

(MDI/Estates/Repair & Maintenance/2023-24 dated 06 December 2023)

TENDER

for

“Providing and laying of Pipelines for Piped Natural Gas (PNG) and allied works inside MDI Gurgaon campus”

Last Date of submission of filled tender at MDI Gurgaon: 22 December 2023, 3 P.M.

Pre-Bid meeting will be held on 11 December 2023 (Monday) at 2:30 PM, Estate Office, at MDI Gurgaon

(Tender document is to be submitted in original along with Technical Bid, duly filled and signed in blue/black colour ink on all pages by Authorized Signatory/Proprietor with official 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

Tender for

“Providing and laying of Pipelines for Piped Natural Gas (PNG) and 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 invites bids from the interested, eligible and reputed vendors who have adequate experience of doing similar works in **“Two Bid System”** consisting of **“Technical Bid and Financial Bid”** as mentioned hereunder, strictly in the format attached, for engaging agency for **“Providing and laying of Pipelines for Piped Natural Gas (PNG) and allied works inside MDI Gurgaon campus”** for its DG sets and kitchens set up at Takshashila, Chaitanya, Change Master, Sanskriti and Samriddhi buildings and New upcoming building as per diagram enclosed. 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 **“Providing and laying of Pipelines for Piped Natural Gas (PNG) and allied works inside MDI Gurgaon campus”**.

Tender document can be downloaded from Management Development Institute Gurgaon website: <https://mdi.ac.in> from **06 December 2023 11 A.M.** onwards and the same duly filled along with enclosures be submitted in physical form through speed post/ by hand latest by **22 December 2023 up to 3 P.M. 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 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”**

The tender may be dropped in the Tender Box placed at the Estate Department Office at Takshashila building before the last date and time.



SECTION – II

IMPORTANT INFORMATION RELATED TO TENDER

“Providing and laying of Pipelines for Piped Natural Gas (PNG) and allied works inside MDI Gurgaon campus”

Sl. No.	Information	Dates
1.	Date/Time of Publishing of Tender	06 December 2023, 11 a.m. onwards https://www.mdi.ac.in/infrastructure/tenders.html
2.	Date/Time of Pre-Bid Meeting (for Clarification)	11 December 2023 / 2:30 PM (Estate Office MDI Gurgaon). Bidders are requested to depute only one person to attend the meeting.
3.	Date/Time of closing of Tender	22 December 2023 / 3 P.M.
4.	EMD Amount (Refundable to unsuccessful Bidder)	Rs. 1,00,000/- is to be paid through a Demand Draft in favor 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	180 days from the date of closing of Tender
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 dsrawat@mdi.ac.in .

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 22 December 2023 upto 3 P.M.
3. The address and contact numbers for sending bids queries or seeking clarifications regarding this Tender are given below:

Bids queries to be addressed to: CE (Estate Office), Management Development Institute Gurgaon, -122007 (Haryana), e-mail dsrawat@mdi.ac.in.



4. **Postal address for submitting the Bids:** Chief Administrative Officer (Institutional Services), Management Development Institute Gurgaon, Mehrauli Road, Sukhrali, Gurgaon-122007 Haryana.
5. Tenders should be accompanied with the EMD/ Bid Security for an amount of Rs. 1,00,000/- (Rupees One Lakh only) to be submitted in the form of Demand Draft in favour of "Management Development Institute Society", payable at Gurgaon.
6. Tenders received after the last date and time (i.e. 22 December 2023 after 3 P.M.) will not be considered.
7. 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.



SECTION - III

INSTRUCTIONS FOR BIDDERS

1. Scope of Work/Services:

“Providing and laying of Pipelines for Piped Natural Gas (PNG) and allied works inside MDI Gurgaon campus” for its DG sets installed and kitchens set up at Takshashila, Chaitanya & Chaitanya, Change Master, Sanskriti and Samridhhi building and New upcoming building as per diagram enclosed. This will also include delivery & installation of the material at the site. The successful bidder will assume full responsibility for the complete work until final acceptance by MDI Gurgaon.

2. Eligibility Criteria:

- a) Should be 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 firm in any of the last 3 years shall not be considered.**
- b) Should have provided similar kind of services during the last three financial years in Govt organizations/PSUs/MNCs/large-size corporates. Attach Certificate of Experience and Satisfactory Completion of work awarded issued by concerned Establishments/Companies.
- c) Must have achieved an Average Annual Turnover of Rs. 50 Lakh during last three financial years i.e. 2020-21, 2021-22 and 2022-23.
- d) Should have own Bank Account.
- e) Should be registered with Income Tax and GST departments.
- f) Should be registered with appropriate authorities under Employees Provident Fund, Employees State Insurance Acts or any other regulatory authorities including Contract Labour (Regulation and Abolition Act) 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/PSUs/ MNCs 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 (three financial years i.e. 2020-21, 2021-22 and 2022-23) and should 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 each year during last three years.**
- i) Should have successfully completed **at least ONE similar work of value equal to Rs. 10 Lakh(s) or more** at any Govt organizations/PSUs/MNCs/large-size corporates during the last three years (three financial years i.e. 2020-21, 2021-22 and 2022-23). 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 financial years i.e. 2020-21, 2021-22 and 2022-23, in support of eligibility criteria mentioned above, **issued by 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 each year during last three financial years i.e. 2020-21, 2021-22 and 2022-23.
- 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 180 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. Earnest Money Deposit (EMD)

- a. The interested bidders may submit the tender document complete in all respect along with Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh only) in the form of a Demand Draft from a commercial bank, in favour of "**Management Development Institute Society**", payable at Gurgaon".
- b. Any Bid not accompanied by EMD 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 the finalization of tender.
- d. EMD of the successful bidder shall be returned after one month of satisfactory completion of work.
- e. EMD 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 the terms and conditions provided in the Tender Document during the currency of the contract.
 - (iii) The Successful Bidder/Tenderer fails to comply with any applicable/statutory act, rules and regulations set forth by the Central Government/State Government viz. PF, ESI, Minimum Wages and other statutory requirements.



6. Preparation and Submission of Bids:

- a) Bids are to be submitted as per two bid system i.e.- Technical Bid and Financial Bid only.
- 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 serially numbered, signed and sealed by the authorized person of 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 in original.
- f) Financial Bid should contain Financial Bid Proforma only duly filled in the 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 all 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 superscribing 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 **"Providing and laying of Pipelines for Piped Natural Gas (PNG) and allied works 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 22 December 2023 by 3 P.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 bid 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 tender document.
- b. MDI Gurgaon will communicate through "Letter of Award" to the successful bidder that its proposal has been accepted and shall prescribe the terms of payment to the bidder in consideration of the execution of work / services 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 work should be inclusive of transportation, insurance, and installation, and should be exclusive of GST. The price should be quoted In the Financial Bid Proforma strictly in the given format (Annexure-I).
- (ii) The scope of work shall include **“Providing and laying of Pipelines for Piped Natural Gas (PNG) and allied works inside MDI Gurgaon campus”** for its DG sets and kitchens set up at Takshashila, Chaitanya, Change Master, Sanskriti and Samriddhi building and New upcoming building as per diagram enclosed. This will also include delivery & installation of the material at the site. The successful bidder will assume full responsibility for the complete work until final acceptance by MDI Gurgaon.
- (iii) Payment will be restricted to the actual quantity supplied & installed at the site.
- (iv) The entire work should be completed within **45** days of the confirmed order in writing by the Institute.
- (v) In case the work is not completed within the date/period stipulated penalty shall be imposed 0.25% of total contract amount per week of delay subject to a maximum 10% of the contract price. However, Director, MDI Gurgaon 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 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 while execution of the work awarded, falling thereof, shall be entirely your responsibility 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 malba/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 to be paid to 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 themselves 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 6 months of handover of the completed work.



- 11.** The rates quoted shall be valid for the entire duration of execution of the 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 and may vary (can increase or decrease) as per institute requirement at any time while placing the order by the Institute or at any time during execution of the work.

(D S Rawat)
CE, MDI



SECTION - IV**BIDDER DETAILS FORM**

**Providing and laying of Pipelines for Piped Natural Gas (PNG) and allied works inside MDI
Gurgaon campus**

Sl.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. 3,00,000/- 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 (Attach 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

Name:

Date:

Place :

Official Seal



SECTION - V

AVERAGE ANNUAL TURNOVER

(Attach certificate duly certified by a practicing Chartered Accountant)

**“Providing and laying of Pipelines for Piped Natural Gas (PNG) and allied works
inside MDI Gurgaon campus”**

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

Signature of CA Firm

Date:-

Place:-

Official Seal



SECTION - VI

EXPERIENCE PROOF FOR PROVIDING SIMILAR SERVICES

(On the Agency/firm letterhead)

“Providing and laying of Pipelines for Piped Natural Gas (PNG) and allied works inside MDI Gurgaon campus”

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

Sl.No	Details of the Client, Address, Telephone No.	Amount of contract (Rs)	Work Order attached (Yes / No)	Completion Certificate attached (Yes / No)
Financial Year 2020-21				
1				
2				
3				
Financial Year 2021-22				
1				
2				
3				
Financial Year 2022-23				
1				
2				
3				

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 each year 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

(On the Agency/firm letterhead)

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

Dear Sir/Madam,

In response to the Tender Advertised for Selection of agency/firm for **“Providing and laying of Pipelines for Piped Natural Gas (PNG) and allied works inside MDI Gurgaon campus”**, I/we hereby declare that presently my/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/MNC.

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 / Autonomous Body/ 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, may be cancelled at any stage and the contract may be terminated, I/We shall be barred from bidding in future against any of the tender published by the institute

Thanking you,

Signature of authorized person

Name:

Place:

Date:

Official Seal



FINACIAL BID PROFORMA

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

“Providing and laying of Pipelines for Piped Natural Gas (PNG) and allied works inside MDI Gurgaon campus”

Sl. No.	Description	Brand	Unit	Estimated Qty	Rate (Rs)	Total Amount (Rs) without GST
1	C.S. Seamless pipe (IGL approved & IBR Tested) SCH-40, size 100 mm dia, including all forged seamless fittings- bends, reducers, tee socket coupling etc.	MSL/ JINDAL	MTR	460		
2	C.S. Seamless pipe (IGL approved & IBR Tested) SCH-40, size-50 mm dia including all forged seamless fittings- bends, reducers, tee socket coupling etc.	MSL/ JINDAL	MTR	880		
3	CS BALL VALVE (IGL approved) 2/3 PC design 100 mm dia with PTFE seat and SS-304, ball Flanged (FIRE SAFE)	MARCK/ L&T	NOS	4		
4	CS BALL VALVE (IGL approved) 2/3 PC design 50 mm dia with PTFE seat and SS-304, ball Flanged (FIRE SAFE)	MARCK	NOS	8		
5	WNRF flange class 150, size-100 for connecting the meter (As per PNGRB guidelines)	GKE OR EQUIVALENT	NOS	7		
6	Pressure Gauges (IGL approved): Bourdon type pressure gauges Glysrine FILLED, Dial size-100mm, pressure range-0- 10 kg/cm2	H GURU/ MICROTEMP OR EQUIVALENT	NOS	8		
7	Needle Control Valve 3/8 Brass and SS spindle	SUPER 1 OR EQUIVALENT	NOS	8		
8	MS Angle Support clamp with GI U Clamp with rubber pad	GKE OR EQUIVALENT	NOS	400		
9	Third-Party Inspection Charges (As per PNGRB guidelines)	AMIN OR EQUIVALENT	JOB	1		
10	Charges of Installation leakage Nitrogen testing with Two Coat of Paint Primer - IGL approved Colour, For 50 mm Pipe	GKE OR EQUIVALENT	MTR	760		



Sl. No.	Description	Brand	Unit	Estimated Qty	Rate (Rs)	Total Amount (Rs) without GST
11	Charges of Installation leakage Nitrogen testing With Two Coat of Paint Primer – IGL approved Color, For 100 mm Pipe	GKE OR EQUIVALENT	MTR	460		
12	Providing & fixing of Solenoid valve 40/50 mm. NO model make-Madas.	MADAS OR EQUIVALENT	Nos	6		
13	Providing & fixing of RPD G-60 Model Gas Consuming meter IPD including requirements of filter, Regulator & flanges, etc. for D. G	RPD, HONEYWELL/ELSTER, /FMG/ROMET OR EQUIVALENT	Nos	3		
14	Providing & fixing of G-25 DIAPHRAGM meter suitable for Kitchen Make-Matrix/ITRON including requirements of filter, Regulator & flanges, etc.	MATRIX/ITRON OR EQUIVALENT	Nos	4		
15	Excavation for column and footing as per site requirement & shifting Surplus soil out of the campus.	-	CUM	18		
16	Providing & laying M-25 cement concrete for column foundation footing etc. complete	-	CUM	16		
17	Providing, fabricating, welding, and fixing in position M.S structural steelwork 100 X 100 X 5 mm thick MS tube, Base plate 250 X 250 X 8 mm & top plate size 100 X 100 X 3 mm thick, as per site requirement all sections like M.S tube, M.S plate & nut bolt, etc. including primer and enamel paint etc. complete.	ORIGINAL EQUIPMENT MANUFACTURER (OEM) AUTHORIZATION ANNEXURE-E	KG	1528.30		
Grand Total						
GST %						
Total Amount (Inclusive GST)						

The above mentioned quantity is indicative and may vary as per site actual requirements.
The payment will be made accordingly.

Signature of authorized person of the bidder

Name:

Date:

Place:

Official Seal



CHECKLIST FOR BIDDER (To be submitted with Technical Bid)

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 any State / Central Government/ PSU/ Autonomous Body/MNC as per the format in this tender document.	
i.	Experience proof documents (Work Order/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.	

