

Sub: Tender for "Dismantling of existing polycarbonate sheet roofing, Extension of passage corridor with MS structure work, installation of new polycarbonate sheet roofing in existing & new passage corridors, with allied civil works, at MDI Campus.

1. **Time schedule for tender process:**

Sr. No	Description Details	Date and Time
1	Date of publication of Tender notification	13/04/2025 at 10.00 AM
2	Last date for receipt of duly filled in bids	03/05/2025 up to 03.00 PM

2. **INTRODUCTION**

Management Development Institute Gurgaon, (MDIG), Haryana (hereinafter referred to as the "Institute") is one of the Institute of national repute and is dedicated to offer world class programmes in Management Education. The Institute Invites Sealed bids on 'Single Bid System' as mentioned hereunder in the attached prescribed format only from reputed Construction Agency having adequate experience in doing the similar type of work.

3. **TENDER NOTICE:**

MDI Gurgaon invites Sealed bids under "Single Bid Systems (price bid only)" for "Dismantling of existing polycarbonate sheet roofing, Extension of passage corridor with MS structure work, installation of new polycarbonate sheet roofing in existing & new passage corridors, with allied civil works, at MDI Campus from the Agencies who have been carrying out the similar nature 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 (PI Department), on any working day between 10.00 a.m. and 5.00 p.m. before submitting their Bids (nothing is payable for visiting the MDI campus in this regard). The sealed Bids as Specified in the Tender document should be addressed to: -

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

so as to reach on or before 03.00 PM, 03.05.2025, at Physical Infrastructure Department at TakshaShila building by Speed Post/Courier/By hand only before last date and time. Bids received through email will not be considered.

4. **Submit the following documents:** The Construction agencies shall enclose the copies of the following documents

- (i) The Valid GST registration (Copy attached).
- (ii) The Valid PAN registration (Copy attached).
- (iii) ESI, PF registration Certificate, if available.

5. **Mode of Submission:**

The bid should be sealed in a cover duly super scribed and mentioned in top of cover Bid for "Dismantling of existing polycarbonate sheet roofing, Extension of passage corridor with MS structure work, installation of new polycarbonate sheet roofing in existing & new passage corridors, with allied civil works, at MDI Campus. Any Addendum/Corrigendum date extension in respect of above Tender shall be uploaded on MDI Gurgaon website only. No separate notification shall be issued in the press/Bidders.

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

1. The Earnest Money Deposit (EMD) of an amount of Rs. 25,000/- in the form of Demand Draft only in favor of **Management Development Institute Society** 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 shall be forfeited and bidder 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 60 working days of award of contract.
4. If the EMD is not enclosed, the bid will be summarily rejected
5. **Cheque will not be accepted towards EMD.**
6. The Earnest Money Deposit/Security Deposit will be forfeited and Tenderer/bidder will be disqualified from participating in any future tender of the Institute if:
 - a) Tenderer withdraws his bid or backs out after acceptance of work order.
 - 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 refuses to carry out work on any grounds.

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

- (a) The EMD amount of Rs. 25,000/-of successful bidder will be retained as Performance Guarantee for the period of 180 days from satisfactory completion of works. No interest shall be paid.
- (b) **Forfeiture of the EMD:** - If any Tenderer withdraws the rates, the EMD amount deposited shall be forfeited and bidder will be disqualified from participating in any future Tender of the Institute.

8. **AWARD OF WORK**

The Construction Agency quoting the lowest rate in bid 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: -**

- (i) The price quoted should be inclusive of manpower, material, transportation, unloading, Construction, and exclusive of GST. The price should be quoted in price format (Annexure-A & B) only.
- (ii) The scope of work shall include for "Dismantling of existing polycarbonate sheet roofing, Extension of passage corridor with MS structure work, installation of new polycarbonate sheet roofing in existing & new passage corridors, with allied civil works, at MDI Campus (complete work) until final acceptance by the Institute.
- (iii) The quantity to be executed may vary according to actual requirement at site. The payment shall be made on the basis of actual quantity and at the rates quoted by the Construction agency, as per schedule of quantities enclosed of the items supplied and installed. Construction Agency shall bring only the actual quantity of materials required after measuring the actual area of work to be done at site. During the execution, if any cable, pipe line etc damaged, which is repair or replace by the agency without any extra cost.
- (iv) Payment will be restricted to actual quantity supplied at site.
- (v) The entire work should be completed within 45 days from the date of Work Order issued in writing by the Institute. Before quoting the amount visit Institute physically,
- (vi) In case the work is not completed within the period 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 Gurgaon may consider for granting extension of time on valid grounds cited by the agency.

- (vii) In case any item is found to be defective /substandard, the same shall be rejected and no amount shall be paid for such items. Such items shall have to be replaced by the Construction Agency, or shall be removed from the site immediately on cost to the Agency.
- (viii) The work shall be executed as per CPWD specification. The mode of measurements of work done shall also be based on CPWD specification.
- (ix) The Agency shall take all safety precautions for the safety of his employees deployed for work at the Institute. The Institute shall not be, in any way, liable for any damage/ liability on account of any mishap or negligence of the Construction Agency.
- (x) The Agency shall be responsible for any mishap/accident and liability, if any, falling thereof, shall be entirely responsibility of agency and the Institute shall in no way be responsible for the same.
- (xi) Water and electricity shall be supplied by the Institute free of cost.
- (xii) The dismantled malba/rubbish should be disposed of time to time outside the campus at a suitable dumping place as per MCG guidelines at no extra cost to the Institute, however final malba should be disposed of within 5 days of completion of work, or it would be got done by the Institute at the risk and cost of the Agency and the said amount shall be deducted from the bills of the Construction Agency.
- (xiii) The watch and ward of materials brought at site shall be the responsibility of the Agency.
- (xiv) The Construction Agency must get acquainted with the proposed site for the work and study specifications and conditions before quoting the rates.
- (i) **Terms of payment:**
 - a. No advance payment will be made.
 - b. Running bill payments shall be raised by the agency against the 95% of the work done and shall be paid on submission of bills in original jointly verified by the Agency and MDI Gurgaon.
 - c. Retention amount of 5 % will be retained till the satisfactory completion of work and will be released after 6 months of hand over of the completed work.
- (ii) **BUY BACK OF SCRAP:** - The bidder should note that participation in Annexure-A (Financial Bid Performa) and Annexure--B (Buy back of old scrap) is compulsory. Failing which the bids will not be considered. The Buyback amount is to be submitted by the bidder before raising invoice for payment of final bill, the Demand Draft issued in favour of "**MANAGEMENT DEVELOPMENT INSTITUTE SOCIETY**" Payable at **GURGAON** only. No adjustment from the payment amount at PART-A shall be considered.

10. The rates fixed shall be valid for entire duration of work.

11. The Institute reserves the right to get the whole or part of work done through one or more agencies. The quantities indicated in the schedule of quantities are approximate only. The quantities can be increased or decreased or totally deleted while placing work order by the Institute. Payment shall be made as per actual quantity receipt at site.

MDI reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.

Thanking you,

Yours faithfully,

CAO (IS)

Enclose: Annexure-A & B

FINACIAL BID PROFORMA - SCHEDULE OF QUANTITIES

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

MDI/Estate/passage roof/2025

dated 13 Apr 2025

Tender for “Dismantling of existing polycarbonate sheet roofing, Extension of passage corridor with MS structure work, installation of new polycarbonate sheet roofing in existing & new passage corridors, with allied civil works, at MDI Campus.

S.No	Description	Unit	Qty	Rate	Amount
1	Earthwork excavation in foundation (650 mm x650 mm x650 mm)	Cum	30		
2	Providing & laying Cement concrete M-25 in (1:1.5:3) cement mortar ratio.	Cum	30		
3	Providing, fabricating, erecting in position MS structural steel of MS Channel, section, square tube (25x25x3.2 mm & 49.5x49.5x4 mm), MS round pipe (65 x 4.5 mm) etc complete as per existing. Make-Jindal	MT	13		
4	Dismantling the existing MS structural steel of square tube (25x25x3.2mm & 49.5x49.5x4 mm), with complete works.	KG	600		
5	Removing of existing Polycarbonate sheet of roof and cladding & providing & fixing of new Polycarbonate multiwall sheet of 10mm thickness for roofing (existing & new both) Make-Lexon /Indolight	Sqm	595		
6	Providing & fixing Polycarbonate multiwall sheet of 10mm thickness for cladding of 300 mm wide all inclusive.	Sqm	125		
7	Providing & applying one coat of red-oxide primer and two coats of paint on structure steel (Make-Asian paints)	Sqm	425		
	Total				
	GST @ 18%				
	Total Amount				

Sign & Stamp of Contractor

FINANCIAL BID PROFORMA FOR BUYBACK OF OLD SCRAP

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

MDI/Estate/passage roof/2025

dated 13 Apr 2025

S. No.	Description (PART-B)	Unit	Qty.	Rate	Amount
				(Rs.)	(Rs.)
1	Cost of buyback of scrap of MS, Aluminum etc only. The old Polycarbonate sheet not included in scrap (to be disposed off from the MDI premises within 5 days of removal by the bidder) . The payment of buyback of scrap to MDI Gurgaon by the bidder shall be done through Demand Draft only. No adjustment from the payment amount at PART-A is permitted. The dismantling of above items is included in the agency scope)	KG	1		
	Total (GST & TCS extra)				

NOTE: -

1. The bidders are required to participate in both Annexure- A&B, please note that Annexure-B will be compulsory with Annexure- A.
2. The buyback amount (Annexure-A) needs to be submitted by the agency before finalization of the bills in Demand Draft only (GST & TCS extra).
3. The agency submits the dismantling items/material to Estate office. The total quantity is to be measured in front of agency representative and MDI representative in KG (except Polycarbonate sheet, which is executed as per Term & Condition already set in the tender documents).
4. The total scrap quantity amount is calculated by the multiplying the quoted price and same should be submitted by the agency in Demand Draft only (GST & TCS extra).

Sign & Stamp of Contractor