

# MANAGEMENT DEVELOPMENT INSTITUTE, GURGAON

## INVITES TENDER

### FOR

**INSTALLATION OF GERMAN HANGER TENT (WITH WATERPROOFING, WEATHER-PROOFING & WIND-LOAD RESISTANCE), LIGHTING, AIR CONDITIONING, SOUND SYSTEM, POWER BACKUP, AND OTHER ALLIED SERVICES FOR THE ANNUAL CONVOCATION FUNCTION 2026 AT MDI GURGAON CAMPUS**



**Management Development Institute Gurgaon**

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

**Ph:- +91-124-4560000, Fax:- +91-124-4560005, [www.mdi.ac.in](http://www.mdi.ac.in)**



# CONTENTS

1. INTRODUCTION.....	04
2. SCOPE OF WORK.....	05
3. MINIMUM ELIGIBILITY CRITERIA.....	05
4. BID CONDITIONS.....	07
5. SUBMISSION OF BID.....	07
6. EARNEST MONEY DEPOSIT (EMD).....	07
7. EVALUATION CRITERIA.....	08
8. GENERAL TERMS & CONDITIONS.....	08
9. PAYMENT TERMS.....	09
10. PERFORMANCE & QUALITY.....	09
11. CANCELLATION.....	10
12. SUB-STANDARD MATERIALS AND RISK & COST CLAUSE.....	10
13. FORCE MAJEURE.....	10
14. JURISDICTION.....	10
15. PART-A .....	11



# ANNEXURES

A. - BIDDER DETAIL FORM .....	12
B. - TECHNICAL DETAIL FORM.....	13
C. - UNDERTAKING BY THE BIDDER.....	14
D. - SELF-DECLARATION FOR NON-BLACKLISTING.....	15
E. - FINANCIAL BID.....	16



**MANAGEMENT DEVELOPMENT INSTITUTE GURGAON**  
**(NIT No. MDI/Convocation/Pandal/2025-26 Dated: 30 January 2026)**

**INFORMATION TO BIDDERS**

**1. INTRODUCTION:**

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 integrates knowledge, research, industry experience, and international exposure to offer comprehensive programs.

Management Development Institute Gurgaon (MDIG) invites tenders under two bids system for the installation of German Hanger Tent, Air conditioning, Light, Sound, Power Backup, and other allied services for the Annual Convocation function 2026 on the campus of MDI, Gurgaon, Haryana. The Agency shall be selected based on Quality-cum-cost based selection system (QCBS) as defined in the tender documents: -

SN	Information	Information
1	Employer	Management Development Institute Gurgaon (MDIG)
2	Address and Venue Location	Library Greens at Management Development Institute, Mehrauli Road, Sukhrali, Gurgaon, Haryana-1225005
3	Bid Security (EMD) in the form of a Demand Draft	Rs. 1,00,000/- in the form of a Demand Draft Only
4	Date of Publishing of Advertisement	30 January 2026 at 10.00 AM
5	Pre-Bid Meeting	03 February 2026 at 02.30 PM
6	Date/Time of closing of Tender	09 February 2026/ 3:00 PM
7	Period of validity of Tender	Minimum 90 days from the closing date
8	Place of opening the Bid	MDI Gurgaon

The tender documents can be downloaded from the website: [www.mdi.ac.in](http://www.mdi.ac.in), and Corrigendum, if any, would be uploaded only on the above website.

The sealed tenders in two bid system may be submitted to the Chief Administrative Officer (Admin), MDI Gurgaon, Mehrauli Road, Sukhrali, Gurgaon-122007 on or before the last date of submission of tender.



MDIG reserves the right to accept or reject or cancel any or all tenders without assigning any reason thereof.

2. **SCOPE OF WORK:** - The convocation is one of the most prestigious events for the Institute. MDI Gurgaon is looking for service provider(s), who are experienced in carrying out similar nature of work in the past and who can use excellent/brand new items for providing, installation of German Hanger Tent, Air conditioning, Light, Sound, Power Backup, and other allied services for the Annual Convocation function 2026 scheduled on 02<sup>nd</sup> April 2026. The set must be made ready before 3 days of the event. The full details of requirements have been provided in the Financial Bid (Annexure-E). The required vendor should meet the minimum criteria as mentioned in this tender document under the 'ELIGIBILITY CRITERIA'.

**The brief scope of work is as follows: the detailed scope is enclosed in PART-A of the Bid document.**

The MDI Gurgaon Annual Convocation 2026 involves providing a comprehensive event infrastructure featuring a 24,000 sq. ft. Approx waterproof and wind-resistant German Aluminum Hangar. This setup includes internal cloth draping, non-woven jute carpeting, and a large super-structure stage (at least 60x40 ft) with a 12-ton capacity to accommodate 100 people.

Technical services include Air Conditioning and a sophisticated visual setup comprising a 30'x12' LED backdrop and five additional 10'x8' screens. The power infrastructure must include multiple gensets and a 60 KVA UPS providing 30 minutes of backup for light and sound. Illumination extends beyond the hangar to decorative lighting for 36 Campus Buildings, Roads, Gates, etc. The service provider is responsible for obtaining all regulatory permissions (Fire, Electrical, etc.), stationing an on-site fire tender & ambulance, drafting an approved emergency evacuation plan. All arrangements must be fully completed and handed over to the Institute three days prior to the event to allow for full-dress rehearsals. The vendor is also mandated to handle all transportation and site clean-up post-event.

3. **MINIMUM ELIGIBILITY CRITERIA:** -

- A. The agency should have successfully executed **at least three (03) Convocation events for NIRF-ranked Institutes (Top-25)** during the **last five (05) years** preceding the date of bid submission.
- B. The agency should have satisfactorily completed at least three (03) Convocation arrangements, each of minimum value Rs.40 lakh for not less than 2,000 participants, during the last three years, i.e., FY 2022–23, 2023-24 and 2024-25.
- C. The average annual financial turnover of the agency shall be at least Rs.2.0 Crores during the last three financial years, i.e., FY 2022–23, 2023–24, and 2024–25. Further, the agency should not have incurred any losses during these three financial years.
- D. The agency should have a valid Electrical License from the appropriate authority.



### 3.1 Evaluation of Technical bids (on meeting min. eligibility criteria):-

The duly constituted Tender Evaluation Committee shall evaluate the Technical Proposals based on their responsiveness to the Terms of Reference and by applying the evaluation criteria bid shall be evaluated as follows:

SN	Criterion	Evaluation
A	The agency should have successfully executed at least three (03) Convocation events for NIRF-ranked Institutes (Top-25) during the last five (05) years preceding the date of bid submission.	1. 3 nos. 20 marks 2. More than 3 nos. 30 max. marks
B	The agency should have satisfactorily completed at least three (03) Convocation arrangements, each of minimum value Rs.40 lakh for not less than 2,000 participants, during the last three years, i.e., FY 2022-23, 2023-24 and 2024-25.	1. One work 20 marks 2. More than one works 30 max. marks
C	The average annual financial turnover of the agency shall be at least Rs.2.0 Crores during the last three financial years, i.e., FY 2022-23, 2023-24, and 2024-25. Further, the agency should not have incurred any losses during these 3 financial years.	1. Up to 2 cr. 5 marks 2. More than 2 cr. To 4 cr. 20 marks 3. More than 4 cr. 30 max. marks
D	The agency should have a valid Electrical License from the appropriate authority	1. 10 max. marks full
	<b>TOTAL</b>	<b>100 MARKS</b>

### 3.2 Evaluation of Financial Bid & Award of Contract: -

The Financial Bids will be opened only of those bidders who secure 60 marks and above in the technical bid (Stage —I). The cost indicated in the Financial Bid shall be deemed as final and reflecting the total cost of works in amount, and GST as applicable shall be paid extra. The final selection of the tenderer for the award of work will be based on the scores secured by it in the technical bid (Stage - I) and the price quoted by it in the financial bid (Stage-II) as detailed below:

- I) 60 % weightage will be considered for the **Technical Score (TS)** obtained in the technical bid(stage I).
- II) 40 % weightage will be considered for the price quoted by the bidder in the financial bid, this will be termed as **Financial Score (FS)**.

Financial score of the proposals will be determined using the following formula:

$FS = 100 \times (FL/F)$  Where, 'FS' is the financial score of a bidder,

'FL' is the lowest Financial Proposal among all, and

'F' is the financial proposal of the particular bidder.

- III) For the purpose of calculation of Composite Score (CS) for each bidder, the weightage shall be 60 % for the Technical Score (Stage II) (TS) and 40% for Financial Score (FS) of the respective applicants. The Composite Score shall be calculated using the following formula:

$$CS = TS \times 0.60 + FS \times 0.40.$$



Tenderers will be ranked accordingly to their Composite Scores and will be listed in the order of merit as H 1, H 2 and H 3 and so on. The top scorer H 1 would be eligible for an award of work.

#### 4. BID CONDITIONS: -

- a) MDI Gurgaon reserves to itself the authority to reject any or all of the bids received and change the scope of the work without assigning any reason. The MDI Gurgaon also reserves the right to itself to terminate the bidding process at any stage without assigning any reason.
- b) The offer, in which any of the prescribed conditions is not fulfilled or where the bidder puts any condition, including that of a conditional rebate, shall be liable to be summarily rejected.
- c) Canvassing, whether directly or indirectly, in connection with the bid is strictly prohibited, and the bid submitted by the bidder who resorts to canvassing in any form would be liable to rejection.
- d) The offer shall remain open for acceptance for a period of 90 days from the date of opening of 'Bids'.
- e) Bidder must ensure, before submitting the bid, that every page of the bid documents is signed by the authorized officer of the organization. The successful bidder, on acceptance of their bid by the Accepting Authority, will issue the Work Order.
- f) Bids in Joint Venture / Consortium / Subletting will not be accepted.

#### 5. SUBMISSION OF BID:-

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

##### A. TECHNICAL BID

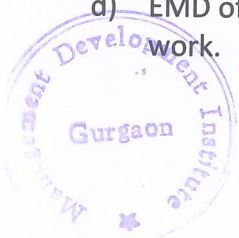
- a. Technical Bid along with enclosures, duly signed and official sealed.
- b. Demand Draft of Rs.1,00,000/- as an EMD (Earnest Money Deposit) in favor of "MANAGEMENT DEVELOPMENT INSTITUTE SOCIETY" payable at Gurgaon.

##### B. FINANCIAL BID: Financial Bid shall be opened later among the technically eligible bidders.

Financial Bid Proforma, in the prescribed format (Annexure-E) only. No other format will be accepted by the Institute. The prices/offers must be valid for 90 days to be counted from the Bid closing date.

#### 6. EARNEST MONEY DEPOSIT (EMD)

- a) The interested bidder/ Agency should submit bids complete in all respects along with Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees One Lakh Only) in the form of a Demand Draft issued 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 shall be returned without any interest after award of work.
- d) EMD of the successful bidders shall be returned after one week of satisfactory completion of work.



- e) The Earnest Money shall be forfeited if:
  - (i) The Agency withdraws his Tender during the validity period of Tender.
  - (ii) The Successful Bidder fails to comply with all the terms and conditions of the Tender Document.

## 7. EVALUATION CRITERIA:

Combined Quality cum Cost Based System (QCBS) as detailed elsewhere in the tender.

## 8. GENERAL TERMS AND CONDITIONS:

1. **Start of Work:** The vendor will start the work in 1<sup>st</sup> week of March 2026.
2. **Safety & Compliance** - The vendor shall ensure that all materials, structures, and installations strictly comply with applicable **safety regulations, statutory norms, and quality standards** to ensure the safety and security of all attendees.

### Specifically, the vendor shall:

- a) **Waterproofing & Weather Protection** - All hangars, tents, stages, and allied structures shall be fully rainproof and weather-resistant, with proper waterproof fabric, sealed joints, adequate drainage, and anchoring systems. No water seepage shall be permitted under any circumstances.
  - b) **Wind-Load & Structural Safety Certification** - The German hangar tents and temporary structures shall be designed and erected to withstand **minimum wind** loads as prescribed by applicable BIS/IS standards. The successful bidder shall submit a Wind-Load / Structural Stability Certificate issued by a qualified structural engineer or OEM, before the event.
  - c) **Emergency Evacuation & Safety Plan** - The vendor shall make the arrangement of the Emergency Evacuation Plan, including clearly marked emergency exits, fire escape routes, emergency lighting, and coordination with fire, medical, and security agencies. The plan shall be shared with the Institute for approval before commencement of the event.
3. **Inspection & Approval:** MDI reserves the right to inspect the setup and request necessary modifications before final approval.
  4. **Legal & Statutory Compliance:** The vendor must adhere to all government regulations, labor laws, and safety norms applicable to the event. The vendor must provide the fire tender and fire safety equipment and obtain and submit fire/electrical safety permission from the appropriate authority. The vendor will be solely responsible for any mishap during the event.
  5. **Precautionary Safety Measures:** The vendor must take extraordinary care in erecting hangars, tents, and fixing lights, etc. MDI shall not be responsible for any mishap or loss due to the negligence of the vendor. The vendor is also required to obtain administrative approval from District Authorities in advance.



6. **Fire & Electrical Safety Compliance:** The vendor must strictly follow all safety parameters for fire & electricity. All electrical connections must be made from the vendor's own DG sets to prevent hazards. Proper insulation of all electrical connections & joints is required to avoid short-circuiting, fire, or any safety risk.
7. **Transportation & Clean-Up:** The vendor is solely responsible for transporting all items to and from the site. No garbage or leftover items should be dumped at the site after the event.
8. **On-Site Availability:** Representatives from the Agency - Tent & Decorators must be available on-site during at all time to oversee the arrangements.
9. **Condition of Items:** All items (as PART-A) must be in excellent condition and thoroughly cleaned before being installed at the venue. Deductions will be made for using substandard or poor-quality items.
10. **Work Completion Deadline:** The full setup in all manner must be completed, ready, and handed over to the Institute by 27<sup>th</sup> March 2026. The rehearsal will be conducted on 31<sup>st</sup> March 2026
11. **Liability & Responsibility** - The vendor shall be solely responsible for any accident, injury, or damage arising out of non-compliance with safety norms, and MDI Gurgaon shall not be held liable in this regard.
12. **Confidentiality & Exclusivity:** The vendor shall not use MDI's name, logo, or any event-related material for promotional or commercial purposes without prior written approval.
13. **Labour Compliance:** Minimum Wages Act, Contract Labour Act, Workmen's Compensation Act, Casual Labour (R & A) Act, Payment of Wages Act, Migrant Labour Act and/or such other Acts or Laws of Central, State, Municipal and local governmental agency or authority etc. whichever is/are applicable to the agency and shall be held responsible, accountable, answerable, explainable & liable, as the case may be, for the lapses committed by them in this regard.

#### 9. PAYMENT TERMS:

- a) 30% on payment Mobilization of Manpower & Materials as per PART A work.
- b) 30% on payment on Erection of German tent structure etc.
- c) 40% payment would be made on the successful completion of the event and submission of the bill.

#### 10. PERFORMANCE & QUALITY CLAUSE:

- a) **Penalty Clause:** A 5% deduction shall apply in case of any **deficiency in service** on the total order value (exclusive GST).
- b) **Incentive Clause:** A 3% incentive shall be provided for satisfactory **service quality**, timely execution, and adherence to safety measures on total work order value (exclusive GST).



**11. CANCELLATION CLAUSE:**

- a) If cancelled before 15 days of the event: 50% of the total order value will be paid.
- b) If cancelled between 15-7 days before the event: 75% of the total order value will be paid.
- c) If cancelled within 7 days of the event: 100% of the total order value will be paid.

**12. SUB-STANDARD MATERIALS AND RISK & COST CLAUSE:** Any material rejected by the Institute shall be removed from the site immediately. Failing this, MDI Gurgaon shall have the right to get these removed and replaced at the RISK and COST of the contractor, and the contractor shall have no claim whatsoever in this regard. In case the successful bidder/contractor is not able to provide the services as per the terms and conditions of this tender document and to the satisfaction of MDI Gurgaon, MDI Gurgaon reserves the right to get the work done from the open market at the risk & cost of the successful bidder. In case, the security deposit is not sufficient for such recovery, the successful bidder will be bound to pay the additional amount, i.e. amount spent over and above the contract value plus the security deposit.

**13. FORCE MAJEURE:** Force majeure is hereby defined as any cause which is beyond the control of the contracted bidder or MDIG as the case may, which they could not foresee with a reasonable amount of diligence and which could substantially affect the performance of the contract, such as natural phenomena (including but not limited to floods, droughts, earthquakes, epidemics, etc.), acts / directions of any Government (including but not limited to war, declared or undeclared, priorities quarantines, embargos, etc.); provided that either party shall within 15 days from the occurrence of such a cause notify the other party in writing of such causes. Bidder to note that rains, droughts, and monsoons are not part of force majeure, and the bidder is required to provide all its facilities as per the stipulated minimum requirements.

**14.** Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the bidder who resort to canvassing will be liable to rejection.

**15. JURISDICTION:** The contractor shall be subject to the jurisdiction of the courts of Gurgaon only

CAO(Admin)  
MDI, Gurgaon



**PART-A**

**Detailed scope of work for installation of German Hanger Tent, Air conditioning, Light, Sound, Power Backup, and other allied services for the Annual Convocation function 2026 on the campus of MDI, Gurgaon, Haryana.**

SN	Particulars	Unit	Qty
1	Hiring of German Aluminium Hangar Structure of any height as required of 800 GSM Mhelr Technologies Germany made cover or equivalent. Aluminium Hangar Comprising norms DIN 4112, DIN 1055, DIN 4113, DIN 18800 with wind loading capacity of 0.5KN/Sqm (Duly Tested and Certified by German Manufacturer)	Sq ft	24000
2	Roof covering with design and barricading (with blue and white cloth/crepe material) inside the hangar on both sides.	Sq Ft	36000
3	Adequate lighting facilities inside the German hangar led 250 watt	Nos	50
4	Covering of hangar facade with Cloth drapes	Sq Ft	2550
5	250 ton ac with necessary cabling All cabling to be done in consultation with CPWD engineers.	Job	1
6	Blue cloth for covering both sides	Sq Ft	12000
7	VIP Chairs with Cushion (100 % with white back covers)	No.	2400
8	Non-Woven jute carpet with rubber coating of 800 gsm of desired colour as per requirement	sqft	40000
	Red Runner	sqft	13500
	Hiring Charges for Super Structure Stage for Dias should be properly made with Iron Structure 80 mm with waterproof new board for vip with loading capacity of 12 Tonn and seating capacity for 100 pax and of size at least 60 ft * 40 ft with 4 stairs	Sqft	9600
9	Super Structure Ramp for DAP with Carpet and side railing in aspect ratio 1 : 12	No.	1
10	Fresh Flower Arrangement for the stage, Dias, podium & main entrance of the convocation area, Passage, rangoli with exotic cut flowers	Job	1
11	VIP Sofa Set of specific size of 4.5 * 3 ft with sleep well 50 kg/m density foam	No.	40
12	Digital Panel of minimum 3 mm pixel with a superstructure support system	Sq inch	69120
13	Digital Panel of minimum 3 mm pixel of size 11520 sq inch with a superstructure support system	No.	5
14	Portable Bio Toilet of size 5 *5 ft of Vip Standards	No.	1
15	Ups Power Backup System 3 Way for light sound and led for backup upto 30 min	kva	60
16	Glass Door of 12 mm thickness with 8*8 ft for entry and exit	No.	1
	German Marquis for Water Counter 6Mtr *6Mtr	No.	2
	Genset CPBC -4 for all arrangements with diesel for up to 8 hours backup and power supply		
16.1	125 kva	No.	8
16.2	65 kva	No.	3
17	Building Illumination Led Bulb multi colour with maximum gap of 1 mtr (including Roads, Gates, 36 Buildings)	LS	1
18	Latest Sound System Line array top – 6 Nos Top Jpl - 10 Nos Stage Monitors- 2 Nos Side Filler- 2 Nos Podium Mike-3 Nos Coir Mike- 8 Nos Mixer Digital etc	LS	1
19	Carpeted superstructure tier stands in eleven steps with minimum 8inch step height for each tier (approx12000sq ft) for group photography capacity of 300 - 350 students, along with steps for entry and exit for each tier. Last row of tier stand to be protected from backside by two lines of pipes with cloth masking to avoid incidental falling of student at backside. Cloth used for masking of these two lines of pipe to be tied and stitched properly with pipe for strengthening	Nos	3
20	Fire Tender deployed at site	No.	1
21	Transportation related to above activities included	LS	1
22	All necessary permission/ approval from local/ statutory authority etc.	LS	1



**BIDDER DETAILS FORM****(On the agency letterhead only)**

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.1,00,000/- 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)	

Signature of authorized person

Date: .....

Name: .....

Place:

Official Seal



## TECHNICAL BID

(On the agency letterhead only)

The following documents are to be furnished by the Bidder in the Technical Bid. Bidders should carefully read and comply with the notes given below this Table.

**Evaluation Criteria for Technical Bid**

S. No.	Evaluation Criteria	Documents to be Provided	Max. Marks
A	The agency should have successfully executed at least three (03) Convocation events for NIRF-ranked Institutes (Top-25) during the last five (05) years preceding the date of bid submission.	Nos of Work Order/ Completion Certificate as proof for each of the said institutions	1. 3 nos. 20 marks 2. More than 3 nos. 30 max. marks
B	The agency should have satisfactorily completed at least three (03) Convocation arrangements, each of minimum value Rs.40 lakh for not less than 2,000 participants, during the last three years, i.e., FY 2022-23, 2023-24 and 2024-25.	Nos of Work Order/ Completion Certificate as proof for each of the said institutions	1. One work 20 marks 2. More than one works 30 max. marks
C	The average annual financial turnover of the agency shall be at least Rs.2.0 Crores during the last three financial years, i.e., FY 2022-23, 2023-24, and 2024-25. Further, the agency should not have incurred any losses during these 3 financial years.	Audited balance sheet to be provided	1. Up to 2 cr. 10 marks 2. More than 2 cr. To 4 cr. 20 marks 3. more than 4 cr. 30 max. marks
D	The agency should have a valid Electrical License from the appropriate authority	Copy of Firm Registration Certificate,	10 max. marks full
	<b>TOTAL</b>		<b>100 MARKS</b>

Submit at least the client's details with a certificate of work completion for the last three financial years, to whom services have been provided by the tenderer. The certificate should preferably be from the NIRF Institute at the Top-25 level in the last five years, and a self-attested copy of the same should be submitted.

Signature of authorized person

Date: .....

Name: .....

Place:

Official Seal



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

**UNDERTAKING BY THE BIDDER**  
**(On the agency letterhead )**

Chief Administrative Officer (Administration)  
Management Development Institute Gurgaon  
Mehrauli Road, Sukhrali Gurgaon-122007 (Haryana)

Dear Sir,

Having examined the Tender document, 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 here to 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. 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 in 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 the 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 on behalf of:

(Name and Address of Company)

(Seal/Stamp of bidder)

Dated this .....2026



**ANNEXURE-D**

**SELF-DECLARATION FOR NON-BLACK LISTING**

**(On the agency letterhead)**

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

Chief Administrative Officer (Administration)  
Management Development Institute Gurgaon  
Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana)

Dear Sir,

In response to the Tender Document for Selection of agency for

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, the EMD submitted by us may be forfeited in full and the bid, may be cancelled at any stage and the contract may be terminated. 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 this .....2026

(Seal/Stamp of bidder)



**ANNEXURE-E**

**FINANCIAL BID**

**(On the agency letterhead)**

**In a separate sealed envelope**

**Installation of German Hanger Tent (with waterproofing, weather-proofing & wind-load resistance), Lighting, Air Conditioning, Sound System, Power Backup, and other Allied Services for the Annual Convocation Function 2026 at MDI Gurgaon Campus.**

SN.	Particulars	Unit	Qty	Amount in Figure (Excluding GST)	Amount in words (Excluding GST)
1	Installation, Testing and Commissioning of all works as per <b>PART A</b> of the Tender document, complete in all respects.	L.S	1		
	<b>Total</b>				
	<b>GST Extra</b>				

Signature .....

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

(Name and Address of Company)

Dated this .....2026

(Seal/Stamp of bidder)

