

(MDIG/PI/2023-24 dated 04 January 2024)



**MDI**  
GURGAON

Management  
Development  
Institute

**REQUEST FOR PROPOSAL (RFP)**

**FROM**

**“INTERIOR DESIGNER CUM RENOVATION AGENCIES FOR  
DESIGN AND RENOVATION WORKS OF EXECUTIVE HOSTEL  
ROOMS AT MDI GURGAON”**

(All the pages of this RFP are to be signed in ink by the authorized signatory with official stamp on each page and are to be submitted in original along with the quotation)

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



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The Agencies are requested to enclose an Index Table on the first page of the proposal 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.



## 1. Information to the Agencies:

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 programs, and value-added consultancy. The institute integrates knowledge, research, industry experience, and international exposure to offer comprehensive programs. The Postgraduate programs in Management offered by MDI are recognized and accredited by the All-India Council for Technical Education (AICTE).

The Institute invites proposals from the interested eligible, reputed, and well-established Interior designer cum renovation agencies who have adequate experience in interior designing and renovation of hotel suites room at 3-5 star hotels for carrying out the work "Interior Design and Renovation work of Executive Hostel rooms at MDI, Gurgaon". There are 2 stages of the selection process (i) Stage I - Selection of the agency (ies) based on Technical evaluation and (ii) Stage II - Shortlisted agencies are required to prepare and submit Bill of Quantity (BOQ) and Commercials along with EMD. In addition, a site visit of the selected agency(ies) will be done to verify the works executed by the bidder and reference check. The bidder has to arrange for the site visit (other than arranging vehicle) of the Institute Committee.

It may please be noted that the "Final selection of the agency (ies) for issue of Letter Of Award shall be on completion of Stage II" only. The following are the important information for the participating agencies: -

| Sl. No. | Information   | Details   |
|---------|---|---|
| 1       | Work Requirement  | Interior designing and renovation work of Executive Hostel rooms at MDI Gurgaon |
| 2       | Date of Publishing of RFP   | 04 January 2024,  |
| 3       | Pre-submission of proposals meeting of participating agencies at MDI Gurgaon. | 11 January 2024 at 11 A.M.  |
| 4       | Date and Time of closing of proposals   | 24 January 2024, up to 3 P.M.   |
| 5       | Period of work completion   | 50 days from the date of issue of Letter of Award (LOA), (April and May 2024)   |

The RFP document can be downloaded from MDI Gurgaon website. <https://www.mdi.ac.in/infrastructure/QUOTATIONS.html>. The duly filled quotation in original along with all requisite documents enclosed duly signed by the authorized person on official stamp on each page should be sealed in an envelope and submitted in the TENDER Box placed at Institutional Services Department, MDI Gurgaon on or before 24 January 2024 up to 3 p.m. through Speed Post/By hand only. Quotations received through e-mail/online will not be considered and summarily rejected.



Agencies should read the document carefully before submission of quotation documents at MDI Gurgaon. The participating agency may please note that MDI Gurgaon at its discretion may cancel any/ all proposals received without assigning any reason, at any point of time.

CAO (Institutional Services)  
MDI Gurgaon



## 2. Brief scope of work

Interior designer cum renovation agencies will conceptualize the requirement of work, create interior design and execute renovation of the identified buildings, in consultation with the institute, ensuring timely completion of the work. The details of the work are given in the table below.

| S. No | Building for renovation                             | Experience of Agencies to participate   |
|-------|---|---|
| 1     | Executive Hostel rooms, Parthenon building (80 Nos) | Interior Designer Cum Renovation agencies who have adequate experience in interior designing and renovation of hotel suite rooms of 3-5 star hotels should submit the proposal. |

Please note that the existing infrastructure will be used for interior designing Cum renovation work. Also, one floor of the building identified is to be designed for the occupancy of Senior officials from Government of India/International visitors/Senior officials from PSUs /MNCs.

It is planned to start the work in the first week of April 2024 and to complete it by the last week of May 2024, **with minimum disruption of occupancy in the buildings.**

## 3. Eligibility Criteria:

### (A) Applicable for individual Work given in the table above.

Agencies who fulfill the following criteria shall be eligible for submitting their proposals. Joint ventures/Consortium agencies are not allowed to participate and their proposals will not be accepted.

- (i) Should be a regular profit making agency.
- (ii) Should have satisfactorily completed similar interior designing and renovation works during the period from 01 April 2018 to 31 March 2023 as per details mentioned below. For this purpose, cost of work shall mean gross value of the completed work including cost of material supplied by the Government/client but excluding those supplied free of cost.

Three similar completed works each of value not less than Rs. 0.50 Crores

OR

Two similar completed works each of value not less than Rs.1.0 Crores.

OR

One similar completed work of value not less than Rs. 1.50 Crores.

### (B) "Similar Work" shall mean:

- a) Work/s comprising of Interior designing and Renovation of Executive Hostel/Hotel rooms.
- b) At least one completed similar work should have minimum of Ten Executive Hostel/Hotel rooms under one award of work.
- c) Should have an Average Annual Financial turnover of Rs. 1.5 Crores and above in respect of Designing & Renovation works completed during financial years



starting 01 April 2018 to 31 March 2023 (excluding COVID years 2019-20 and 2020-21). The financial details duly audited by Chartered Accountants Firm should be submitted. Year(s) in which if there is no turnover shown will also be taken for calculation of average Annual Financial Turn Over.

#### **4. Documents to be submitted in support of eligibility and Qualification: -**

Agency should submit the following documents with the proposal: -

- a) Self-attested copy of the Certificate of Registration/Incorporation in respect of the applicant organization.
- b) Self-Attested copies of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address evidencing its location in Delhi/NCR for last two years.
- c) Self-attested copies of all valid and applicable licenses for running the business.
- d) Self-attested copies of the GST registration certificate, and PAN registration.
- e) Statement of Annual Turn Over in respect of Designing & Renovation works completed during financial years starting 01 April 2018 to 31 March 2023 (excluding COVID years 2019-20 and 2020-21) in support of eligibility criteria mentioned above as per **Annexure III**. Also, please enclose a Certificate for the same from a registered practicing Chartered Accountant as per **Annexure III**. Year(s) in which if there is no turnover shown will also be taken for calculation of Average Annual Financial turnover.
- f) Work Experience proof documents i.e. Work Orders and Successfully Completion certificates) issued by the competent authorities of the organizations served on the organizations' letterhead during the period 01 April 2018 to 31 March 23 as per **Annexure I**.
- g) RFP document duly signed and official stamp on all the pages to be submitted in original.

#### **5. Validity of the Proposal:**

The validity period of the proposal will be 90 days from the last date of submission of proposal documents at MDI Gurgaon. A proposal valid for a shorter period may be rejected as non-responsive.

#### **6. Preparation and Submission of Quotations:**

- a) All entries in the proposal should be legible and filled clearly.
- b) Proposal should be typewritten in English and any correction and interlineations in the quotation should be attested with full signature by the Agency, failing which the quotation will be treated as ineligible. No overwriting will be accepted.
- c) All documents/papers should be numbered, signed and official stamped by the Agency on each page.
- d) **Proposal should be in the sealed envelope and super scribed as Proposal for the "Renovation of Executive Hostel rooms at MDI, Gurgaon".**



**7. Proposal Submission (STAGE I):**

Sealed Proposals should be addressed and submitted along with requisite documents to **Chief Administrative Officer (Institutional Services), Management Development Institute Gurgaon, Mehrauli Road, Sukhrali, Gurgaon-122007 Haryana** on or before **24 January 2024 by 3 p.m. through Speed Post/by Hand only. Any proposal received online shall be rejected.**

**8. Late Proposals received:**

Quotation submitted or received after the closing date and time will not be considered at all. The Agencies shall ensure that timelines are adhered to and any quotations received later than the specified time and date shall not be entertained.

**9. General Terms & Conditions: -**

- (i) The selection of the agencies will be purely based on the merit and fulfilling the eligibility criteria.
- (ii) MDI Gurgaon reserves the right to reject any or all the proposals received and change scope of work for bringing any improvement on the work without assigning any reason.
- (iii) MDI Gurgaon reserves the right to terminate the engagement of agencies for the work process at any stage without assigning any reason to the agencies.
- (iv) The participating agencies are requested to compulsorily visit the Institute along with the Interior Designer who will be actually designing and working on the project, subject to award of the work by the Institute, and get acquainted themselves about the work requirements, specifications and existing building conditions etc. before submitting the proposal.
- (v) Any request regarding change of time of submission of proposal may not be considered.
- (vi) For making presentation/walk-through or attending the pre-submission of proposal meeting at MDI Gurgaon no payment will be made to the agency at any cost.
- (vii) The selected agency will be required for completion of the work within the period of work completion only.
- (viii) Sample room design and renovation cost will be reimbursed by the Institute to the shortlisted /selected agencies against submission of original invoices and receipt to the satisfaction of the Institute



## 10. Evaluation of Proposals (STAGE I):

- a) The committee constituted by the competent authority of MDI Gurgaon shall evaluate the proposals received with reference to technical requirements and other criteria mentioned in the RFP Document. All eligibility conditions have to be satisfied on the date of submission of proposal and not later.
- b) The proposal of the agencies who submit their proposal in the proper format. The proposals of the non-conforming agencies shall be rejected without further evaluation.
- c) Any conditional proposal received shall not be considered and will be summarily rejected in very first instance without any recourse to the agency 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 agencies. Failure on the part of the agency to submit such information within the stipulated time may entail cancellation of the proposal of such agency. MDI Gurgaon Committee at its own discretion may visit any of the premises of the client(s) as per list provided by the agency and make quality assessment of the services provided, at its own expense.
- e) Minimum Qualifying Marks in the Technical Evaluation would be 60 Marks out of 100 Marks.
- f) Technical shortlisted agencies shall be required for preparing and submitting BOQ and financial proposal (commercials), in **Stage II i.e. Finalization of the agency(ies) for the Work.**

g) **The metric for evaluation of financial proposal (Stage II) on the scale of 40 marks shall be as follows:**

The final selection of the agency for award of work will be based on the score secured in Stage I (Technical evaluation) and Stage II (financial submission) as detailed below: -

- (i) The selection of agency will be based on site visit to verify the works executed by the bidder & reference check.
- (ii) 60% weightage will be considered for **Technical Score (TS)** obtained in Technical Evaluation Stage I
- (iii) 40% weightage will be considered for the price quoted by the agency in the BOQ i.e. **Financial Score (FS)** for the work.

Financial Score of the proposals will be determined using the following formula:-

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

'FS' is the financial score of an agency

'FL' is the lowest Financial Proposal among all and

'F' is the financial proposal of the particular bidder





For the purpose of calculation of the Composite Score (CS) for each agency, the weighted shall be 60% for the R=Technical Evaluation (Stage I) and 40% of Financial Score of the respective agency. The Composite Score shall be calculated using the following formula:

$$CS = TS \times 0.60 + FS \times 0.40$$

Proposals will be ranked according to the Composite Scores and will be listed in the order of merit as H1, H2 and H3 and so on. The top scores H1 would be eligible for award of work.

#### 11. Evaluation Criteria of the Proposals (Stage I): -

##### Evaluation criteria for evaluation of the agency in respect of Work.

| S. No. | Criterion   | Details  | Award of Marks (Total 100 Marks) |
|--------|---|--|----------------------------------|
| 1      | <b>Technical Manpower:</b> (Permanent manpower on roll of the agency. Please provide the details for proof).<br><b>(Annexure-I)</b>   | (I) Total 10-15 Nos.                                     | <b>5 marks</b>                   |
|        |   | (ii) Total 16-25 Nos.                                    | <b>7 marks</b>                   |
|        |   | (iii) Total 26 and above Nos.                            | <b>10 marks</b>                  |
| 2      | Conceptualization and Understanding of the works to be delivered at MDI Gurgaon. The agency will be required to make a presentation of not more than 30 minutes to the Institute committee on the work.   | -  | <b>Max. 50 marks</b>             |
| 3      | Past experience of successful execution of similar works will be evaluated based on experience of doing similar work and successful completion of projects.<br><b>(Annexure-II)</b>   | (I) Less than 5 similar projects successfully completed  | <b>10 marks</b>                  |
|        |   | (ii) 6-10 similar projects successfully completed        | <b>15 marks</b>                  |
|        |   | (iii) 11 or more similar projects successfully completed | <b>20 marks</b>                  |
| 4      | <b>Financial capability of the Agency</b><br>Average Annual Financial turnover during last 5 financial years (FY 2022-23, 2021-22, 2020-21, 2019-20, 2018-19,) Audited balance sheet of the above-mentioned financial years is to be submitted. Average Financial turnover shall mean the sum total of the Annual Financial in the relevant financial years divided by 5. <b>(Annexure III)</b> |  | <b>Max. 20 marks</b>             |
|        |   | (i) Between Rs 1.50 Crores and up to Rs 2 Crore          | <b>10 marks.</b>                 |
|        |   | (ii) More than Rs 2 Cr and up to Rs 2.5 Crores           | <b>15 marks.</b>                 |
|        | (iii) Average revenue above Rs 2.5 Cr   | <b>20 marks</b>  |                                  |

The participating agencies may please note that for making a presentation and/or walkthrough no reimbursement of expenditure, if any, shall be made by MDI Gurgaon to the agency.



MDI, Gurgaon, at its own discretion, shall visit the site of the completed, as per details provided by the bidder in similar work Experience in Annexure-II. Visits are to be arranged by the bidder.

**12. EMD (Earnest Money Deposit) (Stage II):**

The shortlisted agency(ies) in Stage for **Stage II** (i.e. submission of BOQ and financials) shall be required to submit an EMD amounting Rs. 2,50,000/-, and 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 BOQ and financials submission, without which the proposal would not be considered valid. The EMD of the selected agency will be retained for a period of 6 months from the date of satisfactory Completion of work. The EMD of unsuccessful agencies shall be returned within 1 month.

**13. Penalty:** -Since the Executive Hostel is meant for accommodating the training participant it will be required that the selected agency complete the work strictly as per the stipulated time. If the execution of the project is delayed a penalty amount @ Rs. 10,000/- per day and maximum of Rs. 1,00,000/- will be levied. Director MDI Gurgaon may condone/ reduce the penalty amount at his discretion on valid grounds of the agency.

**14. Award of Work:**

- a. MDI Gurgaon will award the work to the successful agency(ies) and issue "Letter of Award" that shall prescribe the terms of payment to the agency(ies) in consideration of the execution of work/services by the agency.
- b. The successful agency(ies) will be required to complete the Works within the agreed duration. Any request for extra time will not be considered at any cost by MDI Gurgaon.
- c. Failure of the successful agencies to comply with the requirements of the above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of bid security.

**15.** 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 agency to participate in the selection process.

**16.** When any proposal is submitted pursuant to this RFP, it shall be presumed by MDI Gurgaon that the agency has fully ascertained and ensured about its eligibility to render services, 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 such Service Provider and it has the necessary approvals and permissions and further suffers no disability in law or otherwise to act as such.

**17.** MDI Gurgaon reserves the right to vary/alter/amend the eligibility criteria at any time, in its discretion, before the last date of submission of proposals.



18. The selected agency(ies) shall comply with and abide by such directions that MDI Gurgaon may issue from time to time.
19. 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.
20. Any matter relating to the appointment of selected agency for the work(s) shall be governed by the Laws of Union of India and state of Haryana from time to time. Disputes, if any, shall be subject to exclusive jurisdiction of courts at Gurgaon.

CAO (Institutional Services)  
MDI Gurgaon



**PROFORMA FOR APPLICATION**  
**(To be printed on the letter head of the Agency)**

1. Name of the Agency.....
2. Permanent address of the Agency.....  
Tel No. .... Email .....
- Mob.....
3. Registration & incorporation particulars of the Agency.....  
(please attach attested copies of document of registration/incorporation of your firm)
4. Permanent Account Number, Income Tax Circle .....
5. GST No .....

Declaration:

I/We hereby declare that the information furnished above is true and correct. In case the above information is found incorrect at any stage, the Director, MDI Gurgaon may take appropriate action as warranted.

Signature of authorized person of Agency

Name: .....

Place: .....

Date: .....

Official Seal



**ACCEPTANCE LETTER**

**(To be printed on the letter head of the Agency)**

To  
The Chief Administrative Officer  
Institutional Services Department  
Management Development Institute, Gurgaon  
Gurgaon -122007  
Sir,

**ACCEPTANCE OF TERMS AND CONDITIONS**

1. This refers to the RFP document for the **Interior designer cum renovation Work of Executive Hostel Rooms at MDI Gurgaon Campus.** published by Management Development Institute Gurgaon.
2. I/we hereby certify that I/we have inspected the site, read and understood the complete details provided in the RFP document, and entire terms and conditions mentioned in the RFP document that shall form part of the contract agreement.
3. I/We hereby unconditionally accept the details and terms and conditions mentioned in the NIQ document in its entirety for the above work.

Signature of authorized person of Agency

Name: .....

Place: .....

Date: .....

Official Seal



**AGENCY DETAIL'S FORM**  
(To be printed on the letterhead of the Agency)

| Sl. No | Description   | Information |
|--------|---|-------------|
| 1      | Name and complete details of Agency   |             |
| 2      | Date of Incorporation of Agency (Attach Proof)  |             |
| 3      | Full Address with Pin Code of Registered Office of Agency:<br>Landline No.<br>Mobile No.:<br>E-Mail Address :   |             |
| 4      | Full address with Pin-Code of Operating Branch/Office at Delhi/NCR:<br>Landline No.<br>Mobile No.<br>E-Mail Address.  |             |
| 5      | PAN No. (attach documentary proof)  |             |
| 6      | GST Registration No. (attach documentary proof)   |             |
| 7      | PF Registration details (Establishment ID and other details)  |             |
| 8      | ESIC Registration details (Employee Code No. and other details)   |             |
| 9      | Total number of years of experience in providing similar services   |             |
| 10     | Experience proof documents (Work Orders/Purchase Order and successful completion certificates) issued by the competent authorities of the organizations served on the organization letterhead during the period from 01 April 2018 to 31 Dec 2023 as per Annexure I (attach documentary proof). |             |
| 11     | Annual Financial Turnover during financial year 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 as per format given at Annexure III.   |             |

**Note:** Agency may annex separate sheets wherever required for furnishing details. However, such sheets must be duly signed with seal. Unsigned documents may lead to rejection of quotation submitted.

Signature of authorized person of Agency

Place: .....

Name:

Date: .....

Official Seal



**AGENCY TECHNICAL MANPOWER DETAILS**  
**(To be printed on the letterhead of the Agency)**

Please provide information about full-time/ permanent staff in regular appointment of the agency during last three years (Do not include any part-time or contract staff).

| No.                             | Description           | Total No. |
|---------------------------------|-----------------------|-----------|
| 1.                              | interior Designers    |           |
| 2.                              | Civil Engineer        |           |
| 3.                              | Electrical Engineer   |           |
| 4.                              | Technical Supervisors |           |
| <b>Total Technical Manpower</b> |                       |           |

**Note: (i) Please submit the CV and portfolio of the Interior Designer who will be actually working on the project i.e., if selected by MDI Gurgaon.**

(ii) Please add extra lines if any important information is required to be provided.

Signature of authorized person of Agency

Name: .....

Place: .....

Date: .....

Official Seal



**Annexure II**

**SIMILAR WORK EXPERIENCE**  
**(To be printed on the letterhead of the Agency)**

Details of similar works successfully completed during the period from 01 April 2018 to 31 Dec 2023.

| S. No | Details of Project | Year of start | Year of Completion | Total Built Up Area | Project Cost | Whether completed in time |
|-------|--------------------|---------------|--------------------|---------------------|--------------|---------------------------|
| 1.    |                    |               |                    |                     |              |                           |
| 2.    |                    |               |                    |                     |              |                           |
| 3.    |                    |               |                    |                     |              |                           |
| 4.    |                    |               |                    |                     |              |                           |
| 5.    |                    |               |                    |                     |              |                           |
| 6.    |                    |               |                    |                     |              |                           |
| 7.    |                    |               |                    |                     |              |                           |
| 8.    |                    |               |                    |                     |              |                           |
| 9.    |                    |               |                    |                     |              |                           |
| 10.   |                    |               |                    |                     |              |                           |

Signature of authorized person of Agency

Name: .....

Place: .....

Date: .....

Official Seal





Annexure III

**PROFORMA FOR ANNUAL TURNOVER**  
(To be printed on the letter head of the Agency)

(ATTACH AUDITED DOCUMENTS)

Details of Financial Turnover and Net profit earned during financial years from 01 April 2018 to 31 March 2023.

| Year                    | Financial Turnover<br>(Rupees in Crores) | Net Profit<br>(Rupees in Crores) | Remarks |
|-------------------------|--|----------------------------------|---------|
| 2018-19                 |  |                                  |         |
| 2019-20                 |  |                                  |         |
| 2020-21                 |  |                                  |         |
| 2021-22                 |  |                                  |         |
| 2022-23                 |  |                                  |         |
| <b>Gross Total</b>      |  |                                  |         |
| <b>Average Turnover</b> |  |                                  |         |

Copy of Audited balance sheet for the relevant financial years and duly certified Performa by the Chartered Accountant must be attached.

Signature of authorized person of Agency

Name: .....

Place: .....

Date: .....



Official Seal

### CHECK LIST FOR AGENCY

| Sl. No. | Details   | Please mention if the document attached<br>YES/NO |
|---------|---|---|
| a.      | Self-attested copy of the Company Registration Certificate and Profile of the Company.  |   |
| b.      | Self-Attested copies of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address evidencing its location.   |   |
| c.      | Self-attested copies of valid registration certificate from State/Central Government, as may be required for smooth operation of the business.  |   |
| d.      | Self-attested copies of the GST registration certificate, PAN, PF and ESIC registration.  |   |
| e.      | Statement of Annual Turnover of financial years i.e. 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 in support of eligibility criteria mentioned, from a registered practicing Chartered Accountant |   |
| f.      | Experience proof documents (Work Orders/Purchase Order and Successfully Completion certificates) issued by the competent authorities of the organizations served on the organizations letter head   |   |
| g.      | RFP document dully signed and official stamped on all the pages to be submitted in original.  |   |

Signature of authorized person of Agency

Name: .....

Place: .....

Date: .....

Official Seal

