

(MDIG/Estate/2023-24/dated 19<sup>th</sup> July 2023)

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

**TENDER DOCUMENT**

**for**

**“Providing services for Plumbing and Sanitary & Fire Equipment  
Maintenance at Management Development Institute Gurgaon”**

**Last Date for submission of filled tender to MDI Gurgaon: 09<sup>th</sup> August 2023 by 3 p.m.**

**Pre-Bid meeting will be held on 25th July 2023 (Tuesday) at 2:30PM at 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/Proprietor with Company's seal stamped on each page).**

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**The bidders 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.**

## PART-I

### NOTICE INVITING TENDER

#### **FOR PROVIDING SERVICES FOR PLUMBING AND SANITARY & FIRE EQUIPMENT MAINTENANCE AT MANAGEMENT DEVELOPEMENT INSTITUTE 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 programmes, and value-added consultancy. The institute integrates knowledge, research, industry experience and international exposure to offer comprehensive programs. It is the first Indian Business School and second in Asia to be accredited by 'Association of MBAs' (AMBA), UK. Various surveys have consistently ranked MDI amongst the top 10 B-Schools of the country. The Post Graduates Programmes in Management offered by MDI are recognized and accredited by the All-India Council for Technical Education (AICTE). MDI Gurgaon endeavors to be a plastic free campus. Also, MDI Gurgaon follows the waste segregation at source as per the directions of Govt. of India from time to time and vendor has to necessarily adopt the same.

The Institute invites bids from the interested eligible and reputed vendors in **"Two Bid System"** consisting of **"Technical Bid and Financial Bid"** as mentioned hereunder, strictly in the format attached, for engaging agency for **"Providing services for Plumbing and Sanitary & Fire Equipment Maintenance at Management Development Institute Gurgaon"** for a period of three years from the date of commencement of services. However, the vendor's performance during the year will be evaluated/ assessed on completion of each year by MDI Gurgaon. On satisfactory performance the contract will be continued for the next year. However, the Institute, at its discretion, at any time can alter/reduce/modify the scope of work without citing any reasons to the bidder/vendor.

Interested eligible bidders may submit bids in two separate envelopes duly superscribed as **"Technical Bid"** and **"Financial Bid"**. Both these bids should be put in one big envelope superscribed **"Providing services for Plumbing and Sanitary & Fire Equipment Maintenance at Management Development Institute Gurgaon"**.

Tender form can be downloaded from Management Development Institute Gurgaon website: <https://mdi.ac.in> from 19<sup>th</sup> July 2023 onwards and the same is duly filled along with enclosures be submitted in physical form through speed post /by hand latest by **9<sup>th</sup> August 2023 up to 3:00 PM**. Any bid received after the last date and time for bid submission will not be accepted and will be summarily rejected.

## PART-II

### IMPORTANT INFORMATION RELATED TO TENDER

Sl. No.	Information	Dates
1.	Date/Time of Publishing of Tender	<b>19<sup>th</sup> July 2023, 10 a.m. onwards</b> <a href="https://www.mdi.ac.in/infrastructure/tenders.html">https://www.mdi.ac.in/infrastructure/tenders.html</a>
2.	Date/Time of Pre-Bid Meeting (for Clarification)	<b>25<sup>th</sup> July 2023 / 2:30PM</b> (at MDI Gurgaon). <b>Bidders are requested to depute only one person to attend the meeting.</b>
3.	Date/Time of closing of Tender	<b>9<sup>th</sup> August 2023/ 3:00 PM</b>
4.	EMD Amount (Refundable to unsuccessful Bidder)	Rs. 50,000/- is to be paid through a Demand Draft in favour of "Management Development Institute Society", payable at Gurgaon. The DD has to be attached with the application form, without which the bid would not be considered valid.
5.	Period of validity of Tender	<b>180 days from the date of closing of Tender</b>
6.	Address for pre-bid and communication	C E (Physical Infrastructure Department), Management Development Institute Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana) Contact no.: 0124-4560517 (9.30 AM to 5.30 PM on working days Mon-Fri), e-mail dsrawat@mdi.ac.in
7.	Term of Contract	The contract shall be valid for a total period of three years from the date of commencement of services. However, the vendor's performance during the year will be evaluated/ assessed on completion of each year by MDI Gurgaon. On satisfactory performance the contract will be continued for the next year.

1. Sealed Bids are invited under two bid system from reputed, well established and financially sound service providers to provide 24x7 basis **services for Plumbing and Sanitary & Fire Equipment Maintenance** at MDI Gurgaon. The instruction for Bidders is enclosed as Part-III; Scope of work in Part-IV. Terms & Condition of the tender is enclosed as Part-V, Bidder's details format is enclosed as Part-VI. Undertaking by the Bidder as Part-VII and Self Declaration by Bidder at Part-VIII.

2. The bids duly filled in all respect 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 09<sup>th</sup> August 2023 / 3:00 PM.
3. The address and contact numbers for sending Bids or seeking clarifications regarding this Tender are given below:
  - a. **Bids queries to be addressed to:** CE, Physical Infrastructure, Management Development Institute Gurgaon, Contact no.: 0124-4560517 (9.30 AM to 5.30 PM on working days Mon-Fri), e-mail dsrawat@mdi.ac.in.
  - b. **Postal address for submitting the Bids:** Chief Administrative Officer (Institutional Services), Management Development Institute Gurgaon, Mehrauli Road, Sukhrali, Gurgaon-122007 Haryana
4. Tenders should be accompanied by Bid Security for an amount of Rs. 50,000/- (Rupees Fifty Thousand Only) submitted in the form of Demand Draft in favour of "Management Development Institute", payable at Gurgaon.
5. Tenders received after the last date and time (i.e. 09<sup>th</sup> August 2023 at 3:00 PM) will not be considered.
6. MDI Gurgaon reserves the right to either accept or reject any or all of the tenders without assigning any reason whatsoever and decision of Director, MDI Gurgaon shall be final and binding.

## **PART-III**

### **INSTRUCTIONS FOR BIDDERS**

- 1. Scope of Services:** The Scope of Services is given in Part IV.
- 2. Eligibility Criteria:**
  - a) Should be registered with the appropriate government authorities as a service provider agency/company and should be in existence for not less than Five years before 31/03/2023.
  - b) Should be providing similar kind of services for five years during the last five financial years (i.e. providing services for Plumbing and Sanitary & Fire Equipment Maintenance in Regulatory bodies, Large Educational /Research Institutions, Universities, Schools, Colleges, Public or Private Sector Companies / Undertakings, Autonomous Bodies etc.).
  - c) Must have a valid license (as on bid submission date) for providing the above mentioned services as stipulated in the relevant provisions.
  - d) Must have achieved minimum Average Annual Turnover of Rs. 20 Lakh during last three completed financial years.
  - e) Should have their own Bank Account.
  - f) Should be registered with Income Tax and GST departments.
  - g) Should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other regulatory authorities including under the Contract Labour (Regulation and Abolition Act) and should be in compliance with applicable Act/laws. Should hold a valid License for running the agency/ services.
  - h) The agency or any of its partners /directors etc. should not have been black listed/ debarred by any of the government agencies/Private company or department or should not have been found guilty of commission of acts of moral turpitude or convicted for any economic offence or for violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations including by PF/ESI authorities.
  - i) The Tenderer should have minimum five years' experience in doing similar nature of work and have successfully completed the same. In support of this, tenderer should submit the copy of such work orders along with satisfactory completion certificates issued from at least five or more clients.
  - j) Should have successfully completed at least ONE similar work of annual value equal to Rs. 10 Lakh(s) or more from any Public Sector Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute / Corporate Establishment / Educational Institution / Schools during the last three years. Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments/Companies and Balance Sheet in support of requirement.

### **3. Documents required in support of eligibility and Qualification:**

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

- a) Self-Attested copy of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address evidencing its location in such territory in the last 2 years.
- b) Self-attested copy of Certificate of Incorporation in respect of the applicant organization issued by the appropriate authority.
- c) Self-attested copy of valid license for providing services for Plumbing and Sanitary & Fire Equipment Maintenance.
- d) Self-attested copy of valid registration certificate of Labour Department / EPFO / ESIC etc., as may be required.
- e) Statement of average annual turnover of last three years, in support of eligibility criteria mentioned above, from a registered practicing Chartered Accountant.
- f) EMD of required amount as specified in this tender document.
- g) Self-attested copy of GST registration certificate and PAN.
- h) Self-attested copies of work Orders and Client's Satisfactory Certificates.
- i) Declaration for not having been blacklisted by any State Government or by Government of India as per the format in this tender document.

### **4. Tender Validity**

The validity period of the bid will be **180** days from the date of opening of tender documents, which may be extended by the bidders for such period as may be requested by MDI Gurgaon. A proposal valid for a shorter period may be rejected as non-responsive.

### **5. Bid Security /Earnest Money Deposit (EMD)**

- a. The interested bidders may submit the tender document complete in all respects along with earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees fifty thousand Only) in the form of a Demand Draft from a commercial bank, in favour of "Management Development Institute Society", payable at Gurgaon".
- b. Any Tender not accompanied by Bid Security shall be summarily rejected and not considered at all.
- c. Bid Security of unsuccessful bidders will be returned without any interest within 30 days after finalization of tender.
- d. Bid Security of the successful bidder shall be returned on receipt of Performance Security Deposit, after signing the contract.
- e. Bid Security shall be forfeited if the bidder withdraws his bid during the validity period of Tender.
- f. The Earnest Money shall be forfeited if
  - (i) The Bidder/Tenderer withdraws his Tender during the validity period of Tender.

- (ii) The Successful Bidder/Tenderer fails to comply with all the terms and conditions of the Tender Document during the currency of the contract.
- (iii) The Successful Bidder/Tenderer fails to comply with the rules and regulations set forth by Government such as PF, ESI, Minimum Wages and other statutory requirements.

**6. Preparation and Submission of Bids:**

- a) Tenders are to be submitted as per two bid system i.e.- Technical Bid and Financial Bid.
- b) All entries in the tender form should be legible and filled clearly.
- c) Tender should be typewritten and every correction and interlineations 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 should also be duly attested.
- 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. Technical Bid should also contain Tender Form, Declaration Form, Manpower Details, Performance Statement, and Details of Staff available with the Agency.
- f) Financial Bid should only contain the Price Schedule duly filled as per format given in Part VII. No overwriting, corrections, interlineations etc. are permitted in the Financial Bid. If found, bid shall liable to be rejected.
- 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 and Financial) separately sealed in envelopes super-scribing as Technical Bid and Financial Bid, respectively. Both the sealed envelopes should be put in a third sealed envelope and should be super scribed as **“Providing services for Plumbing and Sanitary & Fire Equipment Maintenance at Management Development Institute Gurgaon”**.

**7. Bid Submission:**

Sealed Tenders should be addressed and submitted along with requisite documents at **Chief Administrative Officer (Institutional Services), MDI Gurgaon, Mehrauli Road, Sukhrali, Gurgaon-122007** Haryana latest by 09<sup>th</sup> August 2023 by 3:00P.M. through Speed Post/By Hand only.

**8. Late Bids:**

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

**9. Opening of Tenders:**

The Tenders shall be opened at the scheduled date, time and venue as may be decided by MDI Gurgaon, by the committee constituted by the competent authority of MDI Gurgaon.



## 10. Evaluation of Tenders:

- a) The committee constituted by the competent authority of MDI Gurgaon shall evaluate the Technical Bids with reference to technical requirements and various other commercial criteria given in the Tender Document. All eligibility conditions have to be satisfied on the date of submission of bid and not later.
- b) The bid of the bidders who submit their bid in the proper format and with the required EMD will be evaluated. The bids of the non-conforming bidders shall be rejected without further evaluation.
- c) Any conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.
- d) MDI Gurgaon may seek such clarification/information/document as may be required for it to satisfy the eligibility of the bidders. Failure on the part of the bidder to submit such information within the stipulated time may entail cancellation of the bid of such bidder. MDI Gurgaon Committee at its own discretion may visit any of the premises of the client(s) as per list provided by you and make quality assessment of the services provided, at its own expense.
- e) Only Technically qualified bids shall be further considered for opening and evaluation of financial bids.
- f) The metric for evaluation of Technical Bids on a scale of 30 marks shall be as follows subject to the requirement condition that the Minimum Qualifying Marks for Technical Bid would be 18 out of 30.

S. No	Technical Criteria	Tenderer to tick the appropriate column	Marks	Total Marks
1	<b>Experience of the Bidder in providing services for Plumbing and Sanitary &amp; Fire Equipment Maintenance (Provide proof in support)</b>			
	(1) 5 years to 7 years		03 Marks	8
	(2) Above 7 years but less than 10 years		05 Marks	
	(3) More than 10 years		8 Marks	
2.	<b>Average Turnover of the Bidder during the last three consecutive Financial Years in providing similar services for Plumbing and Sanitary &amp; Fire Equipment Maintenance (Provide proof in support)</b>			
	(1) Turnover between Rs. 20 Lakh to Rs. 30 Lakh		03 Marks	8
	(2) Turnover above Rs. 30 Lakh to Rs. 40 Lakh		05 Marks	
	(3) Turnover above Rs. 40 Lakh		07 Marks	

3.	<b>Currently Providing Number of persons for providing services for Plumbing and Sanitary &amp; Fire Equipment Maintenance in Public Sector Company/ Bank/Central or State Government / Autonomous Institute / Corporate Establishment of repute / reputed institutes (Provide proof in support)</b>		
	(1) Between 20 to 25		03 Marks
	(2) Above 25 to Less than 50		05 Marks
	(3) More than 50		07 Marks
4.	<b>Total Number of persons for providing services for Plumbing and Sanitary &amp; Fire Equipment Maintenance working on the Pay Roll of Bidder duly supported by EPFO Challan for the month of August,2022 (Provide proof in support)</b>		
	(1) Between 20 to 25		03 Marks
	(2) Above 25 to Less than 50		05 Marks
	(3) More than 50		07 Marks

a. The metric for evaluation of financial bids on the scale of 40 marks shall be as follows:

Sl. No.	Financial Criteria	Total Marks
1.	L-1 (Lowest Bidder)	30
2.	L-2 (Bidder)	$30 \times (L1/L2)$
3.	L-3 (Bidder)	$30 \times (L1/L3)$
4.	L-4 (Bidder)	$30 \times (L1/L4)$
5.	L-5 (Bidder)	$30 \times (L1/L5)$

**11.** The successful bidder shall be declared on the basis of final marks (100) obtained in Technical Evaluation Score (TS) (30) + Financial evaluation Score (FS) (70 marks) to highest scorer. Financial score of the proposals will be determined using the following formula: -

$$FS = 100 \times (FL/F)$$

Where,

'FS' is the Financial Evaluation Score of a bidder,

'FL' is the Lowest Financial Proposal among all the bids received and

'F' is the Financial proposal of a particular bidder.

For the purpose of calculation of Composite Score (CS) for each bidder, the weightage is 60 % for the Technical Evaluation Score (TS) and 40% for Financial Evaluation Score (FS) of the respective bidder. The Composite Score shall be calculated using the following formula: -

$$CS = TS \times 0.30 + FS \times 0.70.$$

Tenderers will be ranked accordingly to their Composite Scores and will be listed in the order of merit. The top scorer would be eligible for award of work.

## **12. Award of Contract:**

- a. MDI Gurgaon may award the contract to the successful bidder whose bid is found to be responsive and who is eligible and qualified to perform the contract as per terms and conditions of the Tender document.
- b. MDI Gurgaon will communicate to the successful bidder that its proposal has been accepted and will issue "Letter of Award".
- c. The successful bidder will be required to execute an Agreement with MDI Gurgaon.
- d. Failure of the successful bidder to comply with the requirements of the above clauses shall constitute sufficient grounds for annulment of the award and forfeiture of EMD.

**13.** Each Bidder/Tenderer shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder/tenderer or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

## **14. Performance Security Deposit and Award of Contract:**

The successful bidder who is awarded the contract shall be required to deposit a Performance Security Deposit of Rs 1 Lakh in the form of Bank Guarantee/Demand Draft from any Scheduled Commercial Bank drawn in favour of MDI Gurgaon covering the period of contract and 180 days beyond the contract period. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly extended/renewed by the successful service provider. All incidental charges whatsoever such as premium, commission etc. with respect to the Bank Guarantee/Demand Draft shall be borne by the successful bidder. Non deposit of PBG within the stipulated time shall render the contract invalid at the discretion of MDI Gurgaon.

- (a) The successful Tenderer shall execute an agreement on a non-judicial stamp paper of value Rs. 100/- (stamp duty to be paid by the tenderer) within 15 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted.
- (b) If the successful Tenderer fails to execute the agreement and / or to deposit the required Security deposit within the specified time or withdraw his tender, after the intimation of acceptance of his tender has been sent to him or owing to any other reasons, he is unable to undertake the contract, his contract will be cancelled and the EMD deposited by him along with the tender shall stand forfeited by the Tender Inviting Authority.

## **15. Effectiveness and Duration of Contract**

The contract shall come into effect on the date of signing the contract by both the parties. The contract shall be valid for a period of three years from the date of commencement of services. However, the vendor's performance during the year will be evaluated/ assessed on completion of each year by MDI Gurgaon. On satisfactory performance the contract will be continued for the next year. The contract can be extended for further period on the same terms and conditions if both the parties agreed to that.

**16. Commencement of Services:**

The Service Provider agency should commence the above mentioned services within 15 days of signing of contract or any other date mutually agreed by both the parties, however the same can be further extended with the mutual consent of both the parties.

17. The Competent Authority of MDI Gurgaon reserves the right to cancel all bids or discontinue this tender process, without assigning any reason at any time prior to signing of agreement with the successful bidder.
18. The bidder will be bound by the details furnished by him/her to MDI Gurgaon while submitting the tender or at subsequent stage. In case, any of such documents furnished if found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
19. This document does not constitute nor should it be interpreted as an offer or invitation for the appointment of the Service Provider agency/ vendor described herein.
20. This document is meant to provide information only and upon the express understanding that recipients will use it only for the purposes set out above. No representation or warranty, expressed or implied, is or will be made as to the reliability, accuracy or the completeness of any of the information contained herein. While this document has been prepared in good faith, neither MDI Gurgaon, nor any of their officers or subscribers make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly and expressly disclaimed by MDI Gurgaon and any of their officers or subscribers even if any loss or damage is caused by any act or omission on the part of MDI Gurgaon or any of their officers or subscribers, whether negligent or otherwise.
21. By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient by or on behalf of MDI Gurgaon. MDI Gurgaon and any of their respective officers or subscribers undertake no obligation, among others, to provide the recipient with access to any additional information or to update this document or to correct any inaccuracies therein which may become apparent, and they reserve the right, at any time and without advance notice, to change the procedure for the selection of or any part of the interest or terminate negotiations or the due diligence process prior to the signing of any binding agreement.
22. This document constitutes no form of commitment on the part of MDI Gurgaon. Furthermore, this document confers neither the right nor an expectation on any party to participate in the proposed Service Provider selection process.
23. When any proposal is submitted pursuant to this Tender, it shall be presumed by MDI Gurgaon that the bidder has fully ascertained and ensured about its eligibility to render service as given in the document, in the event of the same being selected ultimately to act as such, under the respective governing laws and regulatory regime and that there is no statutory or regulatory prohibition or impediment to acting as such Service Provider and it has the necessary approvals and permissions and further suffers no disability in law or otherwise to act as such.

- 24.** MDI Gurgaon reserves the right to vary/alter/amend the eligibility criteria for the Service provider at any time, in its discretion, before the last date of submission of proposals.
- 25.** The Service providers shall comply with and abide by such directions that MDI Gurgaon may issue from time to time.
- 26.** The proposal and all correspondence and documents shall be written in English. All proposals and accompanying documents received within the stipulated time shall become the property of MDI Gurgaon.
- 27.** The proposal shall be valid for a period of three months from the date of opening of proposals. A proposal valid for a shorter period may be rejected as non-responsive.
- 28.** Any matter relating to the appointment of Service Provider agency or the procedure for the appointment of Service Provider agency shall be governed by the Laws of Union of India and state of Haryana from time to time Disputes, if any arising under the said process shall be subject to the exclusive jurisdiction of courts at Gurgaon.

## Part-IV

### SCOPE OF WORK

#### **Providing services for Plumbing and Sanitary & Fire Equipment Maintenance at Management Development Institute Gurgaon**

1. The Institute has approximately 35.11 Acres Campus at Gurgaon – Haryana for imparting training to the post graduate students, the participants representing Government, Public and Private Sector organizations. The Institute is housed in the premises located at the Mehrauli – Gurgaon Road with facilities like Academic Block, Computer Centre, Library, Executives Hostel, Lecture / Conference Halls, Auditorium, Syndicate Room, Class Rooms, Director’s Bungalow, Residential Buildings Residential Area, Student Hostels, Gym, common/open area, Pump house, AC Plant, service stations, DG set rooms, Security Gates, Roads around Campus, Pathways, Lawn Tennis, Badminton Court, Car Parking Areas etc.

Institute requires the services of eligible agency who has adequate experience and trained manpower necessary tools and equipment’s for providing services for Plumbing and Sanitary & Fire Equipment Maintenance, on job work and on the terms and Conditions, set out, hereinafter, for purposes of providing upkeep and maintain of these services at the Institute’s Campus.

The intended bidders are advised to undertake a survey of the Institute premises and satisfy themselves about the scope of work before submitting their rates in prescribed format enclosed as Annexure I. In general, intended bidders shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their quote. A quote once submitted shall be deemed to have been submitted with full knowledge of aforesaid factors.

2. The contractor shall be responsible for the standard maintenance of plumbing and sanitary services, fire equipment maintenance services and maintenance/services of one STP 100 KLD as per details given below: -

2.1 It shall be responsibility of the bidder for providing and arranging services of qualified staff required for carrying out regular routine and preventive maintenance works, including necessary repair/replacement works of plumbing & sanitary in nature, maintaining smooth and unhindered operational and working condition of the entire plumbing grid / system i.e. both internal and external plumbing line (underground, concealed and open) at all levels 24x7 basis.

2.2 The Institute will not provide any accommodation to the agency staff.

2.3 Removal of choakages/ blockage in soil waste line, gully/ nahani traps, manholes, inspection chambers, bottle traps, sinks, wash hand basin, urinals, water closets and removal of debris outside the hostel premises at own cost.

2.4 Disconnecting and reconnecting plumbing connection in case of water heaters, geysers, boilers, coolers, electrical gadgets, whenever such electrical gadgets are required to be replaced/ repaired.

2.5 Cementing of joints of various drainage lines, gaps between wash basins, sinks, pointing of joints of tiles of floors and dados, cementing of loose tiles, floors and dados, including re-fixing the same with white cement and matching pigment.

2.6 Refixing of loose fixtures and fittings including supporting brackets of wash basins, sinks, flushing cistern, drain boards, towel rods, mirrors, glass shelves, soap holders, nahani traps, gratings and other existing fixtures and fittings in the hostel/dining hall, removal of existing fittings/fixtures without causing any damage to the property, grouting of new wooden gutties in cement mortar and re-fixing with new screws; and removing where necessary etc.

2.7 The agency shall properly maintain the Fire Equipment Installed in all the building of the Institute including maintenance of fire pumps/fire panels/hose reels/hosepipes/sprinklers etc.

2.8 The agency shall conduct regular drills of these fire equipment's at a regular interval in consultation with the engineer-in-charge of the institute. A report should be submitted to the engineer-in-charge PI Department.

2.9 The agency shall maintain the 100 KLD STP (plumbing part but including maintenance of the pumps installed only) conduct regular drills of these fire equipment's at a regular interval in consultation with the engineer-in-charge of the institute. A report should be submitted to the engineer-in-charge PI Department.

2.10 All equipment, testing appliances, tools, safety belt, helmets, scaffolding etc. for carrying out the work and tackles necessary for completing the work shall be procured by the bidder at its own cost, unless otherwise directed.

2.11 Bidder shall ensure to deploy qualified Supervisor, technical staff and helper as per details give in the table below. Further, it is estimated that minimum manpower deployment for Institute's work is as under-

<b>Type of Manpower</b>	<b>Nos.</b>	<b>Qualification</b>	<b>Minimum Work Experience</b>	<b>Working Time</b>
<b>Supervisor</b>	01	ITI passed/ Diploma having knowledge of plumbing, firefighting and STP maintenance	7 yrs	9:30 a. m. – 5:30 p.m. and 6 days a week

<b>Experienced plumber</b>	02 + 01	ITI passed/ Diploma	3 yrs	(i) 8 a.m. to 8 p.m. - 2 Nos.  (ii) 8 p.m. to 8 a.m. - 1 No.
<b>Experienced Fire Technician</b>	01 + 01	ITI passed/ Diploma	3 yrs	(i) 8 a.m. to 8 p.m. - 1 No.  (ii) 8 p.m. to 8 a.m. - 1 No.
<b>Helper</b>	03	10 <sup>th</sup> pass	3 yrs	7 days in week 8 a.m. to 8 p.m

2.12 In case of absence of regular supervisor/plumbers, alternate arrangement shall be made by the bidder so as to maintain the continuity without suffering the work, as per the convenience of the Institute.

2.13 There shall be a regular/routine check on plumbing system, taps, valves, traps, overhead tank & underground tanks inlet & outlet lines and other allied works related to plumbing nature, water supply and sanitary system from hostel drainage, external drainage to municipal trunk /sewer line by taking round and visiting ducts on daily basis.

2.14 The complaints registered by the students in the complaint book maintained with the student hostel office will be checked daily and all complaints will be attended promptly. After satisfactory completion of the complaint the signature shall be obtained from respective students or their representative or student's hostel office.

2.15 The bidder shall ensure effective maintenance throughout the year with due diligence under advise and directions of Institute.

2.16 Registers are to be maintained by technicians and regularly report to the Physical Infrastructure (PI) office, MDI Gurgaon

- i) Complaint Register: All complaints received with respect to Plumbing & Sanitary items are to be recorded with time and date of receipt and as and when complaints are addressed should be maintained.
- ii) Spare Tool and Tackle Register: All the spares issued by the Institute and tools and tackles are to be recorded in the register. Plumbing & Sanitary items will be issued by the Institute and proper records of the same are to be maintained and to be shared to the concerned department for their records.

3. It shall be the duty and responsibility of the contractor to ensure that the employees engaged for the work are physically fit and free from all communicable contagious, infectious and other diseases. If any employee(s) is / are found to be suffering from any disease or if any employee(s) commit any misconduct or misbehavior, the contractor shall be required to remove such employee(s) immediately at the



request of the Institute, without demur and without questioning the decision in this respect and restrain the entry of such individuals in the Campus precincts.

4. Since the work is on job basis the contractor shall submit to MDI bill on monthly basis. The Institute shall make payment within 15 clear days after proper verification / scrutiny of the claims of the contractor.
5. The contractor shall indicate the name of representative / contact person for monitoring of the work on day to day basis.
6. The agency shall all the time ensure to follow the Work Safety Policy.
7. If there arises any dispute relating to this contract the same shall be referred to sole arbitration of the Director of the Institute whose decision shall be final and binding on both the parties i.e. Institute and the contractor.
8. The rates quoted and accepted shall remain unchanged for a period of three years from the date of receipt of work order / taking over the operational charge.

No upward revision in rate on any ground whatsoever shall be allowed during currency of the contract.

Rate quoted should clearly mention all taxes and levies etc.

Income tax recovery as per rates prescribed by the Government of India from time to time will be made from each monthly bill.

Service Tax/ GST/Sales Tax / VAT / WCT, if payable, shall be paid as applicable from time to time but the contractor should hold a valid license / registration number for the same.

9. In case of MDI being called upon by any statutory authority for any purpose relating to the matters of the services being provided by the engaged agency, the contractor shall be solely responsible to bear all costs that MDI may have to incur on account of such infringement by the contractor or indemnify MDI for any such loss in total including the legal expenses incurred thereof.

#### **SECURITY DEPOSIT**

10. The contractor shall be required to deposit an amount of Rs. 1,00,000/- (Rupees One Lakh only) as Security Deposit with MDI. The amount of Security Deposit will be retained by MDI free of interest for the entire period of engagement.

#### **TERMINATION**

11. If for any reason the contractor is not in a position to render the service as required under this MOU or to maintain the service standard(s) required of the contractor the Institute shall be entitled to terminate the arrangement by serving one months' notice to the contractor and the contractor shall also have the right to terminate the arrangement by giving three months' notice in writing so as to enable the Institute to make alternative arrangement(s).

### **NOTICE AND ADDRESS**

- 12.** Director, MDI Gurgaon will be the sole arbitrator in the event of any dispute.  
The Institute has unfettered right hereunder to terminate the arrangement at any time without assigning any reason whatsoever. The jurisdiction for dispute(s) if any shall be Gurgaon.
- 13.** The Institute reserves the right to reject any or all quotes without assigning any reason (s) thereof.

**Chief Administrative Officer (Institutional Services)**

**DETAILS OF INSTALLED PLUMBING EQUIPMENT AT FOLLOWING BUILDING ARE AS UNDER**

Sl. No.	Name of building	Description of Plumbing related
1.	Auditorium	Three common toilets, two pantries, AC plant water connection, water supply connections and water tanks etc.
2.	Scholar Building	16 common toilets and four fountain connections, hydrants etc., and cooling tower, four water coolers connections and cooling towers.
3.	Library	Four toilets and water supply connections and water tanks
4.	Taksha Shila Hostel Building	135 rooms toilets, 6 suits toilets, 8 common toilets, 2 kitchens, 3 dining halls, 7 water coolers water connection and connected water pipe line of the building and all water tanks.
5.	Nalanda Building	30 toilets with rooms, 6 common commercial toilets, 3 water coolers connections, 2 cooling towers pipe line connections of AC plants and all water tanks.
6.	Change Masters (PGPM Hostel)	9 common toilets, one kitchen, 8 water coolers connections and water supply line, all water storage tanks of building.
7.	Odyssey (Girl's Hostel)	3 common commercial toilets, 4 water coolers connections, 16 rooms toilets, fire pump connections, water supply connection, pump room water line connection & all water tanks of building.
8.	PGPM Lecture Block	6 Nos. common toilets, one pantry, 4 cooling tower water supply lines & water tanks etc.
9.	Residential quarters	C type - 8 toilets, 8 baths & kitchen C/1 type - 6 toilets & 3 kitchens D type - 8 toilets & 4 kitchens E type - 8 toilets & 2 kitchens F type - 5 toilets & one kitchen and all water tanks
10.	Parthenon Building	80 toilets with rooms, 2 common toilets, 1 pantry, 8 water coolers & washing machines connection and other water supply lines and pump rooms water line connections & water reservoir, water tanks - 4 Nos.
11.	D type servant, staff canteen, Bore well etc.	5 toilets and all water supply connections and fittings of all these buildings with water tanks.
12.	Kshitij Hostel	84 toilets, 28 kitchens, 4 pantries, Water tanks 5000 liters 4 Nos. & water line of pumps etc. of water reservoir.
13.	Lakshya Block	8 toilets commercial, 4 pantries 2 water tanks and all water pipe line of the buildings
14.	Lawn Hydrants and water pipe line laid in Campus	All hydrants for horticulture and water pipe line laid for hydrants and water supply to the buildings.
15.	Activity Centre	4 Toilets with all water tank
16.	Samriddhi Building	128 Toilets & 32 Kitchen with all water tanks
17.	Sanskriti Building	64 Toilets & 32 Kitchen with all water tanks
18.	Kaveri Hostel	52 Toilets & 13 Kitchens
19.	Sub Station & Staff canteen	2 Toilet,
20.	New PGPM Hostel	62 common toilets, 49 Urinal, 88 Washbasin, 4 pantry & water coolers & washing machines connection and other water supply lines and pump rooms water line connections & solar water connection & water reservoir, water tanks etc.

**DETAILS OF FIRE EQUIPMENT INSTALLED AT FOLLOWING BUILDING ARE AS UNDER**

Sl. No	Description details	Building	Qty
1	Maintain the Firefighting pump with starter panel, hose canvas pipe 15 Mtr, Hose pipe reel 36 Mtr. Nozzle SS, Hydrant, hose cabinet box, Air vessel, ARV with pressure gauge. 7.5 HP,LPM 450.Head 35 M, Make- Kirlosker complete set.	Gurukula	1
2	Maintain the Firefighting pump with starter panel, hose canvas pipe 15 Mtr, Hose pipe reel 36 Mtr. Nozzle SS, Hydrant, hose cabinet box, Air vessel, ARV with pressure gauge. 7.5 HP,LPM 450.Head 35 M, Make- Kirlosker complete set.	Nalanda	1
3	Maintain the Firefighting pump with starter panel, hose canvas pipe 15 Mtr, Hose pipe reel 36 Mtr. Nozzle SS, Hydrant, hose cabinet box, Air vessel, ARV with pressure gauge. 7.5 HP,LPM 450.Head 35 M, Make- Kirlosker complete set.	Taksha Shila (MDP Dining hall)	1
4	Maintain the Firefighting pump with starter panel, hose canvas pipe 15 Mtr, Hose pipe reel 36 Mtr. Nozzle SS, Hydrant, hose cabinet box, Air vessel, ARV with pressure gauge. 12.5 HP,LPM 900.Head 35 M, Make- Kirlosker complete set.	Taksha Shila (D,E &F))	1
5	Maintain the Firefighting pump with starter panel, hose canvas pipe 15 Mtr, Hose pipe reel 36 Mtr. Nozzle SS, Hydrant, hose cabinet box, Air vessel, ARV with pressure gauge. 7.5 HP,LPM 450.Head 35 M, Make- Kirlosker complete set.	Library	1
6	Maintain the Firefighting pump with starter panel, hose canvas pipe 15 Mtr, Hose pipe reel 36 Mtr. Nozzle SS, Hydrant, hose cabinet box, Air vessel, ARV with pressure gauge. 12.5 HP,LPM 900.Head 35 M, Make- Kirlosker complete set.	Scholar ( D Block)	1
7	Maintained the Firefighting pump with starter panel, hose canvas pipe 15 Mtr, Hose pipe reel 36 Mtr. Nozzle SS, Hydrant, hose cabinet box, Air vessel, ARV with pressure gauge. 12.5 HP,LPM 900.Head 35 M, Make- Kirlosker complete set.	Auditorium	1
8	Maintain the Firefighting pump with starter panel, hose canvas pipe 15 Mtr, Hose pipe reel 36 Mtr. Nozzle SS, Hydrant, hose cabinet box, Air vessel, ARV with pressure gauge. 7.5 HP,LPM 450.Head 35 M, Make- Kirlosker complete set.	Chankaya	1
9 A	Maintain the Firefighting pump with starter panel, hose canvas pipe 15 Mtr, Hose pipe reel 36 Mtr. Nozzle SS, Hydrant, hose cabinet box, Air vessel, ARV with pressure gauge. 7.5 HP,LPM 450.Head 35 M, Make- Kirlosker complete set.	Samriddhi	1
9 B	Maintain the Firefighting pump with starter panel, hose canvas pipe 15 Mtr, Hose pipe reel 36 Mtr. Nozzle SS, Hydrant, hose cabinet box, Air vessel, ARV with pressure gauge. 12.5 HP,LPM 900.Head 35 M, Make- Kirlosker complete set.	Samriddhi	1
10 A	Maintain the Firefighting pump with starter panel, hose canvas pipe 15 Mtr, Hose pipe reel 36 Mtr. Nozzle SS, Hydrant, hose cabinet box, Air vessel, ARV with pressure gauge. 7.5 HP,LPM 450.Head 35 M, Make- Kirlosker complete set.	Sanskriti	1
10 B	Maintain the Firefighting pump with starter panel, hose canvas pipe 15 Mtr, Hose pipe reel 36 Mtr. Nozzle SS, Hydrant, hose cabinet box, Air vessel, ARV with pressure gauge. 12.5 HP,LPM 900.Head 35 M, Make- Kirlosker complete set.	Sanskriti	1
11 A	Maintain the Firefighting pump with starter panel, hose canvas pipe 15 Mtr, Hose pipe reel 36 Mtr. Nozzle SS, Hydrant, hose cabinet box, Air vessel, ARV with pressure gauge. 12.5 HP,LPM 900.Head 35 M, Make- Kirlosker complete set.	Parthenon (Terrace)	1
11 B	Maintain the Firefighting pump with starter panel, hose canvas pipe 15 Mtr, Hose pipe reel 36 Mtr. Nozzle SS, Hydrant, hose cabinet box, Air vessel, ARV with pressure gauge. 20 HP,LPM 900.Head 35 M, Make- Kirlosker complete set.	Parthenon (Pump room)	1
12	Maintain the Firefighting pump with starter panel, hose canvas pipe 15 Mtr, Hose pipe reel 36 Mtr. Nozzle SS, Hydrant, hose cabinet box, Air vessel, ARV with pressure gauge. 7.5 HP,LPM 450.Head 35 M, Make- Kirlosker complete set.	Lakshya	1
13	Maintain the Firefighting pump with starter panel, hose canvas pipe 15 Mtr, Hose pipe reel 36 Mtr. Nozzle SS, Hydrant, hose cabinet box, Air vessel, ARV with pressure gauge. 7.5 HP,LPM 450.Head 35 M, Make- Kirlosker complete set.	Kshitij	1
14	Maintain the Firefighting pump with starter panel, hose canvas pipe 15 Mtr, Hose pipe reel 36 Mtr. Nozzle SS, Hydrant, hose cabinet box, Air vessel, ARV with pressure gauge. 20 HP,LPM 900.Head 35 M, Make- Kirlosker complete set.	Odyssey	1
15	Maintain the Firefighting pump with starter panel, hose canvas pipe 15 Mtr, Hose pipe reel 36 Mtr. Nozzle SS, Hydrant, hose cabinet box, Air vessel, ARV with pressure gauge complete set.	Chaitanya	

A	Fire Pump 12.5 HP, LPM 900. Make- Kirlosker	Terrace	1
B	Fire Pump 73 HP,	Pump Room	1
C	Jockey Pump 13 HP,180 LPM	Pump Room	1
D	Diesel Pump 60 HP,	Pump Room	1
16.	Smoke detectors, fire alarms and Water Sprinklers with panels at all the places installed	All the buildings	
17.	All necessary repairs& maintenance for firefighting pumps, panels	All the buildings	

## **Part-V**

### **TERMS AND CONDITIONS OF CONTRACT**

The contract shall tentatively commence from 01<sup>st</sup> September 2023 and shall continue for a period of total three years unless, it is curtailed or terminated by MDI Gurgaon owing to deficiency of service OR sub-standard quality of services, breach of contract, Non-compliance with any relevant labour laws, or change in requirements of MDI Gurgaon or for any other reasons as stipulated in the contract to be entered into with successful bidder.

1. The contract will be for a total period of three years from the date of commencement of services. However, the vendor's performance during the year will be evaluated/ assessed on completion of each year by MDI Gurgaon. Based on the satisfactory performance only the services will be continued in the next year.
2. Vendor, in person, will meet the Committee of the Institute for interaction and feedback related issues, minimum on a quarterly basis or as intimated.
3. Vendor will provide onsite professionally qualified and dedicated staff as given in scope of work. The vendor staff will wear uniform in blue colour and carry identity card and company badges (to be provided by the agency on its own expenses).
4. The contracting Service provider shall not be allowed to transfer, assign, pledge or sub contract its rights and liabilities under this contract to any other agency without the prior written consent of MDI Gurgaon.
5. MDI Gurgaon reserves right to terminate the contract during initial period also after giving a one month's notice to the selected Service Provider agency.
6. The agency shall not employ any person below the age of 18 yrs. and above the age of 50 years. Employment of child labour will lead to the termination of the contract.
7. The staff deployed shall be the employees of the agency at all times and all statutory liabilities will be paid by the contractor such as ESI, PF, Workmen's Compensation Act, etc. The staff deployed by the agency should be properly trained and have requisite experience and skills.
8. The agency shall engage only such staff and supervisors, whose antecedents and health have been thoroughly verified, including character and police verification and other formalities. The agency shall be fully responsible for the conduct of his staff.
9. The agency at all times should indemnify MDI Gurgaon against all claims, damages or compensation under the provisions of payment of wages Act 1936, Minimum wages Act 1948, Employer's Liability Act 1938, Workmen Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefit Act 1961 or any modification thereof or any other law relating thereof and rules made hereunder from time to time in this regard. Payment of minimum wages, notified by the appropriate government, shall be ensured all the time.
10. The agency will provide to the PI department of MDI Gurgaon a list of all personnel along with their credentials so deployed with permanent and present address along with their latest photographs
11. It shall be responsibility of the agency to issue the employment card / photo /

identity card to the workers and maintain the muster roll, the wage register and other registers as provided in the Contract Labour (Regulation & Abolition) Act. Agency has to ensure that all its employees deployed in MDI GURGAON invariably wear ID card during office hours.

12. The agency shall replace within twenty-four hours any of its personnel, if they are unacceptable to the Authority because of any risk, incompetence, conflict of interest and breach of confidentiality or misconduct on the part of the staff of the agency, upon receiving written notice from the Authority. Notwithstanding the above, the Authority shall have the right to ask to change / replace the personnel at any point of time without assigning any reason.
13. MDI Gurgaon shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the agency.
14. The agency shall be responsible for any damages done to the property of the Authority by the personnel so deployed. MDI Gurgaon will be free to recover it from the Security deposit given by the agency or from any other dues or recover as per loss / damaged.
15. The agency's personnel working in the MDI should be polite, cordial, positive and efficient while handling the assigned work and their actions should promote good will and enhance the image of the MDI. The agency shall be responsible for any act of indiscipline on the part of persons deployed by him.
16. The staff deployed by agency in MDI Gurgaon shall not claim any benefit, compensation, absorption or regularization of their services in MDI Gurgaon either under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. The agency shall have to obtain an undertaking from the deployed persons to the effect that the deployed person is the employee of the agency and shall submit the said undertaking to MDI Gurgaon. In the event of any litigation on the status of the deployed persons, MDI GURGAON shall not be a necessary party to such proceedings, however, in any event, either the deployed persons or to the order of the Court, MDI Gurgaon is made a party to such dispute, the agency shall take all steps to protect the interest of MDI GURGAON and the agency shall reimburse the expenditure that would have been borne by MDI GURGAON to defend itself, if so required..
17. The agency shall ensure that the person deployed are disciplined and shall enforce in prohibition of consumption of alcoholic drinks, paan, gutkha, smoking, loitering, use of mobile phones for entertainment purpose and shall not engage in gambling, satta or any immoral act.
18. The agency shall be solely responsible for making payment directly to the deployed staff by 7th of each month.
19. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by MDI Gurgaon from the agency.
20. The personnel deployed by the agency shall work under overall supervision & direction of the agency.
21. The agency will properly maintain muster roll of the person employed / engaged in connection with the work at the premises of MDI Gurgaon.

22. The agency shall raise the bill along with PF and ESIC statements, as applicable, and submit the same to MDI Gurgaon in the succeeding month.
23. The agency will be solely responsible for making the payment directly to its deployed personnel; since there may be occasional delay in releasing payment by MDI Gurgaon to the agency due to contingencies, payment of wages to the deployed personnel by agency should not be linked with receiving of payment from MDI Gurgaon and shall be independent of the same.
24. Payment to such workers must be made by the agency through e-transfer only. To ensure this, agency will get a bank account opened for every engaged staff.
25. The agency will ensure that staff engaged by him must receive their entitled wages on time.
26. The agency will ensure that Segregation of the waste for disposal should be as per instructions of the Govt. of India, issued from time to time.
27. The entire financial liability in respect of staff of services deployed in MDI Gurgaon shall be that of the agency and MDI Gurgaon will in no way be liable for the same.
28. For all intents and purposes, the agency shall be the "Employer" within the meaning of different labour Legislations in respect of personnel deployed by it. There shall be no claim by such deployed persons of any employment in MDI Gurgaon. The persons deployed by the agency in MDI Gurgaon shall be the employees of agency at all times and not have any stake or claims like employer and employee relationship against MDI Gurgaon.
29. The agency shall be solely responsible for the redressal of grievances if any of its staff deployed in MDI GURGAON. MDI Gurgaon shall, in no way, be responsible for settlement of such issues whatsoever.
30. MDI Gurgaon shall not be responsible for any financial loss or any liabilities arising out of accident or death to any of the staff deployed by agency in the course of their performing the functions / duties or for payment towards any compensation.
31. The agency will be responsible for compliance of all statutory provisions including Minimum Wages, Provident Fund, and Employees State Insurance, contract labour and any other applicable law in respect of the persons deployed by them in MDI Gurgaon. MDI Gurgaon shall have no liability in this regard. Payment of the bill will be made only after successful submission of statutory payment receipts.
32. The agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to MDI Gurgaon to the concerned tax collection authorities from time to time as per extant rules and regulations in the matter.
33. The agency shall maintain all statutory registers under the Law and submit periodical returns and statements. The Service Provider shall produce the same, on demand, to the concerned authorities and to MDI Gurgaon or any other authority under Law.
34. The Tax Deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act / Rules, as amended from time to time and a certificate to this effect shall be provided to the agency by MDI Gurgaon.
35. In case, the service provider fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof MDI Gurgaon is put to any loss / obligation, monetary or otherwise, MDI Gurgaon will be entitled to get itself



reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms or shall be entitled to recover the same by legal recourse.

36. The agency shall submit proof of deposit of PF / ESI and of other statutory dues, payable by it in respect of its staff, deployed in MDI Gurgaon, which shall be a condition precedent for payment of its bills.
37. In case of breach of any terms and conditions as specified in the contract and signed between the parties, the Performance Security Deposit of the Man Power Service Providers will be liable to be forfeited by MDI Gurgaon besides, annulment of the contract and other legal resource.
38. The successful bidder who is awarded the contract by MDI GURGAON will retain all the documentary proof / papers deposited with the respective statutory bodies / Government departments, i.e., Employees State Insurance, Provident Fund and GST. All such documents / papers will be necessarily submitted within seven days by the Man Power Service Provider as and when they are requisitioned by MDI Gurgaon, failing which a penalty of Rs. 100/- per day shall be deducted from the monthly bill of the agency.
39. MDI Gurgaon reserves the right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage for the smooth and timely provision of services.
40. MDI Gurgaon reserves the right to change/alter/modify/reduce the scope of work as per its discretion at any time before or during currency of the contract, without citing any reason whatsoever to the vendor.
41. Any delay or forbearance on the part of MDI Gurgaon or any waiver of its rights or condonation of any acts, on the part of MDI Gurgaon shall not be construed as a waiver of the obligations of the agency and it shall continue to be liable for all such acts or defaults.

## Part-VI

### BIDDER DETAILS FORM

**Tender for Providing services for Plumbing and Sanitary & Fire Equipment Maintenance at Management Development Institute Gurgaon: -**

S.No	Description	Information
1	Name of Tendering agency	
2	Date of Incorporation of Company (Attach ROC Registration certificate/ Registered Partnership Deed)/Firm	
3	Details of Earnest Money Deposit	DD No. .... date ..... of Rs. 50,000/- drawn on Bank ..... Payable at .....
4	Name of Director/ Partner	
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 the Service Provider(Attach certified copy of statement of A/c for the last three years)	
8	PAN No./GIR No. (Attach attested copy)	
9	GST Registration No (Attach attested copy)	
10	Employee Provident Fund Registration No.	
11	Employee State Insurance Registration No.:	

1. Exclusive Income from Services of the tendering Service Provider for the three financial years mentioned below duly certified by a Chartered Accountant (Attach separate sheet if space provided is insufficient).

2.

Financial Year	Amount (Rs.)	Remarks, if any
2020-21		
2021-22		
2022-23		

3. Give details of the major **similar contracts handled by the tendering Service Provider** during the last three years (i.e., 2020-21, 2021-22 and 2022-23) 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.	Services Provided		Amount of Contract (INR)	Duration of Contract	
		Type of Services provided	No. of staff deployed		From	TO
1						
2						
3						

Submit at least three client's details, to whom services have been provided by tendering service provider in the past. The certificate should preferably be from Govt./PSU clients/reputed companies/educational institute etc. and a self-attested copy of the same should be submitted.

4. Additional information, if any. (Attach separate sheet, if required)

Signature of authorized person

Date: .....

Name: .....

Place: .....

Official Seal

## Part VII

Date:...../...../.....

### **UNDERTAKING BY THE BIDDER**

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

Dear Sir/Madam,

Ref: **Tender for Providing services for Plumbing and Sanitary & Fire Equipment Maintenance at Management Development Institute Gurgaon**

Having examined the Tender documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as required and outlined in the Tender for Selection of Services Provider agency.

To meet such requirements and to provide services as set out in the tender document, we attach hereto our response as required by the tender document, which constitutes our proposal. We undertake, if our proposal is accepted, to adhere to the terms and conditions put forward in the tender and the agreement to be entered with MDI Gurgaon. If our proposal is accepted, we will submit a Performance Bank Guarantee issued by a scheduled commercial bank in India as acceptable to MDI Gurgaon.

We agree for unconditional acceptance of all the terms and conditions set out in the tender document as also in the contract to be signed with MDI Gurgaon for provision of services. We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules and other documents and instruments delivered or to be delivered to MDI Gurgaon are true, accurate and complete. This bid includes all information necessary to ensure that the statements therein do not in whole or in part mislead MDI Gurgaon as to any material fact." we understand that if at any point of time it is noticed/discovered by MDI Gurgaon that as information given by us is false or incorrect or misleading MDI Gurgaon shall have the right to take such necessary action as it may deem fit including cancellation of contract.

It is hereby confirmed that I/we are entitled to act on behalf of our corporation/company/firm/organization and empowered to sign this financial bid (attached) document as well as such other documents, which may be required in this connection.

Dated this Day of 2023 (Signature) (In the capacity of)

Duly authorized to sign the bid response for and behalf of:  
(Name and Address of Company)

(Seal/Stamp of bidder) Witness Signature:

Witness Name: .....

Witness Address:.....

## Part-VIII

### 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 Tender Document for Selection of agency for Providing services for Plumbing and Sanitary & Fire Equipment Maintenance at Management Development Institute Gurgaon, I / we hereby declare that presently our company / firm is not held ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our Company / firm ..... is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body 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 security deposit/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,

Place:.....

Date: .....

Signatures:.....

Name:.....

Official Seal

**Annexure I**

**FINANCIAL BID**

(To be printed on the letter head of the tenderer, filled and to be sealed in a separate envelop for Financial Bid)

Sl. No.	Item	Amount (in INR) (Exclusive of GST)	
		Amount in Figure	Amount in Words
1	<p><b><u>Plumbing &amp; Sanitary Services 24x7 basis - (Per Month)</u></b></p> <p><b>(i) Supervisor (1 No.) - (8 hrs a day and 6 days a week only)</b></p> <p><b>(ii) Experienced Plumber (3 Nos.) - (12 Hrs each) ( 8 a.m. to 8 p.m. - 2 Nos. &amp; 8 p.m. to 8 a.m. - 1 No.)</b></p> <p><b>(iii) Experienced Fire Equipment Technician (2 Nos.) - (12 Hrs each) (8 a.m. to 8 p.m. - 1 No. 8 p.m. to 8 a.m. - 1 No.)</b></p> <p><b>(iv) Helper (3 Nos.) - (12 Hrs each) (8 a.m. to 8 p.m)</b></p> <p>Provide cost break up in the table provided on the following pages. GST, as applicable, will be additional paid.</p> <p><b>(Refer scope of work for details)</b></p>		

**Important Note: -**

1. The payment to the staff deployed by the bidder at MDI Gurgaon shall be made by the bidder as per applicable Minimum Wages Act, 1950 (as applicable in Haryana), Ministry of Labour, Govt. of Haryana, amended from time to time, and as applicable on the date of commencement of issue of the Tender.
2. Bids received for partial services will not be entertained and summarily rejected.

**Signature of the authorized signatory:**

**Name:**

**Date:**

**Place:**

**Office Stamp**

**(To be printed on the letterhead of the Bidder and submitted with  
FINACIAL BID ENVELOPE CONTAINING Annexure I)**

**Format for arriving monthly cost for Plumbing and Sanitary Services &  
Fire Equipment Maintenance Services**

<b>Station at MDI Gurgaon</b>	<b>Rate per Supervisor @ 6 days a week 9:30 am - 5:30 pm (Exclusive of Tax)</b>	<b>Rate per plumber/ fire equipment technician for duty 12 hrs a day basis and 7 days a week (Exclusive of Tax)</b>	<b>Rate per helper for duty 12 Hrs a day basis and 7 days a week (Exclusive of Tax)</b>
Wages			
HRA			
Washing Allowance			
Total Wages @ 8 hrs			
PF			
ESIC			
Gratuity			
LWF			
Sub-Total			
Relieving Charges			
Sub-Total			
Management Fee/Service Charges @			
<b>Total</b>			
<b>(A) Total Cost for Supervisor (1 No.)</b>		-	-
<b>(B) Total Cost for Experienced Plumber / fire equipment technician (3 + 2 = 5 No.)</b>	-		-
<b>(C) Total Cost for Helper (3 No.)</b>	-	-	
<b>Grand Total (exclusive of GST) For A+B+C above</b>			

**CHECK LIST FOR BIDDER**

Sl. No.	Details	Please mention if the document attached YES/NO
a.	Self-attested copy of the Certificate of Incorporation in respect of the applicant organization by the competent government authority	
b.	Self-attested copy of the Company Registration Certificate and Profile of the Company.	
c.	Self-Attested copies of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address evidencing its location in such territory from August 2021 to July 2023 (for 2 years).	
d.	Self-attested copies of all valid and applicable licenses for providing Plumbing and Sanitary Services & Fire Equipment Maintenance Services.	
e.	Self-attested copies of valid registration certificate from Labour Department / EPFO / ESIC etc., as may be required for smooth doing the business.	
f.	Self-attested copies of the GST registration certificate and PAN.	
g.	Statement of Annual Turnover of three financial years i.e. 2020-21, 2021-22 and 2022-23 in support of eligibility criteria mentioned, <b>from a registered practicing Chartered Accountant.</b>	
h.	EMD of the required amount as specified in this tender document.	
i.	Crossed Bank Account Cheque of the company.	
j.	Self-Declaration stating that the Company/ Firm/ vendor/ agency has not been black listed by Centre/ State Government/ PSU/ Academic institution as per the format in this tender document.	
k.	Detailed list of Employees on roll of the bidder registered with EPFO during the last three years	
l.	Experience proof documents (Work Orders/P.O. and Successfully Completion certificates) issued by the competent authorities of the organizations served on the organizations letter head during financial years i.e. 2020-21, 2021-22 and 2022-23.	
m.	Tender Document dully signed and official stamped on all the pages submitted in original with the Technical Bid.	