

(MDIG/Estate/New Lifts/2023-24/dated 13 January 2024)

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

TENDER DOCUMENT

for

**“Supply, Installation, testing, and Commissioning of passenger lift at
Lakshay Building, Management Development Institute Gurgaon”**

Last Date for submission of filled tender to MDI Gurgaon: 02 February 2024 by 3 P.M.

Pre-Bid meeting will be held on 19 January (Friday) at 11 A.M. 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

Supply, Installation, testing, and Commissioning of passenger lift at Lakshay Building, Management Development 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.

The Institute invites sealed 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 **"Supply, Installation, testing, and Commissioning of passenger lift Lakshay Building at Management Development Institute Gurgaon"**.

Interested eligible bidders may submit bids in two separate envelopes duly super-scribed as **"Technical Bid"** and **"Financial Bid"**. Both these bids should be put in one big envelope superscribed **"Supply, Installation, testing and Commissioning of passenger lift at Lakshay Building, Management Development Institute Gurgaon"**.

Tender form can be downloaded from Management Development Institute Gurgaon website: <https://mdi.ac.in> from 13 January 2024 onwards and the same duly filled along with enclosures be submitted in physical form through speed post /by hand AT MDI Gurgaon on or before by 02 February 2024 **up to 3 P.M.** 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	13th January 2024, 10 A.M. onwards https://www.mdi.ac.in/infrastructure/tenders.html
2.	Date/Time of Pre-Bid Meeting (for Clarification)	19 January 2024 / 11 A.M. (at MDI Gurgaon). Bidders are requested to depute only one person to attend the meeting.
3.	Date/Time of closing of Tender	02 February 2024/ 3:00 PM
4.	EMD Amount (Refundable to unsuccessful Bidder)	Rs. 30,000/- 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	180 days from the date of closing of Tender
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	As per annexure

- Sealed Bids are invited under two bid system from reputed, well established and financially sound agency for **"Supply, Installation, testing and Commissioning of passenger lift at Lakshay Building, Management Development Institute Gurgaon"**.
- The bids duly filled in all respect enclosing necessary documents should be addressed to Chief Administrative Officer (Institutional Services), Management Development Institute Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana) so as to reach through Speed Post/By Hand MDI Gurgaon on or before **02 February 2024 up to 3 P.M.**
- The address and contact numbers for sending Bids or seeking clarifications regarding this Tender are given below:
 - Bids queries to be addressed to:** CE, Physical Infrastructure, Management Development Institute Gurgaon, Contact no.: 0124-4560517 (9.30 A.M. to 5.30 P.M. on working days i.e. Mon-Fri), e-mail dsrawat@mdi.ac.in.
 - 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 with the EMD for an amount of Rs. 30,000/- (Rupees Thirty Thousand Only) submitted in the form of Demand Draft in favour of "**Management Development Institute Society**", payable at **Gurgaon**.
5. Tenders received after the last date and time (i. e. 02 February 2024 at 3 P.M.) 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.

(C E)

Physical Infrastructure



PART-III
INSTRUCTIONS FOR BIDDERS

1. Scope of works - refer Page No 15

2. Make of Lifts accepted by MDI Gurgaon:

M/s KONE Elevator India Pvt. Ltd. (with 10 passenger capacity)

3. Eligibility Criteria:

- a) Should be registered as a company under companies Act 1956. Should be in existence as such entity for supply, installation and commissioning of passenger lifts for not less than ten years before 31/03/2023. Please attach necessary proof.
- b) Should have provided similar kind of services during the last five financial years i.e., **“Supply, Installation, testing and Commissioning of passenger lift”** at Regulatory bodies, Large Educational /Research Institutions, Universities, Schools, Colleges, Public or Private Sector Companies / Undertakings, Autonomous Bodies etc.).
- c) Must have achieved minimum Average Annual Turnover of Rs. 50 Lakh only for supply, installation and commissioning of passenger lifts during last three completed financial years (2020-21,2021-22 &2022-23).
- d) Should have their own Bank Account.
- e) Should be registered with Income Tax and GST departments.
- f) The tenderer 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.
- g) The Tenderer should enclose experience Certificate of doing similar nature of work and have successfully completed the same during last 5 financial year. In support of this, tenderer should submit copy of such work orders along with satisfactory completion certificates issued **for last three financial year (2020-21, 2021-22 & 2022-23).**

4. 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 licenses required for execution of work i.e. supply, Installation, testing & commissioning of passenger lifts.
- d) Statement of average annual turnover of last three years not less than 1 Crore (2020-21,2021-22 & 2022-23) in support of eligibility criteria mentioned above, from a registered practicing Chartered Accountant. Also please enclose a copy of duly Certified balance sheet of last three financial years.
- e) EMD of Rs. 30,000/- as specified in this tender document.
- f) Self-attested copy of GST registration certificate and PAN.



- g) Self-attested copies of Work Orders and Client's Satisfactory Certificates for last three financial years (2020-21, 2021-22 & 2022-23).
- h) Declaration for not having been blacklisted
- i) Undertaking regarding minimum useful life of lift after installation.

5. Tender Validity

The validity period of the bid will be 180 days from the date of closing 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.

6. 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. 30,000/- (Rupees Thirty 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 EMD shall be summarily rejected and not considered at all.
- c. EMD of unsuccessful bidders will be returned without any interest within 30 days after finalization of tender.
- d. EMD of the successful bidder shall be returned after 90 days from completion of works.
- 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.

7. 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 type written 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, and other details as have been referred in the tender documents.
- f) Financial Bid should only contain the Price Schedule, duly filled as per format given. No overwriting, corrections, interlineations etc. are permitted in the Financial Bid. If found, bid shall be liable to be rejected.
- g) The work proposed to be awarded is supply, installation, testing and commissioning of passenger lift including civil, electrical and any other allied works in consultation with the Institute and obtaining lift license from the concerned competent authority.



- h) The bid should be signed by the authorized person of the agency. The constituents and details of the agency such as name of Directors/partners shall be furnished to the MDI as part of Technical Bid.
 - i) The bid duly filled and stamped on all pages along with tender documents in original shall be submitted in the sealed envelope of technical bid before due date and time, along with EMD.
8. The technical and financial bids shall be in sealed in separate envelopes and these two envelopes shall be keep in one large sealed envelope and should be super scribed as **"Supply, Installation, testing and Commissioning of passenger lift at Lakshay Building, Management Development Institute Gurgaon"**.
9. **Evaluation of Tenders:**
- a) The committee constituted by the competent authority of MDI Gurgaon shall evaluate the Technical Bids with reference to eligibility criteria and technical requirements 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 bid 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.

9.Rates:

- (i) The bidders are requested to visit the site and satisfy themselves of the dimensions of the existing space, existing equipment and facilities before quoting rates at their own cost.
- (ii) The rates quoted shall be net inclusive of all applicable taxes except GST (GST shall be payable extra). Please note that nothing extra shall be paid beyond the quoted rates by MDI Gurgaon. Cost shall include all minor civil and electrical works with/without scaffolding works, loading & unloading works & all related items including disposal of Malba etc. at the designated place by MCG, obtaining lift license from the competent authority at own cost to the bidder.

10.Time allowed Total 120 days from acceptance of Letter of Award by the successful bidder.

11. The site for the work: Tenderer must make use of existing lift shaft and machine room including all existing opening in machine rooms and other structural provisions. MDI Gurgaon shall plan with the agency who has been awarded the work order for availability of building for installation of lifts

12.Penalty of delay: The tenderer shall be liable for delay penalty @ Rs. 5000/- per day and maximum of Rs. 1.5 Lakhs for the work awarded. The non-availability of equipment's, labour, tools, related material etc. shall have to be ensured by the tenderer timely. However, Director MDI Gurgaon can waive/relax the penalty amount subject to his satisfaction that the delay caused is owing to MDI Gurgaon.



13. Execution of work:

- (i) The work shall be carried out under the terms and conditions given in this document of tender maintain safety standards by the agency awarded the work. In case any detail of work or operations is not available in the tender document, the work in general shall be executed as per standard CPWD specification pertaining to civil work.
- (ii) The tenderer shall maintain the peace full working environment and maintain minimum disturbance while execution of the work. It needs to be ensured that conduct of smooth class and office operation should not be disturbed. The tenderer shall keep the area neat and clean from all construction materials and malba removing it at frequent intervals.
- (iii) The materials for civil work shall be as per CPWD standard specifications and approved by MDI Gurgaon.
- (iv) The water and electricity required during execution of work shall be provided by MDI Gurgaon without any cost.

14. Insurance:

All materials shall be insured by tenderer till final payment is released by MDI Gurgaon. For any third-party liability shall be arranged by the bidders/Tenderer covering loss of human life engineers and work man, and also covering risk of damage to the third party/ materials/ equipment / properties during execution of contract. Tenderer will also ensure that all its employees and representative executing the work at MDI Gurgaon are covered by suitable insurance against any damage, loss, injury, or death arising out of execution of the work or in carrying out the contract, liquidation, death, bankruptcy etc. shall be the responsibility of the bidder.

15. FORCE MAJEURE: If any time, during the continuance of this contract, the performance in whole or in part by either party under obligation as per this contract is prevented or delayed by reasons of any war or hostility, act of the public enemy, civil commotion, sabotage, fire, flood, explosion, epidemic, quarantine restrictions, strike, lockout or acts of God (hereinafter referred to "eventuality"), provided notice of happening of any such eventuality is given by either party to the other within 21 days of the date of occurrence thereof, neither party shall by reason of such an "eventuality" be entitled to terminate this contract nor shall either party have any claim or damages against the other in respect of such non-performance or delay in performance and deliveries under the contract. The contract shall be resumed as soon as practicable after such "eventuality" has come to an end or ceased to exist. In case of any dispute, the decision of MDI Gurgaon shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such eventuality for a period exceeding 15 days, either party may at its option, terminate the contract. Provided also that if the contract is terminated under this clause the Purchaser shall be at liberty to take over from the Supplier at a price to be fixed by the Purchaser, which shall be final, all unused, undamaged and acceptable materials, bought out components and other stores in the course of manufacture which may be in the possession of the Supplier at the time of .such termination, or such portion thereof as the Purchaser may deem fit except such material, as the Supplier may, with the concurrence of the Purchaser, elect to retain.

16. TYPE AND QUALITY OF MATERIALS AND WORKMANSHIP:

The design, engineering, manufacture, supply, installation, testing and performance of the equipment shall be in accordance with latest appropriate Indian Standards.

17. Sub-Letting: The tenderer cannot assign or transfer and sub- contract its interest/ obligations under the contract without prior written permission of the purchaser.



18. Inspection:

- i. Institute does not intend to have factory inspection. Bidder shall supply brand new, duly tested and certified lifts, material, along with test reports, as per requirement.
- ii. Once the work is declared complete by bidder lift shall be inspected by the institute officials for its proper functioning as per Haryana lifts and elevator rules/ inspector of lift.

20. Laws/ Local Byelaws and Local body approvals:

- (i)The bidders shall follow and adopt all local byelaws as applicable for the works.
- (ii)Bidders shall be liable for any shortcomings, accident, lacking in following any local bye law/central or state rule/ labour laws etc during execution or maintenance of the work.
- (iii)The bidders shall get permissions/approval for installation of passenger lift from Local body without any extra cost over quoted amount to MDI (removal of record old lift from records of Electrical authority and replace the records with the new lift). Bidder shall also obtain permission to operate the lift /license for lift from Local body after completion of work, without any extra cost over quoted amount to Institute. MDI Gurgaon shall make eligible payment directly to the Civil authority for License.

21. PAYMENT TERM CONDITIONS: - Payments shall be made as per the following stages on satisfactory supply/ completion of work.

- A) 50% advance along with work order/Purchase order.
- B) 40% after satisfactory completion of works.
- C) 5% after receiving NOC/Certificate from lift authority.
- D) 5% in hold till DLP period of one year from the final bill date after receiving NOC/Certificate from the Chief Electrical Inspectorate Haryana as security Deposit.
- E) No escalation of cost over tendered cost shall be admissible for any delay whatsoever and rates quoted by the contractor shall be net and final.
- F) The prices quoted in tender shall be valid till handover of the entire work of the project.
- G) Any unsatisfactory performance during the DLP period shall lead to extension of DLP till the time the satisfactory performance is achieved and AMC shall commence only after the DLP period is over.
- H) The MDI does not bind itself to accept the lowest or any tender and reserve the right to accept in full or in parts or reject the tenders at the sole discretion of the Lift committee responsible from the Institute.

22. Legal Jurisdiction: - The courts at Gurugram will have the legal Jurisdiction

23. Arbitration / Jurisdiction: In case of any dispute, controversy or claim between the parties arising out of or in connection with this contract, including its existence, breach, termination or validity thereof, the parties shall use all reasonable endeavors to negotiate with a view to resolve the dispute amicably. If the dispute has not been settled pursuant to the said negotiations and the parties are unable to resolve the dispute amicably, then the dispute shall be finally resolved by Arbitration as per the provision of Arbitration and Conciliation, Act (1996 as amended) by a Sole Arbitrator appointed by the Institute. Any such Arbitration award passed by the said Arbitrator shall be final and binding on both parties. The seat of the arbitration shall be at Gurugram and jurisdiction of the court shall be of Gurugram. The language of the Arbitration proceeding shall be English. The cost of the Arbitration shall be borne equally by both the party.



24. 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's that its proposal has been accepted and will issue "Letter of Award".
- c. Failure of the successful bidder to comply with the requirements of the above clauses shall constitute sufficient ground for annulment of the award and forfeiture of EMD.

Signature of the authorized signatory:

Name:

Date:

Place:

Office Stamp



TERMS AND CONDITIONS OF CONTRACT

1. Each Bidder/Tenderer shall submit only one bid 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.
2. 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.
3. 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.
4. This document does not constitute nor should it be interpreted as an offer or invitation for the appointment of the agency/ vendor described herein.
5. 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.
6. 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.
7. 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 bidder selection process.
8. 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 agency and it has the necessary approvals and permissions and further suffers no disability in law or otherwise to act as such.



9. 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.
10. MDI Gurgaon shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the agency.
11. 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 amount held with MDI Gurgaon or from any other dues or recover as per loss / damaged.
12. 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.
13. 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.
14. The personnel deployed by the agency shall work under overall supervision & direction of the agency.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. In case, the bidder/agency 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 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.
21. 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.

22. 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.

Signature of the authorized signatory:

Name:

Date:

Place:

Office Stamp



Part-IV

SCOPE OF WORK WITH TECHNICAL SPECIFICATION

“Supply, Installation, testing and Commissioning of passenger lift at Lakshay Building, Management Development Institute Gurgaon”

Institute intends to engage agency who has adequate experience, trained manpower, necessary tools and equipment's for "Supply, Installation, testing and Commissioning of passenger lift at Management Development Institute Gurgaon" on job work.

The intended bidders are advised to undertake a survey of the building at Institute premises and satisfy themselves about the scope of work before submitting their bids in prescribed format enclosed. 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.

The bidders shall be responsible for the Supply, Installation, testing and Commissioning of passenger lifts as per details given below: -

1. It shall be responsibility of the bidder for Supply, Installation, testing and Commissioning of passenger lift related works like Civil works, Electrical works, and arranging services of qualified staff required for carrying out the whole job for Supply, Installation, testing and Commissioning of lift in the Lakshya building at MDI Gurgaon.
2. The Institute will not provide any accommodation to the bidder staff.
3. It shall be the duty and responsibility of the bidder to ensure that the employees engaged for the work are physically fit. If any employee(s) commit any misconduct or misbehavior, the bidder 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 MDI Campus premises.
4. The bidder shall all the time ensure to follow the Work Safety Policy.
5. If there arises any dispute relating to this contract the same shall be referred to, the Director of the Institute whose decision shall be binding on both the parties i.e. Institute and the bidders.
6. The rates quoted and accepted shall remain unchanged for a period of 180 days from the date of award of Work Order. 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 invoice for payment. The Service Tax/ GST/Sales Tax / VAT / WCT, if payable, shall be paid as applicable from time but the bidders should hold a valid license / registration number for the same.
7. The bidder awarded the work order will liaise with the concerned authority for removal of the existing lift registration records and replace with the new installed lift records.



The government fee will be paid by MDI Gurgaon against receipt of authority challan, MDI will provide necessary documents to facilitate the necessary transfer of records.

8. In case of MDI being called upon by any statutory authority for any purpose relating to the matter of the services being provided by the engaged bidder, the bidders shall be solely responsible to bear all costs that MDI may have to incur on account of such infringement by the bidder or indemnify MDI for any such loss in total including the legal expenses incurred thereof.
9. The Institute reserves the right to reject any or all bid received without assigning any reason (s) thereof or split the work to one or more bidders at its discretion.
10. Functional Guarantee test shall be carried out at site for over speed test, travel and hoist speed checks. Elevator shall be tested for overload (at 125 % of designed load), travel and hoist speed Statutory certification (if applicable) shall also be obtained by the bidder.
11. All Equipment's/facilities needed for Supply, Installation, testing and Commissioning of passenger lift shall be in bidder's scope. This will include provision of scaffolding which is part of erection and commissioning activity. Minor Civil works like pocket cutting for the installation of guide rail brackets and landing operating panels, load hook installation, minor chipping / grouting shall be part of bidder's scope of work.
12. Bidder to note that all LT Power cables (Fixed power, control cables & Trailing cable etc.) for elevator shall be in bidder's scope as per electrical specification. The main power supply will be provided by the institute near the lift up to 5 meter around (Other wiring related work will be in bidder scope). The site will be handed over for installation and Commissioning of lifts in the first week of April 2024. The work has to be completed in maximum 45 days periods, However, the bidder awarded the work has to ensure that the lifts and other related material has been procured in the month of March 2024 so as to avoid any delay for Installation, testing and Commissioning of passenger lift, when the site is actually handed over by MDI Gurgaon in April 2024.

Signature of the authorized signatory:

Name:

Date:

Place:

Office Stamp



Part-VI
BIDDER DETAILS FORM
(On the agency letterhead only)

**“Supply, Installation, testing, and Commissioning of passenger lift at Lakshay Building,
Management Development Institute Gurgaon”**

S.No	Description	Information
1	Name of Tendering agency/bidder	
2	Date of Incorporation of Company (Attach ROC Registration certificate/, Registered Partnership Deed)/Firm/Agency	
3	Details of Earnest Money Deposit	DD No. date of Rs.30,000/- drawn on Bank Payable at
4	Name of Director/authorized representative	
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 bidder (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)	



1. Exclusive income from the services provided in line with the Scope of Work, during last three financial years mentioned below duly certified by a Chartered Accountant (Attach separate sheet if space provided is insufficient).

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

2. Give details of the major **similar contracts handled by the tendering agency** 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.	Supply, Installation, testing and Commissioning of passenger lifts		Amount of Contract (INR)	Duration of Contract	
		Type of Lift installed	Nos of Lifts installed		From	TO
Year 2020-2021						
1						
2						
3						
Year 2021-2022						
1						
2						
3						
Year 2022-2023						
1						
2						
3						

Submit at least client's details for last three financial years, to whom services have been provided by tenderer. 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.

Signature of authorized person

Date:

Name:

Place:

Official Seal



Part VII

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

UNDERTAKING BY THE BIDDER

(On the agency letterhead only)

Chief Administrative Officer (Intuitional Services)
Management Development Institute Gurgaon
Mehrauli Road, Sukhrali Gurgaon-122007 (Haryana)
Dear Sir/Madam,

Ref: Tender for "Supply, Installation, testing and Commissioning of passenger lift at Lakshay Building, 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 document for Selection of 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.

We agree for unconditional acceptance of all the terms and conditions set out in the tender document published by 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 any 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 submit the bid and empowered to sign the financial bid document as well as such other documents, which may be required in this connection.

Signature

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

Dated this2024

(Seal/Stamp of bidder)



Part-VIII
SELF-DECLARATION FOR NON-BLACK LISTING
(On the agency letterhead only)

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 **“Tender for “Supply, Installation, testing and Commissioning of passenger lift at Lakshay Building, Management Development Institute Gurgaon”** I / we hereby declare that we are authorized to participate in the Tender and presently our company/Agency 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 / Agency 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 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,

Signature

Duly authorized to sign the bid response for and behalf of:

(Name and Address of Company)

Dated this2024

(Seal/Stamp of bidder)



Annexure I**FINANCIAL BID PROFORMA**

Tender for "Supply, Installation, testing and Commissioning of passenger lift at Lakshay Building, Management Development Institute Gurgaon"

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

PART - A

S. No	Description	Qty	Amount In figure (Exclusive of GST)	Amount in Words (Exclusive of GST)
1 A	Supply, Installation, testing and Commissioning of passenger lift at Lakshay Building, Management Development Institute Gurgaon Make -KONE (10 Passenger) Model (Please specify)..... Please refer PART – IV Scope of Work for complete details.	1		
1 B	Cost of Civil, Electrical, and allied work Please refer tender document	1		
	Total (1 A + 1 B)			

NOTE- GST, as per applicable, shall be paid.

PART - B

S. No	Description	Qty	Amount In figure (Exclusive of GST)	Amount in Words (Exclusive of GST)
1	Cost of Buy Back of Old lift removed from the existing lift well at Lakshay building, (to be disposed of from the MDI premises within 15 days by the bidder). The payment of buy back lift to MDI Gurgaon by the bidder shall be done through RTGS/NEFT/Demand Draft. No adjustment from the payment amount at PART-A above shall be allowed. Make- OTIS	1		

NOTE: The bidders are required to participate in PART-A and PART-B above compulsorily.

Signature of the authorized signatory:

Name:

Date:

Place:

Office Stamp



