

(MDIG/IS/2025-26 dated 04 February 2026)



**LIMITED TENDER
FOR
ENGAGEMENT OF AGENCY FOR PROVIDING CATERING SERVICES, TENT
ARRANGEMENT AND OTHERS FOR CONVOCATION 2026 AT MDI GURGAON**

Management Development Institute 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 programmes, and value-added consultancy.

MDI Gurgaon (Institute) will be organizing **Convocation event 2026** on **01 & 02 April 2026**. The Institute invites bids/financial proposal (Single Bid System) from the reputed professional agencies, **preferably having their own functional base kitchen at Gurugram only**, who have at least minimum 5 years or more professional experience (please attach proof in support), for "**Providing Catering Services and Tent arrangement and others for Convocation 2026**", as per requirement of MDI Gurgaon. The details are given at **Annexure – 2 "A" and "B"** enclosed herewith.

Tender document can be downloaded from Management Development Institute Gurgaon website: **<https://www.mdi.ac.in/tenders>** from **04 February 2026** onwards.

Required details and Financial Proposal should be submitted in a sealed envelopes super scribed "**Providing Catering Services and Tent arrangement and others for Convocation 2026**" and be submitted in physical form through Speed post /by hand only to **Chief Administrative Officer (Institutional Services), Management Development Institute, Mehrauli Road, Sukhrali, Gurgaon - 122007 (Haryana) on or before 16 February 2026 up to 3 p.m.**

The documents submitted by the Bidder must be self-attested by the proprietor/partner or authorized signatory himself/herself and properly numbered.

Any bid received beyond the last date and time for bid submission or submitted through email will not be accepted and will be summarily rejected. No representation in this behalf will be accepted.

SCOPE OF WORK:

LIMITED TENDER FOR ENGAGEMENT OF AGENCY FOR PROVIDING CATERING SERVICES, TENT ARRANGEMENT AND OTHERS FOR CONVOCATION 2026 AT MDI GURGAON

MDI Gurgaon (Institute) will be organizing Convocation event 2026 on 01 & 02 April 2026. The Institute invites financial quotations for “**Providing Catering Services and Tent arrangement and others for Convocation 2026**”, as per the requirement of the Institute, for smooth conduct of the events.

The following Eligibility Criteria and Terms and Conditions shall be applicable. The bidder/vendor/agency are requested to read these thoroughly before submission of rate quotation in a sealed envelope to the Institute.

ELIGIBILITY CRITERIA:

1. The agency should have at least minimum 5 years or more professional standing out of which Minimum 3 years' experience in event catering and tent services. Please attach proof in support.
2. The agency should have minimum three years of experience of providing similar services to reputed Educational Institutions/Govt. Departments/PSUs and large sized MNCs etc. for minimum 1000 PAX or more. Please attach proof in support.
3. The agency must have Average Annual Turnover of Rs. 5 Crore or more during three financial years 2023-24, 2024-25 and 2025-26. Please attach CA Certificate and ITR for financial years 2023-24, 2024-25 in support.
4. Should have own Bank Account.
5. Should have valid FSSAI license applicable at Gurugram.
6. Should preferably have ISO 22000-2018 (Food Safety Management System)
7. Should be registered with Income Tax and GST departments.
8. The agency or any of its partners /directors etc. should not have been black listed/ debarred by any of the educational institutions/ government agencies/Private company or Corporates etc.
9. The agency should have completed at least 2 similar works amounting Rs. 40 lakh or more in each financial year 2023-24, 2024-25 and 2025-26.
10. The agency should have adequate manpower and equipment
11. The agency preferably should have their own functional base kitchen at Gurugram.

Documents required in support of eligibility and Qualification: -

Tenderer should submit the following documents along with Bid: -

1. Original Tender Document duly signed with official seal of the agency on each page in token of acceptance of the terms and conditions of tender.
2. Self-attested copy of the Certificate of Incorporation of the Agency and profile of the agency.
3. Self-attested copies of the GST registration certificate and PAN
4. Copy of valid FSSAI license as applicable at Gurugram
5. Self-attested copies of the cancelled Cheque
6. Bidder Details Proforma “**Annexure 1**”.

7. Undertaking by the tenderer “**Annexure 3**”.
8. Self-declaration stating that the Company/Firm/vendor/agency has not been black listed by Centre/ State Government/ PSU/ Academic Institutions as per the format in this tender document as per “**Annexure 4**”.
9. Average Annual Turnover from a registered practicing Chartered Accountant in Profoma at ‘**Annexure 5**”.
10. Self-attested copies of successfully completed work orders/ invoice, **minimum two - amounting Rs. 40 lakh or more in each F.Y.** issued by competent authorities of the organizations served during financial years 2023-24, 2024-25 and 2025-26 in support of experience “**Annexure 6**”.

SCOPE OF WORK

(A) Food Arrangements: -

1. The agency awarded the work shall be responsible for ensuring health and safety standards for preparation of food and should comply with all relevant local rules and regulations.
2. The agency will be responsible for preparation and serving of hygienic and fresh food items for the event-veg/non-veg meals, snacks, tea/coffee, drinking water etc. as per menu at page 10.
3. All food items/raw materials purchased will have to conform to the quality standards, prescribed under the Prevention of Food Adulteration Act, and/or any other Act applicable and as far as possible shall have the standards/brand bearing the mark "AGMARK" or "ISI", or "FSSAI" as applicable.
4. The agency will arrange for clean, hygienic potable water for preparation of food items at MDI Gurgaon.
5. Freshly cooked food only is to be served; no leftovers reuse.
6. Clean uniforms, gloves, and caps for service staff.
7. The agency at its own cost shall be responsible for ensuring high standard hygiene and cleanliness for the food preparation/handling and serving during the event (on both the days).
8. The agency will arrange for deployment of adequate cooks, servers, and supervisors.
9. Arrangement of utensils, crockery, cutlery, buffet tables, service counters. Proper waste collection and disposal after the event.
10. Agency will ensure that there is no leftover food after the conclusion of the events. The garbage needs to be cleared immediately by the agency at the agency cost and clean space is to be handed over to the Institute. Penalty will be imposed on violation of the same.
11. In case of any incidence of food poisoning on consumption of the food cooked/served by the agency is reported, the agency will be levied appropriate penalty as may be decided by the Institute and/or any disciplinary action, as may be deemed fit by the Institute.
12. Compliance with FSSAI and food safety norms.
13. Rates as approved shall be applicable.
14. Use of “Single Use Plastic” is not permitted inside the MDI Gurgaon campus

(B)Tent arrangements and others:

Tent pitched should be of good quality and thoroughly neat and clean with proper side covers. Details are given at Page 9.

1. Sofas, Chairs and tables should be in absolute good condition. No broken/shabby furniture will be accepted for use.
2. The masking and seat covers should be either new or as good as new. Good quality fabric, stable structures, and neat finishing for tent needs to be ensured.
3. Stage with backdrop and skirting.
4. VIP and general seating arrangements with chairs, tables, covers
5. Buffet and service area setup.
6. Lighting arrangements (general and decorative).
7. Fans/coolers/heaters (as per season and requirement).
8. Safe and concealed electrical wiring
9. Electrical wiring with safe connections.
10. Sound system with microphones at stage on 01 April 2026 (as required).
11. Carpet should be neat and clean and should not be torn or destroyed at any place. Taping of the carpets and joints should be done, as required.
12. The ground cleanness of the complete area i.e. entire venue before, during, and after the event will be the responsibility of the agency.
13. The light arrangement is to be made appropriately on both days i.e. 01 & 02 April 2026.
14. All items should be in excellent condition before putting/installing them in appropriate places. An appropriate deduction will be made, if are poor-quality goods are noted.

General Terms and Conditions:

1. The agency must have the sufficient capacity of professionals and other required infrastructure for carrying out the work and should be able to timely deliver the work, as per requirement of the Institute.
2. No increase in quoted price request will be allowed.
3. Safety parameters with respect to fire & electricity must be appropriately followed.
4. Proper electrical connections are to be made from DGs installed.
5. All electrical connections & joints must be properly insulated so as to avoid shot-circuiting, fire or any safety hazard.
6. Agency will be required to make necessary arrangements of fire safety equipment's to combat any fire hazard and also obtain beforehand the fire/electrical safety permission from the appropriate government authority.
7. Agency will solely be held responsible for any incident during the event concerned with such precautionary measures/provisions.
8. The participating agency(ies) will be required to arrange for food tasting, where similar arrangement has been done, by the MDI Gurgaon committee.
9. All works related to the arrangements for serving Pre-Convocation Dinner and Hi-Tea scheduled on 01 & 02 April 2026 respectively should be timely completed.
10. Tent pitching and other items laying should be completed at least 24 hrs. before the event.

11. All safety measure should be adopted by agency for erecting tents, fixing lights and preparations and serving of food etc., the Institute shall not be responsible for any mishappening and loss caused due to negligence of the agency.
12. The representative of agency should be available on both days on-site during conduct of both the events.
13. No advance payment will be made. The final payment to the agency will be released on completion of the Convocation 2026 scheduled on 02 April 2026.
14. The ground cleanness of the complete area will be the responsibility of the agency before and after concluding of event.
15. The agency may submit the bank details for online/NEFT/RTGS release of payment for arrangements along with the Rate Quotation in respect of (A) & (B) above.
16. The tenders received by the due date and time will only be considered and the tenders received after the due date and time will be rejected without assigning any reason.
17. The competent authority MDI Gurgaon has full right to accept or reject in part or any or all the bids received without assigning any reason and also to cancel the order at any time. The bidder will have no right to claim any loss/damages etc. on cancellation of the work order.
18. The Company/Firm/Agency shall indemnify, defend and hold MDI Gurgaon, its officers, directors, employees and other related parties harmless from and against any and all liabilities, damages, losses, expenses, claims, demands, suits, fines, or judgments that includes reasonable attorney's fees, cost and expenses, incidental thereto, which may be suffered by, accrued against, by reason of any claim arising out of or relating to any act or error or omission, or misconduct of the Company/Firm/Agency, its officers, directors, agents, employees or subcontractors.
19. If the agency does not abide by the terms/conditions, MDI Gurgaon reserves the right to levy such penalty as may be deemed fit.
20. If any dispute arises, Director, MDI Gurgaon decision will be final and binding on both the parties.

EMD/Security Deposit:

An EMD amounting Rs 1 (ONE) Lakh in the form of **Demand Draft** issued in favour of **Management Development Institute Society**, payable at Gurugram, as refundable security deposit, should be deposited along with bid.

Validity of Offer

Quoted rates to remain valid for at least [90] days from submission date.

Contact details for Clarifications/site visit

Bidders/agencies are encouraged to visit site on any working day, between 10 am to 4 pm on prior appointment to IS Department, MDI Gurgaon or may write to the following official before submitting proposal:

Shri Manoj Naik, Deputy Administrative Officer, 0124-4560533 mknaik@mdi.ac.in

The quotations should be duly filled and signed by Authorized Signatory. The address for the submission of sealed quotation: **Chief Administrative Officer (IS), Management Development Institute Gurgaon. Mehrauli Road, Sukhrali, Gurugram – 122007.**

The required details in respect of the Dates, Time, Menus and Specifications are being enclosed herewith (Page Nos. 9, 10 & 11) for your kind information and submission of quotation. Please note that duly filled quotations strictly in the formats enclosed in hard copy, in a sealed envelope only, be submitted **on or before 16.02.2026 (3:00 P.M.)**. Quotations received late or through email will not be considered and summarily rejected.

For any query, please feel free to contact the undersigned.

Chief Administrative Officer (IS)

Annexure 1**BIDDER DETAILS FORM**

Sl. No	Description	Information
1	Name of Tenderer	
2	Date of Incorporation of the Agency/Firm/Organization (Attach ROC Registration certificate/Registered Partnership Deed)	
3	Full Address of Registered Office: (attach any proof) Telephone No.: FAX No.: E-Mail Address:	
4	Name of the Proprietor/Partner/Director (as the case may be) along with detailed Contact number (attach proof)	
5	Full address of Operating Branch/Office: Telephone No.: FAX No.: E-Mail Address:	
6	Banker of the Tenderer (attach documentary proof)	
7	PAN No. (attach documentary proof)	
8	GST Registration No. (attach documentary proof)	
9	Number of years of experience of similar work (attach documentary proof)	
10	Income Tax Return of the Company/Agency (duly attested by the CA/CA Firms) for financial year's 2023-24, 2024-25 and current F.Y. 2025-26.	
11	Average Annual Turnover during three financial year 2023-24, 2024-25 and current F.Y. 2025-26.as per format given at Annexure	
12	Details of valid FSSAI Certificate, as applicable at Gurugram.	
13	Attested copy of ISO 22000-2018 (Food Safety Management System)	

Sl. No	Description	Information
14	Self-Declaration stating that the Company/Firm/vendor/agency has not been black listed by Centre/ State Government/ PSU/ Academic Institution as per format given at Annexure -	

Note: Bidders may annex separate sheets wherever required for furnishing details. However, such sheets must be duly signed with seal. Unsigned documents may lead to rejection of bid submitted.

Signature

Name of authorized signatory.....

PLACE:

DATE:

Official Stamp

PRICE BID

(Page No. 9 to 11 are to be printed on the letter head of the agency and to be submitted)

(A) RATE QUOTATION FOR TENT AND OTHERS ARRANGEMENT'S FOR PRE-CONVOCATION DINNER AND HI-TEA ARRANGEMENT: CONVOCATION 2026 (TOTAL 02 Days)

Sl. No.	Tentative Requirement for Pre-Convocation Dinner on 01.04.2026 & Hi Tea on 02.04.2026	Lumpsum Rate (INR)	GST%	Lumpsum Rate (INR) Inclusive of GST
1.	<p>1) (A) Erecting German Hanger -10 mtr x 30 mtr with side height 3 mtr for buffet food arrangements (4 display sets) (For 02 days) (B) Pagoda German – 3mtr x 4 mtr - 04 Nos. for 01 display set food buffet arrangement and serving Tea/Coffee/ Soup/ Cold drinks/ Sweet/ Ice Cream/Water etc. (For 02 days)</p> <p>2) Masking all the sides of ground (For 02 days)</p> <p>3) Buffet tables for food + kitchen and <u>Buffet for staff dining</u> near cooking area along with top ceiling and side masking arrangements etc. – 1 job.</p> <p>4) 40 Round tables, each table with 6 chairs with covers (For 02 days)</p> <p>5) 1 stage 24'x16'x1.5' with stairs – 2 side and one ramp</p> <p>6) 8 Sofas (2-Seater each)</p> <p>7) 160 chairs with covers</p> <p>8) Carpeting – red runner – 1 job Approx. 1600 Sft</p> <p>9) Sound system (includes 2 lead mics, 1 podium mike, 4 cordless mike)</p> <p>10) 1 No. DG set 62KVA with fuel (For 02 days)</p> <p>11) 1 No. DG set 25KVA with fuel</p> <p>12) 20 big silent fans (For 02 days)</p> <p>13) 10 Nos.- PVC 30-inch, exhaust fan, honey comb pad air coolers (For 02 days)</p> <p>14) 100 LED Lights (For 02 days)</p> <p>15) 6 lights for stage</p> <p>16) Decoration lighting/illumination on nearby trees and side roads etc.</p> <p>17) Entry Gate Truss type – 15'x10' (For 02 days)</p>			

- NOTE:**
1. "Single Use Plastic" use is prohibited inside MDI Gurgaon campus.
 2. Transportation Charges and Labour Charges are all inclusive in above.
 3. For 02 Days means –arrangement is to be made for 01 April 2026 and 02 April 2026.

(B) RATE QUOTATION FOR FOOD & CATERING SERVICES ARRANGEMENT'S FOR PRE-CONVOCATION DINNER ON 01 APRIL 2026 AND HI-TEA ARRANGEMENT ON 02 APRIL 2026: CONVOCATION 2026

Menu For Pre – Convocation Dinner - on 01 April 2026

SNACKS: 06:30 PM onwards					
1	Veg Kabab	3	Paneer Tikka	5	Finger Chips
2	Mutter Samosa	4	Spring Rolls	6	Veg Manchurian
MAIN COURSE: 7:30 PM onwards					
1	Tomato Soup	8	Paneer Makhni	15	Cold Drinks (Mix variety)
2	Veg Clear Soup	9	Alu Banarasi	16	Jalebi
3	Veg Pulao	10	Butter Chicken	17	Gajar Ka Halwa
4	Green Salad	11	Dal Makhni	18	Ice Cream (Amul)
5	Mix Veg	12	Bhindi do Pyaja	19	Coffee/Tea/Green Tea/Lemon Tea
6	Pindi Chana	13	Gulab Jamun	20	Drinking Water (No Plastic use)
7	Dahi Bhalla	14	Puri, Naan & Parathas		

FOR WORKING STAFF (In separate Tent with chairs and buffet)					
1	Kashmiri Pulao	4	Dal Makhni	7	Puri, Tandoori Roti, Naan
2	Pindi Chana	5	Mix Veg	8	Ice Cream (Amul)
3	Paneer Makhni	6	Raita	9	Drinking Water (No Plastic use)

Menu For Hi-Tea - on 02 April 2026

1	Aloo Samosa	5	Veg Cutlets	9	Gulab Jamun (Long)
2	Khandavi	6	Cookies	10	Coffee/Tea/Green Tea/Lemon Tea
3	Wafers	7	Cut Fruit/Fruit Salad	11	Cold Drinks (Mix variety)
4	Spongy Rasgullaa (Cold)	8	Drinking Water (No Plastic use)		

NOTE:

- The price include the following: -
 - 02 snacks trolley
 - 05 Tandoor
 - Buffet food arrangement - 5 display sets (For 02 days)
 - Bone China Crockery (For 02 days)
 - Dustbins – 20 Nos.
 - Coffee Machine
 - Drinking water dispensers in sufficient numbers
 - Clean Water for cooking
 - Transportation Charges, waiter charges, Service Charges and any other Labour Charges etc. included.
- For 02 Days means – items to be arranged for 01 April 2026 and 02 April 2026.

3. "Single Use Plastic" use is prohibited inside MDI Gurgaon campus.

PRICE BID (Continued from Page 9)

(Page No. 9 to 11 are to be printed on the letter head of the agency and to be submitted)

Rates for arrangement of Pre-Convocation Dinner on 01 April 2026 (Menu on Page 10): –

		PAX (MG)	Rate Per PAX (Rs)	GST %	Total Amount including GST for PAX as per column 3 (Rs)
1.	For Guests	1350 Nos.			
2	For Working Staff (separate)	150 Nos.			

Rates for arrangement of Hi-Tea on Convocation Day i.e on 02 April 2026 (Menu on Page 10): –

		PAX (MG)	Rate Per PAX (Rs)	GST %	Total Amount including GST for PAX as per column 3 (Rs)
1.	For Guests	2350 Nos.			
2	For Working Staff (box)	150 Nos.			

**Summary of Rates For (A) Tent arrangement and other for 02 days i.e. on 01 and 02.04.2026
(B) arrangement of Pre-Convocation Dinner on 01 April 2026 and Hi Tea on 02.04.2026: –**

Sl. No.	Description	Amount including GST (Rs)
1	Tent and others arrangement for Pre-Convocation Dinner and Hi-Tea on 01.04.2026 & Hi Tea on 02.04.2026 (Refer Page 9)	
2	Rates for arrangement of Pre-Convocation Dinner (as per menu) on 01 April 2026 (As in the table above)	
3	Rates for arrangement of Hi-Tea on Convocation Day (as per menu) on 02 April 2026 (As in the table above)	
	Grand Total for sl. No. 1-3 above	

PLACE:

Signature

DATE:

Name of authorized signatory.....

Official Stamp

Annexure - 3

Undertaking

(On a non-judicial stamp paper of Rs.100/- (Rs. One hundred only)

To,
The Chief Administrative Officer (Institutional Services)
MDI Gurgaon
Mehrauli Road, Sukhrali
Gurugram - 122007

Sir,

I/We do hereby solemnly declare and undertake that:

1. I..... Proprietor/partner/Director/Authorized Signatory of M/s----- certify that I have gone through the terms and conditions mentioned and undertake to comply with them. The rates quoted by me are valid and binding on me if accepted for complete duration of contract period. If any information in the tender submitted by me is found incorrect/false, at any time, the tender/bid/proposal/contract is liable to be rejected.
2. The firm/agency is in this business since last five years.
3. I, the undersigned hereby bind myself to MDI Gurgaon for providing good services at MDI Gurgaon for the work awarded.
4. I/We declare that my /our firm has not been blacklisted/ debarred by any of the department of Government/Corporates/Educational Institutions in India. If blacklisted or debarred in the past, they have revoked the same.
5. I/We undertake that I have not submitted any false documents with the tender.

Signature

Name of authorized signatory.....

PLACE:

DATE:

Official Stamp

SELF-DECLARATION FOR NON-BLACK LISTING

(To be printed on the agency letter head)

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

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

Dear Sir,

I / we hereby declare that presently our Agency has not been black listed or debarred and not declared 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 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 rate quotation submission, including violation of relevant Labour laws.

Thanking you,

Signature

Name of authorized signatory.....

PLACE:

DATE:

Official Stamp

Annexure 5

PROFORMA FOR ANNUAL TURNOVER

(PREPARED BY CHARTERED ACCOUNTANT FIRM AND ISSUED ON THE LETTER HEAD OF CA FIRM)

Financial Year	Amount in Rupees without Tax (in Figure)	Amount in Rupees without Tax (in Word)	Profit earned in Rupees	Average Annual Turnover in Rupees
2023-24				
2024-25				
2025-26				

Signature

Name of authorized signatory.....

PLACE:

DATE:

Official Stamp

Annexure 6

PROFORMA FOR SIMILAR WORK EXECUTED DURING F.Y. 2023-24, 2024-25 & 2025-26

(To be printed on the agency letter head)

Financial Year	Name of the Client, Address, Telephone No. along with Name/ Designation/Tel. No. of the Concerned Officer	Details of the Work	Total value of Order (INR)
2023-24			
2024-25			
2025-26			

Please attach Self-attested copies of successfully completed work orders/invoices, at least 2 similar works amounting Rs. 40 lakh or more issued by the competent authorities of the organizations served on the organizations letter head in three financial years 2023-24, 2024-25 and 2025-26.

Signature

Name of authorized signatory.....

PLACE:

DATE:

Official Stamp