

Tender No: MDI/ CCP/EC/2024-25

Dated: 22.06.2024

Tender for engagement
of Consultant to obtain Environmental Clearance
from the Ministry of Environment, Forest & Climate
Change



MDI
GURGAON

Management
Development
Institute



Management Development Institute Gurgaon

Mehrauli Road, Sukhrali, Gurgaon-122007

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

TABLE OF CONTENTS

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

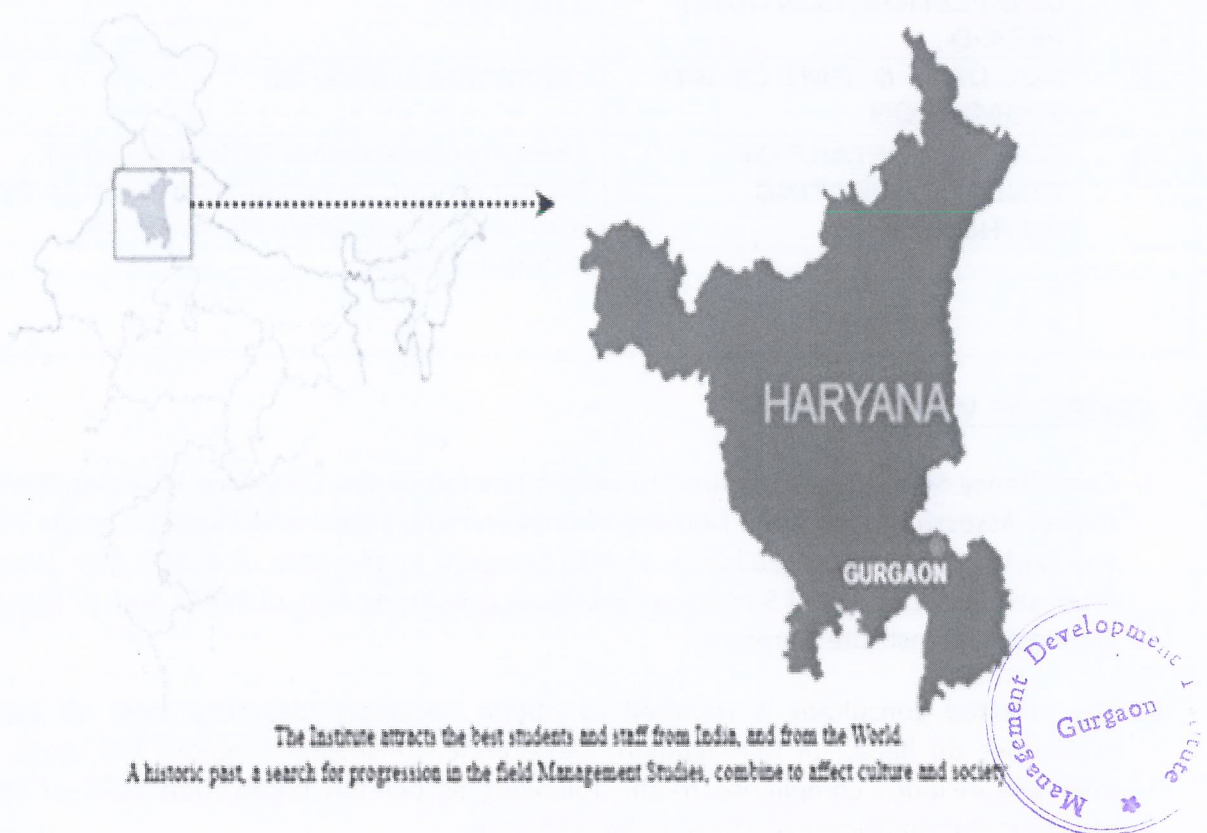


1. INTRODUCTION & BACKGROUND

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

Site Location

Site Location



2. BRIEF DETAIL OF TENDER

Management Development Institute, Gurgaon invites a tender for the hiring/engagement of a Consultant to obtain Environmental Clearance from the Ministry of Environment, Forest and Climate Change in favor of the Existing 36 Institute Buildings of MDI Gurgaon at the area of 61500 Sqm (Non - FAR) & Proposed Construction of 5 buildings and Main gate at the area of 54441 Sqm of Management Development Institute Gurgaon. Quotations are invited from Consultant/bidders for the subject work with complete details as per the following: -

The Brief details of the tender are as under:

1.	NAME OF WORK / BRIEF SCOPE OF SERVICE / JOB	Environment Consultancy Services to obtain Environmental Clearance including Environment Impact Assessment from the Ministry of Environment, Forest and Climate Change in favor of the Existing 36 Institute Buildings of MDI Gurgaon at the area of 61500 Sqm (Non-FAR) & Proposed Construction 5 buildings and Main Gate at the area of 54441 Sqm of Management Development Institute Gurgaon.
2.	TENDER NO. & DATE	MDI/ CCP/EC/2024-25 Dated:22.06.2024
3.	TYPE OF BIDDING SYSTEM	Two Bid System
4.	COMPLETION/CONTRACT PERIOD	120 Days
6.	DUE DATE & TIME OF BID SUBMISSION	01.07.2024 at 03.00 PM
7.	CONTACT DETAILS OF TENDER INVITING AUTHORITY	Chief Administrative Officer (Admin) Management Development Institute Gurgaon, Mehrauli Road, Sukhrali, Gurgaon, Haryana-122007

3. SCOPE OF WORK

- I. Consultancy Services are required to obtain Environmental Clearance including Environment Impact Assessment from the Ministry of Environment, Forest and Climate Change in favor of the Existing 36 Institute Buildings of MDI Gurgaon at the area of 61500 Sqm (Non-FAR) & Proposed Construction of 5 buildings and Main gate at the area of 54441 Sqm of Management Development Institute Gurgaon.
- II. The selected consultant is required to obtain necessary clearance from all appropriate authorities on behalf of Management Development Institute Gurgaon. The scope of work inter alia includes compliance to the following as per EIA notification 2006 of MoEF and subsequent modifications/memorandums therein:
 - a. Environmental Appraisal Questionnaire developed by MoEF including preparation of Terms of Reference (ToR).
 - b. Environment Impact Assessment Report.



- c. Environmental Management Plan.
- d. Details of Public Hearing as in Schedule as per requirement.
- e. No Objection Certificate from State Pollution Control Board.
- f. Forest/Wildlife/Aravalli Clearance Certificate (or NOC)- if necessary
- g. Any other clearance, if notified by MoEF through OM during the period of contract or else required in order to obtain the Environment Clearance.

Thus Environmental Clearance for the construction project undertaken by MDI, Gurgaon

III. The activities to be carried out by the consultant include but not be limited to the following:

- a. Carrying out an Environmental Impact Assessment (EIA) study relating to the construction of the Proposed Buildings. The study will be carried out as per the Terms of Reference (ToR) issued by the Ministry of Environment & Forests (MoEF), New Delhi, and any other statutory guidelines of the Govt. either existing or issued from time to time till the Environmental Clearance (EC).
- b. Attending all meetings with the Expert Appraisal Committee of MoEF for approval of Environmental Clearance.
- c. Conduct Public hearings (if required) for the construction of proposed buildings as per the requirements of ToR including necessary liaisoning with Haryana State Pollution Control Board/District Authorities/local authorities at Gram Panchayat/Taluka level for smooth conduct of public hearings.
- d. Finalize the EIA report based on the inputs of the public hearing and submit the same to EAC/MoEF.
- e. Follow up with HSPCB/MoEF etc as required for expeditious grant of EC.
- f. Obtaining Environmental Clearance (EC) from the Ministry of Environment, Forest & Climate Change.

IV. The prospective consultant must visit the site for complete information and understanding of the scope of work and its requirements in consultation with the architect & project engineers of MDI, Gurgaon to provide the following services as mentioned above and summarized below.

A. Environmental Clearance (EC) from the Ministry of Environment, Forest and Climate Change for the Existing 36 Institute Buildings of MDI Gurgaon at the area of 61500 Sqm (Non-FAR) & Proposed Construction of 5 buildings and Main gate at the area of 54441 Sqm of Management Development Institute Gurgaon.

Site Details of the proposed consultancy Work are as below:

S.	Campus	Contact Person
----	--------	----------------

No.		
1	Management Development Institute, Mehrauli Road, Sukhrali, Gurgaon, Haryana	Mr. Abid Hasan Sr. project Engineer Management Development Institute, Gurgaon

4. PERIOD OF COMPLETION

The process of submitting an online/offline application along with a detailed project report shall be completed within 15 days from the date of award of the contract. Further, all the requisite approval and documents of approval as mentioned in the scope of work shall be obtained from MoEF within 120 days from the date of award of work. The MDI Gurgaon may at its discretion, however, on a specific request by the bidder, with convincing reason extend the period to obtain the specified permission which may not be beyond 30 days in addition to the existing time.

5. TECHNICAL QUALIFICATION CRITERIA

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

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

The provisional Balance Sheet and P&L account statement will not be considered for

evaluation, even if the same is submitted.

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

6. **EVALUATION CRITERIA**

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

7. **PAYMENT TERMS**

Sl. No.	Payment Schedule	% Payable on Total Fee
01.	On collection of documents and data and self-certification that collection of all documents for application is made	10%
02.	On concluding agreement with the authority & submission of preliminary site assessment report	10%
03.	On submission of form and feasibility report and on approval of ToR	20%
04.	On submission of draft EIA & EMP reports	30%
05.	On obtaining Environmental Clearance (EC)	30%
	TOTAL	100%

All government/statutory charges will be paid by MDI, Gurgaon on proof of receipt.

8. TAXES

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

9. SECURITY DEPOSIT

The 5% retention (security deposit) interest-free will be made from all RA bills. The Security Deposit will be refunded after obtaining the requisite certificates from the Ministry of Environment, Forest and Climate Change or completion of work.

10. CONFORMITY TO THE TERMS AND CONDITIONS OF THE TENDER DOCUMENT

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

11. RIGHT TO ACCEPT OR REJECT TENDER

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

12. DISPUTE RESOLUTION

- 12.1. Any dispute, difference, or controversy of whatever nature howsoever arising under, out of, or concerning the Agreement between the Parties and so notified in writing by either Party to the other (the "Dispute") in the first instance shall be attempted to be resolved amicably under the conciliation procedure outlined in clause 13.2 below.
- 12.2. A Joint Committee with an equal number of representatives (those not directly involved in the day-to-day business operations of either party at the Facility) from MANAGEMENT DEVELOPMENT INSTITUTE GURGAON and M/s the (Name of the Consultancy Firm) shall be constituted for the administration of the agreement. Any disputes arising out of the implementation of the agreement shall be looked into by this Joint Committee for Resolution. The Joint Committee comprising three authorized representatives of MANAGEMENT DEVELOPMENT INSTITUTE GURGAON and an equal number of authorized representatives of M/s (name of the Consultancy Firm) concerned shall be authorized, after going into all pros and cons without jeopardizing the financial interest of MANAGEMENT DEVELOPMENT INSTITUTE GURGAON, as contained in the agreement, to amend the terms and conditions for smooth and hassle-free operation so long as the overall structure of this agreement does not change.
- 12.3. In the event of any Dispute between the parties not getting resolved unanimously by the Joint Committee, any of the Parties may require such Dispute to be referred to a two-member High-Level Committee comprising the Director of MANAGEMENT DEVELOPMENT INSTITUTE GURGAON and the Chairman of the Consultancy Firm (or such persons nominated by them) for amicable settlement. Upon such reference, the said two persons shall meet not later than 7 days of the date of such request, to discuss and attempt to amicably resolve the Dispute. If such a meeting does not take place within the said period or the Dispute is not amicably settled within 15 days of such meeting between the said two persons, either party may refer the dispute to arbitration.

13. DELAY PENALTY /DAMAGES

Time is the essence of the contract. It shall be the responsibility of the consultant to complete the work within the stipulated period of completion. In case the Consultant fails to complete the work successfully within the period of completion, he shall be liable to pay to the MDI, as liquidated damages, a sum at the rate of ½% (half percent) to 1% of the total contract value of the work (as awarded) for every week or part thereof which shall be elapsed between the scheduled time of completion of work as per the period mentioned at

clause 4 for each mode of payment on the actual date of completion of work. PROVIDED always that the total amount of such liquidated damages for the delay to be paid under this condition shall not exceed 5% (five percent) of the total contract value, as awarded.

14. ARTICLE: ARBITRATION:

- I. Any dispute which is not resolved by Amicable Resolution as mentioned above, shall be referred to Arbitration which shall be according to the Indian Arbitration and Conciliation Act, 1996 as amended from time to time.
- II. Any Party desirous of initiating arbitration shall give 15 days' notice to the other party of its intention ("Arbitration Notice"). Each Party shall, within 15 days of the receipt of the Arbitration Notice, appoint an arbitrator of its choice. Within 15 days of their appointment, the two arbitrators shall appoint a third arbitrator who shall preside over the arbitration proceedings.
- III. The venue of arbitration or any legal disputes shall be Gurgaon, Haryana, India, and all arbitration proceedings shall be conducted in English.

15. SUBMISSION OF TENDER

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

The Chief Administrative Officer (Admin)

Management Development Institute

Mehrauli Road, Sukhrali, Gurgaon-122007

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



BID FORM

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

Subject: Tender to obtain Environmental Clearance including Environment Impact Assessment from the Ministry of Environment, Forest and Climate Change in favor of the Existing 36 Institute Buildings of MDI Gurgaon at the area of 61500 Sqm (Non-FAR) & Proposed Construction 5 building and Main Gate at the area of 54441 Sqm of Management Development Institute Gurgaon.

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

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

Documents forming part of the bid

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

(Details to be provided by the bidder)

1. Covering Letter
2. Copies of Audited Accounts / Annual Reports / Balance Sheet & Profit and Loss Account Statement for the last three financial years.
3. Copy of GST Registration Certificate
4. Copy of PAN Card
5. Self-attested copy of Similar Work Done as mentioned in the PQC Criteria/technical qualification.
6. Copy of company/MSME Registration/firm registration Certificates etc.
7. Any Other Documents supporting merit.

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

Date:

Place:

Signature and Seal of authorized signatory of the bidder



ANNEXURE-II

FINANCIAL BID

Name of Work: Environment Consultancy Services to obtain Environmental Clearance including Environment Impact Assessment from the Ministry of Environment, Forest and Climate Change in favor of the Existing 36 Institute Buildings of MDI Gurgaon at the area of 61500 Sqm (Non-FAR) & Proposed Construction 5 building and Main Gate at the area of 54441 Sqm of Management Development Institute Gurgaon.

S No.	Description of Work/Activity	Amount Quoted
1	For obtaining Environmental Clearance (EC) including Environment Impact Assessment from the Ministry of Environment, Forest and Climate Change in favor of the Existing 36 Institute Buildings of MDI Gurgaon at the area of 61500 Sqm (Non-FAR) & Proposed Construction of 5 buildings and Main Gate at the area of 54441 Sqm of Management Development Institute Gurgaon.	Rs..... (Rupees..... Only)

Note:

- 1) GST as applicable shall be payable extra.

Signature and Seal of authorized signatory of the bidder



