

MANAGEMENT DEVELOPMENT INSTITUTE, GURGAON
PHYSICAL INFRASTRUCTURE

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

MDI/Estates/Hostels/Furniture/2023

15th June 2023

**Sub: Supply of Wooden Furniture for Takshashila, Change Master, Kaveri and Odyssey Hostel
at MDI Gurgaon.**

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

Sr. No	Description Details	Date and Time
1	Date of publication of tender notification	14/06/2023
2	EMD	50,000/-
3	Last date for receipt of duly filled in tenders	28/06/2023

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 Gurgaon invites sealed Tenders under single bid system (price bid only) for "Supply of Wooden Furniture for Takshashila, Change Master, Kaveri and Odyssey Hostel at MDI Gurgaon" as per the specifications given at Annexure-A, and to be installed. The mentioned buildings from the reputed firms/ companies who are experienced for supplying similar furniture to the large size organizations and academic institutions of repute.

The prospective Bidders are advised to read the entire tender document carefully before submitting their tenders. The bidders may visit the MDI Gurgaon Campus on any working day between 10:00 a.m. and 05:00 p.m. taking advance appointment. 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 (Institutional Services)",
Management Development Institute, Gurgaon
Mehrauli Road Sukhrali, Gurgaon, Haryana-122007"**

so as to reach on or before 03.00 PM, 28.06.2023 (Wednesday). The tender may be dropped in Tender Box placed at Physical Infrastructure department at Takshashila building before last date and time.

4. **Submit the following documents:** The participating agencies/companies shall enclose the copies of the following documents along with bid
- Latest Income Tax Clearance Certificate.
 - Valid GST & PAN registration.
 - 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 which should also be sealed & duly super scribed and mention in top of cover "**Supply of Wooden Furniture for Takshashila, Change Master, Kaveri and Odyssey Hostel at MDI Gurgaon**". Any Addendum/Corrigendum date extension in respect of above tender shall be updated on our website only and 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. 50,000/-/- 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 violates any of the conditions prescribed in the Tender Document.
 - c) Tenderer revises any of the terms quoted, during validity period
 - d) In the event of refusal to carry out work by the successful Bidder on any grounds.

7. **Security Deposit:**

The EMD amount of Rs. 50,000/-/-of successful bidder will be retained as security deposit in the form of performance guarantee for the period of 180 days of satisfactory completion of works. No interest shall accrue on the security deposit.

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 bid and reserves the right to accept or reject any or all the bids 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 packing, transportation, insurance, installation, and exclusive of GST. The price should be quoted in price format (Annexure-A) only.
- (ii) The scope of work includes Supply and installation of Wooden Furniture at Takshashila, Change Masters, Kaveri and Odyssey Hostel at MDI Campus. This will also include delivery at site. The successful bidder will assume full responsibility of the complete Supply & Installation.



- (iii) Payment will be restricted to actual quantity supplied at site.
- (iv) The entire work should be completed within 60 days of the confirmed order in writing by the Institute.
- (v) In case the work is not completed within the date 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 shall be empowered to grant extension of time on valid grounds.
- (vi) In case any item is found to be defective /substandard, the same shall be rejected and no amount shall be paid for such items and such items shall be removed by the supplier from the site immediately on his own cost.
- (vii) The work shall be executed as per CPWD specification.
- (viii) The contractor 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 contractor.
- (ix) You shall be responsible for any mishap/accident and liability, if any, falling thereof, the Institute shall in no way be responsible for the same.
- (x) Contractor shall bring only the actual quantity of material required.
- (xi) The watch and ward of materials brought at site shall be the responsibility of the contractor.
- (xii) The contractor must get acquainted with the proposed site for the work and study specifications and conditions before quoting the rates.
- (xiii) The contractor shall get the samples of materials approved sufficiently in advance from the Institute. The materials brought at site shall strictly conform to the quality of samples approved and in case of variation such materials shall liable to be rejected and to be removed from the site within 24 hours of the rejection by the Engineer-in- Charge/Officer.
- (xiv) **Terms of payment: -**
 - (a) 80% on delivery of approved items in the campus, within 30 days of submission of correct invoice for the items supplied and certified to be in good and acceptable condition by the estate deptt. Proof of payment of GST challan has to be submitted by the suppliers.
 - (b) 10% of supply value shall be paid on completion of installation /laying/placing of the supply furniture as per the requirement of the purchaser within 15 days of completion of such activity.
 - (c) Balance 10% of supply value shall be paid within 30 days of satisfactory completion of all contractual obligations specified for supply installation/placing/laying of all furniture item in the buildings at MDI Gurgaon Campus as mentioned in the BOQ.



10. Technical Specifications

- a) **A sample of every item of furniture shall be submitted by the agency for approval of MDI Gurgaon before bulk manufacturing at its own cost.**

Approved samples shall be used as standard of finish and workmanship and shall be in the custody of the institute till completion of work.

- b) 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.

- c) 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.

- d) 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.

- e) 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.

- f) 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.

- g) 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.

- h) Stained spirit polish with melamine finish for wood work shall be carried out wherever polishing is specified.

- i) MDI shall have the right to expose the furniture for inspection purpose. Supplier has to repair the same at his own cost.

- j) Supplier shall make all arrangements for inspection of items being manufactured at their workshop as and when asked by MDI.

- k) All hardware fittings, knob, ball catcher brass should be Haffle/Godrej/door set.

11. 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 furniture supplied at site.



12. The rates shall be valid for entire duration of work.
13. Before quoting the rates, the supplier may ascertain the requirement(s) and design of the furniture items (sample available in the Institute) and for the purpose supplier may visit the MDI Campus on any working day (Mon-Fri) during working hours, on prior appointment.
14. The rates are fixed and shall be valid for entire duration of work.
15. The Institute reserves the right to get the whole or part of work done through one or more parties

The quantities indicated in the price bid are approximately 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 receipt at site.

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

Thanking you,

Yours faithfully,

(D S Rawat)
C.E MDI

Enclose: Annexure-A



Supply of Wooden Furniture for Takshashila, Change Master, Kaveri and Odyssey Hostels at MDI Campus

S.No	Item Description	Unit	Qty Required					Total Qty	Rate of each Item (Rs.)	GST@18%	Total Amount (Inclusive GST)
			Takshashila Hostel	C.M (Boys) Hostel	C.M (Girls) Hostel	Kaveri Hostel	Odyssey Hostel				
	Wooden Bed							A	B	C	D=(A X B + C)
1	Supplying of single beds of size 6'-4 1/2" X 3' -0" made of 1-1/2" X 1-1/2" teak wood legs with 1" X 5" cross members , 2-1/2" X 1-1/2" hard wood spanning members (3 Nos.) fixed with 19 mm thick commercial ply on the top. The head board to have 19 mm thick OST ply as in fill, 1-1/2" X 1-1/2" curved teak wood member on head rest board. The entire unit to be polished with french polish melamine finish.	Nos	36	8	24	3	17	88			
	Study Table										
2	Supplying of study table of size 3'-6" X 2'-0" X 2'-6" with 19 mm thick commercial board faced with 1.00 mm thick laminate of choice shade with 2" x 3/4" teak wood border/moulding all around the top with foot rest 2-1/2" X 1" and 2 drawers with 19 mm OST board (1 small and 1 big), 2 Godrej drawer locks and two knobs . The entire unit to be finished in french polish with melamine finish	Nos	22	9	5	9	15	60			
	Study Chair										
3	Supplying of study chair of approx. size 18-1/2" X 19" without arm consisting of 3-3/4" X 1" thick good quality teak wood members with (4") or 10 mm thick foam cushion to be fixed inside the seat frame of 3-3/4" X 1" upholstered with cloth fabric of rate not less than Rs.110 to Rs.120 per meter, fixed on 12 mm commercial ply. All the teak wood exposed members to be french polished with melamine finish.	Nos	90	36	35	44	29	234			
Grand Total (Rs.)											

Note:- Actual numbers of quantity of furniture items at 1,2 and 3 above may vary, as per discretion of the MDI Gurgaon.

Place.....

Date.....

Signature of Authorized Person

Name.....

Official Stamp

