

**RFP No: MDI/ CCP/2022-23**

**Dated: 21.06.2023**

**Request for Proposal (RFP) for hiring/engagement  
of Consultant to obtain Consent to Establish (CTE) and  
Consent to Operate (CTO) from the Haryana Pollution  
Control Board**



**Management Development Institute Gurgaon**  
Mehrauli Road, Sukhrali, Gurgaon-122007  
Ph:- +91-124-4560000, Fax:- +91-124-4560005, [www.mdi.ac.in](http://www.mdi.ac.in)



## TABLE OF CONTENTS

1. Introduction and Background .....	3
2. Brief details of RFP.....	4
3. Scope of Work & Important Guidelines to the Bidders.....	4
4. Period of Completion.....	5
5. Pre-Qualification Criteria.....	6
6. Evaluation Criteria.....	7
7. Payment Terms.....	7
8. Taxes.....	7
9. Security Deposit.....	7
10. Conformity to Terms & Condition of RFP Document.....	8
11. Right to Accept OR Reject RFP.....	8
12. Dispute Resolution.....	8
13. Delay Penalty.....	8
14. Article Arbitration.....	8
15. Submission of RFP.....	9
16. Bid Form (Annexure-I).....	10
17. Financial BID (Annexure-II).....	11

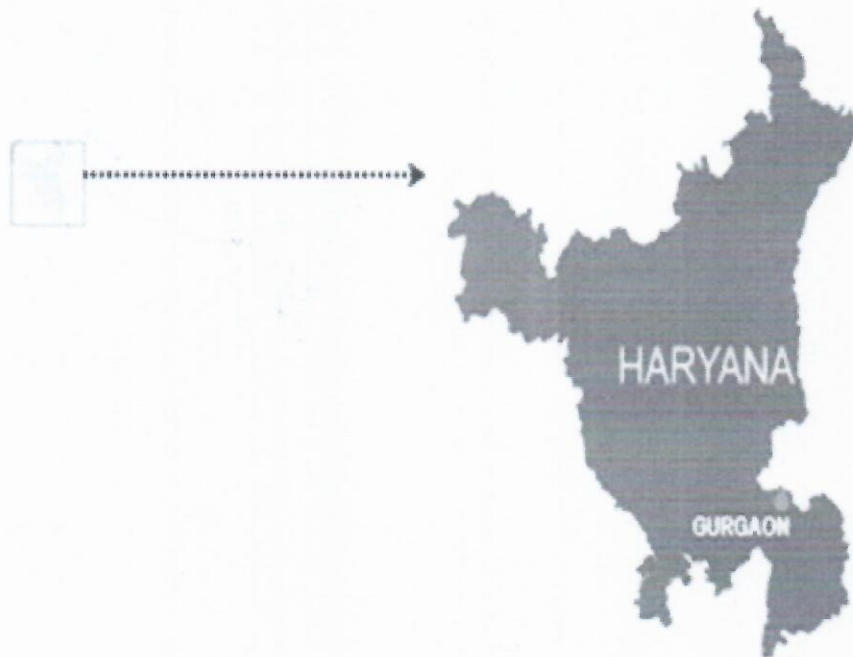


## 1. INTRODUCTION & BACKGROUND

- 1.1. Management Development Institute (MDI) is an Educational and Research Institute Imparting Education & Training to middle and senior level executives of public sector undertaking/ private / Government Organizations besides Consultancy and research.
- 1.2. MDI has its own campus spread over an area of approx. 35.11 acres in the heart of the city of Gurugram, Haryana. Presently the total built-up area of the Institute is about approx. 6,50,000 sq. ft with Lecture Halls, Mini Auditorium & Library block, Computer Centre and Academic Complex, Residential accommodation for executives, students Hostel, and Residential flats for faculty and staff members. Balance space is being maintained with lush green landscaped areas with outdoor sports facilities.
- 1.3. MDI has intend to construct the 05 buildings at 54441 Sqm area as its expansion plan.

### Site Location

## Site Location



The Institute attracts the best students and staff from India, and from the World  
A historic part, a search for progression in the field Management Studies, combine to affect culture and society



## 2. BRIEF DETAIL OF REQUEST OF PROPOSAL(RFP)

Management Development Institute, Gurgaon invites Request for Proposal (RFP) for the hiring/engagement of a Consultant to obtain Consent to Establish (CTE) and Consent to Operate (CTO) from Haryana Pollution Control Board in favor of the Existing 36 Institute Buildings of MDI Gurgaon at the area of 61500 Sqm (Non -FAR) & Proposed Construction of 5 buildings and Main gate at the area of 54441 Sqm of Management Development Institute Gurgaon. Quotations are invited from Consultant/bidders for the subject work with complete details as per the following: -

The Brief details of the RFP are as under:

1.	<b>NAME OF WORK / BRIEF SCOPE OF SERVICE / JOB</b>	Environment Consultancy Services to obtain Consent to Establish (CTE) and Consent to Operate (CTO) from the Haryana Pollution Control Board in favor of the Existing 36 Institute Buildings of MDI Gurgaon at the area of 61500 Sqm (Non-FAR) & Proposed Construction 5 buildings and Main Gate at the area of 54441 Sqm of Management Development Institute Gurgaon.
2.	<b>RFP NO. &amp; DATE</b>	MDI/ CCP/2022-23 <b>Dated:21.06.2023</b>
3.	<b>TYPE OF BIDDING SYSTEM</b>	Two Bid System
4.	<b>COMPLETION/CONTRACT PERIOD</b>	180 Days
5.	<b>EARNEST MONEY DEPOSIT (EMD)</b>	Rs,25,000/- (Twenty Five Thousand Only)
6.	<b>DUE DATE &amp; TIME OF BID SUBMISSION</b>	05.07.2023 at 03.00 PM
7.	<b>CONTACT DETAILS OF TENDER INVITING AUTHORITY</b>	Chief Administrative Officer (Admin) Management Development Institute Gurgaon, Mehrauli Road, Sukhrali, Gurgaon, Haryana-122007

## 3. SCOPE OF WORK & IMPORTANT GUIDELINES TO THE BIDDERS

- I. Consultancy Services are required to obtain Consent to Establish (CTE) and Consent to Operate (CTO) from Haryana Pollution Control Board in favor of the Existing 36 Institute Buildings of MDI Gurgaon at the area of 61500 Sqm (Non-FAR) & Proposed Construction of 5 buildings and Main gate at the area of 54441 Sqm of Management Development Institute Gurgaon.
- II. Preparation and submission of Application to HPCB online/offline (Consent to Establish, Consent to Operate) of the Existing 36 Institute Buildings of MDI Gurgaon at the area of 61500 Sqm (Non-FAR) & Proposed Construction of 5 buildings and Main gate at the area of 54441 Sqm of Management Development Institute Gurgaon
- III. To Gather the necessary documents required for the CTE/CTO application and fill out the application form with complete information and attach all the necessary documents as per the checklist provided by the HSPCB for Obtaining Consent to Establish, Consent to Operate.
- IV. Submit the completed application form, supporting documents, and fee payment receipt to the HSPCB office.



- V. Calculate the applicable CTE fee based on the institutional premises' nature and scale along with the Capital Investment.
- VI. To provide all the supporting documents and to assist in the application or on-filed reviews conducted to assess compliance with environmental regulations and pollution control measures by the HPSPCB.
- VII. To get the HSPCB to issue the Consent to Establish (CTE) document and CTE will specify the terms, conditions, and validity period for establishing the institutional premises for issuing of CTO the bidder needs to assist in all the requirements with environmental regulations during construction for receiving of CTO of the HSPCB after issuing of Consent to Establish (CTE).
- VIII. Gather from the source or requisite Deptt prepare the necessary documents required for the CTO application and any other specific documents specified by the HSPCB. Analysis and submission of the data received from the concerned department.
- IX. The prospective consultant must visit the site for complete information and understanding of the scope of work and its requirement to provide the following services as mentioned above and summarized below.
  - A. Consent to Establish (CTE) from Haryana Pollution Control Boards under sections 25 & 26 of the Water (Prevention & Control of Pollution) Act'1974 & under section 21 of the Air (Prevention & Control of Pollution) Act'1981 of Existing 36 Institute Buildings of MDI Gurgaon at the area of 61500 Sqm (Non-FAR) & Proposed Construction of 5 building and Main gate at the area of 54441 Sqm of Management Development Institute Gurgaon.
  - B. Consent to Operate (CTO) from Haryana Pollution Control Boards under sections 25 & 26 of the Water (Prevention & Control of Pollution) Act'1974 & under section 21 of the Air (Prevention & Control of Pollution) Act'1981 of Existing 36 Institute Buildings of MDI Gurgaon at the area of 61500 Sqm (Non-FAR) & Proposed Construction of 5 building and Main gate at the area of 54441 Sqm of Management Development Institute Gurgaon.

**Site Details of the proposed consultancy Work are as below:**

<b>S. No.</b>	<b>Campus</b>	<b>Contact Person</b>
1	Management Development Institute, Mehrauli Road, Sukhrali, Gurgaon, Haryana	CAO(Admin) Management Development Institute

**4. PERIOD OF COMPLETION**

The process of submitting an online/offline application along with a detailed project report shall be completed within 15 days from the date of award of the contract. Further, all the requisite approval and documents of approval as mentioned in the scope of work shall be obtained from HPCB within 180 days from the date of award of work. The MDI Gurgaon may at its discretion, however, on a specific request by the bidder, with convincing reason extend the period to obtain the specified permission which may not be beyond 90 days in addition to the existing time.



## 5. PRE-QUALIFICATION CRITERIA

- a. Any bidder participating in this bid must have at least 5 years experience of in Professional Services / Consultancy work related to Statutory Clearances from the Pollution Control Board for Education Institutes of similar nature.
- b. Applications from Joint venture Companies duly registered/consortium of firms/companies shall also be considered along with companies, LLP, or partnership firms.
- c. At least one firm should have been in lead experience of having completed or executing at least 5 Nos. of Professional Services/ Consultancy works having Work Order Value of Rs 25,000,00/- (Rs. Twenty-five lakh only) related to similar work during last 3 year up to the last day of month previous to the one in which tenders are being invited.
- d. In support of the above, the Tenderer shall submit details along with self-attested copies of the work order / Contract / Sub-Contract and certificate regarding satisfactory completion or under execution of works along with the tender document.  
"Similar work means the tenderer should have experience of "Pollution related permissions /Licensing Work i.e., getting Consent to Establish, Consent to Operate from the respective Haryana Pollution Control Board/ State Pollution Control Board/Ministry of Environment & Forest.
- e. Annual Turnover: Bidder must have a minimum Annual Turnover of Rs.25,00,000/- (Twenty Five Lakh Only) in the Last 3 Financial Years. The turnover for this purpose should be as per the audited balance sheet including the P&L Statement/ Published Account/ Profit & Loss Account Statement of the tenderer. However, if the tenderer is not required to get its accounts audited under section 44AB of the Income Tax Act, 1961, a certificate from a practicing Chartered Accountant towards the turnover of the tenderer along with copies of its Income Tax return should be obtained. Audited Balance Sheets / Published accounts on a calendar year basis shall also be acceptable.
- f. Definition of Turnover: Total revenue as per Schedule III of the Companies Act, 2013 (Earlier revised Schedule VI of Companies Act, 1956) shall be considered as Turnover.

The balance sheet copy must bear the Registration Number of the authorized Chartered Accountant and its seal. This does not apply to published annual reports.

The provisional Balance Sheet and P&L account statement will not be considered for evaluation, even if the same is submitted.

- g. Earnest Money Deposit (EMD): Amounting to Rs.25,000/- (Rupees Twenty Five Thousand Only) in the form of DD/Pay order in favor of "Management Development Institute Society" shall be provided along with technical bid documents.

The bids will be SUMMARILY REJECTED if the requisite EMD is not submitted along with the bid.

- h. Notwithstanding any other condition/provision in the tender documents, bidders are required to submit complete documents about PQC along with their offer. Failure to meet the PQC will render the bid to be summarily rejected.
- i. MDI reserves the right to complete the evaluation based on the details furnished by the bidder, visit the office & verify the work executed by the tenderer and or seek any additional supporting documents/ clarifications.



## 6. EVALUATION CRITERIA

- a. The financial bid of only those bidders who are technically qualified shall be opened.
- b. Tender ranking shall be decided based on the lowest of the total amount of Environmental Consultancy charges as per Price Bid.
- c. In case there is more than one party being L-1 in RFP, the party with the highest turnover in any of the last three years as submitted against turnover criteria shall be considered as L-1.
- d. As proof of the financial turnover party shall submit an Audited Accounts / Annual Reports / Balance sheet & profit and loss account statement for the last three financial years.
- e. The subject job shall be treated as a non-split tender.
- f. Financial Bid: The tenderer shall quote prices in the Financial Bid in a separate envelope & attached with the tender document written as a Financial quotation with the Name of Work(Annexure-II). No escalation on any account shall be allowed in the quoted prices. The price bid of bidders who have deposited EMD & technically qualified will only be opened.

## 7. PAYMENT TERMS

S. No.	Description	Data collection on completion of application and self-certification that collection of all requirements of the application on submission is made.	on submission of the complete application & submitting the proof of submission of the application.	After receiving the information about processing by the respective office towards approval.	After getting the information of approval /Intent of approval.	After getting the NOC document/ Certificate authorization.
1	Consent to Establish (CTE)	10%	10%	30%	30%	20%
2	Consent to Operate (CTO)	10%	10%	30%	30%	20%

## 8. TAXES

Taxes as applicable shall be payable extra. Statutory deduction of income tax, if applicable at source shall also be made.

## 9. SECURITY DEPOSIT

The 5% retention (security deposit) interest-free will be made from all RA bills. The Security Deposit will be refunded after obtaining the requisite certificates from the Haryana Pollution Control Board or completion of work.



**10. CONFORMITY TO THE TERMS AND CONDITIONS OF THE RFP DOCUMENT**

The tender shall be based strictly on the scope of work and terms, conditions and specifications contained in the Tender documents. No deviation shall be accepted.

**11. RIGHT TO ACCEPT OR REJECT RFP**

The right to accept the RFP/tender will rest with Management Development Institute Gurgaon. The Management Development Institute Gurgaon reserves the right to reject or accept any or all the RFP received without assigning any reason.

**12. DISPUTE RESOLUTION**

12.1. Any dispute, difference, or controversy of whatever nature howsoever arising under, out of, or concerning the Agreement between the Parties and so notified in writing by either Party to the other (the "Dispute") in the first instance shall be attempted to be resolved amicably under the conciliation procedure outlined in clause 13.2 below.

12.2. A Joint Committee with an equal number of representatives (those not directly involved in the day-to-day business operations of either party at the Facility) from MANAGEMENT DEVELOPMENT INSTITUTE GURGAON and M/s ..... the (Name of the Consultancy Firm) shall be constituted for the administration of the agreement. Any disputes arising out of the implementation of the agreement shall be looked into by this Joint Committee for Resolution. The Joint Committee comprising three authorized representatives of MANAGEMENT DEVELOPMENT INSTITUTE GURGAON and an equal number of authorized representatives of M/s (name of the Consultancy Firm) concerned shall be authorized, after going into all pros and cons without jeopardizing the financial interest of MANAGEMENT DEVELOPMENT INSTITUTE GURGAON, as contained in the agreement, to amend the terms and conditions for smooth and hassle-free operation so long as the overall structure of this agreement does not change.

12.3. In the event of any Dispute between the parties not getting resolved unanimously by the Joint Committee, any of the Parties may require such Dispute to be referred to a two-member High-Level Committee comprising the Director of MANAGEMENT DEVELOPMENT INSTITUTE GURGAON and the Chairman of the Consultancy Firm (or such persons nominated by them) for amicable settlement. Upon such reference, the said two persons shall meet not later than 7 days of the date of such request, to discuss and attempt to amicably resolve the Dispute. If such a meeting does not take place within the said period or the Dispute is not amicably settled within 15 days of such meeting between the said two persons, either party may refer the dispute to arbitration.

**13. DELAY PENALTY /DAMAGES**

Time is the essence of the contract. It shall be the responsibility of the consultant to complete the work within the stipulated period of completion. In case the Consultant fails to complete the work successfully within the period of completion, he shall be liable to pay to the MDI, as liquidated damages, a sum at the rate of ½% (half percent) to 1% of the total contract value of the work (as awarded) for every week or part thereof which shall be elapsed between the scheduled time of completion of work as per the period mentioned at clause 4 for each mode of payment on the actual date of completion of work. PROVIDED always that the total amount of such liquidated damages for the delay to be paid under this condition shall not exceed 5% (five percent) of the total contract value, as awarded.

**14. ARTICLE: ARBITRATION:**

I. Any dispute which is not resolved by Amicable Resolution as mentioned above, shall be referred to Arbitration which shall be according to the Indian Arbitration and Conciliation Act, 1996 as amended from time to time.

II. Any Party desirous of initiating arbitration shall give 15 days' notice to the other





party of its intention ("Arbitration Notice"). Each Party shall, within 15 days of the receipt of the Arbitration Notice, appoint an arbitrator of its choice. Within 15 days of their appointment, the two arbitrators shall appoint a third arbitrator who shall preside over the arbitration proceedings.

- III. The venue of arbitration or any legal disputes shall be Gurgaon, Haryana, India, and all arbitration proceedings shall be conducted in English.

## 15. **SUBMISSION OF RFP**

RFP documents, Bid form, Financial Bid(separated envelope) duly completed, and other supporting documents in the given format duly signed and stamped have to be submitted to the given below address: -

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

- A. The bidder shall be deemed to have satisfied himself before bidding as to the correctness and sufficiency of his tender for the works and of the rates stated in the price bid, which shall cover all his obligations under the contract and all matters and things necessary for the proper completion of works.
- B. bidder should submit the following documents with their bid;
- I. Covering Letter
  - II. Copies of Audited Accounts / Annual Reports / Balance Sheet & Profit and loss account statement for the last three financial years.
  - III. Copy of GST Registration Certificate
  - IV. Copy of PAN Card
  - V. Copy of Similar Work Done as mentioned in the PQC Criteria.
  - VI. Copy of company/MSME Registration/firm registration Certificates etc.
  - VII. Any Other Documents supporting merit
- C. Offers submitted by Fax/email will not be accepted.



**BID FORM**

**The Chief Administrative Officer  
Management Development Institute,  
Gurgaon**

**Subject:** Request for Proposal (RFP) to obtain Consent to Establish (CTE) and Consent to Operate (CTO) from the Haryana Pollution Control Board in favor of the Existing 36 Institute Buildings of MDI Gurgaon at the area of 61500 Sqm (Non-FAR) & Proposed Construction 5 building and Main Gate at the area of 54441 Sqm of Management Development Institute Gurgaon.

The undersigned Firm/Company, having read and examined all details of the tender document for Consultancy support as specified in the scope of work, confirms the following details.

1	Telephone	
2	Address of the bidder	
3	Registration Firm/company No all reference shall be made regarding this tender	
4	Designation of the person to whom all reference shall be made regarding this tender	
5	Address of the person to whom all reference shall be made regarding this tender	
6	Telephone (with STD code)	
7	Mobile No. of the contact person	
8	Email of the contact person	
9	PAN No.	
10	GST No.	

Documents forming part of the bid

We have enclosed the following: -.....

(Details to be provided by the bidder)

- 1.
- 2.
- 3.

We hereby declare that RFP is made in good faith and the information is true and correct to the best of our knowledge and belief.

**Signature and Seal of authorized signatory of the bidder**



**FINANCIAL BID**

**Name of Work:** Environment Consultancy Services to obtain Consent to Establish (CTE) and Consent to Operate (CTO) from the Haryana Pollution Control Board in favor of the Existing 36 Institute Buildings of MDI Gurgaon at the area of 61500 Sqm (Non-FAR) & Proposed Construction 5 building and Main Gate at the area of 54441 Sqm of Management Development Institute Gurgaon.

<b>S No.</b>	<b>Description of Work/Activity</b>	<b>Amount Quoted</b>
1	For obtaining Consent to Establish (CTE) from the Haryana Pollution Control Board in favor of the Existing 36 Institute Buildings of MDI Gurgaon at the area of 61500 Sqm (Non-FAR) & Proposed Construction of 5 buildings and Main Gate at the area of 54441 Sqm of Management Development Institute Gurgaon.	Rs..... (Rupees..... ..... Only)
2	For obtaining Consent to Operate (CTO) from the Haryana Pollution Control Board in favor of the Existing 36 Institute Buildings of MDI Gurgaon at the area of 61500 Sqm (Non-FAR) & Proposed Construction of 5 buildings and Main Gate at the area of 54441 Sqm of Management Development Institute Gurgaon.	Rs..... (Rupees..... ..... Only)

Note:

- 1) GST as applicable shall be payable extra.

**Signature and Seal of authorized signatory of the bidder**

