

Sub- Invitation of rate quotation for supplying and installation of wooden doors & MS door frames at common washrooms in the Change Master/Odyssey student hostel buildings with buyback of removed wooden doors & press steel door frames at MDI Gurgaon Campus.

1. **Time schedule for rate quotation process:**

Sr. No	Description Details	Date and Time
1	Date of publication of rate quotation notification	11/11/2022 at 10:00 AM
2	Last date for receipt of duly filled in rate quotation	25/11/2022 at 03:00 PM
3	Display of physical sample of wooden doors & MS door frames	28/11/2022 at 2-3:00 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.

3. **RATE QUOTATION NOTICE:**

MDI Gurgaon Invites sealed rate quotation's strictly as per the attached prescribed format from eligible and reputed agencies having adequate experience in supplying & installation of similar items. It may be noted that this is single work only.

Please read the document carefully and satisfy about the work, before quoting the rates including site visit if required. MDI Gurgaon Campus (Physical Infrastructure Dept.) may be visited, on any working day between 10.00 a.m. and 5.00 p.m. during Monday to Friday. Nothing is payable for agency visiting the MDI campus for site visit. The sealed rate quotation as specified in the document may be addressed to: -

**“The C E (PI Department),
Management Development Institute,
Mehrauli Road Sukhrali, Gurgaon, HR-122007”**

so as to reach on or before 03.00 PM, 25.11.2022, at Physical Infrastructure Dept. at Takshashila building, before last date and time.

4. **AWARD OF WORK**

The lowest rate for above rate quotation 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.

5. **Evaluation of physical sample of wooden doors & MS door frames**

The agency participating in the competitive process will provide one each sample items (wooden doors & MS door frames) at MDI Gurgaon at own cost for the MDI committee to evaluate the physical sample before opening of rate quotations.

6. **Terms and conditions are as under**

- (i) The price quoted should be inclusive of packing, transportation, insurance, unloading, installation, and exclusive of GST along with rates of buyback items. The price should be quoted in price format (Annexure-I) only. Quotation received without buyback offer (Annex I-Part-B), shall not be considered. The buyback items should be removed within 7 days of completion of works.
- (ii) The scope of work shall include supplying & installation of wooden doors & MS door frame in place of replaced wooden door (press steel door frame), dismantling of the existing installed wooden door with press steel door frames (complete work) until final acceptance by the Institute.

- (iii) The quantity to be executed may vary according to actual requirement. The payment shall be made on the basis of actual quantity at the rates quoted by the agency, as per schedule of quantities enclosed of the items supplied and installed. Agency shall bring only the actual quantity of materials required after measuring the actual area of work to be done at site.
- (iv) Water and electricity shall be supplied by the Institute free of cost.
- (v) The work should be organized without causing inconvenience/disturbance to the occupants of hostel. Agency should make own arrangement for all tools and plants required to complete the job. The watch and ward of materials brought at site shall be the responsibility of the agency. The work should be organized/carried out without affecting the normal functioning of the Institute.
- (vi) The dismantled malba/rubbish should be disposed off by the agency outside the campus suitable at no extra cost within 7 days of completion of work failing which 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 payable to the agency.
- (vii) The entire work should be completed within 90 days from the confirmed order, in writing by the Institute.
- (viii) 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 be removed from the site immediately on cost to the suppliers.
- (ix) The agency shall take all safety precautions for the 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 agencies.
- (x) Agency shall be responsible for any mishap/accident and liability, if any, falling thereof, shall be entirely agencies and the Institute shall in no way be responsible for the same.
- (xi) Terms of payment: -
 - (a) No advance payment will be made.
 - (b) 95% payment shall be released against submission of RA bill (Maximum two RA bills in this works). The first RA bill is to be raised on completion of 40% works (I,e 40% of the 95% of the total cost of the work) and balance 60% will be released on satisfactory of the complete work. The RA bills are to be certified and acceptable by the Physical Infrastructure Dept. Proof of payment of GST challan has to be submitted by the agency.
 - (c) 5% balance amount will be held as retention money, and will be released after three months of satisfactory completion of the work.
- (xii) The Institute reserves the right to get the whole or part of work done through one or more agencies.
- (xiii) The minimum warranty period of wooden doors & MS door frame will be one year from the date of completion of works.

7. The quantities indicated in the schedule of quantities are approximate only. The quantities may be increased or decreased, while placing the order by the Institute. MDI reserves the right to accept or reject any or all the rate quotations without assigning any reason whatsoever.

Thanking you,

Yours faithfully,

(D S Rawat)
C E

ANNEXURE-I

Sub- Invitation of rate quotation for supplying and installation of wooden doors & MS door frames at common washrooms in the Change Master/Odyssey student hostel buildings with buyback of removed wooden doors & press steel door frames at MDI Gurgaon Campus.

Sr.no	Description	Unit	Qty	Rate for exclusive of GST	Total Amt for exclusive of GST
Part-A					
1	Carefully removing existing Press Steel Door Frame & wooden doors with cutting hole fastner etc complete job.	Each	85		
2	Repairing of wall & similar color and pattern as may be required floor tile and plaster works .	Sqm	128		
3	Making water stopper with ceramic tile as existing	Rmt	65		
4	Fabricating & fixing M.S angle 40mm x40mmx6mm door frame with MS hinges, including fixing 4 Nos 10mm X 160mm anchor fastener. Make- Fischer/Hilti etc. complete works.	Rmt	425		
5	Providing & fixing 30mm thick Flush door shutter with 2mm FRP sheet inner side of the door in washroom & outer side enamel paint with aldrop & tower bolt 2 Nos. complete works.	Sqm	170		
Total Annexure-A (Without GST)					
GST @					
Total (Inclusive GST)					
Total in Words:-					
Part-B					
1	Buyback of dismantled/removed old wooden doors & Press Steel Door Frame fitted at common washroom (Approx 80-90 nos. wooden doors & Press Steel Door Frame, MS hinges etc)	Lots	1		
Total Annexure-B (Without GST)					
GST @					
Total (Inclusive GST)					
Total in Words:-					

- The quantity shown in the table above are indicative and may vary.
- Warranty on the wooden door & MS door frame-one year.
- Quotation without buyback offer, shall (Anne I-Part-B) shall not be considered.

Signature of authorized person of the agencies

(Name with official stamp: -----)

Place: -

Date: -