

## **TENDER DOCUMENT**

**For**

**“Supplying and laying of CPVC Pipeline with allied works  
inside MDI Gurgaon Campus”**

**Last Date of submission of filled tender at MDI Gurgaon: 10 November 2023, 3 P.M.**

**Pre-Bid meeting will be held on 25 October 2023 (Wednesday) at 2:30PM at MDI Gurgaon**

**(Tender document is to be submitted in original in sealed covers, duly filled and signed in blue/black colour ink on all pages by Authorized Signatory/Proprietor with Company's seal stamped on each page).**

**Management Development Institute Gurgaon**

**Mehrauli Road, Sukhrali, Gurugram-122007**



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The bidders are requested to enclose an Index Table on first page of the Technical Bid along with enclosures giving details about - Sl. No., Particulars, and Page Nos. from-to, so that during scrutiny of the documents no document is left overlooked by the Institute.





## SECTION - I

### Notice Inviting Tender for

### "Supplying and laying of CPVC Pipeline with allied works inside MDI Gurgaon Campus"

Management Development Institute (MDI) Gurgaon, (hereinafter referred to as the "Institute") established in 1972, is a top-ranking business school in India with the vision to be a 'Global Business School', a center of excellence in management education, high-quality research, executive management development programs, and value-added consultancy. The institute integrates knowledge, research, industry experience, and international exposure to offer comprehensive programs. It is the first Indian Business School and second in Asia to be accredited by 'Association of MBAs' (AMBA), UK. Various surveys have consistently ranked MDI amongst the top 10 B-Schools of the country. The Postgraduate programs in Management offered by MDI are recognized and accredited by the All-India Council for Technical Education (AICTE). MDI Gurgaon endeavors to be a plastic-free campus. Also, MDI Gurgaon follows the waste segregation at source as per the directions of Govt. of India from time to time and the vendor has to necessarily adopt the same.

The Institute invites bids from the interested eligible and reputed vendors in **"Two Bid System"** consisting of **"Technical Bid and Financial Bid"** as mentioned hereunder, strictly in the format attached, for engaging agency for **"Supplying and laying of CPVC Pipeline with allied works inside MDI Gurgaon Campus"**. Interested eligible bidders may submit bids in two separate envelopes duly super-scribed as **"Technical Bid"** and **"Financial Bid"**. Both these bids should be put in one big envelope superscribed **"Supplying and laying of CPVC Pipeline with allied works inside MDI Gurgaon Campus"**

Tender form can be downloaded from Management Development Institute Gurgaon website: <https://mdi.ac.in> from 21<sup>st</sup> October 2023 onwards and the same is duly filled along with enclosures be submitted in physical form through speed post /by hand latest by **10<sup>th</sup> November 2023 up to 3:00 PM at MDI Gurgaon**. Any bid received after the last date and time for bid submission will not be accepted and will be summarily rejected.

The prospective Bidders are advised to read the entire tender document carefully and satisfy themselves about the work, and site condition by visiting the MDI Campus (Estate office), on any working day between 10 a.m. and 5 p.m. before submitting their bid (nothing is payable for visiting the MDI campus in this regard). The sealed tender as specified in the tender document should be addressed to :-

**"The Chief Administrative Officer (IS)  
Management Development Institute,  
Mehrauli Road Sukhrali, Gurgaon- 122007"**

so as to reach on or before 3 PM, 10th November 2023. The tender may be dropped in the Tender Box placed at the Estate Department Office at Taksha Shila building before the last date and time.





SECTION - II

IMPORTANT INFORMATION RELATED TO TENDER

Sl. No.	Information	Dates
1.	Date/Time of Publishing of Tender	<b>21<sup>st</sup> October 2023, 10 a.m. onwards</b> <a href="https://www.mdi.ac.in/infrastructure/tenders.html">https://www.mdi.ac.in/infrastructure/tenders.html</a>
2.	Date/Time of Pre-Bid Meeting (for Clarification)	<b>25<sup>th</sup> October 2023 / 2:30PM (at MDI Gurgaon).</b> <b>Bidders are requested to depute only one person to attend the meeting.</b>
3.	Date/Time of closing of Tender	<b>10<sup>th</sup> November 2023 / 3:00 PM</b>
4.	EMD Amount (Refundable to unsuccessful Bidder)	Rs. 50,000/- is to be paid through a Demand Draft in favour of "Management Development Institute Society", payable at Gurgaon. The DD has to be placed in the Technical Bid, without envelope which the bid would not be considered valid.
5.	Period of validity of Tender	<b>90 days from the date of closing of Tender</b>
6.	Address for pre-bid and communication	CE (Estate Office), Management Development Institute Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana) Contact no.: 0124-4560517 (9.30 AM to 5.30 PM on working days Mon-Fri), e-mail <a href="mailto:dsrawat@mdi.ac.in">dsrawat@mdi.ac.in</a> .

1. Sealed Bids are invited under two bid systems from reputed, well-established agency/firms in the prescribed formats.
2. The bids duly filled in all respects enclosing necessary documents may be addressed to Chief Administrative Officer (Institutional Services), Management Development Institute Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana) so as to reach on or before 10<sup>th</sup> November 2023 / 3:00 PM.
3. The address and contact numbers for sending Bids or seeking clarifications regarding this Tender are given below:

**Bids queries to be addressed to:** Civil Engineer (Estate Office), Management Development Institute Gurgaon

- a. **Postal address for submitting the Bids:** Chief Administrative Officer (Institutional Services), Management Development Institute Gurgaon, Mehrauli Road, Sukhrali, Gurgaon-122007 Haryana



4. Tenders should be accompanied by Bid Security for an amount of Rs. 50,000/- (Rupees Fifty Thousand Only) submitted in the form of Demand Draft in favour of "Management Development Institute Society", payable at Gurgaon.
5. Tenders received after the last date and time (i.e. 10<sup>th</sup> November 2023 at 3:00 PM) will not be considered.
6. MDI GURGAON reserves the right to either accept or reject any or all of the tenders without assigning any reason whatsoever and the decision of Director MDI Gurgaon shall be final and binding.

C.E, Estate  
MDI Gurgaon





**SECTION - III**  
**INSTRUCTIONS FOR BIDDERS**

1. **Scope of Services:** The scope of work is "Supplying and laying the CPVC Pipeline with allied work inside MDI Gurgaon Campus". This will also include delivery & installation at the site. The successful bidder will assume full responsibility for the complete work until final acceptance.
  
2. **Eligibility Criteria:**
  - a) Should be either registered as a company Firm/agency, and should be in existence as such entity for not less than three years before 31/03/2023. **Bids of tenderer's having the status of sole proprietorship firms in any of the last 3 years shall not be considered.**
  - b) Should have provided similar kinds of services during the last three financial years in Govt organizations/PSUs/MNCs/large-size corporates during the last three years. Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments/Companies.
  - c) Must have achieved average annual turnover of Rs.30 Lakh during last three completed financial years.
  - d) Should have their own Bank Account.
  - e) Should be registered with Income Tax and GST departments.
  - f) Should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other regulatory authorities including under the Contract Labour (Regulation and Abolition Act) and should be in compliance with applicable Act/laws.
  - g) The agency or any of its partners /directors etc. should not have been blacklisted/debarred by any of the government agencies/Private company or departments or should not have been found guilty of commission of acts of moral turpitude or convicted for any economic offense or for violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations including by PF/ESI authorities.
  - h) The Tenderer should have minimum three years' experience in doing similar nature of work and have successfully completed the same. In support of this, tenderer should submit the copy of such work orders along with satisfactory completion certificates issued from at least three or more clients during last three years.
  - i) Should have successfully completed at least ONE similar work of value equal to Rs. 10 Lakh(s) or more from any Govt organizations/PSUs/MNCs/large-size corporates during the last three years. Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments/Companies.



**3. Documents required in support of eligibility and Qualification:**

The Tenderer should submit the following documents along with Technical Bid:

- a) Self-attested copy of current Telephone bill/Electricity Bill/Registered Lease Deed indicating the address evidencing its location in such territory.
- b) Self-attested copy of Certificate of Incorporation in respect of the applicant organization issued by the competent Government Authority.
- c) Self-attested copy of valid registration certificate of Labour Department / EPFO / ESIC etc.
- d) Statement of average annual turnover of last three years, in support of eligibility criteria mentioned above, from a registered practicing Chartered Accountant only.
- e) EMD of required amount as specified in this tender document.
- f) Self-attested copy of GST registration certificate and PAN.
- g) Self-attested copies of work Orders and Client's Satisfactory Certificates issued from at least three or more clients during last three years.
- h) Declaration for not having been blacklisted by any State Government or by Government of India as per the format in this tender document.

**4. Tender Validity**

The validity period of the bid will be 90 days from the last date of bid submission at MDI Gurgaon, which may be extended by the bidders for such period as may be requested by MDI Gurgaon. A proposal valid for a shorter period may be rejected as non-responsive.

**5. Bid Security /Earnest Money Deposit (EMD)**

- a. The interested bidders may submit the tender document complete in all respects along with earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees fifty thousand only) in the form of a Demand Draft/Fixed Deposit Receipt from a commercial bank, in favour of "**Management Development Institute Society**", payable at Gurgaon".
- b. Any Tender not accompanied by EMD/Bid Security shall be summarily rejected and not considered at all.
- c. EMD/Bid Security of unsuccessful bidders will be returned without any interest within 30 days after finalization of tender.
- d. EMD/Bid Security of the successful bidder shall be returned on after one month of satisfactory completion of work.
- e. EMD/Bid Security shall be forfeited if the bidder withdraws his bid during the validity period of Tender.
- f. The Earnest Money shall be forfeited if
  - (i) The Bidder/Tenderer withdraws his Tender during the validity period of Tender.





- (ii) The Successful Bidder/Tenderer fails to comply with all the terms and conditions of the Tender Document during the currency of the contract.
- (iii) The Successful Bidder/Tenderer fails to comply with the rules and regulations set forth by Government such as PF, ESI, Minimum Wages and other statutory requirements.

**6. Preparation and Submission of Bids:**

- a) Tenders are to be submitted as per two bid system i.e.- Technical Bid and Financial Bid.
- b) All entries in the tender form should be legible and filled clearly.
- c) Tender should be typewritten and correction and interlineation if any in the bid should be attested with full signature by the tenderer, failing which the bid will be treated as ineligible. Corrections done with correction fluid will not be accepted.
- d) All documents/papers should be numbered, signed and sealed by the Tenderer on each page.
- e) Technical Bid should contain all the documents required and EMD as specified in relevant paras. Technical Bid should also contain the Tender document duly signed and official stamped on each page.
- f) Financial Bid should only contain the Price Schedule duly filled as per format given in Annexure-I. No overwriting, corrections, interlineations etc. are permitted in the Financial Bid. If found, bid shall be liable to be rejected.
- g) The rates should be quoted for the services to be provided as per instructions given in the tender document.
- h) Both the bids (Technical and Financial) should be separately sealed in envelopes super-scribing as Technical Bid and Financial Bid, respectively. Both the sealed envelopes should be put in a third sealed envelope and should be super scribed as "Tender for "Supplying and laying the CPVC Pipeline with allied work inside MDI Gurgaon Campus"

**7. Bid Submission:**

Sealed Tenders should be addressed and submitted along with requisite documents at **Chief Administrative Officer (Institutional Services), MDI Gurgaon, Mehrauli Road, Sukhrali, Gurgaon-122007** Haryana latest by 10<sup>th</sup> November 2023 by 3:00P.M. through Speed Post/By Hand only.

**8. Late Bids:**

Tender submitted or received after the closing date and time will not be considered. The bidders shall ensure that timelines are adhered to and any bids received later than the specified time and date shall not be entertained.





Only Technically qualified bids shall be further considered for opening and evaluation of financial bids.

**9. Award of Contract:**

- a. MDI Gurgaon may award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- b. MDI Gurgaon will communicate to the successful bidder that its proposal has been accepted. This letter (herein after and in the condition of contract called the "Letter of Award") shall prescribe the terms of payment to the contractor in consideration of the execution of work / services by the contractor as prescribed in the contract.
- c. Failure of the successful bidder to comply with the requirements of the above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of bid security.

**10. Other Terms and conditions**

- (i) The price quoted for the above should be inclusive of transportation, insurance, and installation, and exclusive of GST. The price should be quoted In the Price Bid Proforma in the given format.
- (ii) The scope of work shall include "Supplying and laying the CPVC Pipeline with allied work inside MDI Gurgaon Campus" and delivery & installation at the site. The successful bidder will assume full responsibility for the complete work until final acceptance.
- (iii) Payment will be restricted to the actual quantity supplied & installed at the 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 not completed within the date stipulated penalty shall be imposed @Rs. 5000/- each day of delay subject to a maximum of Rs.50,000/- (Rs Fifty Thousand only). However, Director, MDI Gurgaon shall be empowered to grant an 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 supplier.
- (vii) The work shall be executed as per CPWD specifications. The mode of measurement of work done shall also be based on CPWD specification.



- (viii) The Agency/Firm shall take all safety precautions for 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 Agency/Firm.
- (ix) Agency/Firm 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) The Agency/Firm shall bring only the actual quantity of materials required after measuring the actual area of work to be done at the 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 Agency/Firm and the said amount shall be deducted from the bills of the Agency/Firm.
- (xiii) The watch and ward of materials brought at site shall be the responsibility of the Agency/Firm.
- (xiv) The Agency/Firm must get acquainted with the proposed site for the work and study specifications and conditions before quoting the rates.
- (xv) Terms of payment: -**
- a. Running bill payments against the work 95% of the value of work done shall be paid on submission of bills by the Agency/Firm.
  - b. A retention amount of 5% will be retained till the satisfactory completion of work and will be released after 3 months of handover of the completed work.

**11.** The rates are fixed and shall be valid for the entire duration of work.

**12.** 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 approximate only. The quantities can increase or decrease or totally deleted while placing the order by the Institute.

C.E, Estate  
MDI Gurgaon





**SECTION - IV**  
**BIDDER DETAILS FORM**

S.No	Description	Information
1	Name of Tenderer agency/firm	
2	Date of Incorporation of agency/firm (attach certificate of registration)	
3	Details of Earnest Money Deposit	DD No. .... date ..... of Rs. 50,000/- drawn on Bank ..... Payable at .....
4	Name of Director/ Partner	
5	Full Address of Registered Office: Telephone No.: FAX No.: E-Mail Address :	
6	Full address of Operating Branch/Office: Telephone No. FAX No. E-Mail Address	
7	Banker of Firm/Agency (Copy of canceled cheque)	
8	PAN No./GIR No. (Attach attested copy)	
9	GST Registration No (Attach attested copy)	
10	Employee Provident Fund Registration No. (if applicable)	
11	Employee State Insurance Registration No.: (if applicable)	

Signature of authorized person

Official Seal



**SECTION - V**

**AVERAGE ANNUAL TURNOVER**

(Attach certificate duly certified by a practicing Chartered Accountant)

<b>Financial Year</b>	<b>Amount (Rs.)</b>	<b>Average Annual Turnover (Rs)</b>
2020-21		
2021-22		
2022-23		

Signature of CA Firm

Date:-

Place:-

Official Seal





**SECTION - VI**

**EXPERIENCE FOR PROVIDING SIMILAR SERVICES**

(On the Agency/firm letterhead)

(Details of the major **similar contracts handled** during the last three years (i.e., 2020-21, 2021-22 and 2022-23) in the following format (if the space provided is insufficient, a separate sheet may be attached):

S.No	Name of the Client, Address, Telephone No.	Year	Amount of Contract (INR)	Proof attached (Yes / No)
1				
2				
3				
4				
5				

Submit the copy of work orders along with satisfactory completion certificate issued from at least three client's details, to whom services have been provided by the bidder in the past. The certificate should preferably be from Govt organizations/PSUs/MNCs/large-size corporates and a self-attested copy of the same should be submitted.

Signature of authorized person

Name: .....

Date: .....

Place: .....

Official Seal



SECTION - VII

SELF-DECLARATION FOR NON BLACK LISTING

Date:...../...../.....

Chief Administrative Officer (Institutional Services)  
Management Development Institute Gurgaon  
Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana)

Dear Sir/Madam,

In response to the Tender Document for Selection of agency/firm for **“Supplying and laying of CPVC Pipeline with allied works inside MDI Gurgaon Campus”**, I / we hereby declare that presently our company / firm has not been ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our Company / firm ..... is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / MNC on the date of Bid Submission including violation of relevant labour laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our EMD may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Thanking you,

Signature of authorized person

Name:.....

Place:.....

Date:.....

Official Seal





**FINACIAL BID PROFORMA**

(To be printed on the letterhead of the tenderer,  
and to be sealed in a separate envelope)

**“Supplying and laying of CPVC Pipeline with allied works inside MDI Gurgaon Campus”**

S. No	Description	Unit	Qty	Rate
1	P&F of CPVC pipe 50 mm (including excavation, Tee, Elbow, Socket, MTA, F.T.A, Reducer & solvent, etc.) (Make – Astral, Class I , SDR 11)	R. Mtr.	1700	
2	P&F of CPVC pipe 25mm (including excavation, Tee, Elbow, Socket, M.T.A, F.T.A, Reducer& solvent etc.) The size of the G.I nipple may vary as per the site requirement. (Make – Astral, Class I , SDR 11)	R. Mtr.	600	
3	Gun Metal ball valve 50 mm (Make- ZOLOTO)	Nos	6	
	Gun Metal ball valve 25 mm (Make- ZOLOTO)	Nos	30	
4	G.I Nipple, Elbow & Socket (25 mm), etc. for Hydrant, including fixing with cement concreting. (Heavy Make- UNIK)	Nos	60	
5	PVC pipe 90 mm, 6 kg Pressure (Make- SUPREME)	R. Mtr.	50	
	<b>Total</b>			
	<b>GST</b>			

Signature of authorized person of the bidder

.....

Name: .....

Date: .....

Place: .....

Official Seal



**CHECKLIST FOR BIDDER**

Sl. No.	Details	Document attached YES/NO
a.	Self-attested copy of the Registration Certificate	
b.	Self-Attested copies of current Telephone bill/Electricity Bill/Registered Lease Deed indicating the address evidencing its location in such territory.	
c.	Self-attested copies of valid registration certificates from Labour Department / EPFO / ESIC etc., as may be required for smooth doing the business.	
d.	Self-attested copies of the GST registration certificate and PAN.	
e.	Statement of Average Annual Turnover of three financial years i.e. 2020-21, 2021-22 and 2022-23.	
f.	EMD of the required amount as specified in this tender document.	
g.	Cancelled Cheque	
h.	Self Declaration stating that the Company/ Firm/ agency has not been blacklisted by Centre/ State Government/ PSU/ MNCs/ Large size corporates as per the format in this tender document.	
i.	Experience proof documents (Work Orders/P.O. and Successfully Completion certificates) issued by the competent authorities of the organizations served on the organizations letter head during financial years i.e. 2020-21, 2021-22 and 2022-23.	
j.	Tender Document dully signed and official stamped on all the pages submitted in original with the Technical Bid.	

