

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



**NOTICE INVITING QUOTATION (NIQ)**  
**FOR**  
**ENGAGEMENT OF AGENCY FOR PROVIDING END-TO-END SOLUTION**  
**FOR SOLID WASTE (DRY & WET) MANAGEMENT SERVICE WITH SUPPLY**  
**OF COMPOST MACHINE AT MDI GURGAON**

**Last Date for submission of filled Quotation to MDI Gurgaon: 10 March 2026, upto 3 PM**

**(NIQ document is to be submitted in original duly signed in blue/black colour ink on all pages by Authorized Signatory with agency seal stamped on each page along with other documents)**

**Management Development Institute Gurgaon**  
**Mehrauli Road, Sukhrali, Gurugram -122007**

## CONTENTS OF TENDER DOCUMENT

Annexure	Description of Contents	Page No.
	Notice Inviting Tender for “ENGAGEMENT OF AGENCY FOR PROVIDING END-TO-END SOLUTION FOR SOLID WASTE (DRY & WET) MANAGEMENT SERVICE WITH SUPPLY OF COMPOST MACHINE AT MDI GURGAON”	<b>3</b>
	ELIGIBILITY OF THE PARTICIPATING AGENCY	<b>4</b>
	Scope of Work	<b>5</b>
	Other Terms and Conditions	<b>6</b>
	Penalty Provisions	<b>8-9</b>
<b>Annexure I</b>	Agency Details Form	<b>10</b>
<b>Annexure II</b>	Undertaking by the Agency	<b>11</b>
<b>Annexure III</b>	Self-declaration for non-blacklisting	<b>12</b>
<b>Annexure IV</b>	Proforma for Average Annual Turnover	<b>13</b>
<b>Annexure V</b>	Proforma for Work Experience of Similar Contracts	<b>14</b>
<b>Annexure VI</b>	Rate Quotation (To be sealed in a separate envelope)	<b>15-16</b>

**The agencies are requested to enclose an Index Table on first page along with numbers and details of enclosures so that during scrutiny of the documents no document is left overlooked by the Institute. Agency details Form should be enclosed after the Index Table. All documents may be spiral binded.**

**NOTICE INVITING QUOTATION**  
**FOR**  
**ENGAGEMENT OF AGENCY FOR PROVIDING END-TO-END SOLUTION FOR SOLID WASTE (DRY & WET) MANAGEMENT SERVICE WITH SUPPLY OF COMPOST MACHINE AT MDI GURGAON**

Management Development Institute Gurgaon, Haryana (hereinafter referred to as the "Institute"), an Institute of national repute is dedicated to offer world class programmes in Management Education. The Institute Invites "Sealed Quotations" as mentioned hereunder, strictly in the attached prescribed format from reputed eligible Agency/Firm having adequate experience in the field mentioned above. The Institute houses approximately 1200-1300 resident occupants inside the campus.

The engaged agency shall be required for providing "END-TO-END SOLUTION FOR SOLID WASTE (DRY & WET) MANAGEMENT SERVICE WITH COMPOSTING MACHINE AT MDI GURGAON", as per details given in the NIQ document and the requirement of the Institute from time to time, **for a period of three years from the date of commencement of services. The agency's performance during the year will be evaluated/ assessed on completion of a year by MDI Gurgaon. On satisfactory performance the contract will be continued for the next year.** The contract can be further extended on satisfactory completion of the three years for another period of one year on the terms and conditions as may be mutually agreed by both the parties.

Interested eligible parties may submit their quotations along with all enclosures/ attachments in two separate envelopes duly super-scribed as "**Technical Details**" and "**Financial Quote**" and both these envelopes should be put in another big envelope duly superscribed "**ENGAGEMENT OF AGENCY FOR PROVIDING END-TO-END SOLUTION FOR SOLID WASTE (DRY & WET) MANAGEMENT SERVICE WITH SUPPLY OF COMPOST MACHINE AT MDI GURGAON**". NIQ document is uploaded on the Management Development Institute Gurgaon website and can be downloaded from the link <https://www.mdi.ac.in/tenders>.

The quotations duly filled in all respect strictly in the prescribed formats, attaching essential documents in support of proof, NIQ document in original, signed by authorized signatory in blue/black ink ball pen on all pages and official seal stamped on each page should be addressed to **Chief Administrative Officer (Institutional Services)**, Management Development Institute Gurgaon, Mehrauli Road, Sukhrali, Gurgaon – 122 007 (Haryana) and should be submitted (Hardcopy) at Institutional Services Department, MDI Gurgaon on or before **10 March 2026, 3:00 p.m. through Speed post/registered/ hand only**. Any quotation received after the last date and time will not be considered.

**For Queries/Clarification: Campus visit can be arranged on working days at the expense of the bidder agency, with prior appointment only. (Contact Ph. No: 0124-4560533/545**

Chief Administrative Officer  
(Institutional Services)

## GENERAL TERMS AND CONDITIONS

### 1. ELIGIBILITY OF THE PARTICIPATING AGENCY: -

- a) The participating agency should be registered with MCG (Municipal Corporation Gurugram) and/or other competent Central/State/District Govt. authorities for providing “END-TO-END SOLUTION FOR SOLID WASTE (DRY & WETO MANAGEMENT SERVICE WITH SUPPLY OF COMPOST MACHINE” (i) Operation and maintenance of Food/Organic waste compost machine supplied by the agency. (ii) Solid Waste (Dry & Wet) Management handling team (for collection, mechanized transport, segregation, processing, composting, anaerobic digestion and final disposal of non-recyclable waste in an environmental-friendly manner inside MDI Campus)
- b) The agency should be providing similar services to Govt./Public Sector under takings/corporates/ Educational Institutions or reputed organizations in private sector.
- c) The agency should submit proof of experience for providing similar services for a period of **minimum three years** (during last 5 years) to minimum 3 - 4 above referred organizations before **31 January 2026**. The agency should submit completion certificates as a proof of having executed similar work from an officer not below the rank of Executive Engineer/ Project Manager/ Head of operations of Facility Management with contact information showing name, designation, email address, telephone numbers etc., of the issuing authority. **(Annexure V)**
- d) Agency should not have been black-listed/debarred by any of the above referred organization or any other agency as on the last date of submission of the quotation. **(Annexure III)**
- e) The agency should submit self-attested copy of PAN/TAN/TIN certificates wherever applicable;
- f) The participating agency may be a natural person or a legal private entity or government owned entity. Joint Venture or Consortium is not allowed.
- g) The agency should be legally competent to enter into contract with Institute as per prevailing laws.
- h) Agency should be profit making and have Average Annual Turnover of **INR 25 Lakh during last two financial years i.e. F.Y. 2023-24 and 2024-25** from executing similar contracts of providing solution of Solid Waste Management. The agency should attach certificate duly signed by registered practicing Chartered Accountant Firm in respect of the same i.e., profit making agency and annual turnover for F.Y. 2023-24 and 2024-25. **(Annexure IV)**

## 2. **SCOPE OF WORK:** -

The activities involved are broadly mentioned as under:

### **(I) END-TO-END SOLUTION FOR SOLID WASTE (DRY & WET) MANAGEMENT SERVICE WITH SUPPLY OF COMPOST MACHINE AT MDI GURGAON”**

- Door to door collection of non-segregated/segregated (recyclable and non-recyclable) waste from residential flats at C, C-1, D Types, Samriddhi and Sanskriti buildings, hostel dining halls, cafeterias, common garbage bins and any other place as per instruction of the Institute. The work shall be executed/progressed continuously on a daily basis on all week days i.e. including Sundays and holidays.
- Transportation of the collected waste material (dry & wet) from the above locations to the central handling and storage facility at MDI Gurgaon campus through own properly covered trolley of adequate capacity.
- Space for manual handling, weighing, temporary storage, vermicomposting of waste and free of charge electricity, water etc. will be provided by MDI Gurgaon within the campus as per requirement of the agency. No accommodation to the agency staff will be provided by MDI Gurgaon. The agency may visit the MDI campus for ascertaining quantum of work before submission of the quotation.
- The composting facility has to be made operational within 20-25 days from the date of award of contract. Until then the collected waste has to be transported outside the campus and managed by the agency in an ecofriendly manner as per guidelines of NGT/MCG (Municipal Corporation of Gurgaon) on the prescribed place by MCG within the MDI Gurgaon approved rates. Nothing extra shall be payable.
- The agency shall adequately address the issues of pollution that may arise while operating the waste management technology including prevent and address possible emissions of particulate matter etc., if any. No extra claim for safe management of any byproducts will be entertained by MDI Gurgaon.
- The agency should arrange for collection of waste in accordance with the timings suggested by the institute.
- Nowhere the garbage/waste should be burnt in the open or dumped within the campus.
- The agency has to supply the required number of garbage bags of adequate capacity for waste bins except for residential flats. Disposal of such used bags shall also be the responsibility of the agency. Also, the agency has to supply the required number of compost bags of adequate capacity for collection of the compost prepared.
- The agency is required to make necessary mechanism or engage sufficient trained manpower and engage carts/transport vehicles to collect and manage garbage on a daily basis that conform to government rules and regulations.

**3. OTHER TERMS AND CONDITIONS: -**

- a) All operations of the agency shall comply with the security requirements of the Institute.
- b) The agency shall comply with all concerned environmental laws/guidelines at all the times. Also, the agency shall ensure to comply with all safety and security provisions related to health, safety and security of his deployed staff at MDI Gurgaon for work. MDI Gurgaon shall not be held responsible for any injury to the agency deployed staff. Agency staff shall not claim any time for any regular employment at MDI Gurgaon.
- c) If any damage is caused to the MDI Gurgaon property directly or indirectly during the execution of work, agency shall repair the damage immediately, free of cost, failing which recovery will be made from the agency's bill for making good of loss.
- d) The agency is deemed to have studied the geography of the area and understood the scope of work clearly. The agency must visit the site during working hours and meet the authorized representative of the institute to familiarize himself with the area and scope of work.
- e) The agency shall ensure the compliance to various legal obligations as may be applicable, under the Factory Act, Minimum Wages Act, EPF Act, Employment Liability Act 1938, Workmen Compensation Act 1923, Industrial Dispute Act 1947, Maternity Benefit Act 1961, Contract Labor (R & A) Act 1970 and modifications thereon and other laws relating thereto and the rules made thereunder from time to time.
- f) Payment of necessary Provident Fund / ESI Contributions of the employed personnel will be made by the agency as per applicable rules.
- g) The agency shall be responsible for adherence to all applicable acts, rules and regulations of the State and Union Government and shall absolve of and indemnify the Institute for any violation.
- h) It shall be the responsibility of the agency to obtain all necessary licenses, permits and environment clearances as may be required from the Central/ State Government authorities for all operations under scope of the contract.
- i) Subletting of the contract by the agency awarded the work either in whole or part shall not be allowed by MDI Gurgaon.
- j) The agency shall have to issue photo ID card to his staff who will be working at MDI Gurgaon Campus on his own expenses. The staff should display ID cards during their working hours and should abide by the rules and regulations of the Institute. In case of any misbehaviors / disobedience by the agency staff the agency will be asked to replace his staff immediately.
- k) The agency will be required to execute an Agreement on Rs 100/- Non-Judicial stamp on award of the contract.
- l) Payment will be made on monthly basis in *INR* within 10 working days of submission of the

Original invoice by the agency with all necessary supporting documents and certification by MDI Gurgaon. Tax deduction, if any, will be made as per extant rules.

- m) In the event of improper management of the waste which affects environment, health and aesthetics, payment will be reduced from the bills (refer to the penalty provisions at sl. No. 5) claimed by agency.
- n) The agency shall keep and maintain all necessary books of accounts and other records/documents for the purpose of an inspection by the institute official and/or any concerned Central/State/District Government official and shall furnish such other information/document as the Institute/inspection authority may require from time to time. MDI Gurgaon shall be absolved from any liability arising due to non-performance/negligence on the part of the agency.
- o) The rates quoted by the agency shall be final and applicable during the currency of the contract period.
- p) Removal of dead animals from the MDI campus when reported by the institute shall also be carried out by the agency and disposed off suitably as per MCG norms.
- q) Type of recyclable material generated from campus including rates for the material which shall be paid by agency towards purchase of recyclable material is tabulated below:-

<b>Sl. No.</b>	<b>Type of recyclable material</b>	<b>Rate (INR)</b>
1.	Paper waste	7 per Kg
2.	Shredded paper waste	3 per Kg
3.	Cardboard waste	8 per Kg
4.	Packing wood waste	4 per Kg
5.	Plastic waste	5 per Kg
6.	Scrap metal (steel) waste	40 per Kg
7.	Scrap metal (aluminium) waste	60 per Kg
8.	Scrap iron	15 per Kg

4. **AWARD OF CONTRACT:** As per the recommendations of the competent authority at MDI Gurgaon, the contract will be awarded to the successful agency. The successful agency shall enter into an agreement for providing services for which he/she emerged as successful agency within 15 days from the date of issue of Letter of Award (LoA).

5. **PENALTY PROVISIONS**

In the opinion of the Institute, if the contractor fails to execute the services as per the terms mutually agreed and entered in the agreement/contract to the satisfaction of the Institute, the

Institute has the right to take the following penalties: -

Sl No.	Item	Penalty (Rs.)	Frequency
1.	Frequency of operations not complying with the NIQ requirements	Rs.1000/-	Per Day basis
2.	Deploying inadequate manpower and equipment	Rs.5000/-	Per Day basis
3.	Improper handling of any waste treatment facilities such as facility for weighing waste, segregation facility and vermicomposting facility etc.	Rs.500/-	Per Incident
4.	Spilling of waste within the premises	Rs.500/-	Per Incident
5.	Failure to collect waste from the bins within prescribed timelines	Rs.2500/-	Per Incident
6.	For failure to maintain processing equipment, dispose of rejects properly, or maintain records.	Rs.10000/-	Per Incident
7.	Failure to submission of any document relevant to the waste management at MDI campus with the Municipal Corporation or with any Govt. authorities in case of any requirement	Rs.5000/-	Per Incident

Imposition of suitable fines on each occasion of breach of the terms of the contract, which shall be recoverable from the monthly bills payable to the contractor.

#### **TERMINATION**

If for any reason the agency is not in a position to render the service as required under the Agreement or maintain the service standard(s) required from the agency the Institute shall be entitled to terminate the Agreement by serving three months' notice to the agency and the agency shall also have the right to terminate the Agreement by giving three months' notice in writing so as to enable the Institute to make alternative arrangement(s).

6. In the event that any statutory authorities impose any punishment or fines etc., and if the Institute is made a party in such penal action the Institute has got the authority to keep security deposit etc., with it until it is proved to the satisfaction of the Institute that such penal actions are ceased. Such penal actions may be a reason for termination of Contract.
  
7. **JURISDICTION**: The decision of the competent authority at MDI Gurgaon shall be final and binding in all the matters. However, the courts at Gurgaon only shall have the exclusive legal jurisdiction.

**AGENCY DETAIL FORM**

**ENGAGEMENT OF AGENCY FOR PROVIDING END-TO-END SOLUTION FOR SOLID WASTE  
(DRY & WET) MANAGEMENT SERVICE WITH SUPPLY OF COMPOST MACHINE AT MDI  
GURGAON**

**(To be printed on agency letter head)**

1	Name of the agency: -	
2	Full Postal Address, E-mail & Contact Details	
3	Date of Establishment of Agency: -	
4	Nature of Agency: Whether Proprietorship/ Sole/Partnership/LLP/Pvt. Ltd./Ltd. Co. (Enclose a copy of incorporation certificate)	
5	PAN Details (Enclose copy of PAN certificate)	
6	GST No. Details (Enclose copy of GST certificate)	
7	Experience in relevant field in Central/ State Govt. Academic Institution/Offices/Private Organizations (Copies of Work Orders/Contract Agreements/ Experience Certificates)	
8	Specific experience certificates in support of the technology/ process proposed by the agency (Copies of Work Orders/Contract Agreements/ Experience Certificates)	
9	Environmental, Safety, Health (EHS) Certifications, if any related to the proposed methodology (Relevant authorities)	
10	Annual Turnover certificate (Certified by CA) for F.Y. 2023-24 and 2024-25	

Signature of authorized person of Agency

Name: .....

Date: .....

Place: .....

Official Seal:

**UNDERTAKING BY THE AGENCY**

**ENGAGEMENT OF AGENCY FOR PROVIDING END-TO-END SOLUTION FOR SOLID WASTE  
(DRY & WET) MANAGEMENT SERVICE WITH SUPPLY OF COMPOST MACHINE AT MDI  
GURGAON**

**(To be printed on the agency letter head)**

- a) I, the undersigned certify that I have gone through the complete details and general terms and conditions mentioned in the NIQ document and undertake to comply with them.
- b) The rates quoted by me are valid and binding upon me for the entire period of contract.
- c) There is no court case pending against the agency in respect of operating/providing services, on contract basis to the reputed clients/organizations/institutions.
- d) I hereby undertake to provide services as per details given in the NIQ document within stipulated period.

- 1. I/We declare that:
  - (a) I/We do not have any conflict of interest.
  - (b) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the NIQ document, in respect of any NIQ or request for agency issued by or any agreement entered into with the MDI Gurgaon or any other public sector enterprise or any government, Central or State; department and
  - (c) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of the NIQ, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- 2. I/We shall make available to the MDI Gurgaon any additional information it may find necessary or require to supplement or authenticate the NIQ.

Signature of authorized person of Agency

Name: .....

Date: .....

Place: .....

Official Seal:

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

**ENGAGEMENT OF AGENCY FOR PROVIDING END-TO-END SOLUTION FOR SOLID WASTE  
(DRY & WET) MANAGEMENT SERVICE WITH SUPPLY OF COMPOST MACHINE AT MDI  
GURGAON**

**(To be printed on the agency letter head)**

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

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

Dear Sir,

In response to the Tender for providing Services at MDI Gurgaon, I / we hereby declare that presently our agency has not been 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 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 contract may be terminated and we shall be barred from participation in future tender published by MDI Gurgaon.

Thanking you,

Signature of authorized person of Agency

Name: .....

Date: .....

Place: .....

Official Seal:

**PROFORMA FOR AVERAGE ANNUAL TURNOVER**

**ENGAGEMENT OF AGENCY FOR PROVIDING END-TO-END SOLUTION FOR SOLID WASTE  
(DRY & WET) MANAGEMENT SERVICE WITH SUPPLY OF COMPOST MACHINE AT MDI  
GURGAON**

**(To be printed on the agency letter head)  
(ATTACH DULY AUDITED CERTIFICATE SIGNED BY CA FIRM)**

<b>Financial Year</b>	<b>Amount in Rupees (in Figure)</b>	<b>Amount in Rupees (in Word)</b>	<b>Average Annual Turnover (Rs)</b>
2023-24			
2024-25			

Signature of authorized person of Agency

Name: .....

Date: .....

Place: .....

Official Seal:

**PROFORMA FOR WORK EXPERIENCE OF SIMILAR CONTRACTS**

**ENGAGEMENT OF AGENCY FOR PROVIDING END-TO-END SOLUTION FOR SOLID WASTE (DRY & WET) MANAGEMENT SERVICE WITH SUPPLY OF COMPOST MACHINE AT MDI GURGAON**

**(To be printed on the agency letter head)  
(ATTACH DOCUMENTARY PROOF)**

**END-TO-END SOLUTION FOR SOLID WASTE (DRY & WET) MANAGEMENT SERVICE WITH COMPOSTING MACHINE  
– Minimum 3 years during last 5 years**

F.Y.	Name of the Client, Address, Telephone No. along with Name/ Designation/Tel. No. of the Concerned Officer	Total Strength served	Total number of Manpower Deployed	Total value of Contract (INR)	Duration of Contract	
					From	To

NOTE : (I) Please attach documentary proof in support of the claim.  
(II) Please attach extra pages as required.

Signature of authorized person of Agency

Name: .....

Date: .....

Place: .....

Official Seal:

## RATE QUOTATION

### ENGAGEMENT OF AGENCY FOR PROVIDING END-TO-END SOLUTION FOR SOLID WASTE (DRY & WET) MANAGEMENT SERVICE WITH COMPOSTING MACHINE AT MDI GURGAON

(To be printed on the agency letterhead and sealed in separate envelope)

Type of services	Charges (INR) (without GST)
<p><b>(I) CHARGES FOR END-TO-END SOLID WASTE (DRY &amp; WET) MANAGEMENT SERVICE WITH SUPPLY OF COMPOST MACHINE – <u>PER MONTH</u></b></p> <p>The rates should be inclusive for:</p> <ul style="list-style-type: none"> <li>• Door to door collection of non-segregated/segregated (recyclable and non-recyclable) waste from residential flats at C, C-1, D Types, Samriddhi and Sanskriti buildings, hostel dining halls, cafeterias, common garbage bins and any other place as per instruction of the Institute. The work shall be executed/progressed continuously on a daily basis on all week days i.e. including Sundays and holidays.</li> <li>• Transportation of the collected waste material (dry &amp; wet) from the above locations to the central handling and storage facility at MDI Gurgaon campus through own properly covered trolley of adequate capacity.</li> <li>• Space for manual handling, weighing, temporary storage, vermicomposting of waste and free of charge electricity, water etc. will be provided by MDI Gurgaon within the campus as per requirement of the agency. No accommodation to the agency staff will be provided by MDI Gurgaon. The agency may visit the MDI campus for ascertaining quantum of work before submission of the quotation.</li> <li>• The composting facility has to be made operational within 20-25 days from the date of award of contract. Until then the collected waste has to be transported outside the campus and managed by the agency in an ecofriendly manner as per guidelines of NGT/MCG (Municipal Corporation of Gurgaon) on the prescribed place by MCG within the MDI Gurgaon approved rates. Nothing extra shall be payable.</li> <li>• The agency shall adequately address the issues of pollution that may arise while operating the waste management technology including prevent and address possible emissions</li> </ul>	<p><b><u>PER MONTH CHARGE (All-inclusive other than GST)</u></b></p>

<p>of particulate matter etc., if any. No extra claim for safe management of any byproducts will be entertained by MDI Gurgaon.</p> <ul style="list-style-type: none"> <li>• The agency should arrange for collection of waste in accordance with the timings suggested by the institute.</li> <li>• Nowhere the garbage/waste should be burnt in the open or dumped within the campus.</li> </ul> <p>(II) The agency has to supply the required number of garbage bags of adequate capacity for waste bins except for residential flats. Disposal of such used bags shall also be the responsibility of the agency. Also, the agency has to supply the required number of compost bags of adequate capacity for collection of the compost prepared.</p> <p>(III) The agency is required to make necessary mechanism or engage sufficient trained manpower and engage carts/transport vehicles to collect and manage garbage on a daily basis that conform to government rules and regulations.</p> <p>(IV) Supply, operation and maintenance of compost machine - capacity 150 kg/Day, all consumables i.e. enzyme, sawdust, bags etc.</p> <ul style="list-style-type: none"> <li>• No extra cost for manpower and material shall be paid.</li> </ul>	
--	--

**Note:** - (i) GST as applicable shall be paid extra.

(ii) Civil, Electrical and Plumbing work shall be under MDI Gurgaon Scope.

(iii) Please refer "Scope of Work" for more details on the above.

(iv) Total engagement period of the agency – 3 years' subject to meeting conditions in the document.

Signature of authorized person of Agency

Name: .....

Date: .....

Place: .....

Official Seal