

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

**LIMITED TENDER**

**for**

**“Empanelment of vendors for disinfection & cleaning of underground (U/G) and overhead (O/H) water tanks” at MDI Campus Gurgaon”**

**Last Date for submission of filled bid at MDI Gurgaon: 28 July 2026 by 11 a.m.**

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

## PART-I

### NOTICE INVITING LIMITED TENDER

#### **“EMPANELMENT OF VENDERS FOR DISINFECTION & CLEANING OF UNDERGROUND (U/G) AND OVERHEAD (O/H) WATER TANKS AT MDI CAMPUS GURGAON”.**

MDI Gurgaon invites sealed bids under the Single Bid System (Price Bid Only) for the “Empanelment of Vendors for Disinfection and Cleaning of Underground (U/G) and Overhead (O/H) Water Tanks at the MDI Campus, Gurgaon”.

The bids are invited from reputed agencies who have their registered office in Delhi/NCR and possess adequate experience in carrying out similar works on a regular basis. The bidder should have an **Average Annual Turnover of Rs. 25 Lakhs or more** during the preceding three financial years and must have successfully executed similar works for educational institutions, corporate offices, government organizations, or other reputed establishments etc.

The prospective bidders are advised to read the entire Tender document carefully and satisfy themselves about the work. Prospective bidders are also 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 sealed 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 11.00 AM, 28/07/2026, at Scholars Reception/ Dispatch office at Scholar building by Speed Post/registered Post/By hand only before last date and time. Bids received through email will not be considered.

**PART-II**

**IMPORTANT INFORMATION RELATED TO TENDER**

<b>Sr. No</b>	<b>Information</b>	<b>Dates</b>
1	Date/Time of Publishing of Tender	<b>06 July 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>28 July 2026/ 11:00 AM</b>
3	EMD Amount (Refundable to unsuccessful Bidder)	Rs. 10,000/- 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 <a href="mailto:mithilesh.pande@mdi.ac.in">mithilesh.pande@mdi.ac.in</a>
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 **"Empanelment of vendors for disinfection & cleaning of underground (U/G) and overhead (O/H) water tanks at MDI Campus Gurgaon"**
2. The bids duly filled in all respect enclosing necessary documents should be addressed to: -  
**Chief Engineer, 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 **28 July 2026 up to 11 A.M.**
3. Tenders should be accompanied with the EMD for an amount of Rs.10,000/- (Rupees Ten thousand Only) submitted in the form of Demand Draft in favour of **"Management Development Institute Society", payable at Gurgaon.**
4. Tenders received after the last date and time (i. e. 28 July 2026 at 11 A.M.) will not be considered.
5. 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)

(Estate Dept), MDI Gurgaon

## PART-III

### INSTRUCTIONS FOR BIDDERS

#### 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 services for three years during the last three financial years (i.e., disinfection & cleaning of underground (U/G) and overhead (O/H) water tanks in Regulatory bodies, Large Educational /Research Institutions, Universities, Schools, Colleges, Public or Private Sector Companies / Undertakings, Autonomous Bodies etc.).
- c) Must have achieved minimum Average Annual Turnover of Rs. 25 Lakh and more during last three completed financial years (2023-24,2024-25, & 2025-26).
- d) Should have their own Bank Account.
- e) Should be registered with Income Tax and GST departments.
- f) EMD of Rs. 10,000/- required amount as specified in this tender document

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

The Tenderer should submit the following documents along with Technical 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 Similar Work Orders and Client's Satisfactory Certificates
- c) Statement of average annual turnover of last three years, in support of eligibility criteria mentioned above, from a registered practicing Chartered Accountant certified copy.
- d) Cancel cheque copy of the registered agency/firm.
- e) Self-attested copy of GST registration certificate and PAN.
- f) EMD of required amount as specified in this tender document.

#### 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)

- a. The interested bidders may submit the tender document complete in all respects along with earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten thousand Only) in the form of a Demand Draft from a commercial bank, in favour of "Management Development Institute Society", payable at Gurgaon".
- b. Any Tender not accompanied by Bid Security shall be summarily rejected and not considered at all.
- c. Bid Security of unsuccessful bidders will be returned without any interest within 30 days after finalization of tender.
- d. The Bid Security of the successful bidder shall be returned after satisfactory completion of the periods of engagement at MDI Gurgaon.
- e. Bid Security shall be forfeited if the bidder withdraws his bid during the validity period of Tender.

- f. The Earnest Money shall be forfeited if
  - (i) The Bidder/Tenderer withdraws his Tender during the validity period of Tender.
  - (ii) The Successful Bidder/Tenderer fails to comply with all the terms and conditions of the Tender Document during the currency of the contract.
  - (iii) The Successful Bidder/Tenderer fails to comply with the rules and regulations set forth by Government.

**5. Award of Contract:**

- a. MDI Gurgaon may award the contract to the successful bidder whose bid is found to be responsive and who is eligible and qualified to perform the contract as per terms and conditions of the Tender document.
- b. MDI Gurgaon will communicate to the successful bidder that its proposal has been accepted and will issue "Letter of Award".
- c. Failure of the successful bidder to comply with the requirements of the above clauses shall constitute sufficient grounds for annulment of the award and forfeiture of EMD.

**6. Effectiveness and Duration of Contract**

The contract shall come into effect on the date of signing the contract by both the parties. The contract shall be valid for a period of three years from the date of commencement of services. However, the vendor's performance during the year will be evaluated/ assessed on completion of each year by MDI Gurgaon. On satisfactory performance the contract will be continued for the next year. The contract can be extended for further period on the same terms and conditions if both the parties agreed to that.

- 7. The Competent Authority of MDI Gurgaon reserves the right to cancel all bids or discontinue this tender process, without assigning any reason at any time prior to signing of agreement with the successful bidder.
- 8. The bidder will be bound by the details furnished by him/her to MDI Gurgaon while submitting the tender or at subsequent stage. In case, any of such documents furnished if found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.

Signature of authorized person

Official Seal

## Part-IV

### SCOPE OF WORK

#### **“Empanelment of Vendors for Disinfection and Cleaning of Underground (U/G) and Overhead (O/H) Water Tanks at the MDI Campus, Gurgaon”**

1. Cleaning of underground/overhead water storage tanks, including chemical treatment with Anti-bacterial agent (as per WHO recommended and prescribed by Govt. medical authority)consisting of following process:- Dewatering the tank with submersible pump, de-silting and removing of left over dirty water up to 100 to 150 mm in the bottom of the tank and sludge with special sludge pump, cleaning of walls and ceiling with special mechanized high pressure jet machines by rotary jet system at 100-120 Bar pressure (120 Kg /sq cm) which dislodges the layer of dirt, algae, fungus stuck on its surface usage of scrubbing machines for old stains and cleaning chemicals if required of make Eureka Forbes Ltd, floor of the dirty tank should be thoroughly cleaned up by fry jet cleaner to accumulate all dirt ,the remaining sludge should than be removed by sludge pumps, the dirt silt and other foreign material should further be removed by Industrial Vacuum Cleaners to make the floor totally dirt free, application/spraying of Anti-Bacterial chemicals to ensure total sterilization of tank from the inside, inside of the tank should be treated with specially developed 4 ft" long ultraviolet Radiator to kill further floating bacteria/virus in order to make the tank totally clean, bacteria free and safe for storage of drinking water. All the above operations should be executed by trained workers and technicians, properly dressed along with gum boots, to work as per the direction of Engineer in charge.
2. The contractor shall be responsible for standard cleaning of water tanks cleaning services as per details given below:
  - 2.1 It shall be responsibility of the agency providing and arranging services of qualified staff required for carrying out disinfection and Cleaning of Underground (U/G) and Overhead (O/H) Water Tanks at the MDI Campus, Gurgaon (Half yearly/Quarterly/Monthly basis as per requirement of MDI Gurgaon).
  - 2.2 The Institute will not provide any accommodation to the agency staff.
  - 2.3 Necessary equipment, viz. drain pumps, ladders, tools, safety belt, helmets etc for carrying out the work shall be arranged by the agency at its own cost.
  - 2.4 It shall be the duty and responsibility of the agency to ensure that his manpower engaged for the work are physically fit and free from all communicable contagious, infectious and other diseases. If any employee(s) is / are found to be suffering from any disease or if any employee(s) commit any misconduct or misbehavior, the contractor shall be required to remove such employee(s) immediately
3. No advance payment is accepted. The agency shall submit to MDI original invoice after completion of works for payment. The Institute shall make payment within 15 working days after proper verification / scrutiny of the claims of the contractor/agency.
4. The agency shall all the time ensure to follow the Work Safety Policy. While execution of the work at MDI Gurgaon.
5. If there arises any dispute relating to this contract the same shall be referred. The Director of the Institute whose decision shall be final and binding on both the parties i.e., Institute and the contractor/agency.
6. The rates quoted and accepted shall remain unchanged for a period of three years from the date of receipt of work order / taking over the operational charge. No upward revision in rate on any ground whatsoever shall be allowed during currency of the contract.
7. The Institute reserves the right to reject any or all quotes without assigning any reason.

## Part-V

### TERMS AND CONDITIONS OF CONTRACT

The contract shall tentatively commence from **01<sup>st</sup> Aug 2026** onwards and shall continue for a period of total three years unless, it is curtailed or terminated by MDI Gurgaon owing to deficiency of service OR sub-standard quality of services, breach of contract, Non-compliance with any relevant labour laws, or change in requirements of MDI Gurgaon or for any other reasons as stipulated in the contract to be entered into with successful bidder.

1. The contract will be for a total period of three years from the date of commencement of services. However, the vendor's performance during the year will be evaluated/ assessed on completion of each year by MDI Gurgaon. Based on the satisfactory performance only the services will be continued in the next year.
2. Vendor will provide onsite professionally qualified and dedicated staff as given in scope of work.
3. MDI Gurgaon reserves right to terminate the contract during initial period also after giving a one month's notice to the selected Service Provider agency.
4. The agency shall not employ any person below the age of 18 yrs. and above the age of 50 years. Employment of child labour will lead to the termination of the contract.
5. The staff deployed shall be the employees of the agency at all times and all statutory liabilities will be paid by the contractor such as ESI, PF, Workmen's Compensation Act, etc. The staff deployed by the agency should be properly trained and have requisite experience and skills.
6. The agency shall engage only such staff and supervisors, whose antecedents and health have been thoroughly verified, including character and police verification and other formalities. The agency shall be fully responsible for the conduct of his staff.
7. The agency at all times should indemnify MDI Gurgaon against all claims, damages or compensation under the provisions of payment of wages Act 1936, Minimum wages Act 1948, Employer's Liability Act 1938, Workmen Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefit Act 1961 or any modification thereof or any other law relating thereof and rules made hereunder from time to time in this regard. Payment of minimum wages, notified by the appropriate government, shall be ensured all the time.
8. MDI Gurgaon shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the agency.
9. The agency shall be responsible for any damages done to the property of the Authority by the personnel so deployed. MDI Gurgaon will be free to recover it from the Security deposit/bill given by the agency or from any other dues or recover as per loss / damaged.
10. The agency's personnel working in the MDI should be polite, cordial, positive and efficient while handling the assigned work and their actions should promote good will and enhance the image of the MDI. The agency shall be responsible for any act of indiscipline on the part of persons deployed by him.
11. The staff deployed by agency in MDI Gurgaon shall not claim any benefit, compensation, absorption or regularization of their services in MDI Gurgaon either under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. The agency shall have to obtain an undertaking from the deployed persons to the effect that the deployed person is the employee of the agency and shall submit the said undertaking to MDI Gurgaon. In the event of any litigation on the status of the deployed persons, MDI GURGAON shall not be a necessary party to such proceedings, however, in any event, either the deployed persons or to the order of the Court, MDI Gurgaon is made a party to such dispute, the agency shall take all steps to protect the interest of MDI GURGAON and the agency shall reimburse the expenditure that would have been borne by MDI GURGAON to defend itself, if so required.

12. The agency shall ensure that the person deployed are disciplined and shall enforce in prohibition of consumption of alcoholic drinks, paan, gutkha, smoking, loitering, use of mobile phones for entertainment purpose and shall not engage in gambling, satta or any immoral act.
13. The no advance payment request is considered by MDI Gurgaon.
14. For all intents and purposes, the agency shall be the "Employer" within the meaning of different labour Legislations in respect of personnel deployed by it. There shall be no claim by such deployed persons of any employment in MDI Gurgaon. The persons deployed by the agency in MDI Gurgaon shall be the employees of agency at all times and not have any stake or claims like employer and employee relationship against MDI Gurgaon.
15. The agency shall be solely responsible for the redressal of grievances if any of its staff deployed in MDI GURGAON. MDI Gurgaon shall, in no way, be responsible for settlement of such issues whatsoever.
16. MDI Gurgaon shall not be responsible for any financial loss or any liabilities arising out of accident or death to any of the staff deployed by agency in the course of their performing the functions / duties or for payment towards any compensation.
17. The Tax Deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act / Rules, as amended from time to time and a certificate to this effect shall be provided to the agency by MDI Gurgaon.
18. MDI Gurgaon reserves the right to change/alter/modify/reduce the scope of work as per its discretion at any time before or during currency of the contract, without citing any reason whatsoever to the vendor.

Signature of authorized person

Official Seal

Part-VI

**BIDDER DETAILS FORM**

**(On the agency letterhead only)**

**“Empanelment of venders for disinfection & cleaning of underground (U/G) and overhead (O/H) water tanks at MDI Campus Gurgaon”.**

<b>S.No</b>	<b>Description</b>	<b>Information</b>
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. 10,000/- 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	

1. Exclusive income from the similar work provided by the bidder for last three financial years mentioned below duly certified by a Chartered Accountant on its letter head (Attach separate sheet if space provided is insufficient).

Financial Year	Amount (Rs.)	Average Annual Turnover (Rs.)
2023-24		
2024-25		
2025-26		

2. Give details of the major **similar contracts/works handled by the bidders** during the last three years (i.e., 2023-24, 2024-25 and 2025-26) 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

Official Seal

**FINANCIAL BID**

**“Empanelment of venders for disinfection & cleaning of underground (U/G) and overhead (O/H) water tanks at MDI Campus Gurgaon” (Half yearly/Quarterly/Monthly basis as per requirement of MDI Gurgaon).  
(To be printed on the agency letter head)**

Cleaning of underground/overhead water storage tanks including chemical treatment with Anti-bacterial agent (as per WHO recommended and prescribed by Govt, medical authority)consisting of following process:-  
Dewatering the tank with submersible pump, de-silting and removing of left over dirty water up to 100 to 150 mm in the bottom of the tank and sludge with special sludge pump, cleaning of walls and ceiling with special mechanized high pressure jet machines by rotary jet system at 100-120 Bar pressure (120 Kg /sq cm) which dislodges the layer of dirt, algae, fungus stuck on its surface usage of scrubbing machines for old stains and cleaning chemicals if required of make Eureka Forbes Ltd, floor of the dirty tank should be thoroughly cleaned up by fry jet cleaner to accumulate all dirt ,the remaining sludge should than be removed by sludge pumps, the dirt silt and other foreign material should further be removed by Industrial Vacuum Cleaners to make the floor totally dirt free, application/spraying of Anti-Bacterial chemicals to ensure total sterilization of tank from the inside, inside of the tank should be treated with specially developed 4 ft" long ultraviolet Radiator to kill further floating bacteria/virus in order to make the tank totally clean, bacteria free and safe for storage of drinking water. All the above operations should be executed by trained workers and technicians, properly dressed along with gum boots, to work as per the direction of Engineer in charge.

Sr. No	Tanks Capacity Category	Applicable Capacity Range	Unit	Qty	Rate	Amount (Rs.)
1	Water tanks =0.5 KL	0.3 KL to 0.9 KL	Nos.	64		
2	Water tanks = 1 KL	1.0 KL to 1.9 KL	Nos.	39		
3	Water tanks = 2 KL	2.0 KL to 2.9 KL	Nos.	6		
4	Water tanks = 3 KL	3.0 KL to 4.9 KL	Nos.	8		
5	Water tanks = 5 KL	5.0 KL to 9.9 KL	Nos.	48		
6	Water tanks = 10 KL	10.0 KL to 29.9 KL	Nos.	8		
7	Water tanks = 30 KL	30.0 KL to 49.9 KL	Nos.	11		
8	Water tanks = 50 KL	50.0 KL to 99.9 KL	Nos.	3		
9	Water tanks = 100 KL	100.0 KL to 199.9 KL	Nos.	4		
10	Water tanks = 200 KL	200.0 KL to 250 KL	Nos.	2		
11	Water tanks = 300 KL	251 KL to 350 KL	Nos.	1		
12	Total (Rs.)					
13	GST @-----					
14	Total Amount (Rs.)					
<b>Total amount in words: -</b>						

Note- The above mention rates will be unchanged for a period of 3 years from date of acceptance of LOA/Work Order.

I / We have read all the above-mentioned Terms and conditions very carefully and hereby agree to execute the work on the rates offered by I/we in enclosed Schedule and on the above terms & conditions.

Place: .....

Date: .....

Signatures: -----

Official Seal

**CHECK LIST FOR BIDDER**

<b><u>Sr. No</u></b>	<b><u>Details</u></b>	<b>Please mention if the document attached YES/NO</b>
1	Self-attested copy of Certificate of Incorporation in respect of the applicant organization issued by the appropriate authority	
2	Self-attested copies of Similar Work Orders and Client's Satisfactory Certificates	
3	Statement of average annual turnover of last three years, in support of eligibility criteria mentioned above, from a registered practicing Chartered Accountant certified copy.	
4	Cancel cheque copy of the registered agency/firm.	
5	Self-attested copy of GST registration certificate and PAN.	
6	EMD of required amount as specified in this tender document.	
7	Tender Document dully signed and official stamped on all the pages submitted in original with the financial Bid.	

Place: .....

Date .....

Signatures: -----

Official Seal