

# **Request for Proposal (RFP) for Hostel Accommodation for PGPM (BM) batch (2026-27) & PGDM (PPM) batch (2026-27) participants.**

**Issued by:**  
Management Development Institute (MDI) Gurgaon

**Date:** 12<sup>th</sup> June 2026

Submission Deadline: 2<sup>nd</sup> July 2026 by 5:00 PM

## **1. Introduction**

Management Development Institute (MDI) Gurgaon invites sealed proposals from eligible and reputed service providers for off-campus hostel accommodation for approximately 60 rooms (30 rooms on a twin-sharing basis and 30 rooms single sharing) for PGPM (BM) batch (2026-27) & PGDM (PPM) batch (2026-27) participants for the academic session 2026-27. Due to an increase in intake, additional participants need to be accommodated outside the MDI campus for a temporary period (5 months only).

The service provider must offer safe, secure, hygienic, and fully functional accommodation facilities located within proximity (preferably within 2–6 km) of the MDI campus.

## **2. Scope of Work**

The selected vendor shall provide:

- Accommodation for 90 participants (twin-sharing preferred, but may consider alternative options if required).
- Furnished rooms with beds, mattresses, 2 study tables, chairs, wardrobes, curtains, TV etc.
- Attached/common washrooms with regular cleaning and maintenance.
- Wi-Fi/Internet connectivity with sufficient bandwidth.
- 24x7 power backup and water supply.
- Adequate security arrangements (CCTV cameras, 24x7 security guards, entry/exit log maintenance).
- Regular housekeeping and sanitation services.
- Transport Facility must be provided.
- Mention the food requirements (3 meals on weekdays and 4 meals on weekends)

## **3. Mandatory Requirements**

- Valid registration under relevant legal statutes.
- GST Registration Certificate.
- Fire Safety Compliance Certification.

- Insurance coverage for the premises and residents (if available).

## 4. Timeline

The accommodation facility must be ready for possession by **31<sup>st</sup> July 2026**, well before the start of the academic session.

## 5. Proposal Submission Requirements

Interested vendors must submit the following documents:

- Company Profile and Past Experience (similar engagements, preferably with educational institutions).
- Detailed proposal highlighting room specifications, facilities, safety measures, housekeeping standards, and any value-added services.
- Financial quotation including:
  - Per student monthly accommodation charges
  - Applicable GST and other taxes
  - Deposit and other incidental charges (if any)
- Draft agreement/terms and conditions.
- Photos and location map of the offered premises.

## 6. Evaluation Criteria

Proposals will be evaluated based on:

- Proximity to MDI Campus
- Infrastructure and Facilities, including hygiene standards
- Safety and Security Arrangements
- Past Experience and References
- Financial Quotation and Terms
- Vendor's Compliance with RFP Terms

## 7. General Terms and Conditions

- MDI reserves the right to reject any or all proposals without assigning any reason.
- MDI may conduct site visits before finalizing the vendor.
- Final allocation shall be subject to negotiation and approval from competent authorities.
- No advance payment will be made without site inspection and agreement signing.
- Payment terms will be decided mutually after the award of the contract.

## 8. Contact Details for Submission and Queries

All proposals must be submitted by -----.

To,  
**The CAO (Hostel)**  
**Management Development Institute (MDI),**

**Post Box No. 60, Sukhrali, Gurgaon-122007**

(We look forward to receiving your proposals and establishing a long-term collaborative relationship.) Format enclosed

<b>Quotation Format</b>	
<b>1. Vendor Information:</b>	
<b>1.1</b>	Name of the vendor/organization
<b>1.2</b>	Address
<b>1.3</b>	Contact details (phone number, email)
<b>1.4</b>	GST number
<b>2. Accommodation Details:</b>	
<b>2.1</b>	Total number of rooms available
<b>2.2</b>	Room type (twin-sharing)
<b>2.3</b>	Room size and furnishings (bed, study table, chair, cupboard, etc.)
<b>2.4</b>	Attached or common washrooms
<b>3. Facilities Provided:</b>	
<b>3.1</b>	Wi-Fi availability
<b>3.2</b>	24x7 electricity backup
<b>3.3</b>	Security measures (CCTV, guards, etc.)
<b>3.4</b>	Housekeeping services (frequency)
<b>3.5</b>	Air conditioning
<b>3.6</b>	Laundry services
<b>4. Safety &amp; Security:</b>	
<b>4.1</b>	Fire safety arrangements
<b>4.2</b>	Entry/exit protocols
<b>4.3</b>	Emergency response system
<b>5. Cost Structure:</b>	
<b>5.1</b>	Per room monthly rent
<b>5.2</b>	Deposit and payment terms
<b>6. Proximity to MDI:</b>	
<b>6.1</b>	Distance from the campus
<b>6.2</b>	Availability of transportation (shuttle services)

<b>7. Terms &amp; Conditions:</b>		
<b>7.1</b>	Minimum contract duration	
<b>7.2</b>	Maintenance responsibilities	
<b>7.3</b>	Terms for early termination of the contract	
<b>8. Additional Requirements:</b>		
<b>8.1</b>	Availability of study rooms or common areas	
<b>8.2</b>	Recreational facilities (if any)	
<b>8.3</b>	Parking space availability (if any)	

Meal Details: