

(MDI/Estates/Change Master/2025-26)

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

**LIMITED TENDER**

**for**

**“Repair of Pathway by Laying of Cement concrete for raising the level in front of  
Change Master Hostel, MDI Gurgaon at MDI Campus Gurgaon”.**

**Last Date for submission of filled tender to MDI Gurgaon: 13<sup>th</sup> April 2026 by 3 p.m.**

**(Tender document is to be submitted in original in sealed covers, duly filled and signed in blue/black colour ink on all pages by Authorized Signatory/Proprietor with Company's seal stamped on each page).**



## CONTENTS OF TENDER DOCUMENT

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The bidders are requested to enclose an Index Table on first page of the Technical Bid along with enclosures giving details about - SI. No., Particulars, and Page Nos. from-to, so that during scrutiny of the documents no document is left overlooked by the Institute.



**PART-I**  
**LIMITED TENDER**  
**FOR**

**“REPAIR OF PATHWAY BY LAYING OF CEMENT CONCRETE & OTHER ALLIED WORK FOR RAISING THE LEVEL IN FRONT OF CHANGE MASTER HOSTEL, MDI GURGAON”.**

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 programmes, and value-added consultancy. The institute integrates knowledge, research, industry experience and international exposure to offer comprehensive programs.

MDI Gurgaon invites sealed bids under "Single Bid Systems (Price Bid only) "**Repair of Pathway by Laying of Cement concrete & other allied work for raising the level in front of Change Master Hostel, MDI Gurgaon**, from the agencies who have been regularly carrying out similar works. The prospective Bidders are advised to read the entire Tender document carefully and satisfy themselves about the work prospective bidders are advised to visit MDI Campus (PI Department), on any working day between 10.00 a.m. and 5.00 p.m for seeing site conditions/work requirement. before submitting their Bids (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 Engineer,  
Management Development Institute,  
Mehrauli Road Sukhrali, Gurgaon, Haryana-122007”**

so as to reach on or before 03.00 PM, 13<sup>th</sup> April 2026, at Estate Department at TakshaShila building by Speed Post/registered Post only before last date and time. By hand bids should be dropped in the Tender Box available at TakshaShila building. Bids received through email will not be considered.



## PART-II

### IMPORTANT INFORMATION RELATED TO TENDER

Sr. No	Information	Dates
1	Date/Time of Publishing of Tender	<b>24<sup>th</sup> March 2026, 10 a.m. onwards</b> <a href="https://www.mdi.ac.in/infrastructure/tenders.html">https://www.mdi.ac.in/infrastructure/tenders.html</a>
2	Date/Time of closing of Tender	<b>13<sup>th</sup> April 2026/ 3:00 PM</b>
3	EMD Amount (Refundable to unsuccessful Bidder)	Rs.20,000/- is to be paid through a Demand Draft in favour of "Management Development Institute Society", payable at Gurgaon. The DD has to be attached with the application form, without which the bid would not be considered valid
4	Period of validity of Tender	<b>180 days from the date of closing of Tender</b>
5	Address for pre-bid and communication	Chief Engineer Management Development Institute Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana) Contact no.: 0124-4560517 (9.30 AM to 5.30 PM on working days Mon-Fri), e-mail:mithilesh.pande@mdi.ac.in
6	Term of Contract	As per Annexure

1. Sealed Bids are invited under single bid systems from reputed, well-established, and financially sound agencies for **"Repair of Pathway by Laying of Cement concrete & other allied work for raising the level in front of Change Master Hostel, MDI Gurgaon"**.
2. The bids duly filled in all respect enclosing necessary documents should be addressed to: - Chief Engineer (Estate Department), Management Development Institute, Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana) so as to reach through Speed Post/Courier/ By Hand only at MDI Gurgaon on or before 13<sup>th</sup> April 2026 up to 3 P.M.
3. The address and contact numbers for sending Bids or seeking clarifications regarding this Tender are given below:
4. Bids queries/Postal address for submitting the Bids are to be addressed to: Chief Engineer (Estate Department), Management Development Institute Gurgaon, Contact no.: 0124-4560517 (9.30 A.M. to 5.30 P.M. on working days i.e. Mon-Fri), e-mail mithilesh.pande@mdi.ac.in.
5. Tenders should be accompanied with the EMD for an amount of Rs.20,000/- (Rupees Twenty Thousand Only) submitted in the form of Demand Draft in favour of "Management Development Institute Society", payable at Gurgaon.
6. Tenders received after the last date and time (i. e. 13<sup>th</sup> April 2026 at 3 P.M.) will not be considered.
7. MDI Gurgaon reserves the right to either accept or reject any or all of the tenders without assigning any reason whatsoever, and the decision of Director, MDI Gurgaon shall be final and binding.

(Chief Engineer)  
MDI Gurgaon



## PART-III

### INSTRUCTIONS FOR BIDDERS & TERMS & CONDITIONS

#### 1. Eligibility Criteria:

- a) Should be registered with the appropriate government authorities as a service provider agency/company and should be in existence for not less than three years before 31/03/2023.
- b) Should be providing similar kind of Civil/renovation/Repair work for three years or more during the last three financial years.
- c) Must have achieved minimum Average Annual Turnover of Rs. 20 Lakh during last three completed financial years (2022-23,2023-24,2024-25).
- d) Should have their own Bank Account.
- e) Should be registered with Income Tax and GST departments.
- f) The agency or any of its partners /directors etc. should not have been black listed/ debarred by any of the government agencies/Private company or department or should not have been found guilty of commission of acts of moral turpitude or convicted for any economic offence or for violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations including by PF/ESI authorities.
- g) The agency should have its office at Delhi/NCR region.

#### 2. Documents required in support of eligibility and Qualification:

The Tenderer should submit the following documents along with Financial Bid:

- a) Self-attested copy of Certificate of Incorporation in respect of the applicant organization issued by the appropriate authority.
- b) Self-attested copies of work Orders and Client's Satisfactory Certificates.
- c) Statement of Average Annual Turnover from a registered practicing Chartered Accountant for the Financial Year- 2022-23, 2023-24 & 2024-25.
- d) Self-attested copy of GST registration certificate and PAN.
- e) EMD of required amount as specified in this tender document.
- f) Declaration for not having been blacklisted by any State Government or by Government of India as per the format in this tender document.
- g) Self-Attested copy of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address evidencing its location in such territory in the last 2 years. (April 2024 and Jan 2026 bills copy to be enclosed.

#### 3. Tender Validity

The validity period of the bid will be 180 days from the date of opening of tender documents, which may be extended by the bidders for such period as may be requested by MDI Gurgaon. A proposal valid for a shorter period may be rejected as non-responsive.

#### 4. Bid Security /Earnest Money Deposit (EMD)

1. The Earnest Money Deposit (EMD) of an amount of Rs.20,000/- 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 shall be forfeited and bidder 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 30 working days of award of contract.
4. If the EMD is not enclosed, the bid will be summarily rejected
5. Cheque will not be accepted towards EMD.
6. The Earnest Money Deposit/Security Deposit will be forfeited, and Tenderer/bidder will be disqualified from participating in any future tender of the Institute if:
  - a) Tenderer withdraws his bid or backs out after acceptance of work order.
  - b) Tenderer fails to remit the EMD.
  - c) Tenderer violates any of the conditions prescribed in the Tender Document.
  - d) Tenderer revises any of the terms quoted, during validity period
  - e) If the successful tenderer refuses to carry out work on any grounds.

**5. Performance Guarantee (PG):**

- (a) The EMD amount of Rs. 20,000/-of successful bidder will be retained as Performance Guarantee for the period of 180 days from satisfactory completion of works. No interest shall be paid.
- (b) **Forfeiture of the EMD:** - If any Tenderer withdraws the rates, the EMD amount deposited shall be forfeited and bidder will be disqualified from participating in any future Tender of the Institute.

**6. AWARD OF WORK**

The Agency quoting the lowest rate in bid shall be considered for award of work. However, MDI does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or part without assigning any reason or bargain to arrive reasonable rates.

**7. Terms and Conditions: -**

- (a) The price quoted should be inclusive of manpower, material, transportation, unloading, and exclusive of GST. The price should be quoted in price format (Annexure-A) only.
- (b) The scope of work shall include "**Repair of Pathway by Laying of Cement concrete & other allied work for raising the level in front of Change Master Hostel, MDI Gurgaon**" (complete work) until final acceptance by the Institute Engineer In -charge.
- (c) TDS shall be deducted as per rules.
- (d) The entire work should be completed within 60 days from the date of awarding the work. The work should be completed without disturbance to the building occupants, if any.
- (e) The rates of extra works, if executed, shall be based on CPWD schedule of rates and for items not covered therein shall be worked out as per prevailing market rates added with 15% contractor's profit and overheads for which a rate analysis shall have to be submitted by the Contractor which would be subject to approval of the Institute.
- (f) In case the work is not completed within the date stipulated penalty shall be imposed @ Rs. 5,000/- each day of delay, subject to a maximum @10% of Tender Value (without GST). However, the Director of MDI Gurgaon shall be empowered to grant an extension of time on valid grounds.
- (g) The work shall be executed as per CPWD specification. The mode of measurement of work done shall also be based on CPWD specifications.
- (h) The quantity to be executed may vary according to actual requirement at site. The payment shall be made on the basis of actual quantity and at the rates quoted by the bidder agency, as per schedule of quantities enclosed, for the items supplied and installed.
- (i) Water and electricity shall be supplied by the Institute free of cost.
- (j) Agency/Contractor shall bring only the actual quantity of materials required after measuring the actual area of work to be done at site.
- (k) The dismantled mulba/rubbish should be disposed off outside the campus at a suitable dumping ground earmarked by MCG at no extra cost to the Institute within 7 days of completion of work



or it would be got done by the Institute at the risk and cost of the contractor and the said amount shall be deducted from the bills of the Contractor/agency.

- (l) Contractor should make own arrangement for all tools and plants required to complete the job.
- (m) The watch and ward of materials brought at site shall be the responsibility of the contractor. No labour will be allowed to stay inside the Campus.
- (n) The work should be organized/carried out without affecting the normal functioning of the Institute. There should be least disturbance for the movement of traffic inside the Campus.
- (o) The contractor must get acquainted with the proposed site for the work and study specifications and conditions before quoting the rates.
- (p) No payment will be made to the contractor for damage caused by rains or other natural calamities during the execution of the work and no claim on this account will be entertained. The damages, if any, occurred shall be rectified without any extra cost.
- (q) At least one authorized representative should always be available at site of work to take instructions from Engineer-in-Charge and ensure proper execution of work. No work will be done in the absence of such an authorized representative.
- (r) 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.
- (s) The contractor shall strictly execute safety precautions at works for the safety of his employees at work and the Institute shall not be in any way liable for any damage/liability on account of any mishap or negligence of the Contractor.
- (t) MDI reserves the right to split the work between more than one agency.
- (u) Please note that agency should not make any modifications /alterations in the 'Annexure-A'

**8. Terms of payment:**

- a. No advance payment will be made.
- b. Running bill payments shall be made @ 95% of the actual work done. and shall be paid on submission of bills in original jointly verified by the Agency and MDI Gurgaon.
- c. Retention amount of 5 % will be retained till the satisfactory completion of work and will be released after 6 months of hand over of the completed work.

9. The quantities indicated in the schedule of quantities are approximate only. The quantities may increase, decrease or totally deleted as per discretion of the Institute. Payment shall be made as per actual quantity of executed at site.

10. MDI reserves the right to accept or reject any or all the bids received without assigning any reason whatsoever.

11. The authorized representative of the agency should sign and officials stamped on all pages of this Tender documents and should be submitted in the sealed envelope along with 'Annexure-'A' .

Thanking you,

Yours faithfully,

(Mithilesh Kumar Pande)  
CE, MDI Gurgaon

Encl: Annexure-A



Part-VI

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

**“Repair of Pathway by Laying of Cement concrete & other allied work for raising the level in front of Change Master Hostel, MDI Gurgaon”**

S.No	Description	Information
1	Name of Tendering agency	
2	Date of Incorporation of Company (Attach ROC Registration certificate/, Registered Partnership Deed)/Firm	
3	Details of Earnest Money Deposit	DD No. .... date ..... of Rs.20,000/- drawn on Bank ..... Payable at .....
4	Name of Director/ Partner	
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 Service Provider (Attach cancel cheque)	
8	PAN No./GIR No. (Attach attested copy)	
9	GST Registration No (Attach attested copy)	

1. Exclusive income from the Civil/Renovation/Repair provided by the tendering agency for the three financial years mentioned below duly certified by a Chartered Accountant on its letterhead (Attach separate sheet if space provided is insufficient).

Financial Year	Amount (Rs.)	Average Annual Turnover(Rs.)
2022-23		
2023-24		
2024-25		



2. Give details of the major **similar contracts handled by the tendering agency** during the last three years (i.e., F.Y. 2022-23, 2023-24 and 2024-25) in the following format (if the space provided is insufficient, a separate sheet may be attached):

S.No	Name of the Client, Address, Telephone No.	Services Provided		Amount of Contract (INR)	Duration of Contract	
		Type of Services provided	No. of staff deployed		From	TO
1						
2						
3						

3. Additional information, if any. (Attach separate sheet, if required)

Signature of authorized person

Date: .....

Name: .....

Place: .....

Official Seal



Part-VIII

**SELF-DECLARATION FOR NON-BLACK LISTING  
(On the agency letterhead only)**

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

Chief Engineer  
Management Development Institute Gurgaon  
Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana)

Dear Sir/Madam,

In response to the Tender Document for Selection of agency for "Repair of Pathway by Laying of Cement concrete & other allied work for raising the level in front of Change Master Hostel, MDI Gurgaon", I / we hereby declare that presently our company / firm 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 / firm ..... 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, our security deposit/EMD may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Thanking you,

Place: .....

Date: .....

Signatures:.....

Name: .....

Official Seal



## FINANCIAL BID

**“Repair of Pathway by Laying of Cement concrete & other allied work for raising the level in front of Change Master Hostel, MDI Gurgaon”**

(To be printed on the agency letterhead)

S. No	Description	Unit	Estimated Qty	Rate Exclusive GST (Rs.)	Amount Exclusive GST (Rs.)
1	Providing, laying PCC (1:3:6) (M-10 grade) Concrete under RCC floor	Cum	60		
2	Providing and laying RCC 1:1.5:3 (M-25 grade) Concrete in floor	Cum	55		
3	Providing, fixing, placing high yield strength Thermo-mechanically treated bars for reinforcement of RCC work, including straightening, cutting, bending and placing in position, binding with 18-gauge annealed steel wire and cost of binding wire complete. FE550 (Make-Rathi)	Kg.	1800		
4	Providing and fixing kerbstone in roadside of size 300x300x150 mm thick of M-25 grade	Rmt.	100		
5	Cutting a groove in road of size 6x50mm deep and filling with cold bitumen and sand mix (VG 30. Grade)	Rmt.	165		
6	Providing & fixing centring and shuttering(formwork), including strutting, propping etc. and removal of formwork:	Sqm.	20		
	<b>Total</b>				
	<b>GST @ 18%</b>				
	<b>Total Amount(Inclusive GST)</b>				

Note: - The payment will be made as per the actual work executed at the site.

Signature of authorized person

Date: .....

Name: .....

Place: .....

Official Seal



## CHECK LIST FOR BIDDER

<u>Sr. No</u>	<u>Details</u>	<u>Please mention if the document attached YES/NO</u>
1	Self-attested copy of Certificate of Incorporation in respect of the applicant organization issued by the appropriate authority	
2	Self-Attested copy of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address evidencing its location in such territory in the last 2 years (Aug 2024 copy enclosed).	
3	Statement of average annual turnover of last three years (2022-23,2023-24,2024-25), in support of eligibility criteria mentioned above, from a registered practicing Chartered Accountant.	
4	EMD of required amount as specified in this tender document	
5	Self-attested copy of GST registration certificate and PAN	
6	Self-attested copies of work Orders and Client's Satisfactory Certificates	
7	Declaration for not having been blacklisted by any State Government or by Government of India as per the format in this tender document.	
8	Tender Document dully signed and official stamped on all the pages submitted in original with the financial Bid.	

Signature of authorized person

Date: .....

Name: .....

Place: .....

Official Seal



