

**MANAGEMENT DEVELOPMENT INSTITUTE, GURGAON
PHYSICAL INFRASTRUCTURE**

Mehrauli road Sukhrali, Gurgaon Haryana-122007,
Phone: -0124-4560000. Website: - www.mdi.ac.in

MDI/P.I/Renovation/placement/2023

18th May 2023

**Sub: Procurement of Furniture & Renovation work of Placement office in Gurukula Building
at MDI Campus.**

1. Time schedule for tender process:

Sr. No	Description Details	Date and Time
1	Date of publication of tender notification	18/05/2023
2	EMD	10,000/-
3	Last date for receipt of duly filled in tenders	25/05/2023

2. INTRODUCTION

Management Development Institute Gurgaon, (MDIG), Haryana (hereinafter referred to as the "Institute") is one of the Institute of national reputed on which is dedicated to offer world class programmes in Management Education. The Institute Invites Sealed Tenders on 'One Bid System' as mentioned hereunder in the attached prescribed format from reputed Agency/Firm having adequate experience in the field of Procurement of Furniture & Renovation work etc.

3. TENDER NOTICE:

MDI invites sealed Tenders under Single bid system (price bid only) for "Procurement of Furniture & Renovation work of Placement office in Gurukula_Building at MDI Campus" from the firms/ agencies who have adequate experience to carry out the similar nature of works earlier.

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 (P.I Deptt.), on any working day between 09.30 a.m. to 5.30 p.m. before submitting their tenders (nothing is payable for visiting the MDI campus in this regard). The sealed tender as Specified in the tender document may be addressed to:-

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

so as to reach on or before 03.00 PM, 25.05.2023 at physical Infrastructure department at Takshashila building before last date and time.

4. Submit the following documents: The agencies/companies shall enclose the copies of the following documents

- (i) Latest Income Tax Clearance Certificate.
- (ii) The agency/firm has valid GST & PAN registration (Copy attached).
- (iii) ESI, PF registration Certificate.



5. **Mode of Submission:**

The price bid & EMD should be sealed in separate covers duly super scribed as 'Price Bid' & 'EMD' in the appropriate covers & both these sealed covers are to be put in a bigger cover along with other documents to be enclosed which should also be sealed & duly super scribed and mention in top of cover "**Procurement of Furniture & Renovation work of Placement Office in Gurukula Building at MDI Campus**". Any Addendum/Corrigendum date extension in respect of above tender shall be updated in our website only and no separate notification shall be issued in the press/Bidders. Opening date and time of Price Bid will be notified after evaluation of price Bid to the shortlisted Bidders only.

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

1. The Earnest Money Deposit (EMD) of an amount of Rs. 10,000/- in the form of Demand Draft only in favor of **Management Development Institute** 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 by him will be forfeited and he 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 45 working days of opening of price bid.
4. If the EMD is not enclosed, the Tender offer will be summarily rejected
5. **Cheque will not be accepted towards EMD.**
6. The Earnest Money Deposit/Security Deposit will be forfeited and they will be disqualified from participating in any future tender of the Institute if:
 - a) Tenderer withdraws his tender or backs out after acceptance.
 - 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 fails to enter into an agreement. In the event of refusal to carry out work by the successful Bidder on any grounds.
7. The EMD amount of Rs. 10,000/-of successful bidder will be retained as security deposit in the form of performance guarantee for the period of 90 days of satisfactory completion of works. No interest shall be accrued on the deposit before the agreement with MDI, Gurgaon is entered in to.

8. **AWARD OF WORK**

The agency quoting the lowest rate for above tender 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 are as under**

- (i) The price quoted for the above items should be inclusive of all labour charges, cost of materials, packing, transportation, insurance, installation, and exclusive of GST. The price should be quoted in price format (Annexure-A) only.
- (ii) The scope of work shall include Procurement of Furniture & Renovation work of Computer placement in Gurukula Building at MDI Campus. This will also include delivery & installation at site. The successful bidder will assume full responsibility of the complete system until final acceptance.



- (iii) No advance payment/mobilization advance for the supply of material will be paid by the Institute.
- (iv) TDS and WCT shall be deducted as per rules.
- (v) The entire work should be completed within 40 days from the date of awarding the work.
- (vi) The rates of extra works, if executed, shall be based on CPWD schedule of rates and for items not covered therein shall be worked out as per prevailing market rates added with 15% agency profit and overheads for which a rate analysis shall have to be submitted by the agency which would be subject to approval of the Institute.
- (vii) In case the work is not completed within the date stipulated penalty shall be imposed Rs. 500/- each day of delay subject to a maximum of Rs.20,000/- (Rs Twenty Thousand only). However, the Director MDI shall have powers to grant extension of time on valid grounds.
- (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 Quantity to be executed may vary according to actual requirements. The payment shall be made on the basis of actual measurement of work done at the rates quoted by the agency as per schedule of quantities enclosed.
- (x) Water and electricity shall be supplied by the Institute free of cost.
- (xi) Agency shall bring only the actual quantity of materials required after measuring the actual area of work to be done at site.
- (xii) The dismantled mulba/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 and the said amount shall be deducted from the bills of the agency.
- (xiii) Agency should make own arrangement for all tools and plants required to complete the job.
- (xiv) The watch and ward of materials brought at site shall be the responsibility of the agency. No labour will be allowed to stay inside the Campus.
- (xv) The work should be organized/carried out without affecting the normal functioning of the Institute. There should be least disturbance for the movement of traffic inside the Campus.
- (xvi) The agency must get acquainted with the proposed site for the work and study specifications and conditions before quoting the rates.
- (xvii) No payment will be made to the agency for damage caused by rains or other natural calamities during the execution of the work and no claim on this account will be entertained. The damages, if any, occurred shall be rectified without any extra cost.



- (xviii) At least one authorized representative should always be available at site of work to take instructions from Engineer-in-Charge/Officer and ensure proper execution of work. No work will be done in the absence of such an authorized representative.
- (xix) 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 agency.
- (xx) Before quoting the rates, please visit the site for proper assessment of work.
- (xxi) Please note that agency should not make any modifications /alteration in the 'Annexure-A' and 'Annexure-B'.
- (xxii) **Terms of payment: -**
 - (a) 90% on completion of supply and Installation/placing of approved items shall be paid, within 30 days of submission of correct invoice for the items supplied and certified to be in good and acceptable condition by the P.I deptt. Proof of payment of GST challan has to be submitted by the suppliers.
 - (b) Balance 10% of supply/Installation value shall be paid within 15 days of satisfactory completion of all contractual obligations of specified for supply installation/placing/laying of all furniture item as mentioned in the BOQ.

10. Technical Specifications

- a) Good quality teak wood timber shall only be used for the furniture to be supplied. It shall be best of its kind as set out in section - carpentry and joinery well seasoned and kiln dried with a moisture content of 12 A nominal A + 2% for teak wood. It shall be matched for colour and grain free from work holes, loose or dead knots or other defects and sawn die square.
- b) Plywood/block shall be of premium quality, resin bonded CWR brand, weather proof, close grained plywood suitable for veneering, painting or bonding plastic laminate as require. Exposed edges of plywood block boards shall be finished with a strip of solid wood, tongued and grooved and glued. The ply board shall be of brand name DURIAN/ DURO/GREEN/CENTURY/WOOD TOUCH. LAMINATION SHALL BE MARINO/FORMICA/ DECOLUM/ GREENLAM BRAND of 1.00 mm thickness and Pre laminated board brand name Greenlam /Marino etc.
- c) Grain directions of wood grain laminated sheeting shall be as follows. Length wise on horizontal surfaces. Vertical on vertical surface. Horizontal on edges top surfaces and shelves.
- d) All joints shall be standard mortise and tenon, dowel, overall cross halved, mitered tongue and grooved and rebated. Nailed butt joints will not be permitted. ISI approved adhesives shall be used for the carpentry and joinery work.
- e) Timber veneers shall be finished by the application of two coats of an acid catalyzed clear melamine. The finish shall be a satin, semi gloss finish. The lacquer shall be applied evenly by spraying to give an even coat to the veneer surface.
- f) Cushion vents shall be provided at the back or underside of all seat cushions in sufficient number to allow air to escape easily and prevent from scams.



- g) Stained spirit polish with melamine finish for wood work shall be carried out wherever polishing is specified.
- h) MDI shall have the right to expose the furniture for inspection purpose. Supplier has to repair the same at his own cost.
- i) First quality paint manufactured by the following firm shall be used and only be brought to the site in sealed containers. Agency should also ensure that only the required quantities of materials should be brought to the Campus.
- i. Paint & Primer - Asian Paints
 - ii. Snow cem - Super snow cem
 - iii. Distempering - Asian
- j) The splashes of white wash, painting and distemper shall be cleaned by the agency at his own cost and no extra payment will be admissible for the same.
- k) Supplier shall make all arrangements for inspection at their workshop as and when asked by MDI.
- l) All hardware fittings, knob, ball catcher brass should be Haffle/Godrej/door set.

11. **Blacklisting:** -The agency should not be blacklisted by any of the Govt department/Autonomous bodies/PSU etc. during past 5 years. A certificated in the enclosed prescribed format Annexure-B.
12. The quantities indicated in the schedule of quantities are approximate only. The quantities can be increased or decreased or totally deleted while placing order by the Institute. Payment shall be made to the actual quantity of work executed at site.
13. MDI reserves the right to accept or reject any or all the Tenders without assigning any reason whatsoever.
14. Page no.1-5 are to be signed by the authorized representative of the agency, officials stamped on all pages and to be submitted in the sealed envelope along with 'Annexure-A' and 'Annexure-B'.
- Thanking you,

Yours faithfully,

(D S Rawat)
C.E, MDI

Enclose: Annexure-A, B & C



PRICE BID PROFORMA

PROCUREMENT OF FURNITURE & RENOVATION WORK OF PLACEMENT OFFICE, GURUKULA BUILDING

S No.	Items	Unit	Tentative Qty	Rate (exclusive GST)	Amount (exclusive GST)
1	Providing and fixing of 4;-6" high partition made in 2"x 2" hard wooden frame with fire retardant paint at approx. 2'-0" c/c and 12mm commercial ply on both side with 1mm thick laminate to be finished with 75x 35mm Marandi wood rail complete on top with polish.	Sft	75		
2	Providing and fixing of 12mm x 75mm thick neach wood coping finish with polish etc.	Rft	68		
3	Medium back Chair: - Providing & supplying medium back chair with lumber support Injection moulded PP back with breathable mesh, with cushion in seat, PU Adjustable Arms, chrome base, synchro mechanism & Gas lift (Sample available in Institute).	Nos.	6		
4	Providing and supplying of table made in 19mm thick commercial board in topside backing with teak wood border/moulding on side drawer 2Nos. Drawer & one shutter and key board With 1mm thick laminate on exposed surface and drawer unit complete with melamine polish including Lock , knob footrest etc. 3'-0" x 2'-0" x 2'-6"	Nos.	2		
5	Providing and supplying of table made in 19mm thick commercial board in topside backing with teak wood border/moulding on side drawer 2Nos. Drawer & one shutter and key board With 1mm thick laminate on exposed surface and drawer unit complete with melamine polish including Lock , knob footrest etc. 4'-6" x 2'-0" x 2'-6"	Nos.	2		
6	Providing and applying of plastic emulsion paint on wall, ceiling complete	Sft	700		
7	Providing and fixing of 12mm thick sitatex pinup board with fabric (basic cost of fabric to be Rs. 150/-Rmt. 3'-6" x 1'-6"	Nos.	4		
8	Providing and fixing of 12 mm low hight cabinet /made in 19mm thick commercial block board with openable shutter and 1 Nos. shelves and 6mm thick commercial ply backing exposed laminate finish all edge cover with beach wood lipping with hardware fitting and polish size & coping complete.				
i	5'-0" x 4'-6" x 1'-3"	Nos.	2		
ii	2'-0" x 4'-6" x 1'-3"	Nos.	Rate Only		



9	Providing and fixing of back side storage made in 18mm thick comm. Board and 1 mm thick laminate finish complete with all necessary hardware and painting and polishing.	Sft	30		
10	Side Table: - Supplying of side tables in teak wood frame with 19 mm tick commercial board on top and 1.0 mm thick laminate in size 1'6" X 1'6" with 12 mm glass top complete in all respect. (Sample available in Institute).	Nos	2		
11	Centre Table: - Providing & placing in position the centre table in teak wood frame 4' x 2' with 12mm thick black glass top as per drawings finished with melamine polish coating complete withal necessary hardware & fittings as required.	Nos	1		
12	Single Seater sofa: -Providing, making & supplying of single sofa chair for syndicate room in dimension of 2'4" x 2'6" constructed in hard wood under frame & exposed teak wood frame with brackets 4" in cushions seat & 3" thick back with 1"1½" thick rubber sheet on arm side with 25 mm thick HD 'U' foam and fully upholstered in fabric cloth with exposed wood work finish in polish with Melamine complete. (Cost of fabric cloth Rs.700 / - mtr.)	Nos	2		
13	Two Seater sofa: -Providing, making & supplying single sofa chair for syndicate room in dimension of 4' x 2'6" constructed in hard wood under frame and exposed teak wood frame with brackets 4" in cushions seat & 3" thick back with 1"-1½" thick rubber sheet on arm side with 25 mm thick HD foam and fully upholstered in fabric cloth and will exposed wood work finish in polish with melamine finish complete (Cost of fabric cloth Rs.700 / - mtr.)	Nos	2		
14	Three Seater sofa: -Providing, making & supplying three sofa seating for Tea lounge hall 6'X2'6" constructed in hard wood under frame & exposed teak wood frame with brackets 4" in cushions seat & 3 "thick back with 1"1½" thick rubber sheet on arm side with 25 mm thick HD foam and fully upholster in fabric cloth and with exposed wood work finish in polish with melamine complete. (cost of fabric cloth Rs.700 / - mtr.)	Nos	1		
TOTAL					
GST					
GRAND TOTAL (INCLUSIVE GST)					

To be printed on the agency letter head

SELF DECLARATION FOR NON BLACK LISTING

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

Dear sir,

In response to the Tender Document for Procurement of Furniture & Renovation work of Placement office in Gurukula Building at MDI Campus Gurgaon, I / We hereby declare that presently our firm/ agency not black listed for corrupt & Fraudulent practice either indefinitely or for a particular period of time by any state / Central Government / PSU / Autonomous Body.

We further declare that presently our firm / agency Is not backlisted or debarred and not declared ineligible for reason other that corrupt & fraudulent practices by any state / Central Government / PSU / Autonomous Body on the date of Bid Submission including violation of relevant labour laws and during last five years.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our bid may be cancelled at any stage and the contract may be terminated and we shall be barred from binding in future against any other tender.

Thanking You,

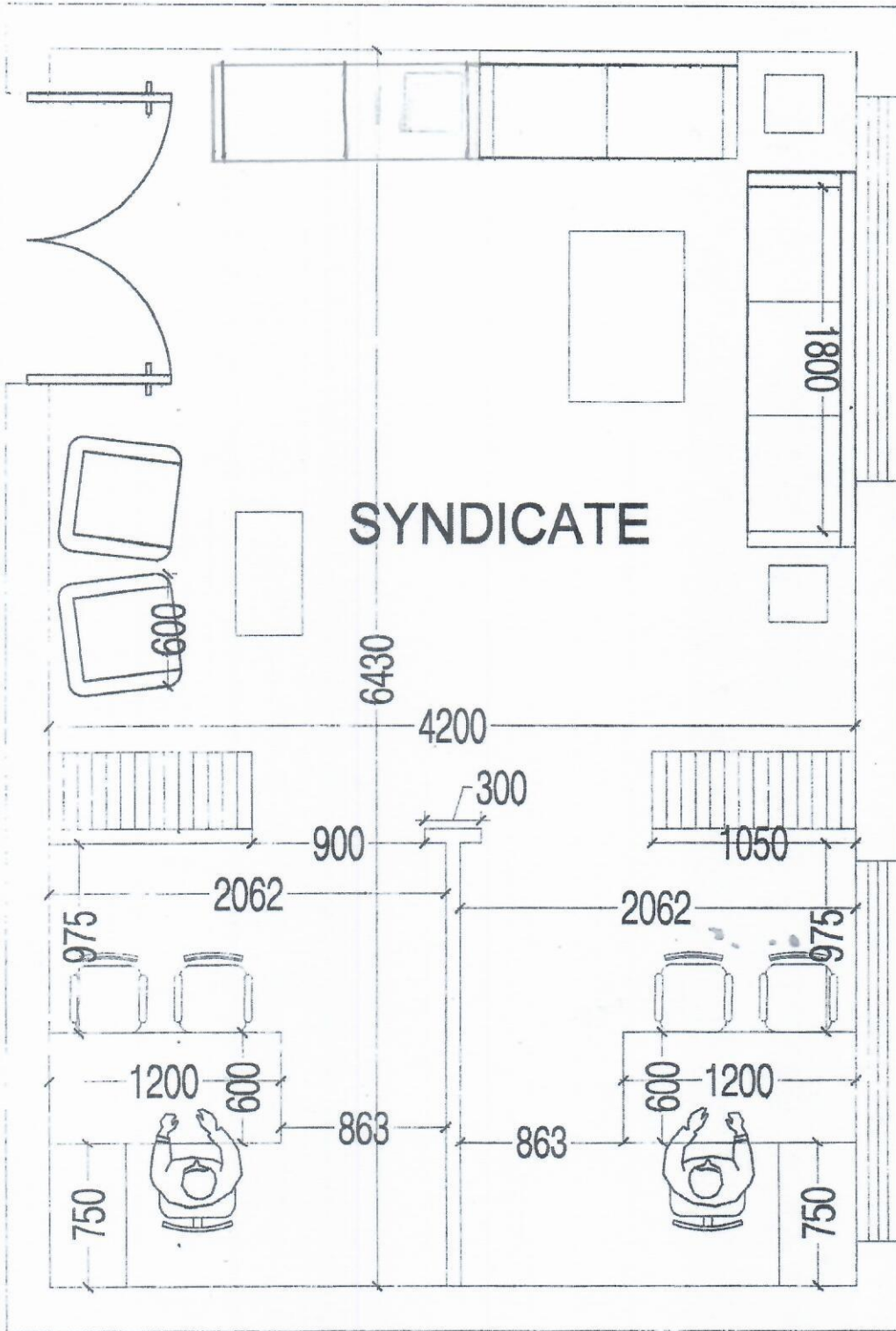
Place.....

Date.....

Signature.....

Name.....





DKL