

(MDI/Estates/Consultant/2024-25 dated 01 May 2024)

**TENDER DOCUMENT**

**FOR**

**“CONSULTANCY FOR STRUCTURAL STRENGTH CHECKING OF  
TAKSHASHILA-A, B, C, D, E & F HOSTEL BUILDING  
AT MDI GURGAON CAMPUS”**

Pre-Bid meeting will be held on 06 May 2024 (Monday) at 2:30 PM

Last Date of submission of filled tender at MDI Gurgaon: 10 May 2024, upto 3 P.M.

(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).



**Management Development Institute Gurgaon**

**Mehrauli Road, Sukhrali, Gurgaon-122007**

**Ph:- +91-124-4560000, Fax:- +91-124-4560005, www.mdi.ac.in**



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The bidder/Consultants 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.



## SECTION - I

### **Notice Inviting Tender for “Consultancy for Structural Strength checking of Takshashila-A,B,C, D, E & F Hostel Building at MDI 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 programs, and value-added consultancy.

The Institute invites bids from the interested eligible and reputed consultant/agency(ies) in **“Two Bid System”** consisting of **“Technical Bid and Financial Bid”** as mentioned hereunder, strictly in the format attached, for engaging consultant for **“Consultancy for Structural Strength checking of Takshashila-A,B,C, D, E & F Hostel Building at MDI Gurgaon”**. Interested and eligible bidder/Consultants should submit bid in two separate envelopes duly super-scribed as **“Technical Bid”** and **“Financial Bid”**. Both these bids should be put in one big envelope superscribed **“Consultancy for Structural Strength checking of Takshashila-A,B,C, D, E & F Hostel Building at MDI Gurgaon”**.

The tender document can be downloaded from Management Development Institute Gurgaon website: <https://mdi.ac.in/tenders> from **01 May 2024** onwards and the same is duly filled along with enclosures be submitted in physical form through speed post /by hand latest by **10 May 2024 up to 3:00 PM at MDI Gurgaon**. Any bid received after the last date and time for bid submission will not be accepted and will be summarily rejected.

The prospective Bidder/Consultants are advised to read the entire tender document carefully and satisfy themselves about the work, and site condition by visiting the MDI Campus (Estate office), on any working day between 10 a.m. and 5 p.m. before submitting their bid (nothing is payable for visiting the MDI campus in this regard). The sealed tender as specified in the tender document should be addressed to :-

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

so as to reach on or before 3 PM, **10 May 2024** by hand or speed post only. The tender may be dropped in the Tender Box placed at the Estate Department Office at Taksha Shila building before the last date and time.



## SECTION – II

### IMPORTANT INFORMATION RELATED TO TENDER

| Sl. No. | Information  | Dates  |
|---------|--|--|
| 1.      | Date/Time of Publishing of Tender                          | <b>01 May 2024, 10 A.M. onwards</b><br><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>06 May 2024 (Monday)/ 2:30 P.M.</b><br><b>Bidders/Consultants are requested to depute only one person to attend the meeting.</b>  |
| 3.      | Date/Time of closing of Tender                             | <b>10 May 2024 up to 3 P.M.</b>  |
| 4.      | EMD Amount (Refundable to unsuccessful Bidder/ Consultant) | Rs. 10,000/- is to be paid through a Demand Draft in favour of " <b>Management Development Institute Society</b> ", payable at <b>Gurgaon</b> . The DD has to be placed in the Technical Bid, 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                      | <b>CE (Estate Office),</b><br>Management Development Institute<br>Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana)<br>Contact no.: 0124-4560517 (9.30 AM to 5.30 PM on working days Mon-Fri), e-mail dsrawat@mdi.ac.in.                   |

1. Sealed Bids are invited under two bid systems from reputed, well-established Bidder/Consultants in the prescribed formats.
2. The bids duly filled in all respects 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 **10 May 2024** upto 3 P.M.
3. The address and contact numbers for seeking clarifications regarding this Tender are given below: C.E (Estate Office), Management Development Institute Gurgaon, 0124-4560517.
4. Tenders should be accompanied by EMD for an amount of **Rs.10,000/- (Rupees Ten Thousand Only)** submitted in the form of Demand Draft in favour of "**Management Development Institute Society**", payable at **Gurgaon**.
5. Tenders received after last date and time (i.e. **10 May 2024 upto 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 the decision of Director MDI Gurgaon shall be final and binding.



## SECTION – III

### INSTRUCTIONS FOR BIDDER/CONSULTANTS

1. **Scope of Services:** The scope of work “Consultancy for Structural Strength checking of Takshashila-A, B,C,D, E & F Hostel Building at MDI Gurgaon”. The successful bidder/Consultant will assume full responsibility for the complete work until final acceptance.

2. **Qualification requirement of the Bidder/Consultant:**

The bidder/Consultant, who fulfills the following eligibility criteria shall be eligible to participate.

1. Should possess postgraduate qualification (M. Tech) in Structural Engineering from a premier institution e.g. IIT, NIT, DCE, or similar premier institute in India or abroad.
2. Should have at least 5 years of experience in the field of Consultancy and conducting of Structural Audit and NDT of various Buildings.
3. Should be Licensed as Structural Engineer, and registered with appropriate competent Authorities to carry out/authorize for the Structural Audit/NDT works.
4. Experience of Structural Audit as per the guidelines of the Indian Society of Structural Engineers is essential.
5. The Average Financial Turnover during the last three financial years (2020-21, 2021-22 & 2022-23) should be Rs.20 (Twenty) Lakh.

Interested applicants should submit their application as per enclosed Proforma & Annexure giving requisite details. All documents should be duly signed and stamped by an authorized signatory of the bidder/Consultants and all facts/figures should be supported by appropriate documentary evidence/certificates.

3. **Submission of bid:-**

The offers must be submitted in two separate sealed covers as under:-

**A. Technical Bid:-**

- a. Technical bid along with enclosures duly signed and official sealed.
- b. Demand Draft of Rs. 10,000/- as an EMD (Earnest Money Deposit) in favor of “**MANAGEMENT DEVELOPMENT INSTITUTE SOCIETY**” payable at **Gurgaon**.

**B. Commercial Bid:-**

Financial Bid Proforma, in the prescribed format (Annexure-I) only. No other format will be accepted by the Institute. The prices/offer must be valid for 180 days at least.



#### 4. BROAD SCOPE OF CONSULTANCY WORK:

##### STRUCTURAL AUDIT:

- a) Structural audit shall be carried out as a qualitative assessment in accordance with latest guidelines of Indian Society of Structural Engineers. Visual health inspection of buildings covering internal, external, and common areas using light tapping hammer, marking in floor plans all the visible defects, deterioration, and quantification.
- b) Assessment of damages of RCC members through NDT (Non-Destructive Testing) with calibration chart for the site. Initially digital rebound hammer test and if necessary Ultrasonic Pulse Velocity test, Half Cell Potential test, carbonation depth test, core test, chemical test, etc. The necessity of which will be decided after inspection.
- c) Finding the probable causes of damages, seepage/leakages and status of plumbing installations.
- d) Preparation of detailed report based on visual inspection, NDT, suggesting/ phasing out priority-wise repair/ remedial and retrofitting measures supported by photographs wherever necessary.
- e) Preparation of detailed estimate for proposed structural repairs/ restoration, and rectification work of specialized nature with BOQ (Bill of Quantities).
- f) Preparation of as Built Drawings including Site Plan, Floor Plans, Sections, and Elevations to a suitable scale and submitting three Sets of Hard Copies and corresponding Soft Copies of the same.
- g) Preparation of tender documents, drawings (main & working) etc., for proposed structural repairs/ restoration, rectification work and assisting the Institute, in respect of publishing of notice, inviting Tender from the experienced contractors registered with the Government/Semi Government organizations.
- h) Assistance for Execution of repairs/renovation works through periodic visits during execution of work as and when required.
- i) Verification of bills.
- j) Attending meetings with MDI Gurgaon Officials, wherever required, in respect to above work.
- k) Making additions/alterations in the drawings, specifications, make, etc. as required for execution of work.
- l) Final report on the restoration work executed.
- m) Issue of structural stability report.
- n) **A. Preliminary Work ( Part of Report)**
  - (i) Collection of preliminary data.
  - (ii) Pre-repair survey (field work}
  - (iii) Submission of survey report, general defects and damages, general recommendations, budgetary estimate in the descending order of preference, generalized bill of quantities



**B. Pre-repair Planning.**

- (i) Evaluation of methodology and repair strategy.
- (ii) Detailed estimation of quantities.
- (iii) Estimated value of project and Bill of quantities(BOQ)

**C. During Repair/Re-Development Work**

- (i) Periodic visits for quality checking
- (ii) Routine meeting with Officers.

**D. Post Repair**

- (i) Preparation of Checklist and checking before handover of site.
- (ii) Checking of building support system restoration.

**E. The sample may be vetted by IIT Delhi/ IIT Roorkee.**

The Institute will make payment/reimburse payment for all sample vettings done, on actual basis, on production of invoice by the consultant agency.

The consultant/agency engaged by the Institute for the structural audit work will not be permitted to participate in any process involved for actual implementation of the required work.

The offer shall include the professional charges for all the consultancy services mentioned above and should be submitted as financial bid, in separate sealed cover. The other details such as registration etc. with appropriate authority, qualification, work done details, etc. shall be submitted in a separate cover.

**5. Documents required in support of eligibility and Qualification:**

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

- a) Self attested copies of the academic qualification - post graduate qualification (M. Tech) in Structural Engineering from a premier institution e.g. IIT, NIT, DCE or similar premier institute in India or abroad.
- b) Self-attested copy of License as Structural Engineer, and registered with appropriate competent Authorities to carry out/authorized for the Structural Audit/NDT works.
- c) Statement of Average Annual Turnover of last three financial years (F.Y. 2020-21, 2021-22 and 2022-23), in support of eligibility criteria mentioned above, from a registered practicing Chartered Accountant only (Section -V).
- d) EMD of required amount as specified in this tender document.
- e) Self-attested copy of GST registration certificate and PAN.
- f) Self-attested copies of work Orders and Client Satisfactory Certificates issued from at least three or more clients during the last five years (Section -VI).
- g) Declaration for not having been blacklisted by office of any State Government/Government of India as per the format in this tender document (Section -VII).



## 6. Tender Validity

The validity period of the bid will be 180 days from the last date of bid submission at MDI Gurgaon, which may be extended by the bidder/Consultants for such period as may be requested by MDI Gurgaon. A proposal valid for a shorter period may be rejected as non-responsive.

## 7. Earnest Money Deposit (EMD)

- a) The interested bidder/Consultants may submit the tender document complete in all respects along with earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten 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 bidder/Consultants will be returned without any interest within 30 days after finalization of tender.
- d) EMD of the successful bidder/Consultant shall be returned after one month of satisfactory completion of work.
- e) EMD shall be forfeited if the bidder/Consultant withdraws his bid during the validity period of Tender.
- f) The Earnest Money shall be forfeited if
  - (i) The Bidder/Consultant/Tenderer withdraws his Tender during the validity period of Tender.
  - (ii) The Successful Bidder/Consultant/Tenderer fails to comply with all the terms and conditions of the Tender Document during the currency of the contract.

## 8. Preparation and Submission of Bids:

- a) Tenders are to be submitted as per two bid systems 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 correction and interlineation if any 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 will not be accepted.
- 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 the Tender document duly signed and official stamped on each page.





- f) The Financial Bid Envelope should contain the Price Bid only, as per format given in **Annexure-I**. No overwriting, corrections, interlineations, etc. are permitted in the Financial Bid. If found, bid shall be 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) should be separately sealed in envelopes superscribing as Technical Bid and Financial Bid, respectively. Both the sealed envelopes should be put in a third sealed envelope and should be superscribed as **“Consultancy for Structural Strength checking of Takshashila-A,B,C, D, E & F Hostel Building at MDI Gurgaon”**.

**9. Bid Submission:**

Sealed Bids should be addressed and submitted along with requisite documents to **Chief Administrative Officer (Institutional Services), MDI Gurgaon, Mehrauli Road, Sukhrali, Gurgaon-122007** Haryana latest by 10 May 2024 upto 3 P.M. through Speed Post/By Hand only.

**10. Late Bids:**

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

**11. Award of Contract:**

- a) MDI Gurgaon may award the contract to the successfully evaluated bidder/Consultant whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- b) MDI Gurgaon will communicate to the successful bidder/Consultant that its proposal has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Award") shall prescribe the terms of payment to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.
- c) Failure of the successful bidder/Consultant to comply with the requirements of the above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of bid security.

**12. Other Terms and conditions**

- a) The scope of work shall include **“Consultancy for Structural Strength checking of Takshashila-A,B,C,D, E & F Hostel Building at MDI Gurgaon”**. The successful bidder/Consultant will assume full responsibility for the complete work until final acceptance as per work awarded.



- b) The entire work assessment should be completed and report submitted within 15 days of date of LOA, in writing to the Institute.
- c) In case the work is not completed within the date stipulated/communicated penalty shall be imposed @Rs.1000/- each day of delay subject to a maximum of Rs.10,000/- (Rs Ten Thousand only). However, Director, MDI Gurgaon shall be empowered to grant an extension of time on valid grounds.
- d) The bidder/Consultant shall take all safety precautions for safety of his employees and the Institute shall not be, in any way, liable for any damage/ liability on account of any mishap or negligence of the bidder/Consultant.
- e) Bidder/Consultant shall be responsible for any mishap/accident and liability in respect of him and his staff deployed for work, if any, falling thereof, shall be entirely yours and the Institute shall in no way be responsible for the same.
- f) The bidder/Consultant must get acquainted with the proposed site for the work and study specifications and conditions before quoting the rates.
- g) Payment schedule: Payment shall be made in stages as per the following schedule:

| Sl. No. | Stage of Work   | Payment Percentage      |
|---------|---|-------------------------|
| 1.      | Acceptance of Structural Audit report                       | 15% of Consultancy fees |
| 2.      | On Award of Tender for repair works                         | 50% of Consultancy fees |
| 3.      | Supervision and Certification of completion of Repair Works | 35% of Consultancy fees |

- h) The rates are fixed and shall be valid for the entire duration of work.



**SECTION - IV**

**BIDDER/CONSULTANT DETAILS FORM**

| S.No | Description   | Information   |
|------|---|---|
| 1    | Name of Tenderer /Bidder  |   |
| 2    | Details of Registration of Bidder/Consultant (attach certificate of registration) as applicable |   |
| 3    | Details of Licensed Structural Engineers  |   |
| 4    | Details of Earnest Money Deposit  | DD No. .... date<br>..... of<br>Rs. 10,000/- drawn on Bank<br>.....<br>Payable at ..... |
| 5    | Full Address of Registered Office:<br>Telephone No.:<br>FAX No.:<br>E-Mail Address :            |   |
| 6    | Full address of Operating Branch/Office:<br>Telephone No.<br>FAX No.<br>E-Mail Address          |   |
| 7    | Banker of Bidder/Consultant<br>(Copy of canceled cheque)  |   |
| 8    | PAN No./GIR No. (Attach attested copy)  |   |
| 9    | GST Registration No (Attach attested copy)  |   |

Signature of authorized person

Official Seal



**SECTION - V**

**AVERAGE ANNUAL TURNOVER**

(To be certified by a practicing Chartered Accountant on CA Firm Letter Head)

| <b>Financial Year</b> | <b>Annual Turnover (Rs.)</b> | <b>Average Annual Turnover (Rs)</b> |
|-----------------------|------------------------------|-------------------------------------|
| 2020-21               |                              |                                     |
| 2021-22               |                              |                                     |
| 2022-23               |                              |                                     |

Signature of CA Firm

Date:-

Place:-

Official Seal



**SECTION – VI**

**EXPERIENCE OF PROVIDING SIMILAR SERVICES**

(On the Bidder/Consultant letterhead)

(Details of the major **similar contracts handled** during the last five years (i.e. 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24) 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. | Year | Amount of Contract (INR) | Proof attached (Yes / No) |
|--------------|--|------|--------------------------|---------------------------|
| Year 2019-20 |  |      |                          |                           |
| 1            |  |      |                          |                           |
| 2            |  |      |                          |                           |
| 3            |  |      |                          |                           |
| Year 2020-21 |  |      |                          |                           |
| 1            |  |      |                          |                           |
| 2            |  |      |                          |                           |
| 3            |  |      |                          |                           |
| Year 2021-22 |  |      |                          |                           |
| 1            |  |      |                          |                           |
| 2            |  |      |                          |                           |
| 3            |  |      |                          |                           |
| Year 2022-23 |  |      |                          |                           |
| 1            |  |      |                          |                           |
| 2            |  |      |                          |                           |
| 3            |  |      |                          |                           |
| Year 2023-24 |  |      |                          |                           |
| 1            |  |      |                          |                           |
| 2            |  |      |                          |                           |
| 3            |  |      |                          |                           |

Submit the copy of work orders along with satisfactory completion certificate issued from at least three client's, to whom services have been provided by the bidder/Consultant in the past. The certificate should preferably be from Govt organizations/PSUs/MNCs/large-size corporates and a self-attested copy of the same should be submitted. Please attach extra sheet if required.

Signature of authorized person

Name: .....

Date: .....

Place: .....



Official Seal  
SECTION - VII

**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 bidder/Consultant for **“Consultancy for Structural Strength checking of Takshashila-A,B,C,D, E & F Hostel Building at MDI Gurgaon”**, I/we hereby declare that presently our company/firm has not been 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 / MNC 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 of authorized person

Name:.....

Place:.....

Date:.....

Official Seal



**FINACIAL BID PROFORMA**

(To be printed on the letterhead of the tenderer and sealed in separate envelope)

**“Consultancy for Structural Strength checking of Takshashila-A,B,C,D, E & F Hostel Building at MDI Gurgaon”**

| S.No | Description   | Consulting Fee Amount<br>(Rs.)<br>(exclusive of GST)<br>(A) | GST..... %<br><br>(B)      | Total Amount(Rs.)<br>(inclusive of GST)<br><br>(A+B) |
|------|---|---|----------------------------|--|
| 1    | <b>Consultancy for Structural Strength checking of Takshashila-A,B,C,D, E &amp; F Hostel Building at MDI Gurgaon. (Refer to Scope of work on Pages 6 &amp; 7)</b> |   | GST Amount<br><br>Rs ..... |  |

**Note : Bidders are advised to make a visit to MDI Campus before submitting Financial Bid to assess the work to be executed.**

Signature of authorized person of the bidder/Consultant

.....

Name: .....

Date: .....

Place: .....

Official Seal



**CHECKLIST FOR BIDDER/CONSULTANT**

| <b>Sl. No.</b> | <b>Details</b>  | <b>Document attached<br/>YES/NO</b> |
|----------------|---|-------------------------------------|
| a.             | Self-attested copy of the Registration Certificate  |                                     |
| b.             | Self-attested copy of the Licensed Structural Engineers Certificate   |                                     |
| c.             | Self-attested copies of the GST registration certificate and PAN.   |                                     |
| d.             | Statement of Average Annual Turnover of three financial years i.e. 2020-21, 2021-22 and 2022-23.  |                                     |
| e.             | EMD of the required amount as specified in this tender document.  |                                     |
| f.             | Cancelled Cheque  |                                     |
| g.             | Self Declaration stating that the bidder/Consultant has not been blacklisted by Centre/ State Government/ PSU/ MNCs/ Large size corporates as per the format in this tender document.   |                                     |
| h.             | 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. 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24. |                                     |

