

Date: - 30 Apr 2025

Sub: Request for Proposal (RFP) for Hostel Accommodation for Additional PGPM Students (2025-26).

Time schedule for RFP process:

Sr. No	Description Details	Date and Time
1	Date of publication of RFP notification	30/04/2025 at 10.00 AM
2	Last date for receipt of duly filled in proposal	14/05/2025 up to 03.00 PM

1. Introduction: -

Management Development Institute (MDI) Gurgaon invites sealed proposals from eligible and reputed service providers for **off-campus hostel accommodation** for approximately **63 additional PGPM students** for the academic session **2025-26**. Due to an increase in intake, additional students need to be accommodated outside the MDI campus for a temporary period (2 months only).

The service provider must offer safe, secure, hygienic, and fully functional accommodation facilities located within **close proximity (preferably within 2–4 km)** of the MDI campus.

2. Scope of Work: -

The selected vendor shall provide:

- Accommodation for 63 students (twin-sharing preferred, but may consider alternative options if required).
- Furnished rooms with beds, mattresses, study tables, chairs, wardrobes, curtains, etc.
- Attached/common washrooms with regular cleaning and maintenance.
- Wi-Fi/Internet connectivity with sufficient bandwidth.
- 24x7 power backup and water supply.
- Adequate security arrangements (CCTV cameras, 24x7 security guards, entry/exit log maintenance).
- Regular housekeeping and sanitation services.
- Proximity transportation arrangements if the distance exceeds 1 km.

3. Mandatory Requirements: -

- Valid registration under relevant legal statutes.
- GST Registration Certificate.
- Fire Safety Compliance Certification.
- Insurance coverage for the premises and residents (if available).

4. Timeline: -

The accommodation facility must be ready for possession by **15th June 2025**, well before the start of the academic session.

5. Proposal Submission Requirements: -

Interested vendors/service providers must submit the following documents:

- Company Profile and Past Experience (similar engagements, preferably with educational institutions).
- Detailed proposal highlighting room specifications, facilities, safety measures, housekeeping standards, and any value-added services.
- Financial quotation including:
 - Per student monthly accommodation charges
 - Applicable GST and other taxes
 - Deposit and other incidental charges (if any)
- Draft agreement/terms and conditions.
- Photos and location map of the offered premises.

6. Evaluation Criteria: -

Proposals will be evaluated based on:

- Proximity to MDI Campus
- Infrastructure and Facilities
- Safety and Security Arrangements

- Past Experience and References
- Financial Quotation and Terms
- Vendor's Compliance with RFP Terms

7. General Terms and Conditions: -

- MDI reserves the right to reject any or all proposals without assigning any reason.
- MDI may conduct site visits before finalizing the vendor.
- Final allocation shall be subject to negotiation and approval from competent authorities.
- No advance payment will be made without site inspection and agreement signing.
- Payment terms will be decided mutually after the award of the contract.

8. Contact Details for Submission and Queries: -

The proposal duly sealed in an envelope should be addressed to: -

**“Chief Administrative Officer (Hostels),
Management Development Institute,
Mehrauli Road Sukhrali, Gurgaon, Haryana-122007”
Tel:- 0124-4560683**

so as to reach on or before 03.00 PM, 14.05.2025, at Hostel Office, at Chaitanya building by Speed Post/Courier/By hand only before last date and time. Bids received through email will not be considered.

(We look forward to receiving your proposals and establishing a long-term collaborative relationship.)

FINANCIAL QUOTATION

To be printed on letter head of the vender/Service provider.

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	Details	Description
1. Vendor Information		
1.1	Name of the vendor/organization	
1.2	Address	
1.3	Contact details (phone number, email)	
1.4	GST number	
2. Accommodation Details:		
2.1	Total number of rooms available	
2.2	Room type (twin-sharing)	
2.3	Room size and furnishings (bed, study table, chair, cupboard, etc.)	
2.4	Attached or common washrooms	
3. Facilities Provided:		
3.1	Wi-Fi availability	
3.2	24x7 electricity backup	
3.3	Security measures (CCTV, guards, etc.)	
3.4	Housekeeping services (frequency)	
3.5	Air conditioning	
3.6	Laundry services	
4. Safety & Security:		
4.1	Fire safety arrangements	
4.2	Entry/exit protocols	
4.3	Emergency response system	
5. Cost Structure:		
5.1	Per room monthly rent	
5.2	Deposit and payment terms	
6. Proximity to MDI:		
6.1	Distance from the campus	
6.2	Availability of transportation (shuttle services)	

7. Terms & Conditions:		
7.1	Minimum contract duration	
7.2	Maintenance responsibilities	
7.3	Terms for early termination of the contract	
8. Additional Requirements:		
8.1	Availability of study rooms or common areas	
8.2	Recreational facilities (if any)	
8.3	Parking space availability (if any)	