

(MDI/Estate/Plumbing, Water and Fire Audit/2025-26 dated 04 July 2025)

LIMITED TENDER

FOR

“ENGAGEMENT OF CONSULTANT AGENCY FOR AUDIT OF PLUMBING, WATER & FIRE SERVICES AT MDI GURGAON”

Last Date of submission of filled tender at MDI Gurgaon: 25 July 2025, 3 P.M.
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 of the bidder with official seal stamped on each page).



MDI
GURGAON

Management
Development
Institute

Management Development Institute Gurgaon
Mehrauli Road, Sukhrali, Gurgaon-122007

Ph:- +91-124-4560000, Fax:- +91-124-4560005, www.mdi.ac.in



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The bidder/Consultants 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

Limited tender for

“Engagement of Consultant Agency for Audit of Plumbing, Water & Fire Services at MDI Gurgaon”

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.

The Institute invites bids from the interested, eligible, and reputed Consultant agencies in **“Two Bid System”** consisting of **“Technical Bid and Financial Bid”** as mentioned hereunder, strictly in the format attached, for **“Engagement of Consultant Agency for Audit of Plumbing, Water & Fire Services at MDI Gurgaon”**. Interested eligible bidders/Consultants agencies 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 **“Engagement of Consultant Agency for Audit of Plumbing, Water & Fire Services at MDI Gurgaon”**.

The Tender document can be downloaded from Management Development Institute Gurgaon website: <https://mdi.ac.in> from 04 July 2025 onwards, and the same duly filled along with enclosures, be submitted in physical form through speed post /by hand, latest by **25 July 2025 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 Institute, at its own discretion, may request for a Presentation to MDI Committee by the Bidder, before finalization of the Consultant Agency.

The prospective Bidder/Consultant agencies are advised to read the entire Tender document carefully and satisfy themselves about the work, site condition by visiting the MDI Campus (Physical Infrastructure Deptt. office), on any working day between 10 a.m. and 5 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)
Management Development Institute,
Mehrauli Road Sukhrali, Gurgaon- 122007”**

so as to reach on or before 3 PM, **25 July 2025**. Bids by hand may be dropped in the Tender Box placed at the Physical Infrastructure Department Office, at TakshaShila building, or sent through Speed Post/Registered Post before the last date and time. Bids received through Email will not be considered.



SECTION - II
IMPORTANT INFORMATION RELATED TO TENDER

Sl. No.	Information	Dates
1.	Date/Time of Publishing of Tender	04 July 2025, 10 a.m. onwards https://www.mdi.ac.in/infrastructure/tenders.html
2.	Date/Time of closing of Tender	25 July 2025 / 3:00 PM
3.	EMD Amount (Refundable to unsuccessful Bidder/Consultant agency)	Rs. 20,000/- 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, which the bid would not be considered valid.
4.	Period of validity of Tender	180 days from the date of closing of Tender
5.	Address for pre-bid and communication	Physical Infrastructure Department Management Development Institute Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana) Contact no.: 0124-4560514, (9.30 AM to 5.30 PM on working days Mon-Fri), e-mail sdcharan@mdi.ac.in .

1. Sealed Bids are invited under two bid systems from reputed, well-established Bidder/Consultants 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 25 July 2025 /3:00 PM.
3. Tenders should be accompanied by EMD for an amount of **Rs. 20,000/- (Rupees Twenty Thousand Only)** submitted in the form of Demand Draft in favour of "**Management Development Institute Society**", payable at **Gurgaon**.
4. Tenders received after the last date and time (i.e. **25 July 2025 at 3:00 PM**) will not be considered.
5. 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.

CAO(IS)
MDI Gurgaon



SECTION – I

Limited tender for

“Engagement of Consultant Agency for Audit of Plumbing, Water & Fire Services at MDI Gurgaon”

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.

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CAO(IS)
MDI Gurgaon



SECTION - III
INSTRUCTIONS FOR BIDDER

1. **Scope of Services:** The scope of work is "**Engagement of Consultant Agency for audit of Plumbing, Water & Fire Services at MDI Gurgaon**". The successful bidder/Consultant agency will assume full responsibility for the complete work until final acceptance.
2. **Qualification requirement of the Bidder/Consultant:**

The bidder/Consultant agency, who fulfills the following eligibility criteria, shall be eligible to participate.

- a) The Bidder should have rich experience of conducting detailed audit related to plumbing, water, and fire services in reputed Organizations (Central/State Govt. Dept./PSUs /Institution/MNCs/Large Private firms, etc. The agency should submit the complete details about the instrument to be used for conducting the audit, along with calibration report and details of available technical manpower to be used for audit at MDI Gurgaon.

- b) (a) Three similar audit works of value not less than Rs.5 Lakh each.

or

- (b) Two similar audit works of value not less than Rs. 7.50 Lakh each.

or

- (c) One similar audit work of value of not less than Rs.15 Lakh each.

- c) **Water and Plumbing Audit:-**

The bidder/Consultant agency has a Bachelor's/Master's degree in relevant fields viz. Geology, Applied Geology, Hydrogeology, Water Resources Management, or a related engineering discipline. The bidders should be registered with CGWA (Central Ground Water Authority), or other relevant agencies. The Audit firms/organizations must have regular certified water auditors and technical supporting staff. Details of the permanent certified water auditors and technical staff must be submitted along with the certificate number/License Number.

Fire Audit:-

The bidder/Consultant agency has a Bachelor's/Master's degree in relevant fields viz Fire Engineering, Fire and Safety Engineering, or a related engineering discipline. The Auditing firms/organizations must have regular certified Fire auditors and technical supporting staff. Details of the permanent certified Fire auditors and technical staff must be submitted along with the certificate number/License Number.



- d) The bidder/Consultant agency must have a minimum of 03 (Three) years of similar work experience of Plumbing, Water, and Fire Audit in Govt./PSU/Institution/Private firms. Attach Certificate of Experience /Work Order issued by concerned Establishments/ Companies during F.Y. 2022-23, 2023-24 and 2024-25.
- e) The Average Financial Turnover during the three financial years 2022-23, 2023-24 and 2024-25 should be Rs.25 (Twenty Five Lakh) or more.
- f) Should have own Bank Account.
- g) Should be registered with Income Tax and GST departments.

3. Submission of bid:-

The bid must be submitted in two separate sealed covers as under:-

A. Technical Bid:-

- (i) Technical Bid along with enclosures, duly signed and official sealed.
- (ii) Demand Draft of Rs.20,000/- as an EMD (Earnest Money Deposit) in favor of "MANAGEMENT DEVELOPMENT INSTITUTE SOCIETY" payable at Gurgaon.

B. Commercial Bid:-

Financial Bid Proforma, in the prescribed format (Annexure-I) only. No other format will be accepted by the Institute. The prices/offers must be valid for 180 days to be counted from the Bid closing date.

4. SCOPE OF WORK:-

A. Water and Plumbing Audit:-:-

- Conduct a detailed water audit to assess current water consumption, sources, Leakage, and usage efficiency.
- The Consultant agency has to do the study of water sources (size, capacity, quantity, quality) existing water distribution system, Associated losses, water usage for process, utilities, domestic & other, identification of water consumption in each building, existing meter/submeter. Monitoring and measurements using pressure and flow meters and various other devices as required, water pipeline leakages, including underground pipelines etc.
- Recommend strategies for water conservation and improved water-use efficiency based on the audit findings.
- Provide a detailed report of the audit findings, including a cost-benefit analysis of the suggested improvements.

The following instruments must be in possession of the agency at work site during the field study. The same is to be submitted along with field measurement report. All the instruments must have a valid calibration certificate.

- (i) Ultrasonic water flow meter (Mandatory)
- (ii) TDS Meter
- (iii) Thermometer
- (iv) PH Meter



B. Fire Audit:-

Systematic Fire Audit of existing buildings, infrastructure, and equipment covering various aspects related to design, operation, and maintenance of building premises, identifying fire hazards associated with the normal day to day operations and available fire equipment to ensure safety and security of man and material from any fire incident and accident. The scope and methodology of a comprehensive fire safety audit is to be done, ensuring National Building Code, 2016, building bylaws for fire safety, various other Indian Standards, and fire departments of local/ national authorities.

This fire audit will include, but not be limited to:

- a) Review & physical checking of Fire Safety measures, including documents like statutory permissions /NOCs from statutory authorities, Emergency Preparedness Plan, Floor Plans, Emergency Evacuation Maps, maintenance records of fire extinguishers and firefighting equipment and suggest suitable recommendation as per NFPA/NBC/ Local statute/TAC etc. (whichever is applicable).
- b) To evaluate the Fire safety/Risk practices against applicable National / International standards.
- c) Use of Fire and life safety arrangements on site, viz, exit signs, emergency evacuation maps, attending fire control panels, and fire safety arrangements of critical areas, if applicable.
- d) Monitoring and review of all preventive and protective measures.
- e) Fire detection, alarm controls, and frequencies of monitoring.
- f) Review & physical inspection of the availability of suitable firefighting facilities, Viz. Fire panels, fire hydrants, automatic sprinklers, extinguishers, water storages, etc.
- g) Testing, Review & physical inspection of fire safety equipment and systems, testing & review of Smoke Evacuation.
- h) Evaluation and testing of fire pump room arrangements provided in building, testing of pumps, pressure, and conditions of fire tanks in premises, as applicable.
- i) Suggest/Recommend for Fire Exit routes, Fire escape routes, illumination, and way to safe assembly areas & access route for fire emergency vehicle etc.
- j) Observing existing fire hazards and unsafe conditions – Electrical Safety aspects Viz. electrical hazards, storage areas, smoking places, heat generating equipment, batteries, and cooking equipment's etc.
- k) Physical verification and inspection of critical areas on site Viz. UPS room, battery bank, server rooms, hub room, AHU room, electrical room, Diesel HSD storage, plumbing ducts, fire in cables/wiring, explosion of Batteries, overloading of electrical equipment's etc. Suggest electrical safety measures & solutions.
- l) General workplace conditions like lighting conditions, any potential risks, and any modification in building premises as per National Building Code.



- m) Assess the requirement of Fire safety measures, detection of overheating conditions, cable and conduits, passive fire protection systems, etc.
- n) Evaluate the general awareness of occupants and security personnel on matters relating to fire safety and rescue operations. Prepare a SOP (Standard Operating Procedure) document about fire safety information and instructions to occupants of premises .

The following instruments must be in possession of the agency at work site during the field study.

All the instruments must have a valid calibration certificate.

- A. Fire Detectors
 - (i) Smoke Detectors
 - (ii) Heat Detectors
- B. Fire Alarms
 - (i) Testing Fire Alarm Systems
 - (ii) Fire Alarm Component Testing
- C. Fire Extinguishers
 - (i) Inspection Checklist:
 - (ii) Testing Pressure Indication
- D. Other Instruments and Tests
 - (i) Detector Test Kits
 - (ii) Fire Alarm Service Labels
 - (iii) Infrared Diodes

5. Documents required in support of eligibility and Qualification:

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

- a) Self-attested copy of the minimum educational qualification relevant to Water & Plumbing and Fire Audit. Relevant certificate, auditor certificate, valid as on date. Self-attested copy is to be enclosed.
- b) Statement of Average Annual Turnover of financial years 2022-23, 2023-24 and 2024-25, in support of eligibility criteria mentioned above, from a registered practicing Chartered Accountant only (Section -V).
- c) EMD of required amount as specified in this tender document.
- d) Self-attested copy of GST registration certificate and PAN.
- e) Self-attested copies of work Orders F.Y. 2022-23, 2023-24 and 2024-25 issued from clients (Section -VI).
- f) Declaration for not having been blacklisted by office of any State Government/Government of India as per the format in this tender document (Section -VII).

6. 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 bidder/Consultants for such period as may be requested by MDI Gurgaon. A proposal valid for a shorter period may be rejected as non-responsive.



7. Earnest Money Deposit (EMD)

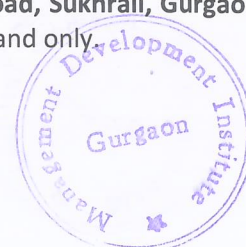
- a) The interested bidder/Consultants Agency should submit bids complete in all respects along with Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees Twenty Thousand only) in the form of a Demand Draft issued from a commercial bank, in favour of "**Management Development Institute Society**", payable at Gurgaon".
- b) Any Tender not accompanied by EMD shall be summarily rejected and not considered at all.
- c) EMD of unsuccessful bidder will be returned without any interest within 30 days after finalization of Tender.
- d) EMD of the successful bidders shall be returned after one month of satisfactory completion of work submission of reports as per the satisfaction of MDI Gurgaon and accepted by MDI Gurgaon.
- e) The Earnest Money shall be forfeited if:-
 - (i) The Bidder/Consultant Agency withdraws his Tender during the validity period of Tender.
 - (ii) The Successful Bidder/Consultant Agency fails to comply with all the terms and conditions of the Tender Document during the currency of the contract.

8. Preparation and Submission of Bids:

- a) Bids are to be submitted as per Two Bid system "Technical Bid" and "Financial Bid".
- b) All entries in the bid should be legible and filled clearly.
- c) Bid should be typewritten and corrections and interlineations, 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. The Technical Bid should also contain the Tender document, duly signed and officially stamped on each page.
- f) The Financial Bid Envelope should contain the Price Bid only, 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. The envelope containing Financial Bid should be sealed properly.
- 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 Bid and Financial Bid) should be separately sealed in envelopes, superscribed as Technical Bid and Financial Bid, respectively. Both the sealed envelopes should be put in a third sealed envelope and should be superscribed as "**Engagement of Consultant Agency for audit of Plumbing, Water & Fire Services at MDI Gurgaon**".

9. Bid Submission:

Sealed Bids should be addressed and submitted along with requisite documents to **Chief Administrative Officer (Institutional Services), MDI Gurgaon, Mehrauli Road, Sukhrali, Gurgaon-122007** Haryana, latest by 25 July 2025 by 3 P.M. through Speed Post/By Hand only.



10. Late Bids:

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

11. Award of Contract:

- a) MDI Gurgaon may award the contract to the successful 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 to the successful bidder that its proposal has been accepted. "Letter of Award" shall be issued for acceptance of the bidder. Tender Terms and conditions shall be applicable.
- 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 EMD.

12. Other Terms and Conditions

- a) The scope of work shall include **"Engagement of Consultant Agency for audit of Plumbing, Water & Fire Services at MDI Gurgaon"**. The successful bidder will assume full responsibility for the complete work until final acceptance, as per work awarded by MDI Gurgaon.
- b) The entire work assessment should be completed and report submitted within 60 days of date of acceptance of LOA, in writing to the Institute Estate/PI department.
- c) In case the work is not completed within the date stipulated/communicated, penalty shall be imposed @Rs.5000/- each day of delay, subject to a maximum of Rs.50,000/- (Rs Fifty Thousand only). However, Competent Authority, MDI Gurgaon may grant an extension of time on valid grounds or dispose off the penalty on valid grounds.
- d) The bidder shall take all safety precautions for safety of his employees and the Institute property. The institute shall not be, in any way, liable for any damage/ liability on account of any mishap or negligence of the bidder/Consultant agency.
- e) The bidder Agency must get acquainted with the proposed site for the work and study specifications and conditions before quoting the rates. After award of work, MDI Gurgaon shall not accept any representation on it and any increase of the rate for the work
- f) **Terms of payment: - Terms & Conditions for payment to Consultant: -**
 1. 40% on submission of Draft Report.
 2. 60% after submission and acceptance of Final Report, including recommendations and SOP, etc accepted by MDI Gurgaon.

The lump sum amount quoted in the Financial Bid proforma (Annexure-I) shall remain fixed for the entire duration of work.



Chief Administrative Officer(IS)
MDI Gurgaon

SECTION - IV
BIDDER/CONSULTANT AGENCY DETAILS FORM

S.No	Description	Information
1	Name of Tenderer /Bidder	
2	Details of Registration of Bidder/Consultant agency (attach certificate of registration) as applicable. Please enclose all relevant attested Certificates.	
3	Details of Auditing certificate number/License Number	
4	Details of Earnest Money Deposit	DD No. date of Rs.20,000/- drawn on Bank Payable at
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 Bidder/Consultant agency (Copy of canceled cheque)	
8	PAN No./GIR No. (Attach attested copy)	
9	GST Registration No (Attach attested copy)	

Signature of authorized person

Official Seal



SECTION - V

AVERAGE ANNUAL TURNOVER

(To be printed on the letterhead of C.A firm and certified by a practicing Chartered Accountant)

Financial Year	Annual Turnover (Rs.)	Average Annual Turnover (Rs)
2022-23		
2023-24		
2024-25		

Signature of Authorized person CA Firm

Date:-

Place:-

Official Seal



SECTION – VI

EXPERIENCE FOR PROVIDING SIMILAR AUDIT OF PLUMBING, WATER AND FIRE SERVICES

(On the Bidder/ Consultant Agency letterhead)

Details of the **similar contracts handled** during years 2022-23, 2023-24, and 2024-25 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)
Year 2022-23				
1				
2				
3				
Year 2023-24				
1				
2				
3				
Year 2024-25				
1				
2				
3				

Submit the self-attested copy of work orders issued by client's, 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. Please attach an extra sheet if required.

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 Limited Tender Document **"Engagement of Consultant Agency for Audit of Plumbing, Water & Fire Services at MDI Gurgaon"**. I/we hereby declare that presently our Agency/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/Premier Academic Institutions.

We further declare that presently our Agency/Company/firm..... is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomouis body/Premier Academic Institution 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



ANNEXURE - I**FINACIAL BID PROFORMA**

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

**"Engagement of Consultant Agency for Audit of Plumbing, Water & Fire Service at
MDI Gurgaon Campus"**

S. No	Description	Lumpsum Amount in Figures (Rs) without GST	Lumpsum Amount in words(Rs.) without GST
1	Audit of Plumbing, Water, and Fire ServiceS at MDI Gurgaon Campus as mentioned in the scope of work. (Complete ONE work)		
	Total		
	* GST Extra as applicable		

Note:

- (i) The bidder will arrange for all required equipment and support provisions for carrying out of smooth Audit Process.
- (ii) Electricity for use of the testing equipment will be provided by the Institute at free of cost.
- (iii) No accommodation to the Consultant and staff will be provided by the Institute.

Signature of authorized person of the bidder

.....

Name:

Date:

Place:

Official Seal



CHECKLIST FOR BIDDER/CONSULTANT

Sl. No.	Details	Document attached YES/NO
a.	Self-attested copy of the Registration Certificate	
b.	Self-attested copy of the Qualification Document and Auditing certificate number/License Number	
c.	Self-attested copies of the GST registration certificate and PAN.	
d.	Statement of Average Annual Turnover of financial years 2022-23, 2023-24, and 2024-25.	
e.	EMD of the required amount as specified in this Tender document.	
f.	Cancelled Cheque	
g.	Self Declaration stating that the bidder/Consultant agency has not been blacklisted by Centre/ State Government/ PSU/ MNCs/ Large size corporates as per the format in this tender document.	
h.	Experience proof documents (Work Orders/P.O.) issued by the competent authorities of the organizations served on the organizations letterhead during financial years 2022-23, 2023-24, and 2024-25.	
i.	Enclose the list of the equipment to be used for Water Plumbing & Fire Audit.	

