

MANAGEMENT DEVELOPMENT INSTITUTE, GURGAON
PHYSICAL INFRASTRUCTURE

Mehrauli road, Sukhrali, Gurgaon Haryana-122007,
Phone: -0124-4560000. Website:-www.mdi.ac.in

MDI/Estates/Hostels/Furniture/2025 -26

23 August 2025

Sub: Supply of Wooden Furniture for Student Hostel at MDI Gurgaon.

1. Time schedule for tender process:

Sr. No	Description Details	Date and Time
1	Date of publication of Tender notification	23 August 2025
2	EMD	1,00,000/-
3	Last date for receipt of duly filled in tenders	12 September 2025
4	Period of validity of Tender	180 days from the date of closing of Tender

2. INTRODUCTION

Management Development Institute Gurgaon (MDIG), Haryana (hereinafter referred to as the "Institute") is one of the Institute of national reputed on which is dedicated to offer world-class programmes in Management Education. The Institute Invites Sealed Tenders on "Single Bid System" as mentioned hereunder in the attached prescribed format from reputed Agency/Firm having adequate experience in the field of Supply of Wooden Furniture.

The Tenderers having duly valid, as on date, ISO 9001:2015 (Quality Management System), ISO 7173 (Chairs and Stools - Strength and Durability), and ISO 7174 (Chairs Stability), may enclose the same.

3. TENDER NOTICE:

MDI Gurgaon invites sealed Tenders under single Bid System (Price Bid only) for "**Supply of Wooden Furniture for Student Hostel at MDI Gurgaon**" as per the specifications given at Annexure-A, and to be installed. The mentioned buildings from the reputed firms/ companies who are experienced in Supply of Wooden Furniture to large-sized organizations and academic institutions of repute.

The prospective Bidders are advised to read the entire tender document carefully before submitting their tenders. The bidders may visit the MDI Gurgaon Campus on any working day between 10:00 a.m. and 05:00 p.m., taking an advance appointment. Nothing is payable for visiting the MDI campus in this regard. The sealed bids as specified in the tender document, should be addressed to

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

so as to reach through speed post/Registered Post/By hand to be dropped in the Tender Box placed at Physical Infrastructure department at TakshaShila building on or before 3 PM, 12 September 2025.

4. Submit the following documents: The participating agencies/companies shall enclose the copies of the following documents along with bid

- (i) Valid ISO certificates, as per para.2 above
- (ii) Valid GST & PAN registration.
- (iii) Cancelled cheque of the Tenderer Branch Account



5. **Mode of Submission:**

The price bid & EMD should be sealed in separate covers duly super scribed as 'Price Bid' & 'EMD' in the appropriate covers & both these sealed covers are to be put in a bigger cover which should also be sealed & duly super scribed and mention in top of cover "**Supply of Wooden Furniture for Student Hostel at MDI Gurgaon**". Any Addendum/Corrigendum, date extension in respect of above tender shall be uploaded on MDI Gurgaon website only, and no separate notification shall be issued in the press.

6. **Earnest Money Deposit (EMD):**

1. The Earnest Money Deposit (EMD) of an amount of Rs.1,00,000/- in the form of Demand Draft only in favor of **Management Development Institute Society** and payable at **Gurgaon**. EMD will not bear any interest.
2. **Forfeiture of the EMD:** If any tenderer withdraws the rates, the EMD amount deposited by him will be forfeited, and he will be disqualified from participating in any future tender of the Institute.
3. Refund of EMD: The EMD of unsuccessful tenderer will be refunded within 45 working days of opening of price bid.
4. If the EMD is not enclosed, the Tender offer will be summarily rejected
5. **Cheque will not be accepted towards EMD.**
6. The Earnest Money Deposit/Security Deposit will be forfeited and they will be disqualified from participating in any future tender of the Institute if:
 - a) Tenderer withdraws his tender or backs out after acceptance.
 - b) Tenderer violates any of the conditions prescribed in the Tender Document.
 - c) Tenderer revises any of the terms quoted during validity period
 - d) In the event of refusal to carry out work by the successful Bidder on any grounds.

7. **Security Deposit:**

The EMD amount of Rs.1,00,000/- of successful bidder will be retained as security deposit in the form of performance guarantee for a period of one year of satisfactory completion of works. No interest shall accrue on the security deposit.

8. **Award OF work**

- A. The sample furniture items, one raw and one finished sample of Bed, Study Table, and Study Chair submitted by the bidder along with Bid shall be technically evaluated by the MDI Gurgaon team. The bids of technical qualified bidders shall only be considered for further process.
- B. The technical qualified agency quoting the lowest rate for above tender shall be considered for Award of Work.

However, MDI does not bind itself to accept the lowest or any other bid and reserves the right to accept or reject any or all the bids either in full or in part without assigning any reason or bargain to arrive reasonable rates.

9. **Terms and conditions are as under**

- (i) The price quoted for the above items should be inclusive of Cost of items, Labour, transportation, insurance, and installation/Placing, and exclusive of GST. The price should be quoted in price format (Annexure-A) only.



- (ii) The scope of work includes "Supply of Wooden Furniture for Students Hostel at MDI Gurgaon". This will also include delivery, installation/Placing at site. The successful bidder will assume full responsibility for the complete Supply & Installation.
- (iii) Payment will be restricted to actual quantity supplied at site.
- (iv) The entire work should be completed within 60 days of the confirmed order in writing by the Institute.
- (v) In case the work is not completed within the date stipulated penalty shall be imposed @Rs. 5000/- each day of delay, subject to a maximum of Rs.1,00,000/- (Rs One Lakh only). However, Director, MDI Gurgaon shall be empowered to grant an extension of time on valid grounds.
- (vi) In case any item is found to be defective /substandard, the same shall be rejected and no amount shall be paid for such items and such items shall be removed by the supplier from the site immediately on his own cost.
- (vii) The work shall be executed as per CPWD specification.
- (viii) The contractor shall take all safety precautions for the 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 contractor.
- (ix) You shall be responsible for any mishap/accident and liability, if any, falling thereof; the Institute shall in no way be responsible for the same.
- (x) The watch and ward of materials brought at site shall be the responsibility of the contractor.
- (xi) The contractor must get acquainted with the proposed site for the work and study specifications and conditions before quoting the rates.
- (xii) The contractor shall get the samples of materials approved sufficiently in advance from the Institute. The materials brought at site shall strictly conform to the quality of samples approved, and in case of variation, such materials shall be liable to be rejected and to be removed from the site within 24 hours of the rejection by the Engineer-in-Charge/Officer.
- (xiii) The item supplied will have one year defect liability period during which the contractor agency shall be under obligation to undertake all such repairs/rectification/replacement, as may be necessary to make the furniture serviceable.
- (xiv) Terms of payment: -
 - (a) 85% on delivery of approved items in the campus, within 30 days of submission of correct invoice for the items supplied and certified to be in good and acceptable condition by the estate deptt. Proof of payment of GST challan has to be submitted by the suppliers.



- (b) 10% of Supply value shall be paid on completion of the installation/laying/placing of the supply furniture as per the requirements of the purchaser within 30 days of completion of such activity.
- (c) The remaining 5% of supply value shall be treated as retention money and shall be paid after one year of satisfactory completion of all contractual obligations specified for Supply, installation/placing/laying of all furniture items in the buildings at MDI Gurgaon Campus as mentioned in the BOQ.

10. Technical Specifications

- a) Two Samples of each furniture mentioned below, one raw & one finished sample, are required to be prepared and submitted by the bidder along with the tender document on or before the last date and time of bid submission at MDI Gurgaon. The cost/expense for manufacturing of such sample furniture shall be borne by the agency only. No request for payment by any bidder in this regard will be considered by the Institute at any stage.
 - (a.) Bed
 - (b.) Study Tables
 - (c.) Study ChairsApproved samples shall be used as the standard of finish and workmanship and shall be in the custody of the institute till the completion of work. The image of Furniture items is being enclosed for reference purposes of the bidders (Annexure-B).
- b) Good quality teak wood timber shall only be used for the furniture to be supplied. It shall be best of its kind as set out in section - carpentry and joinery, well-seasoned and kiln dried with a moisture content of 12 A nominal A + 2% for teak wood. It shall be matched for colour and grain, free from work holes, loose or dead knots or other defects, and sawn die square.
- c) Plywood/block shall be of premium quality, resin bonded CWR brand, weather proof, close grained plywood suitable for veneering, painting or bonding plastic laminate as required. Exposed edges of plywood block boards shall be finished with a strip of solid wood, tongued and grooved, and glued. The ply board shall be of brand name DURIAN/ DURO/GREEN/CENTURY/WOOD TOUCH. LAMINATION SHALL BE MARINO/FORMICA/ DECOLUM/ GREENLAM BRAND of 1.00 mm thickness, and Pre laminated board brand name Greenlam /Marino, etc.
- d) Grain directions of wood grain laminated sheeting shall be as follows. Lengthwise on horizontal surfaces. Vertical on vertical surface. Horizontal on edges, top surfaces, and shelves.
- e) All joints shall be standard mortise and tenon, dowel, overall cross halved, mitered tongue and grooved, and rebated. Nailed butt joints will not be permitted. ISI-approved adhesives shall be used for the carpentry and joinery work.
- f) Timber veneers shall be finished by the application of two coats of an acid-catalyzed clear melamine. The finish shall be a satin, semi-gloss finish. The lacquer shall be applied evenly by spraying to give an even coat to the veneer surface.



- g) Cushion vents shall be provided at the back or underside of all seat cushions in sufficient number to allow air to escape easily and prevent from scams.
- h) Stained spirit polish with melamine finish for wood work shall be carried out wherever polishing is specified.
- i) MDI shall have the right to expose the furniture for inspection purposes. The supplier has to repair the same at his own cost.
- j) Supplier shall make all arrangements for inspection of items being manufactured at their workshop as and when asked by MDI.
- k) All hardware fittings, knob, ball catcher brass should be Haffle/Godrej/door set.

11. The rates shall be valid for entire duration of work.

12. Before quoting the rates, the supplier may ascertain the requirement(s) and design of the furniture items (sample available in the Institute), and for the purpose supplier may visit the MDI Campus on any working day (Mon-Fri) during working hours, on prior appointment.

13. The Institute reserves the right to get the whole or part of work done through one or more parties

The quantities indicated in the price bid are approximate only. The quantities can be increased or decreased or totally deleted while placing order by the Institute. Payment shall be made to the actual quantity receipt at site.

MDI reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Thanking you,

Yours faithfully,

Chief Administrative Officer (IS)
MDI Gurgaon

Encloser: Annexure-A & B



MDI/Estate/Hostel/Furniture/2025-26 dated 23 August 2025

Price BidTo be printed on Letterhead of the Tenderer**"Supply of Wooden Furniture for Student Hostel at MDI Gurgaon".**

S.No	Description	Unit	Estimated Qty.	Rate (Exclusive GST) (Rs.)	Amount (Exclusive GST) (Rs.)
	Wooden Bed				
1	Supplying of single beds: size 6'-4 1/2" X 3' made of 2" X 2" teak wood legs, 1" X 5" cross members of teak wood, 2-1/2" X 1-1/2" hard wood spanning members (3 Nos.) fixed with 19 mm thick commercial ply on the top. The headboard to have 1-1/2" X 1-1/2" curved teak wood member on headrest board, 19 mm thick OST ply as in fill. The entire unit is to be polished with French polish melamine finish.	Nos	101		
	Study Table				
2	Supplying of study table of size 3'-6" X 2' X 2'-6" with 19 mm thick commercial board faced with 1 mm thick laminate of choice shade with 2" x 3/4" teak wood border/moulding all around the top with foot rest 2-1/2" X 1" and 2 drawers with 19 mm OST board (1 small and 1 big), 2 Godrej drawer locks and two knobs. The entire unit is to be finished in French polish with melamine finish.	Nos	296		
	Study Chair				
3	Supplying of study chair of approx. size 18-1/2" X 19" without arm consisting of 3-3/4" X 1" thick good quality teak wood members with 4" or 10 mm thick foam cushion to be fixed inside the seat frame of 3-3/4" X 1" upholstered with cloth fabric of rate not less than Rs.110/- to Rs.120/- per meter, fixed on 12 mm commercial ply. All the teak wood exposed members are to be French polished with melamine finish.	Nos	162		
	Total (Exclusive GST)				
	GST @18%				

Signature of authorized person of the bidder

Name:

Date:

Place:



Official Seal

SUPPLY OF WOODEN FURNITURE FOR STUDENT HOSTEL AT MDI GURGAON.

Annexure-B

Photograph

