

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

TENDER DOCUMENT

for

“Providing Services for Electrical Equipment Installation, Repair & Maintenance, and Operation of DG Sets & HVAC Central Plants at Management Development Institute, Gurgaon.”

Last Date for submission of filled tender to MDI Gurgaon: 08 Sept 2026 by 3 p.m.

Pre-Bid meeting will be held on 01 Sept 2026 (Tuesday) at 2:30PM at MDI Gurgaon

(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).



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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 - Sl. No., Particulars, and Page Nos. from-to, so that during scrutiny of the documents no document is left overlooked by the Institute.



PART-I

NOTICE INVITING TENDER

FOR PROVIDING SERVICES FOR ELECTRICAL EQUIPMENT INSTALLATION, REPAIR & MAINTENANCE, AND OPERATION OF DG SETS & HVAC CENTRAL PLANTS AT MANAGEMENT DEVELOPEMENT INSTITUTE 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. It is the first Indian Business School and second in Asia to be accredited by 'Association of MBAs' (AMBA), UK. Various surveys have consistently ranked MDI amongst the top 10 B-Schools of the country. The Post Graduates Programmes in Management offered by MDI are recognized and accredited by the All-India Council for Technical Education (AICTE). MDI Gurgaon endeavors to be a plastic free campus. Also, MDI Gurgaon follows the waste segregation at source as per the directions of Govt. of India from time to time and vendor has to necessarily adopt the same.

The Institute invites bids from the interested eligible and reputed vendors in **"Two Bid System"** consisting of **"Technical Bid and Financial Bid"** as mentioned hereunder, strictly in the format attached, for engaging agency for **"Providing services for Electrical Equipment installation, Repair & Maintenance, and Operation of DG sets & HVAC Central Plants at Management Development Institute Gurgaon"** for a period of three years from the date of commencement of services. However, the vendor's performance during the year will be self-evaluated/ assessed on completion of each year by MDI Gurgaon. On satisfactory performance the contract will be continued for the next year. However, the Institute, at its discretion, at any time can alter/reduce/modify the scope of work without citing any reasons to the bidder/vendor.

Interested eligible bidders may submit bids in two separate envelopes duly super-scribed as **"Technical Bid"** and **"Financial Bid"**. Both these bids should be put in one big envelope superscribed **"Providing services for Electrical Equipment installation, Repair & Maintenance, and Operation of DG sets & HVAC Central Plants at Management Development Institute Gurgaon"**.

Tender form can be downloaded from Management Development Institute Gurgaon website: <https://mdi.ac.in> from 25 Aug 2026 onwards and the same is duly filled along with enclosures be submitted in physical form through speed post /by hand latest by **08 Sept 2026 up to 3:00 PM**. Any bid received after the last date and time for bid submission will not be accepted and will be summarily rejected.



PART-II

IMPORTANT INFORMATION RELATED TO TENDER

Sl. No.	Information	Dates
1.	Date/Time of Publishing of Tender	25 Aug 2026, 10 a.m. onwards https://www.mdi.ac.in/infrastructure/tenders.html
2.	Date/Time of Pre-Bid Meeting (for Clarification)	01 Sept 2026 / 2:30PM (at MDI Gurgaon). Bidders are requested to depute only one person to attend the meeting.
3.	Date/Time of closing of Tender	08 Sept 2026/ 3:00 PM
4.	EMD Amount (Refundable to unsuccessful Bidder)	Rs. 1,00,000/- 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.
5.	Period of validity of Tender	180 days from the date of closing of Tender
6.	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
7.	Term of Contract	The contract shall be valid 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. On satisfactory performance the contract will be continued for the next year.

- Sealed Bids are invited under two bid system from reputed, well established and financially sound service providers to provide 24x7 basis **services for Electrical Equipment installation, Repair & Maintenance and Operation of DG sets and HVAC Central Plants** at MDI Gurgaon.
- The bids duly filled in all respect enclosing necessary documents may be addressed to Chief Engineer, Scholar Reception/Dispatch office. Management Development Institute Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana) so as to reach on or before **08 Sept 2026 / 3:00 PM**.
- The address and contact numbers for sending Bids or seeking clarifications regarding this Tender are given below:
 - Bids queries to be addressed to:** Chief Engineer, Management Development Institute Gurgaon, Contact no.: 0124-4560517 (9.30 AM to 5.30 PM on working days Mon-Fri), e-mail: - mithilesh.pande@mdi.ac.in.
 - Postal address for submitting the Bids:** Chief Engineer, Scholar Reception/Dispatch office, Management Development Institute Gurgaon, Mehrauli Road, Sukhrali, Gurgaon-122007 Haryana by Speed Post/registered Post/By hand only before last date and time.



4. Tenders should be accompanied by Bid Security for an amount of Rs. 1,00,000/- (Rupees One Lakh Only) submitted in the form of Demand Draft in favour of "Management Development Institute Society", payable at Gurgaon.
5. Tenders received after the last date and time (i. e. 08 Sept 2026 at 3:00 PM) will not be considered.
6. MDI Gurgaon reserves the right to either accept or reject any or all of the tenders without assigning any reason whatsoever and decision of Director, MDI Gurgaon shall be final and binding.

(C E)

Physical Infrastructure



PART-III

INSTRUCTIONS FOR BIDDERS

1. **Scope of Services:** The Scope of Services is given in Part IV.

2. **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 Five years before 31/03/2026.
- b) Should be providing similar kind of services for five years during the last five financial years (i.e., providing services for Electrical Equipment installation, repair & Maintenance & Operation of DG sets and HVAC Central Plants in Regulatory bodies, Large Educational /Research Institutions, Universities, Schools, Colleges, Public or Private Sector Companies / Undertakings, Autonomous Bodies etc.).
- c) Must have a valid Electrical Supervisor license (as on bid submission date) for providing the above-mentioned services as stipulated in the relevant provisions.
- d) 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).
- e) Should have their own Bank Account.
- f) Should be registered with Income Tax and GST departments.
- g) Should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other regulatory authorities including under the Contract Labour (Regulation and Abolition Act) and should be in compliance with applicable Act/laws. Should hold a valid License for running the agency/ services.
- h) 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.
- i) The Tenderer should have minimum five years' experience in doing similar nature of work and have successfully completed the same. In support of this, tenderer should submit the copy of such work orders along with satisfactory completion certificates issued from at least five or more clients.
- j) Should have successfully completed at least ONE similar work of annual value equal to Rs. 10 Lakh(s) or more from any Public Sector Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute / Corporate Establishment / Educational Institution / Schools/Private Sector, Companies or organization during the last three years. Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments/Companies and Balance Sheet in support of requirement.

3. **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 work Orders and Client's Satisfactory Certificates.
- c) 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 (One bill for the month of June 2025 and other bill of June 2026).
- d) Self-attested copy of valid Electrical Supervisor license for providing services for providing services for Electrical Equipment installation and repair & Maintenance.
- e) Self-attested copy of valid registration certificate of Labour Department / EPFO / ESIC etc., as may be required.
- k) Statement of average annual turnover of last three years, in support of eligibility criteria mentioned above, from a registered practicing Chartered Accountant (2023-24, 2024-25, & 2025-26).
- f) EMD of required amount as specified in this tender document.
- g) Self-attested copy of GST registration certificate and PAN.



- h) Declaration for not having been blacklisted by any State Government or by Government of India as per the format in this tender document.

4. 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.

5. 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. 1,00,000/- (Rupees One Lakh 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. Bid Security of the successful bidder shall be returned on receipt of Performance Security Deposit, after signing the contract.
- 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 such as PF, ESI, Minimum Wages and other statutory requirements.

6. Preparation and Submission of Bids:

- a) Tenders are to be submitted as per two bid system i.e.- Technical Bid and Financial Bid.
- b) All entries in the tender form should be legible and filled clearly.
- c) Tender should be type written and every correction and interlineations in the bid should be attested with full signature by the tenderer, failing which the bid will be treated as ineligible. Corrections done with correction fluid should also be duly attested.
- d) All documents/papers should be numbered, signed and sealed by the Tenderer on each page.
- e) Technical Bid should contain all the documents required and EMD as specified in relevant paras. Technical Bid should also contain Tender Form, Declaration Form, Manpower Details, Performance Statement, and Details of Staff available with the Agency.
- f) Financial Bid should only contain the Price Schedule duly filled as per format given. No overwriting, corrections, interlineations etc. are permitted in the Financial Bid. If found, bid shall liable to be rejected.
- g) The rates should be quoted for the services to be provided as per instructions given in the tender document.
- h) Both the bids (Technical and Financial) separately sealed in envelopes super-scribing as Technical Bid and Financial Bid, respectively. Both the sealed envelopes should be put in a third sealed envelope and should be super scribed as **"Providing services for Electrical Equipment installation, Repair & Maintenance and Operation of DG sets and HVAC Central Plants at Management Development Institute Gurgaon"**.

7. Bid Submission:

Sealed Tenders should be addressed and submitted along with requisite documents at **Chief Engineer, Scholar Reception/Dispatch office, MDI Gurgaon, Mehrauli Road, Sukhrali, Gurgaon-122007** Haryana latest by **08 Sept 2026 by 3:00P.M.** through Speed Post/By Hand only.

8. Late Bids:

Tender submitted or received after the closing date and time will not be considered. The bidders shall ensure that timelines are adhered to and any bids received later than the specified time and date shall not be entertained.



9. Opening of Tenders:

The Tenders shall be opened at the scheduled date, time and venue as may be decided by MDI Gurgaon, by the committee constituted by the competent authority of MDI Gurgaon.

10. Evaluation of Tenders:

- a) The committee constituted by the competent authority of MDI Gurgaon shall evaluate the Technical Bids with reference to technical requirements and various other commercial criteria given in the Tender Document. All eligibility conditions have to be satisfied on the date of submission of bid and not later.
- b) The bid of the bidders who submit their bid in the proper format and with the required EMD will be evaluated. The bids of the non-conforming bidders shall be rejected without further evaluation.
- c) Any conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.
- d) MDI Gurgaon may seek such clarification/information/document as may be required for it to satisfy the eligibility of the bidders. Failure on the part of the bidder to submit such information within the stipulated time may entail cancellation of the bid of such bidder. MDI Gurgaon Committee at its own discretion may visit any of the premises of the client(s) as per list provided by you and make quality assessment of the services provided, at its own expense.
- e) Only Technically qualified bids shall be further considered for opening and evaluation of financial bids.
- f) The metric for evaluation of Technical Bids on a scale of 30 marks shall be as follows subject to the requirement condition that the Minimum Qualifying Marks for Technical Bid would be 18 out of 30.
 - Part-I (Technical Bid): Only the Technical Bid will be opened and evaluated by the Tender Committee at the time of Technical Bid meeting.
 - After verification of Part-I (Technical Bid), Part-II (Price bid) of only those tenderers who satisfy all the eligibility criteria laid down in part-I and this notification will be opened. In case any document produced in support of eligibility criteria turns out to be not genuine, EMD stands automatically forfeited, whether before award of work or otherwise.
 - Evaluation of tender: 70% weightage will be assigned to the price bid and 30% weightage will be assigned to 'Technical bid'.

S. No	Technical Criteria	Tenderer to tick the appropriate column	Marks	Total Marks
1.	Experience of the Bidder in for “Providing services for Electrical Equipment installation, Repair & Maintenance, and Operation of DG sets & HVAC Central Plants at Management Development Institute Gurgaon”.(Provide proof in support)			
	(1) 5 years to 7 years		05 Marks	10
	(2) Above 7 years but less than 10 years		07 Marks	
	(3) More than 10 years		10 Marks	
2.	Average Turnover of the Bidder during the last three consecutive Financial Years (2023-24,2024-25 & 2025-26) in providing similar services “Providing services for Electrical Equipment installation, Repair & Maintenance, and Operation of DG sets & HVAC Central Plants at Management Development Institute Gurgaon”. (Provide proof in support)			
	(1) Turnover between Rs. 25 Lakh to Rs. 30 Lakh		05 Marks	10
	(2) Turnover above Rs. 30 Lakh to Rs. 50 Lakh		07 Marks	
	(3) Turnover above Rs. 50 Lakh		10 Marks	
3.	Number of persons on payroll of the bidder for “Providing services for Electrical Equipment installation, Repair & Maintenance, and Operation of DG sets & HVAC Central Plants at Management Development Institute Gurgaon” in Public Sector Company/ Bank/Central or State Government / Autonomous Institute / Corporate Establishment of repute / reputed institutes (Provide proof in support)			



S. No	Technical Criteria	Tenderer to tick the appropriate column	Marks	Total Marks
	(1) Between 10 to 20		05 Marks	10
	(2) Above 20 to Less than 40		07 Marks	
	(3) More than 40		10 Marks	

a. The metric for evaluation of financial bids on the scale of 70 marks shall be as follows:

Sl. No.	Financial Criteria	Total Marks
1.	L-1 (Lowest Bidder)	70
2.	L-2 (Bidder)	$70 \times (L1/L2)$
3.	L-3 (Bidder)	$70 \times (L1/L3)$
4.	L-4 (Bidder)	$70 \times (L1/L4)$
5.	L-5 (Bidder)	$70 \times (L1/L5)$

11. The successful bidder shall be declared on the basis of final marks (100) obtained in Technical Evaluation Score (TS) (30) + Financial evaluation Score (FS) (70 marks) to highest scorer. Financial score of the proposals will be determined using the following formula: -

$$FS = 100 \times (FL/F)$$

Where,

'FS' is the Financial Evaluation Score of a bidder,

'FL' is the Lowest Financial Proposal among all the bids received and

'F' is the financial proposal of a particular bidder.

For the purpose of calculation of Composite Score (CS) for each bidder, the weightage is 30 % for the Technical Evaluation Score (TS) and 70% for Financial Evaluation Score (FS) of the respective bidder. The Composite Score shall be calculated using the following formula: -

$$CS = TS \times 0.30 + FS \times 0.70.$$

Tenderers will be ranked accordingly to their Composite Scores and will be listed in the order of merit. The top scorer would be eligible for award of work.

12. Reasonability of Service Charge:

- Uniform, etc.: For each year, the workers must be provided with [a] two sets of uniform, [b] two pairs of footwear, ID card, All tools relevant to the works, holidays, Shift cell etc. (Immediately after commencement of service within 20-25 days) should be borne by the Service Provider from his service charges.
- Quoting unduly lower rate of Service Charge: The Service Provider has to quote service charge that takes care of TDS, expenditure towards items stated in 12.i, expenditure towards identity card, all the statutory charges relating to this contract, etc.; and reasonable margin thereafter. The Institute has responsibilities as Principal Employer and would like to ensure that unduly lower rates of service charge will not lead to complaints from workers regarding delay in payment, improper reduction in wages, seeking monetary return by the Service Provider from the workers, etc. thereby affecting the performance of the workers.
- Decision on reasonability of service charge: Institute reserves right to take a view on the reasonability of the rate of service charge. The decision of the Institute in this regard shall be final and binding. No representation will be entertained and replied to.
- If the Institute considers that the service charge of the tenderer who has quoted the least rate is not feasible, such tender shall be treated as non-responsive and the quotation with the next higher rate shall be evaluated, and this process will be iterated till a quotation.



13. 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. The successful bidder will be required to execute an Agreement with MDI Gurgaon.
 - d. 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.
14. Each Bidder/Tenderer shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder/tenderer or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

15. Performance Security Deposit and Award of Contract:

The successful bidder who is awarded the contract shall be required to deposit a Performance Security Deposit of Rs 1 Lakh (One Lakh Only) in the form of Demand Draft only from any Scheduled Commercial Bank drawn in favour of Management Development Institute Society, Gurgaon covering the period of contract and 180 days beyond the contract period. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly extended/renewed by the successful service provider. All incidental charges whatsoever such as premium, commission etc. with respect to the Demand Draft shall be borne by the successful bidder. Non deposit of PBG within the stipulated time shall render the contract invalid at the discretion of MDI Gurgaon.

- (a) The successful Tenderer shall execute an agreement on a non-judicial stamp paper of value Rs. 100/- (stamp duty to be paid by the tenderer) within 15 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted.
- (b) If the successful Tenderer fails to execute the agreement and / or to deposit the required Security deposit within the specified time or withdraw his tender, after the intimation of acceptance of his tender has been sent to him or owing to any other reasons, he is unable to undertake the contract, his contract will be cancelled and the EMD deposited by him along with the tender shall stand forfeited by the Tender Inviting Authority.

16. 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 self-evaluated/ self-assessed on completion of each year by MDI Gurgaon concern Dept. 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.

17. Commencement of Services:

The Service Provider agency should commence the above-mentioned services within 15 days of signing of contract or any other date mutually agreed by both the parties, however the same can be further extended with the mutual consent of both the parties.

18. 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.
19. 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.
20. This document does not constitute nor should it be interpreted as an offer or invitation for the appointment of the Service Provider agency/ vendor described herein.
21. This document is meant to provide information only and upon the express understanding that recipients will



use it only for the purposes set out above. No representation or warranty, expressed or implied, is or will be made as to the reliability, accuracy or the completeness of any of the information contained herein. While this document has been prepared in good faith, neither MDI Gurgaon, nor any of their officers or subscribers make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly and expressly disclaimed by MDI Gurgaon and any of their officers or subscribers even if any loss or damage is caused by any act or omission on the part of MDI Gurgaon or any of their officers or subscribers, whether negligent or otherwise.

22. By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient by or on behalf of MDI Gurgaon. MDI Gurgaon and any of their respective officers or subscribers undertake no obligation, among others, to provide the recipient with access to any additional information or to update this document or to correct any inaccuracies therein which may become apparent, and they reserve the right, at any time and without advance notice, to change the procedure for the selection of or any part of the interest or terminate negotiations or the due diligence process prior to the signing of any binding agreement.
23. This document constitutes no form of commitment on the part of MDI Gurgaon. Furthermore, this document confers neither the right nor an expectation on any party to participate in the proposed Service Provider selection process.
24. When any proposal is submitted pursuant to this Tender, it shall be presumed by MDI Gurgaon that the bidder has fully ascertained and ensured about its eligibility to render service as given in the document, in the event of the same being selected ultimately to act as such, under the respective governing laws and regulatory regime and that there is no statutory or regulatory prohibition or impediment to acting as such Service Provider and it has the necessary approvals and permissions and further suffers no disability in law or otherwise to act as such.
25. MDI Gurgaon reserves the right to vary/alter/amend the eligibility criteria for the Service provider at any time, in its discretion, before the last date of submission of proposals.
26. The Service providers shall comply with and abide by such directions that MDI Gurgaon may issue from time to time.
27. The proposal and all correspondence and documents shall be written in English. All proposals and accompanying documents received within the stipulated time shall become the property of MDI Gurgaon.
28. The proposal shall be valid for a period of six months from the date of opening of proposals. A proposal valid for a shorter period may be rejected as non-responsive.
29. Any matter relating to the appointment of Service Provider agency or the procedure for the appointment of Service Provider agency shall be governed by the Laws of Union of India and state of Haryana from time-to-time Disputes, if any arising under the said process shall be subject to the exclusive jurisdiction of courts at Gurgaon.



Part-IV

SCOPE OF WORK

“Providing services for Electrical Equipment installation, Repair & Maintenance, and Operation of DG sets & HVAC Central Plants at Management Development Institute Gurgaon”.

1. The Institute has approximately 35.11 Acres Campus at Gurgaon – Haryana for imparting training to the post graduate students, the participants representing Government, Public and Private Sector organizations. The Institute is housed in the premises located at the Mehrauli – Gurgaon Road with facilities like Academic Block(old & new) , Computer Centre, Library, Executives Hostel, Lecture / Conference Halls, Auditorium old and new, Syndicate Room, Class Rooms, Director’s Bungalow, Residential Buildings Residential Area, Student Hostels, Gym, common/open area, Pump house, AC Plant, service stations, DG set rooms, Security Gates, Roads around Campus, Pathways, Lawn Tennis, Badminton Court, Car Parking Areas etc.

Institute requires the services of eligible agency who has adequate experience and trained manpower, necessary tools and equipment’s for providing services for Electrical Equipment installation, Repair & Maintenance, and Operation of DG sets & HVAC Central Plants, on job work on the terms and Conditions set out hereinafter, for purposes of providing upkeep and maintain of these services at the Institute’s Campus.

The intended bidders are advised to undertake a survey of the Institute premises and satisfy themselves about the scope of work before submitting their rates in prescribed format enclosed as Annexure I. In general, intended bidders shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their quote. A quote once submitted shall be deemed to have been submitted with full knowledge of aforesaid factors.

2. The contractor shall be responsible for the standard maintenance of Electrical equipment installation, repair & maintenance and Operation of DG sets and HVAC Central Plant services as per details given below:

2.1 It shall be responsibility of the bidder for providing and arranging services of qualified staff required for carrying out regular routine and preventive maintenance works, including necessary repair/replacement/Cleaning works of electrical in nature, maintaining smooth and unhindered operational and working condition of the entire electrical grid / system i.e., both internal and external electrical line (underground and open) at all levels, 24x7 basis.

2.2 The Institute will not provide any accommodation to the agency staff.

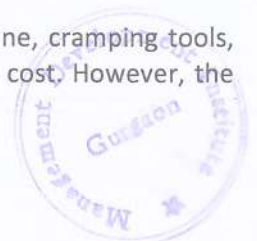
2.3 Disconnecting and reconnecting electrical connection in case of water heaters, fans, geysers, boilers, coolers, electrical gadgets etc. whenever such electrical gadgets are required to be replaced/ repaired.

2.4 Refixing of loose fixtures and fittings including supporting wire/MCB, MCCB, Switch, Socket, Regulator and other existing fixtures and fittings in the hostel/dining hall & other location removal of existing fittings/fixtures without causing any damage to the property. Any other electrical work for repair /replacement not mentioned above will also be carried out by the agencies.

2.5 The agency shall properly maintain the Electrical Equipment Installed in all the buildings of the Institute, including maintenance of common feeder panel/Main feeder panel/DB/High Mast lights/pumps/Pump room/Security gate/street lights & HT pole related works etc. on may be required from time-to-time 24X7 basis with cleaning of the panel etc.

2.6 The agency shall conduct regular check (Pre-Preventive-Maintenance) of these electrical equipment’s at a regular interval in consultation with the engineer-in-charge of the institute. A report is written should be submitted to the engineer-in-charge.

2.7 Necessary equipment, testing appliances, tools, safety belt, helmets, Drill machine, cramping tools, multimeter etc for carrying out the work shall be procured by the bidder at its own cost. However, the



Institute will provide aluminum ladders if required.

2.8 Bidder shall ensure to deploy qualified Senior Technician, Substation/DG operator, AC Plant operator, Electrician as per details give in the table below. Further, it is estimated that minimum manpower deployment for Institute's work is as under-

Type of Manpower	Nos.	Qualification	Minimum Work Experience	Working Time
Senior Technician (Male-High skilled) -6 days a week	01	ITI / Diploma/ having knowledge of Electrical (LT & HT), DG set, HVAC maintenance& installation in more than 10 years	10 yrs	9:30 a. m. – 5:30 p.m. and 6 days a week
Help Desk (Female-High skilled) -6 days a week	01	diploma or a bachelor's degree, 3 to 5 years of administrative or customer service experience, strong verbal and written communication skills, and proficiency in office software like Microsoft Office & excel, power point etc.	3-5 years	9:30 a. m. – 5:30 p.m. and 6 days a week
Electrician (Male-High skilled) -7 days a week	6	ITI passed/ Diploma/ having knowledge of Electrical maintenance installation in more than 7 years	7 yrs	(i) 6 a.m. to 2 p.m. - 2 Nos. (ii) 2 p.m. to 10 p.m. - 2 Nos. (iii) 10 p.m. to 6 a.m. - 1 Nos. (iv) 09:30 a.m. to 05:30 p.m. - 1 No. and 7 days a week
DG/Substation Operator (Male-High skilled) -7 days a week	3	ITI passed/ Diploma/ having knowledge of Electrical maintenance installation in more than 7 years	7 yrs	(i) 6 a.m. to 2 p.m. - 1 Nos. (ii) 2 p.m. to 10 p.m. - 1 Nos. (iii) 10 p.m. to 6 a.m. - 1 Nos. and 7 days a week
HVAC Operator (Male-High skilled) -7 days a week	3	ITI passed/ Diploma/ having knowledge of Electrical maintenance installation in more than 7 years	7 yrs	(i) 6 a.m. to 2 p.m. - 1 Nos. (ii) 2 p.m. to 10 p.m. - 1 Nos. (iii) 10 p.m. to 6 a.m. - 1 Nos. and 7 days a week

2.9 In case of absence of regular Senior Electrician/Electrician/DG operator/HVAC operator, alternate arrangement shall be made by the bidder agency as maintain the continuity of work without suffering the work, as per convenience of the Institute.

2.10 There shall be a regular/routine check on Electrical system, Switch, Socket, Fans, Tube lights, CFL, Regulator, MCB, MCCB, Panel, Feeder, Geysers, heat convactor, sign board lights, AC connection, Desert cooler, Street lights, High mast lights, water supply pumps inlet & outlet supply connection and other allied works related to electrical nature, by taking round and visiting on daily basis. The above mention works dismantling the existing & replacement the new related all works and if needs to make the power point/supply point and installation of new LED lights, and cleaning of street solar lights, Fans, bulk head light LED lights etc used for day-to-day related works (Nothing paid extra).

2.11 The complaints registered by the students/residence or other in the complaint book maintained with the student hostel office will be checked daily and all complaints will be attended promptly. After satisfactory completion of the complaint the signature shall be obtained from respective students or their representative or student's hostel office.

2.12 The bidder shall ensure effective maintenance throughout the year with due diligence under advice and directions of Institute.

2.13 Registers are to be maintained by electrical technicians and regularly report to the Physical Infrastructure (PI) office, MDI Gurgaon



- i) Complaint Register: All complaints received with respect to Electrical items are to be recorded with time and date of receipt and as and when complaints are addressed should be maintained.
 - ii) Spare Tool and Tackle Register: All the spares issued by the Institute and tools and tackles are to be recorded in the register. Electrical items will be issued by the Institute and proper records of the same are to be maintained and to be shared to the concerned department for their records.
3. It shall be the duty and responsibility of the contractor to ensure that the employees 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 at the request of the Institute, without demur and without questioning the decision in this respect and restrain the entry of such individuals in the Campus precincts.
 4. The contractor shall submit to MDI bill invoice for payment on monthly basis. The Institute shall make payment within 30 clear days after proper verification / scrutiny of the claims of the contractor, As per quoted amount in the Annexure-I.
 5. The Contractor shall provide mobile for contacting the concerned Senior Technician/Electrician for any complained related works.
 6. The agency shall all the time ensure to follow the Work Safety Policy.
 7. If there arises any dispute relating to this contract the same shall be referred to sole arbitration, the Director of the Institute whose decision shall be final and binding on both the parties i.e., Institute and the contractor.
 8. 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.

Rate quoted should clearly mention all taxes and levies etc.

Income tax recovery as per rates prescribed by the Government of India from time to time will be made from each monthly bill.

Service Tax/ GST/Sales Tax / VAT / WCT, if payable, shall be paid as applicable from time to time but the contractor should hold a valid license / registration number for the same.

9. In case of MDI being called upon by any statutory authority for any purpose relating to the matters of the services being provided by the engaged agency, the contractor shall be solely responsible to bear all costs that MDI may have to incur on account of such infringement by the contractor or indemnify MDI for any such loss in total including the legal expenses incurred thereof.

SECURITY DEPOSIT

10. The contractor shall be required to deposit an amount of Rs. 1,00,000/- (Rupees One Lakh only) as Security Deposit with MDI. The amount of Security Deposit will be retained by MDI free of interest for the entire period of engagement.

TERMINATION

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



NOTICE AND ADDRESS

12. Director, MDI Gurgaon will be the sole arbitrator in the event of any dispute.

The Institute has unfettered right hereunder to terminate the arrangement at any time without assigning any reason whatsoever. The jurisdiction for dispute(s) if any shall be Gurgaon.

13. The Institute reserves the right to reject any or all quotes without assigning any reason (s) thereof.

14. **Attendance:** The deployed Manpower/Staff workers should attend the daily. Unauthorized absence will be viewed seriously.

15. **Penalties:**

Sr. No	Service Agreement	Penalties for breach		
		1 st Instance	2 nd Instance	3 rd Instance
1	Worker not in Uniform (per person) including footwear and ID card	500/- per person per day	1000/- per person per day	1500/- per person per day
2	Absence with information for more than 5 days each month in three consequent months	Warning	Warning	Termination
3	Absence without information for more than 5 days each month in two consequent months	Warning	Warning	Termination
4	Wrong attendance record	500 per person per day		
5	Shortfall in staff by more than 25% (7 days) continue	200 per person per day	500 per person per day	Blacklist for future service tenders
6	Rude and unpleasant behaviour of Service Provider's personnel with Faculty /Staff/ Visitor /Guests	200 per person per incident	Replacement	
7	Rowdiness and/or rioting in Campus	1000 per person per incident	Replacement	
8	Theft and/or carrying of items unauthorizedly	2000 per person per incident & Replacement both		
9	Inaction on complaint	100 per complaint		
10	Damage to the Institute property due to negligence	Book value and Rs. 2,000/- both		
11	Technical deployed staff found missing from the place of duty without any reason during duty hours	500 on each occasion	700 on each occasion	Replacement
12	Consuming Alcohol or Intoxication while on duty or coming to duty	1000 per person per incident & Replacement both		
13	Non-Supply of Shift Cell/ Footwear /tools/ID card /Dress within 20-25 days from the contract start date	500 Per day	1000 Per day	1500 Per day

Note:

* The penalty shall be deducted from the Service Provider monthly Bills or from the Security Deposit.



- * For any act of inadequate performance of contract not specifically stated herein, the person authorized by the Institute will determine the penalty based on the merits of each act after providing an opportunity to the Service Provider.
- * MDI reserves the right to increase or decrease the manpower deployed, as per the requirements of the Institute, by giving one month's prior notice to the agency

16. HANDOVER THE MANPOWER PERSONNEL FILES: The outgoing Service Provider should handover the ESI, PF and any other MANPOWER Workers related information to the successful next bidder for smooth transition of the work. The Service Provider should submit a joint certificate with one-week after commencing a new contract.



DETAILS OF ELECTRICAL EQUIPMENTS INSTALLED AT FOLLOWING BUILDING ARE AS UNDER

Sr. No.	Name of Budlings	Description details Electrical installation
1.	Auditorium Block	Mini Auditorium Syndicate room (GF lecture hall) Syndicate room (FF lecture hall) Corridor lights & toilets, basement plant room
2.	Takshashila Hostel (A,B,C,D,E & F Block)	135 rooms with toilets 2 panel rooms 6 suits with toilet, kitchen, bed room, drawing/dining 9 common rooms 3 dining halls 2 kitchens, 9 toilets (commercial/single) 14 corridor, 14 pantries, Geysers-145
3.	PGPM Hostel boys (Change Masters)	154 double sharing rooms 9 common toilets (commercial) 9 corridors, 2 common rooms 1 kitchen attached staff rooms, Geysers-30
4.	Girls Hostel (Odyssey)	51 double sharing rooms 3 common toilets (commercial) Gym basement TV room, TT room, pump room, fire service room & one common room, Geysers-35 16 studio room with attached toilets and three corridors
5.	PGPM lecture block (Gurukula)	9 lecture halls, two syndicate rooms, 8 office rooms, 6 common toilets (commercial) Corridor lights, 3 basement rooms, divided in (5 rooms) 1 pantry etc., 8 plant rooms
6.	Street lights	All small poles up to 3 meters All big poles up to 25 ft. height tennis court, badminton court, Volley ball court lights and High Mast Light pole 8 Nos and other lights of the Campus.
7.	Director's bungalow	4 bed rooms with attached toilets Drawing room, 1 kitchen & 1 servant room, study room etc. Geysers-5
8.	Nalanda Building	30 rooms with attached toilets 2 lecture halls, pantry One multipurpose hall Two plant rooms 6 common toilets 2 syndicate rooms 2 office rooms, TV room, 3 corridors Geysers-30
9.	Parthenon Building	80 rooms with attached toilets 2 lecture halls 1 pantry -Water coolers area & washing Machine area -8 Nos. -Electrical panel rooms - 5 Nos. -Corridors & open areas -5 floors - Syndicate rooms - 4 Nos. - Office rooms - 4 Nos.



Sr. No.	Name of Budlings	Description details Electrical installation
		- Basement open - 1 No. Geysers -80
10.	Kshitij Building	28 suites with bed room, drawing room, kitchen, toilet & balcony. 56 rooms with attached toilets & balcony 4 pantries 4 water coolers area 2 lift rooms 4 electrical panel & D.B. rooms 4 floors of corridor & open areas Geysers-84
11.	Lakshya Building	5 lecture halls 10 syndicate rooms 10 office rooms 5 plant rooms 4 pantries 1 electrical panel room 1 Photostat room 5 floors, lobby & open areas
12	Chanakya	3 Lecture halls 5 Syndicate rooms 1 Office room 4 Toilets 1 GF Cafeteria.
13	Samriddhi Block	32 Residential flats with corridor & Geysers-128
14	Sanskriti Block	32 Residential flats with corridor & Geysers -96
15	Scholars Building (A,B,C,D & E)	Faculty rooms -100 Lecture Halls -3 Office Rooms-3
16	Gyan Grih (Library)	GF- Hall & Office rooms FF- Hall & Office rooms
17	Residential Flats C, C1, D, E & Director Bungalow	C-8 C-1-3 D-4 E-2 & 1 Director Bungalow
18	Kaveri Hostel	13 flats, Geysers-26
19	Sub Station	LT Panel room. Old panel room with staff room-2 Nos
20	New PGPM Hostel	Room-169, with corridor and street light
21	Other	Bore well/Pumps, High mast lights -8 nos. gate 1 2, & 3, Sewer well, Street lights, Staff Canteen, Grocery shop, kitchen equipment's & Pump rooms of MDI Campus etc.
22	New Construction	Shakti hostel, Boy's hostel, ESS, gate No-1 and academic block all buildings.



Part-V

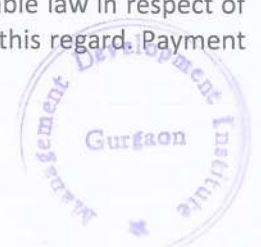
TERMS AND CONDITIONS OF CONTRACT

The contract shall tentatively commence from **01st October 2026** 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 self-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, in person, will meet the Committee of the Institute for interaction and feedback related issues, minimum on a quarterly basis or as intimated if need.
3. Vendor will provide onsite professionally qualified and dedicated staff as given in scope of work. The vendor staff will wear uniform in blue color and carry identity card and company badges (to be provided by the agency on its own expenses).
4. The contracting Service provider shall not be allowed to transfer, assign, pledge or sub contract its rights and liabilities under this contract to any other agency without the prior written consent of MDI Gurgaon.
5. 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.
6. The agency shall not employ any person below the age of 18 yrs. And above the age of 55 years. Employment of child labour will lead to the termination of the contract.
7. 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.
8. 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.
9. 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.
10. The agency will provide the PI department of MDI Gurgaon a list of all personnel along with their credentials so deployed with permanent and present address along with their latest photographs
11. It shall be responsibility of the agency to issue the employment card / photo / identity card to the workers and maintain the muster roll, the wage register and other registers as provided in the Contract Labour (Regulation & Abolition) Act. Agency has to ensure that all its employees deployed in MDI GURGAON invariably wear ID card during office hours.
12. The agency shall replace within twenty-four hours any of its personnel, if they are unacceptable to the Authority because of any risk, incompetence, conflict of interest and breach of confidentiality or misconduct on the part of the staff of the agency, upon receiving written notice from the Authority. Notwithstanding the above, the Authority shall have the right to ask to change / replace the personnel at any point of time without assigning any reason.
13. MDI Gurgaon shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the agency.
14. 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 given by the agency or from any other dues or recover as per loss / damaged.



15. 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.
16. 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.
17. 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.
18. The agency shall be solely responsible for making payment directly to the deployed staff by 7th of each month.
19. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by MDI Gurgaon from the agency.
20. The personnel deployed by the agency shall work under overall supervision & direction of the agency.
21. The agency will properly maintain muster roll of the person employed / engaged in connection with the work at the premises of MDI Gurgaon.
22. The agency shall raise the bill along with PF and ESIC statements, as applicable, and submit the same to MDI Gurgaon in the succeeding month.
23. The agency will be solely responsible for making the payment directly to its deployed personnel; since there may be occasional delay in releasing payment by MDI Gurgaon to the agency due to contingencies, payment of wages to the deployed personnel by agency should not be linked with receiving of payment from MDI Gurgaon and shall be independent of the same.
24. Payment to such workers must be made by the agency through e-transfer only. To ensure this, agency will get a bank account opened for every engaged staff.
25. The agency will ensure that staff engaged by him must receive their entitled wages on time.
26. The agency will ensure that Segregation of the waste for disposal should be as per instructions of the Govt. of India, issued from time to time.
27. The entire financial liability in respect of staff of services deployed in MDI Gurgaon shall be that of the agency and MDI Gurgaon will in no way be liable for the same.
28. 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.
29. 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.
30. 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.
31. The agency will be responsible for compliance of all statutory provisions including Minimum Wages, Provident Fund, and Employees State Insurance, contract labour and any other applicable law in respect of the persons deployed by them in MDI Gurgaon. MDI Gurgaon shall have no liability in this regard. Payment of the bill will be made only after successful submission of statutory payment receipts.



32. The agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to MDI Gurgaon to the concerned tax collection authorities from time to time as per extant rules and regulations in the matter.
33. The agency shall maintain all statutory registers under the Law and submit periodical returns and statements. The Service Provider shall produce the same, on demand, to the concerned authorities and to MDI Gurgaon or any other authority under Law.
34. 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.
35. In case, the service provider fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof MDI Gurgaon is put to any loss / obligation, monetary or otherwise, MDI Gurgaon will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms or shall be entitled to recover the same by legal recourse.
36. The agency shall submit proof of deposit of PF / ESI and of other statutory dues, payable by it in respect of its staff, deployed in MDI Gurgaon, which shall be a condition precedent for payment of its bills.
37. In case of breach of any terms and conditions as specified in the contract and signed between the parties, the Performance Security Deposit of the Man Power Service Providers will be liable to be forfeited by MDI Gurgaon besides, annulment of the contract and other legal resource.
38. The successful bidder who is awarded the contract by MDI GURGAON will retain all the documentary proof / papers deposited with the respective statutory bodies / Government departments, i.e., Employees State Insurance, Provident Fund and GST. All such documents / papers will be necessarily submitted within seven days by the Man Power Service Provider as and when they are requisitioned by MDI Gurgaon, failing which a penalty of Rs. 100/- per day shall be deducted from the monthly bill of the agency.
39. MDI Gurgaon reserves the right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage for the smooth and timely provision of services.
40. 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.
41. Any delay or forbearance on the part of MDI Gurgaon or any waiver of its rights or condonation of any acts, on the part of MDI Gurgaon shall not be construed as a waiver of the obligations of the agency and it shall continue to be liable for all such acts or defaults.



Part-VI

BIDDER DETAILS FORM (On the agency letterhead only)

Tender for “Providing services for Electrical Equipment installation, Repair & Maintenance, and Operation of DG sets & HVAC Central Plants at Management Development Institute 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. 1,00,000/- 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 certified copy of statement of A/c for the last three years)	
8	PAN No./GIR No. (Attach attested copy)	
9	GST Registration No (Attach attested copy)	
10	Employee Provident Fund Registration No.	
11	Employee State Insurance Registration No.:	



1. Exclusive income from the Services provided in line with the scope of works by the tendering Service Provider for the three financial years mentioned below duly certified by a Chartered Accountant (Attach separate sheet if space provided is insufficient).

Financial Year	Amount (Rs.)	Remarks, if any
2023-24		
2024-25		
2025-26		

2. Give details of the major **similar contracts handled by the tendering Service Provider** 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						

Submit at least three client's details, to whom services have been provided by tendering service provider in the past. The certificate should preferably be from Govt./PSU clients/reputed companies/educational institute etc. and a self-attested copy of the same should be submitted.

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

Signature of authorized person



Date:

Name:

Place:

Official Seal

Part VII

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

UNDERTAKING BY THE BIDDER **(On the agency letterhead only)**

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

Dear Sir/Madam,

Ref: Tender for "Providing services for Electrical Equipment installation, Repair & Maintenance, and Operation of DG sets & HVAC Central Plants at Management Development Institute Gurgaon".

Having examined the Tender documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as required and outlined in the Tender for Selection of Services Provider agency.

To meet such requirements and to provide services as set out in the tender document, we attach hereto our response as required by the tender document, which constitutes our proposal. We undertake, if our proposal is accepted, to adhere to the terms and conditions put forward in the tender and the agreement to be entered with MDI Gurgaon. If our proposal is accepted, we will submit a Performance Bank Guarantee issued by a scheduled commercial bank in India as acceptable to MDI Gurgaon.

We agree for unconditional acceptance of all the terms and conditions set out in the tender document as also in the contract to be signed with MDI Gurgaon for provision of services. We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules and other documents and instruments delivered or to be delivered to MDI Gurgaon are true, accurate and complete. This bid includes all information necessary to ensure that the statements therein do not in whole or in part mislead MDI Gurgaon as to any material fact." We understand that if at any point of time it is noticed/discovered by MDI Gurgaon that as information given by us is false or incorrect or misleading MDI Gurgaon shall have the right to take such necessary action as it may deem fit including cancellation of contract.

It is hereby confirmed that I/we are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this financial bid (attached) document as well as such other documents, which may be required in this connection.

Dated this Day of 2026 (Signature) (In the capacity of)

Duly authorized to sign the bid response for and behalf of:
(Name and Address of Company)

(Seal/Stamp of bidder) Witness Signature:

Witness Name:

Witness Address:



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 **"Providing services for Electrical Equipment installation, Repair & Maintenance, and Operation of DG sets & HVAC Central Plants at Management Development Institute 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

["Providing services for Electrical Equipment installation, Repair & Maintenance, and Operation of DG sets & HVAC Central Plants at Management Development Institute Gurgaon".]

(To be printed on the letter head of the tenderer, filled and to be sealed in a separate envelop for Financial Bid)

Sl. No.	Item	Amount (in INR) (Exclusive of GST)	
		Amount in Figure	Amount in Words
A	<u>Services for Electrical Equipment Installation, Repair & Maintenance, and Operation of DG sets & HVAC Central Plants 24x7 basis – (Per Month)</u> Provide cost break up in the table provided on the following pages. GST, as applicable, will be additional paid. (Refer scope of work for details)		
1	Senior Technician (Male-High skilled) – 8 hrs. and 6 days a week (1 Nos.)		
2	Help Desk (Female-High skilled) -8 hrs. and 6 days a week (1 Nos.)		
3	Electrician (Male-High skilled) – 8 hrs. 7 days a week (6 Nos.)		
4	DG/Substation Operator (Male-High skilled) -8 hrs, and 7 days a week (3 Nos.)		
5	HVAC Operator (Male-High skilled) -8 hrs, and 7 days a week (3 Nos.)		
Total Amount (Sr. No 1 to 5)			

Important Note: -

1. The payment to the staff deployed by the bidder at MDI Gurgaon shall be made by the bidder as per applicable Minimum Wages Act, 1950 (as applicable in Haryana), Ministry of Labour, Govt. of Haryana, amended from time to time, and as applicable on the date of commencement of issue of the Tender.
2. Bids received for partial services will not be entertained and summarily rejected.
3. MDI reserves the right to increase or decrease the manpower deployed, as per the requirements of the Institute, by giving one month's prior notice to the agency.
4. 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 self-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 for the quoted amount.

Signature of the authorized signatory:

Name:

Date:

Place:



Office Stamp

(To be printed on the letterhead of the Bidder and submitted with
FINACIAL BID ENVELOPE CONTAINING Annexure I)

Format for arriving monthly cost for Electrical Equipment Installation and Repair & Maintenance Services

Station at MDI Gurgaon	Rate per Senior Technician @ 6 days a week 9:30 am – 5:30 pm (Exclusive of Tax)	Rate per help desk @ 6 days a week 9:30 am – 5:30 pm (Exclusive of Tax)	Rate per Electrician/DG operator/HVAC for duty 8 hrs a day basis and 7 days a week (Exclusive of Tax)
Basic Wages			
HRA			
Washing Allowance			
Total Wages @ 8 hrs-1			
PF @			
ESIC @			
Gratuity @			
LWF			
Bonus @			
Sub-Total- 2			
Relieving Charges (W/O)	NA	NA	
Sub-Total-3			
Management Fee/Service Charges (Included tools, dress, shoes, holidays, ID card etc.) @			
Sub-Total-4			
Total (1+2+3+4)			
(A) Total Cost for Senior Technician (1 No.)		-	-
(B) Total Cost for Help desk (1 No.)	-		-
I Total Cost for Experienced Electrician /DG operator/HVAC (12 Nos.)	-	-	
Grand Total (exclusive of GST) For A+B+C above			

Signature of the authorized signatory:

Name:

Date:

Place:



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Rate Quotation-Item rate

**(To be printed on the letterhead of the Bidder and submitted with
FINACIAL BID ENVELOPE CONTAINING Annexure I & II)**

Sr.No	Description of items	Unit	Qty	Rate	Total (Rs.)
1	Supply of following sizes copper wire, PVC insulated, Single core make Havells/Finoalex	Rate Only	1		
A	1.5 MM	Mtr	1		
B	2.5 MM	Mtr.	1		
C	4 MM	Mtr	1		
D	6 MM	Mtr	1		
E	10 MM	Mtr	1		
F	16 MM	Mtr	1		
G	25 MM	Mtr	1		
2	Supplying of following sizes of 1.1 KV grade multicore aluminum conductor XLPE insulated armored cable conforming to IS:7098, Make-Havells/Finoalex/KEI	Rate Only			
A	2 C x 10 Sq.mm	Mtr	1		
B	4 C x 10 Sq.mm	Mtr.	1		
C	4 C x 16 Sq.mm	Mtr	1		
D	4 C x 25 Sq.mm	Mtr	1		
E	3.5 C x 35 Sq.mm	Mtr	1		
F	3.5 C x 35 Sq.mm	Mtr	1		
G	3.5 C x 70 Sq.mm	Mtr	1		
3	Labour charges for the 5 Amps light/fan/socket wiring complete job without material.	Nos	1		
4	Labour charges for the 15 Amps power socket wiring complete job without material.	Nos	1		
5	Installation of tube light 40watt/20watt in room up to height 10'-15' (Labour charge)	Nos	1		
6	Installation of fans 48"/56" (Labour charges)	Nos	1		
7	Installation of Distribution board wiring complete job without material (Labour charges)	Nos	1		
8	Providing/fixing 5 Amps light point with PVC conduit/channel poly pack/dip copper wire 1.5 mm and earth wire, switch 5 Amps Anchor, socket 5 Amps Anchor, wooden M.S. board, hylem sheet complete up to 5-meter length with all materials labour	Nos	1		
9	Providing/fixing 15 Amps power points up to 5-meter length with 2.5 mm copper wire with earth wire, 15 Amps switch and socket of Anchor make, MS/wooden board, hylem sheet PVC channel/conduit pipe heavy duty poly pack/Dip plast with all materials & labour	Nos	1		
10	Repair of tube lights/Halogen/Flood light up to 25'-30' height without material (Labour charges)	Nos	1		



11	Laying of PVC armored cable in trench 3' depth, providing sand 3" thick above cable and brick protection and refilling of trench complete job (Labour charges) only.	Rate Only			
A	10 mm2	Meters	1		
B	25 mm2	Meters	1		
C	35 mm2	Meters	1		
D	50 mm2	Meters	1		
E	70 mm2	Meters	1		
F	95 mm2	Meters	1		
G	120 mm2	Meters	1		
H	150 mm2	Meters	1		
I	185 mm2	Meters	1		
J	240 mm2	Meters	1		
K	300 mm2	Meters	1		
L	400 mm2	Meters	1		
12	Rewinding charges for ceiling fans (Size- 48/56")	Nos	1		
13	Labour charges for the repair/service of ceiling fan/wall mounted Fan (excluding grease, bearing, repairing etc)	Nos	1		
14	Supplying and Installation of straight through joint with heat shrinkable kit including ferrules and other jointing materials for following size of PVC insulated and PVC sheathed / XLPE aluminum conductor cable of 1.1 KV grade as required complete job with installation charges (Make-Rechem/3M)	Rate Only			
A	3.5 C x 50 Sq. mm to 95 Sq.mm	Nos.	1		
B	3.5 C x 120 Sq. mm to 185 Sq.mm	Nos.	1		
C	3.5 C x 240 Sq. mm to 300 Sq.mm	Nos.	1		
D	3.5 C x 400 Sq.mm	Nos.	1		
15	Providing fault locator machine for terrace the fault indoor/outdoor in Campus for LT/HT cable complete job	Nos.	1		
16	Supply & Installation G.I Plate Earthing 600 x 600 x 6 mm Supplying the necessary materials and making earth station with 600 x 600 x 6 mm thick G.I. plate with one Nos 50 x 6mm G.I strip buried at a level of 12 Feet up to 5 mtr length of strip.	Nos.	1		
	Total amount				

- If the above-mentioned items/services are required by MDI during the contract period, the agency shall provide the same at the quoted rates for the entire duration of the contract.

Signature of the authorized signatory:

Name:

Date:

Place:



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CHECK LIST FOR BIDDER

Sl. No.	Details	Please mention if the document attached YES/NO
a.	Self-attested copy of the Certificate of Incorporation in respect of the applicant organization by the competent government authority	
b.	Self-attested copies of work Orders and Client's Satisfactory Certificates.	
c.	Self-attested copy of the Company Registration Certificate and Profile of the Company.	
d.	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 (One bill for the month of June 2025 and other bill of June 2026).	
e.	Self-attested copy of valid Electrical Supervisor license for providing services for providing services for Electrical Equipment installation and repair & Maintenance	
f.	Self-attested copies of valid registration certificate from Labour Department / EPFO / ESIC etc., as may be required for smooth doing the business.	
g.	Self-attested copies of the GST registration certificate and PAN.	
h.	Statement of average annual turnover of last three years, in support of eligibility criteria mentioned above, from a registered practicing Chartered Accountant (2023-24, 2024-25, & 2025-26).	
i.	EMD of the required amount as specified in this tender document.	
j.	Crossed Bank Account Cheque of the company.	
k.	Self-Declaration stating that the Company/ Firm/ vendor/ agency has not been black listed by Centre/ State Government/ PSU/ Academic institution as per the format in this tender document.	
l.	Detailed list of Employees on roll of the bidder registered with EPFO during the last three years	
m.	Experience proof documents (Work Orders/P.O. and Successfully Completion certificates) issued by the competent authorities of the organizations served on the organizations letter head during financial years i.e. 2023-24, 2024-25 and 2025-26.	
n	Tender Document dully signed and official stamped on all the pages submitted in original with the Technical Bid.	

Signature of the authorized signatory:



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