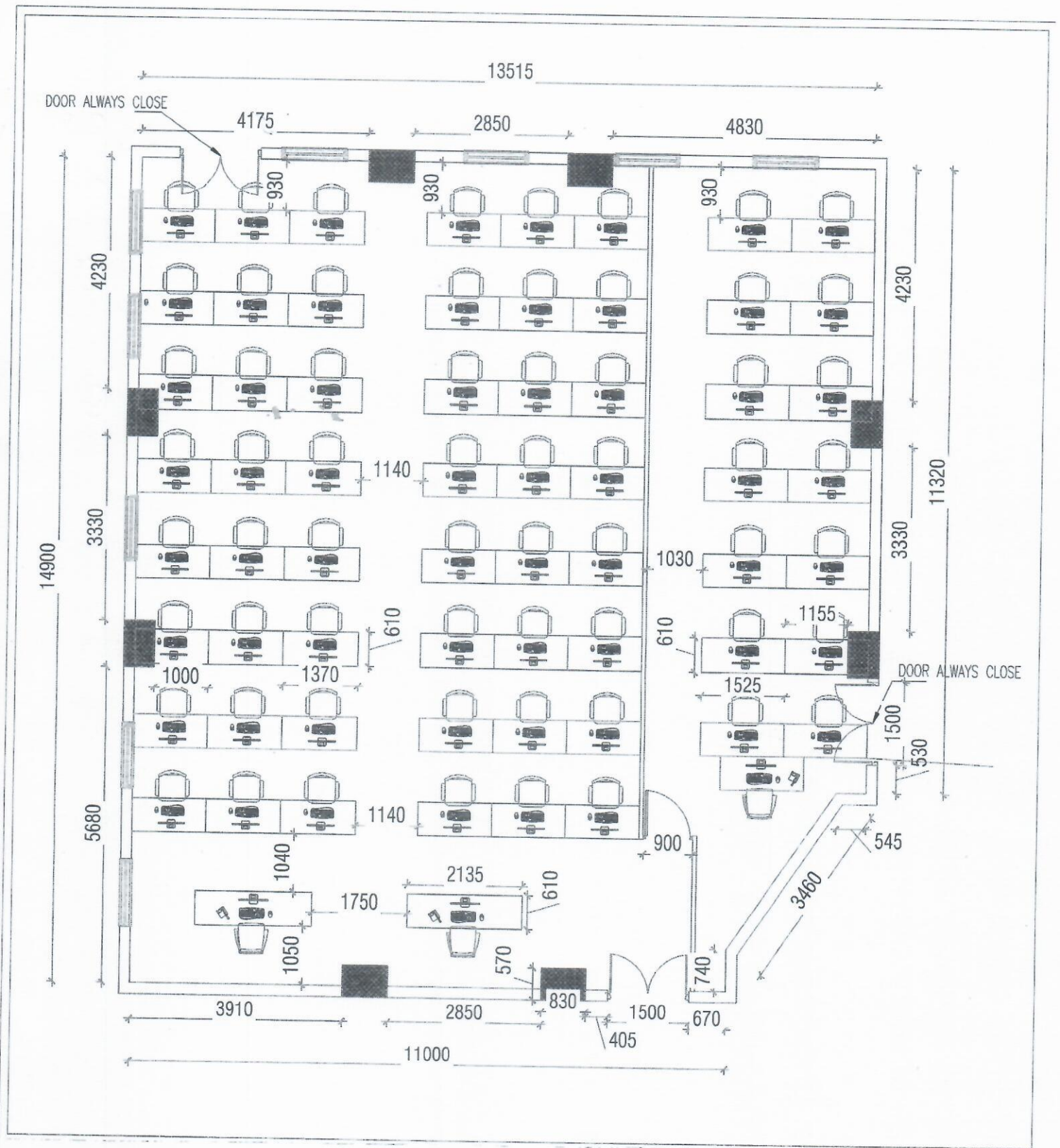
Enclose: Annexure-I , II, III, IV



Renovation work in Computer Lab & Bloomberg Finance Lab

S.NO.	DESCRIPTION	SAC/HSN	UNIT	QTY	RATE	AMOUNT
1	Providing, Supplying and fixing of white mark board (8'-0"x4'-0")	9954	Nos.	1		
2	Providing , Supplying and laying of vinyl flooring of 3mm thick in approved design, colour & shade.	9954	Sft.	2500		
3	Providing, Fixing of Laminate panelling made in 12mm thick comm. Ply with 1mm thick laminate on all exposed surfaces up to 3' height. Complete with all necessary painting/ polishing	9954	Sft.	752		
4	Dismantling/Replacing and providing of existing light/ power / UPS Points in all tables with extra point of 1 UPS with necessary looping and complete in all respect.	9954	Nos.	250		
5	Providing and Supplying of Revolving Chairs (Geeken/Wipro/Durian)	9954	Nos.	120		
6	Replacing of old grid Ceiling tiles & providing of new tiles using on existing grid ceiling complete works.	9954	Sft.	2500		
7	Providing and Fixing of MS Plates for Electrical Junction boxes,& painting of M.S plate complete.	9954	Nos.	60		
8	Making of wooden raceway on existing table to accomdate the three set of 5 amp switchs and sockets 5 amps on the top of tables complete.	9954	Rft	500		
9	Rectification of existing tables with change of necessary laminate if required and strengthening of base etc complete in all respect.	9954	Nos.	65		
10	Providing and fixing of PVC batten for laying of Data wire	9954	Rft	200		
11	Providing and fixing of junction boxes complete works.	9954	Nos.	2		
	Total					
	GST					
	Grand Total					

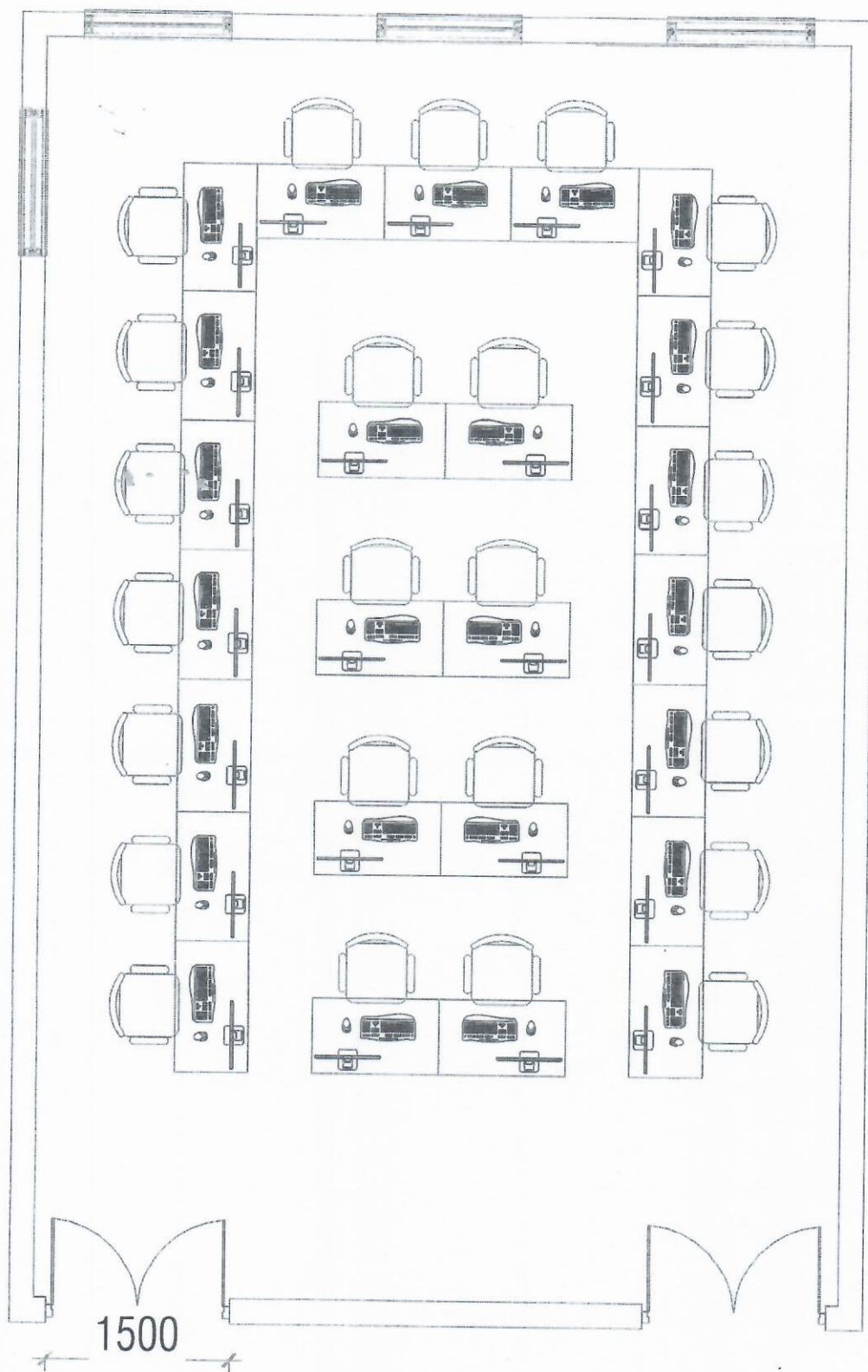




Renovation work in ERP Lab

S.NO.	DESCRIPTION	SAC/HSN	UNIT	QTY	RATE	AMOUNT
1	Dismantling of old furniture with proper handling.	9954	L.S	1		
2	Providing , Supplying and laying of vinyl flooring 3 mm thick (LG/ Armstrong) complete.	9954	Sft.	750		
3	Replacing of existing furniture as per new layout plan of drawing attached.	9954	L.S	1		
4	Removing & Refixing of old Ceiling tiles with new tiles using existing frame work	9954	Sft.	750		
5	Providing & Fixing of Laminate panelling made in 12mm thick comm. Ply with 1mm thick laminate on all exposed surfaces. Complete with all necessary painting/ polishing complete.	9954	Sft.	280		
6	Providing and fixing of PVC Batten Data wire complete.	9954	Rft	75		
7	Providing and Supplying of Revolving Chairs (Geeken/Wipro/Durian)	9954	Nos.	40		
8	Rectification of existing tables with change of necessary laminate if required and strengthening of base etc complete in all respect.	9954	Nos.	10		
9	Providing of existing light/ power / UPS Points in all tables with extra point of 1 UPS with necessary looping and complete in all respect.	9954	Nos.	40		
	Total					
	GST					
	Grand Total					





MDI Lakshya Building

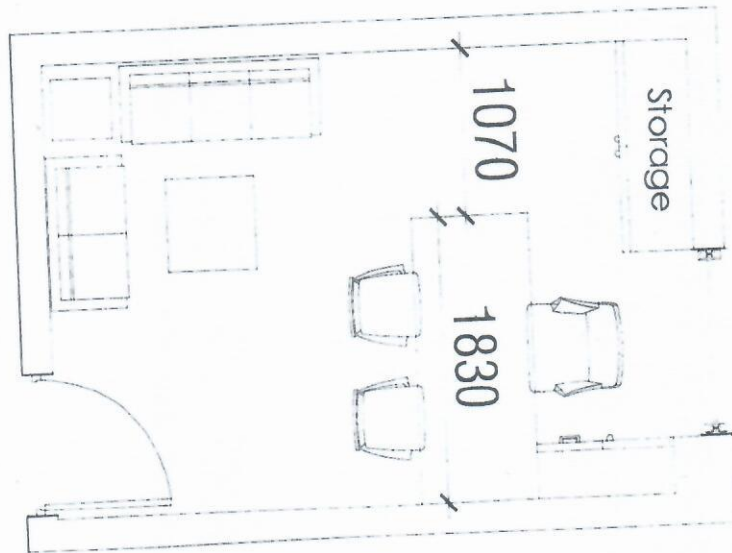
NOS. 25



Renovation work in Senior S.A room

S.NO.	DESCRIPTION	SAC/HSN	UNIT	QTY	RATE	AMOUNT
1	Supplying of tablet made in 19mm thick commercial board in top side backing with teak wood boarder/molding sliding key board 2'x1'23' with 1mm thick laminate on exposed surface and drawer unit complete with melamine polish, footrest and hard ware etc. size 5'x2'x2'6	9954	Nos	1		
2	Supplying of tablet side unit made in 19mm thick commercial board in top & front drawer and shutter with 1mm thick laminate and teak wood lipping on front side 4" high drawer & balancesiding shutter 4"skirting inside aster polish compete with hard ware including Godrej lock Knob size 3'6"x16"x2'6"	9954	Nos	1		
3	Providing and fixing of back side storage made in 18mm thick comm. Board and 1 mm thick laminate finish complete with all necessary hardware and painting and polishing.	9954	Sft.	150		
4	Providing , Supplying and laying of PVCI flooring 3mm thick complete with approved colour and design(LG/ Armstrong) complete.	9954	Sft.	225		
5	Providing & fixing of Electrical works(Light, Switches & Sockets) if required	9954	Nos.	1		
6	Providing and fixing of PVC Batten Data wire	9954	Sft	50		
	Total					
	GST					
	Grand Total					





Renovation work in Computer Center Staff area

S.NO.	DESCRIPTION	SAC/HSN	UNIT	QTY	RATE	AMOUNT
1	Dismanteling of old partitions with propoer handling.	9954	Job	1		
2	Providing and Fixing of low height laminated partition made in 2"x2" hardwood frame , 12mm comm. Ply with 1mm thick laminate on all exposed surfaces	9954	Sft.	80		
3	Supplying of tablet made in 19mm thick commercial board in top side backing with teak wood boarder/molding sliding key board 2'x1'23' with 1mm thick laminate on exposed surface and drawer unit complete with melamine polish, footrest and hard ware etc. size 5'x2'x2'6	9954	Nos	3		
4	Supplying of tablet side unit made in 19mm thick commercial board in top & front drawer and shutter with 1mm thick laminate and teak wood lipping on front side 4" high drawer & balancesiding shutter 4"skirting inside aster polish compete with hard ware including Godrej lock Knob size 3'6"x16"x2'6"	9954	Nos	3		
5	Providing and Fixing of overhead laminated Storage made in 18mm thick comm. Board with 1mm thick laminate finish. Complete with all necessary hardware and painting / polishing	9954	Sft.	30		
6	Providing and Fixing of full height laminated Storage made in 18mm thick comm. Board with 1mm thick laminate finish. Complete with all necessary hardware and painting/ polishing.	9954	Sft.	100		
7	Removing & Refixing of old Ceiling with new tiles using existing frame work	9954	Sft.	300		
8	Providing and fixing of PVC Batten Data wire	9954	Rft	100		
9	Providing and Supplying of Revolving Chairs (Geeken/Wipro/Durian)	9954	Nos.	20		
	Total					
	GST					
	Grand Total					



