

# **EXPRESSION OF INTEREST (EOI)**

**FOR THE ELIGIBILITY OF BIDDERS**

**FOR PROVIDING & SUPPLYING OF FURNITURE**

**FOR THE**

**PROPOSED CONSTRUCTION WORKS OF (1) ACADEMIC BLOCK CUM  
ADMIN. BLOCK, (2) PGPM HOSTELS, (3) AUDITORIUM, (4) GATE  
HOUSE BUILDINGS OF MDI CAMPUS, GURUGURAM, HARYANA**

**Management Development Institute Gurgaon**  
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# **Introduction & Background**

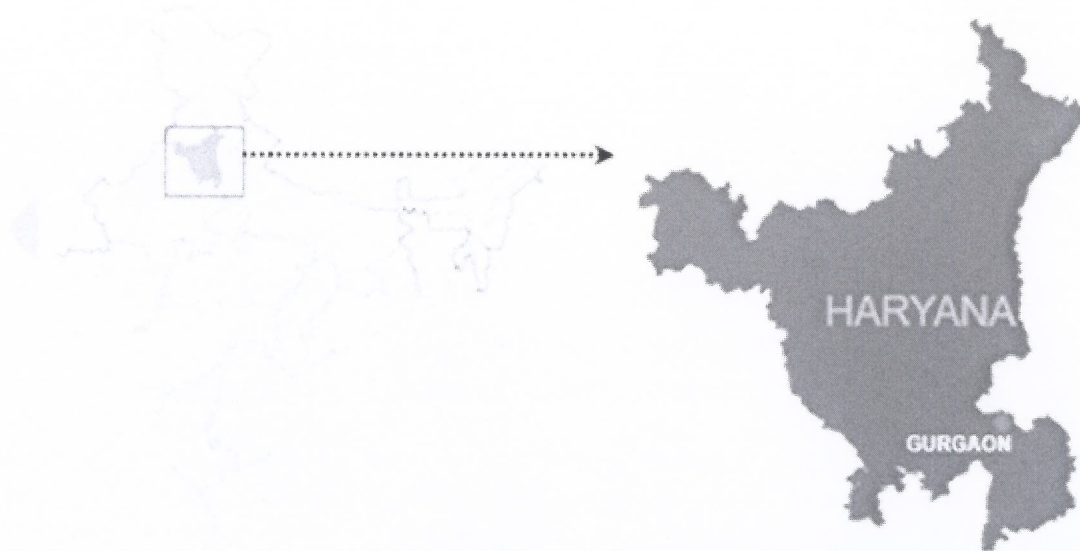
## **1. Background and Introduction**

Management Development Institute (MDI) is a renowned Educational Institute Imparting Education to Management Students & Training to middle and senior-level executives of industry, public sector undertaking, and Government Organizations besides Consulting and researching to stakeholders.

- 1.1. MDI has its own campus spread over an area of approx. 35.1 acres in the heart of the city of Gurgaon, Haryana. Presently the total built-up area of the Institute is about 6,50,000 sq. ft with Lecture Halls, a Mini Auditorium & Library block, a Computer Centre and Academic Complex, Residential accommodation for executives, students Hostel, and Residential flats for faculty and staff members. Balance space is being maintained with lush green landscaped areas with outdoor sports facilities.

## **Site Location**

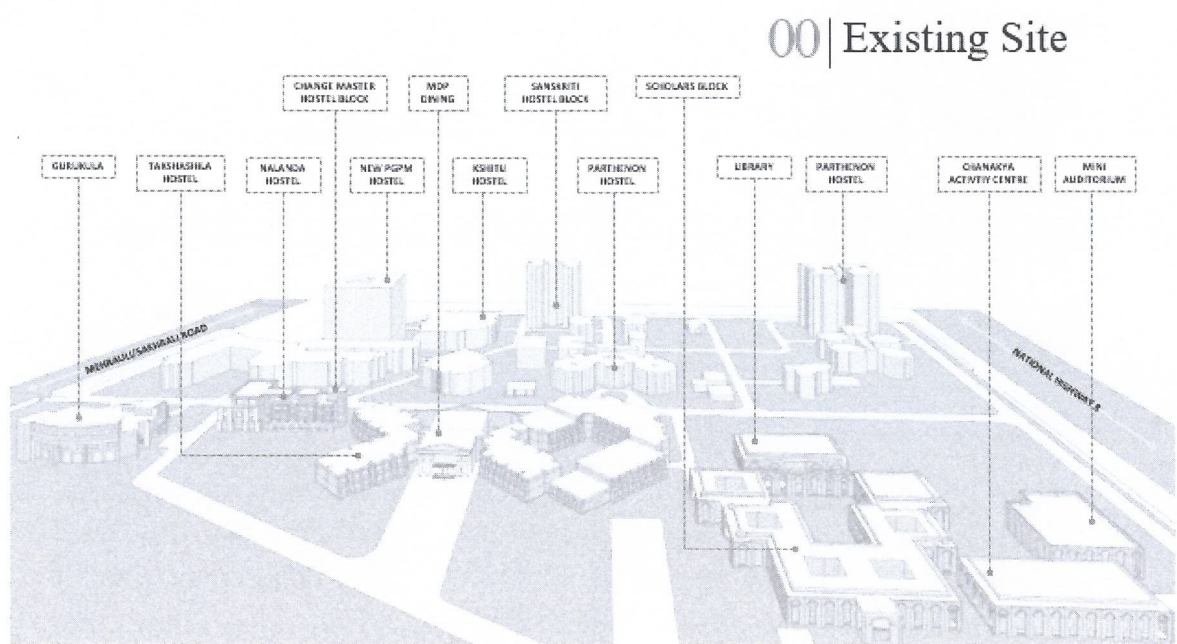
### **Site Location**



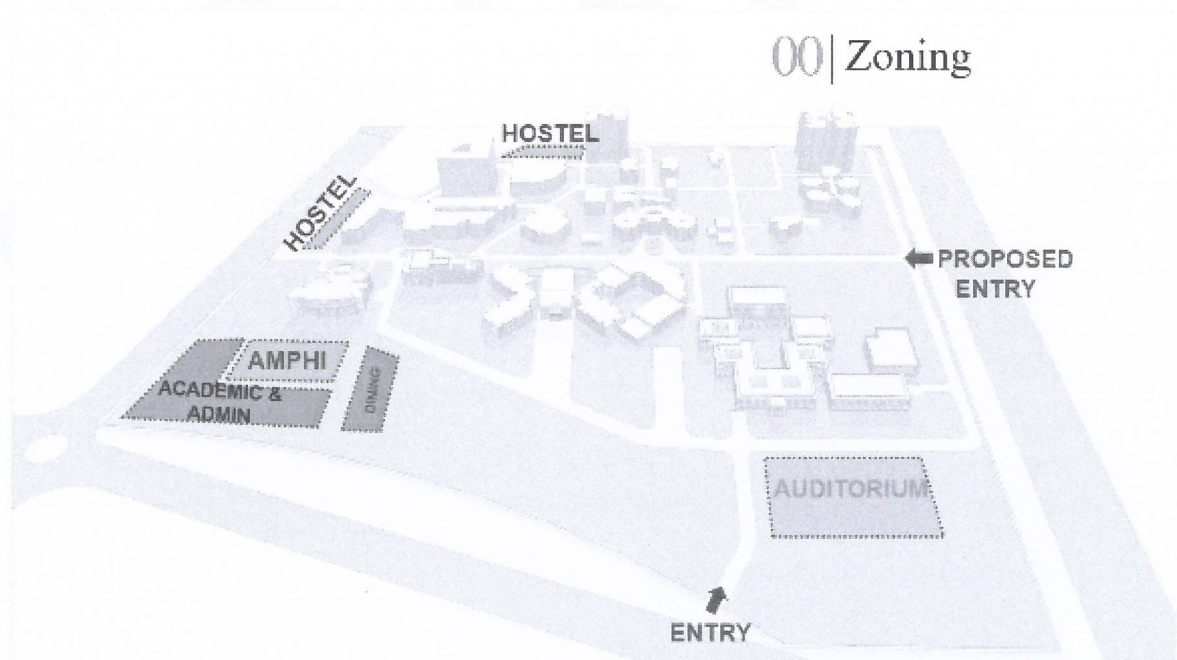
The Institute attracts the best students and staff from India, and from the World  
A historic past, a search for progression in the field Management Studies, combine to affect culture and society



## Existing Site



## Zoning





## 2. Invitation for Expression of Interest (EOI)

- i. Providing & supplying Furniture for Management Development Institute Gurgaon (MDI) intends to construct (1) Academic Block cum Admin. Block, (2) PGPM Hostels, (3) Auditorium, (4) Gate House of MDI Campus at Mehrauli Road, Sukhrali, Gurgaon – 122 007.
- ii. Eligible Agencies for providing & supplying of Furniture work are invited to indicate their Expression of Interest (EOI) for the works contract which includes providing & supplying items complete.
- iii. Detailed scope of work, drawings, preambles, and other bid solicitation documents will be made available only to the pre-qualified contractors on the basis of professional and financial competencies such as fields of expertise, resources, available assets, financial stability, previous experiences in similar works, litigation history, etc. as sought, in the prescribed format. Interested firms must provide the above information strictly in the format provided by this office along with documentary evidence.
- iv. Application Form for this EOI can be downloaded from [www.mdi.ac.in](http://www.mdi.ac.in) from - 17.09.2024 Onwards. The last date for submission of the EOI is up to 3 PM on 30.09.2024. The proposals must be sealed and delivered at the address mentioned above along with a Demand Draft of Rs. 10,000/- as EOI processing cost (non-refundable) in favor of the **"Management Development Institute Society"**.
- v. Any proposal received not conforming to EOI guidelines will be considered technically non-compliant and is liable to be rejected. The details of the agencies that meet the basic minimum criteria shall be evaluated according to the approved procedure adopted in MDI as well as inspection of works/offices of agencies. Final pre-qualification shall be done on the basis of the above evaluation and MDI reserves its right to pre-qualify or disqualify any or all applications. No correspondence in this regard shall be entertained MDI reserves the right to reject any or all EOI submitted by interested parties, without assigning any reason thereof.

## 3. Information to Bidder Related to Expression of Interest (E.O.I.):

S. No.	Information	Dates
1	Date of Publishing of E.O.I.	<u>17.09.2024</u>
2	Pre-submission conference	<u>23.09.2024</u>
3	Date/Time of closing of E.O.I.	<u>30.09.2024</u>
4	Period of validity of E.O.I.	One Months

- i. Sealed Expression of Interest (EOI) proposals are invited from reputed, well-established, and financially sound furniture manufacturing & installation agencies.



- ii. The E.O.I duly filled in all respect enclosing necessary documents may be addressed to Chief Administrative Officer (Administration), Management Development Institute Gurgaon Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana) so as to reach on or before 20.09.2024 till 3:00 PM.
- iii. Proposals received after the last date and time (i.e. at 03:00 PM) will not be considered.
- iv. MDI GURGAON reserves the right to either accept or reject any or all of the E.O.I proposals without assigning any reason whatsoever and the decision of MDI Gurgaon shall be final and binding.

#### 4. Brief scope of work

Expression of Interest (EOI) are invited from reputed, well-established, and financially sound Furniture manufacturing & installation Agencies for prequalification for the following works:

Agencies has to make arrangements for labor accommodation outside the existing campus if required. The work planning should be made so as to executive the project without any disturbance to the normal functions of the institute.

#### Details of proposed Construction:

S. No	The building's to be constructed	Nos of Floors
1	Academic, Admin. Block with centralized kitchen & dining incl. basement with related landscape & external development	B + G + 5 <sup>th</sup> Floor
2	PGPM HOSTELS 1 & 2 incl. basement with related landscape & external development	B + G + 7 <sup>th</sup> Floor-GH B + G + 5 <sup>th</sup> Floor-BH
3	1000 Seater Auditorium incl. basement with related landscape & external development	B1+B2+GF + 1 <sup>st</sup> Floor
4	Electric Sub Station	GF
5	Gate House	GF

#### 5. Eligibility Criteria

1. (i) Bidders who fulfill the following requirements shall be eligible to apply however Joint ventures / Consortium and Special Purpose





Vehicles are not allowed and these bids will not be accepted.

(ii) Should have satisfactorily completed the following works in last 5 (Five) years ending previous day of last date of submission of bid. For this purpose, cost of work shall mean gross value of the completed work..

(iii) Three similar completed works each of value not less than Rs. 4.0 Cr.

or

Two similar completed works each of value not less than Rs 6.0 Cr.

or

One similar completed work of value not less than Rs. 8.0 Cr.

a) The value of executed works shall be brought to the current costing level by enhancing the actual value of work at a simple interest rate of 7% per annum, calculated from the date of completion to the previous day of last date of submission of bid.

(iv) Should have had an average Annual Financial turnover of Rs. 4.0 Cr. on furniture manufacturing and fixing works during the immediate last 5 years' consecutive financial years ending March 2024 excluding covid years. This should be duly audited by Chartered Accountants. The year in which no turnover is shown would also be considered for working out the average (excluding COVID-19 years).

The multiplication factor of 7% per annum simple interest is not applicable to the Annual Financial Turnover figures.

(v) Should not have incurred any loss (profit after tax should be positive) in more than two years during the last five consecutive Financial years ending March 2024 duly audited and certified by the Chartered Accountant (excluding COVID-19 years).

(vi) Should have an established manufacturing unit/store & registered office in Delhi NCR

(vii) Should have a minimum solvency of Rs.4.0 Cr. duly certified by his Bankers.

(viii) Should secure a minimum of 60 marks in technical evaluation (including PowerPoint presentation).

## 6. Evaluation Criteria for Technical

NAME OF THE FIRM:

ADDRESS:

CONTACT DETAILS:



S.No	Criterion	Maximum Marks	Marks Awarded
<b>A</b>	<b>Organizational strength of the Applicant</b>	<b>35</b>	
	Year of establishment of the firm (As on the date of submission).	20	
	5 to 10 Years - Marks 15		
	More than 10 years - Additional 1 marks for each year completed above 10 years subject to a maximum of 05 marks total.		
	Documentary evidence of the existence of the firm like partnership deed/registration/bank account statements/ IT return / etc. must be given.		
	Presence of In-house professionally qualified technicians/Designers / Engineers in the firm.	15	
	Marks 'per employee' on experience:		
	> 5 years: 2.0 marks		
	> 5 and up to 8 years : 3 marks		
	> 8 and up to 10 years: 4 marks		
	NOTE:		
	A list of all such persons with their field of specialization, total experience, and tenure of work with the firm must be furnished.		
<b>B</b>	<b>Experience of Works &amp; PowerPoint presentation</b>	<b>40</b>	
	Number of projects successfully completed and/or nearing completion since January 2018 till the date of submission of EOI offer:	10	
	Marks based on the Project completed:		
	2 marks for every one project completed subject to a maximum of 10 marks.		
	Powerpoint Presentation to the construction committee	30	
<b>C</b>	<b>FINANCIAL CAPABILITY</b>	<b>25</b>	
	5 of (iii) eligibility criteria Similar work completed Three works each 4 Cr. to 6 Cr.- 05 marks Two works each 6 Cr. to 8 Cr.- 08 marks One work more than 8 Cr. - 10 marks	10	
	5 of (iv) eligibility criteria Average financial turnover of previous three years 4 Cr. to 6 Cr.- 3 marks 6 Cr. to 8 Cr.- 5 marks 8 Cr. to 10 Cr.- 8 marks More than 10 Cr.- 10 marks	10	





S.No	Criterion	Maximum Marks	Marks Awarded
	5 of (vii) eligibility criteria minimum solvency Solvency- 4 to 6 Cr. – 3 marks More than 6 Cr.- 5 marks	05	
	<b>TOTAL A TO C</b>	<b>100</b>	

**Bidders should secure a minimum of 60 marks to be considered for empanelment.**

**Note:**

Firms must provide sufficient information and valid proof for each parameter assigned to calculate the marks in the evaluation criteria. If sufficient information and valid proof is not available about during evaluation, Zero (0) marks may be assigned to that parameter.

On-going projects and/or virtual completion shall be considered for evaluation only whenever specified in the particular evaluation criteria.

Wherever sought “experience” as on the date of submission of the EOI offer shall be considered for all purposes unless stated otherwise in the particular evaluation criteria.

The committee appointed by the Management Development Institute, Gurgaon at its sole discretion, shall have the right to interpret various aspects of the evaluation criterion as it deems fit. The decision of the committee on such interpretation and award of marks shall be final and binding on all. No reason whatsoever shall be furnished regarding the award of marks.

## **7. APPLICANT PROFILE:**

S.No	Description	Particulars
1	Name of the Company / Firm / LLP / Applicant	
2	Constitution of the Firm Company / Firm / LLP / Applicant	
3	Name of Head of the Company/Firm	
4	Address	
5	Telephone Number with STD code	
	Mobile number & E-mail Id	
6	Year of Establishment	
7	Name of the Directors/partners/proprietor	
8	Whether registered with the Registrar of Companies/the Registrar of Firms If yes registration number and date	



S.No	Description	Particulars
	registration number and date	
9	a) Name and address of bankers:	
10	GST numbers and date	
11	PAN no. with date and Name in which PAN is registered	

### 7(b) Work Experience – Projects

Details of Projects successfully completed and /or nearing completion since January 2018 till the date of submission of EOI offer.

S.No	Details of Project	Year of start	Year of completion	Total Project/manufacturing quantity	Project Cost
1.					
2.					
3.					
4.					
5.					

### 7(d) Information about your full-time permanent staff in regular appointments for the last three years (Do not include any part-time or contract staff).

No.	Description	Years of experience	Total No.
1.	Graduate/ Post Graduate/ Other Professionals a) Designation		
2.	Technician/Engineers (Graduate/ Post Graduate) a) Designation		
3.	Civil Engineers		
4.	Administrative Office Staff		
5.	Others (Please specify) a. b. c.		
<b>Total Manpower</b>			

### 7(E) Details of Gross Financial Turnover and Net Profit. Individual Applicants should provide details of turnover for relevant years.



Year	Financial Turnover (rupees in Crores)	Net Profit (Rupees in Crores)	Remarks
2018-19			
2019-20			
2020-21			
2021-22			
2022-23			
2023-2024			
Gross for Five years			

The covid year may or may not be included for the purpose of calculating the no. of Financial years at the sole discretion of scrutiny committee of MDI.

A copy of the completed balance sheet for the relevant financial years duly certified by the Chartered Accountant must be attached.

For the purpose of turnover, only the amount received on account of relevant projects shall be taken into account.

The years mean financial year from 1<sup>st</sup> April to 31<sup>st</sup> March.

#### 7(f) AFFIDAVIT

(Format of Affidavit to be submitted with the proposal TO BE SWORN ON NON-JUDICIAL STAMP PAPER OF RS.100/ DULY NOTARIZED)

I..... am the \* Proprietor / Partner of ..... (mentioned name of firm and its completed address) do hereby solemnly affirm and declare as under: -

1. That our Firm / company i.e. ....(mentioned name of \*firm / company) is registered vide Registration No..... under the provisions of.....(mention the name of Act).
2. That our Firm/company i.e. ....(mentioned name of \*firm/company) has applied in response to the EOI for eligibility Project Buildings in MDI campus Gurgaon.
3. That.....(mentioned name of firm/company) is eligible to render services in India as per the applicable law of the land, submit the aforesaid proposal, and as it is not under liquidation, court receivership, or similar proceeding.
4. That.....(mentioned name of firm/company) has not been barred and / or blacklisted by the prior to the Central Government





and / or any State Government of India at any time prior to the date of submitting this affidavit.

5. That (mentioned name of firm/company) has, during the last five years, neither failed to perform on any agreement nor was expelled from any project or agreement nor any agreement terminated for any breach by the applicant.
6. That.....(mentioned name of firm/company) has no contracts with any organization that is in arbitration. (In case some contract(s) are in arbitration give the details of such contract in a schedule to be attached with this affidavit).

DEPONENT

#### VERIFICATION

\*I/ we .....the above-named deponent do hereby verify that the contents of the aforesaid paragraphs 1 to 6 are true and correct to the best of \*my/our knowledge and belief and nothing is concealed therefrom.

Verified at.....(place) this.....day of .....2024.  
(\* Strike off whichever is not applicable)

DEPONENT

Note: The deponent will be the principal Firm /proprietor /Authorized signatory of the Applicant.



## 8. Letter of Transmittal

(ON THE LETTERHEAD OF COMPANY)

From:

To:  
CAO (Admin.)  
Management Development Institute  
MG Road, Sukhrali  
Gurgaon – 122 007

Sub: Pre-qualification of Contractors

Sir,

Having examined the details given in the Notice for pre-qualification and pre-qualification Application documents for the above work, we hereby submit our qualification and relevant documents.

- i) We hereby certify that all the statements made and information supplied in the enclosed Forms 'A' to 'F' and accompanying statements are true and correct.
- ii) We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
- iii) We have submitted the requisite banker's certificate/ performance reports and authorize the MDI or their representatives to approach individuals, employers, firms, and corporations to verify our submittals, competency, and general reputation.
- iv) We hereby confirm that we have read and understood all the stipulations given in this pre-qualification shall be final and binding on us.
- v) We have submitted the following certificates in support of our meeting the minimum qualifying criteria of completed work(s) as specified for having successfully completed the following works:

	Name of Work	Certificate From
1.		
2.		
3.		

Enclosures:

Date of Submission

(Seal of Company)

(Signature of Applicant)



## 9. Declaration

### DECLARATION

(To be submitted on non-judicial stamp paper of Rs.10/- duly certified by Notary Public)

Affidavit of Sh \_\_\_\_\_ S/o \_\_\_\_\_

R/o \_\_\_\_\_ I, the Deponent with the above name do hereby solemnly affirm and declare as under :

1. That I am the Proprietor/ Authorized Signatory of M/s \_\_\_\_\_ having its head office/ Regd Office at \_\_\_\_\_.
2. I/we have no objection if inquiries are made about the work listed by me/ us in the accompanying sheets/ annexure.
3. I/ we agree that the decision of the committee in selection will be final and binding to me/ us.
4. I/ we have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date the committee is at liberty to act in a manner it feels deemed fit.
5. I \_\_\_\_\_ the Proprietor/ Authorised Signatory of M/s \_\_\_\_\_ do hereby confirm that the contents of the above affidavit along with the information furnished with respect to the EOI document are true to my knowledge and nothing has been concealed therefrom and that no part of it is false.

Verified at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

DEPONENT

I/We are authorized to submit the Eol document by the Competent Authority.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Name of Company / Firm : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Date:.....

Place:.....





**10. Documents to be Enclosed**

- i) EPF/ESI/Registration no. along with copy of Challan of the previous month
- ii) GST & CST No with valid clearance certificate
- iii) PAN No.
- iv) Service Tax Registration No.
- v) Articles/ Memorandum of Association/ Partnership Deed etc.
- vi) Certificate of Registration from Registrar of Cooperative Societies.
- vii) Certificate of Enlistment
- viii) Bio-data of sub-contractors regularly employed

Chief Administrative Officer  
MDI Gurgaon

