

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

LIMITED TENDER

for

**“Repair/ rehabilitation of Invert beam and allied Civil works at Library Building at
MDI Gurgaon at MDI Campus Gurgaon”.**

Last Date for submission of filled tender to MDI Gurgaon: 18 September 2026 by 3 p.m.

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



CONTENTS OF TENDER DOCUMENT

Section No.	Description of Contents	Page No.
I	Limited Tender	3
II	Important Information related to Tender	4
III	Instruction for Bidders & Terms and Conditions	5-7
IV	Bidder Details Form	8-9
V	Self-Declaration for Non-Black Listing	10
Annexure A	Financial Bid (To be placed in separate envelope of financial bid)	11-12
VI	Check List for bidder (To be attached with financial bid)	13

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
LIMITED TENDER
FOR

“Repair/ rehabilitation of Invert beam and allied Civil works at Library Building at MDI Gurgaon at MDI Campus Gurgaon”.

Management Development Institute (MDI) Gurgaon, (hereinafter referred to as the "Institute") established in 1972, is a top-ranking business school in India with the vision to be a 'Global Business School', a center of excellence in management education, high-quality research, executive management development programmes, and value-added consultancy. The institute integrates knowledge, research, industry experience and international exposure to offer comprehensive programs.

MDI Gurgaon invites sealed bids under “Single Bid Systems (Price Bid only) **“Repair/ rehabilitation of Invert beam and allied Civil works at Library Building at MDI Gurgaon at MDI Campus Gurgaon”** from the agencies who have been regularly carrying out similar works. The prospective Bidders are advised to read the entire Tender document carefully and satisfy themselves about the work prospective bidders are advised to visit MDI Campus (PI Department), on any working day between 10.00 a.m. and 5.00 p.m for seeing site conditions/work requirement. before submitting their Bids (nothing is payable for visiting the MDI campus in this regard). The sealed Bids as Specified in the Tender document should be addressed to:

**“The Chief Engineer,
Management Development Institute,
Mehrauli Road Sukhrali, Gurgaon, Haryana-122007”**

The sealed Tender should reach at Dispatch Office, Main Reception, Scholar Building, MDI Gurgaon by Speed Post/ Registered Post/ By Hand only on or before 03.00 PM, 18 September 2026. Bids received through email will not be considered.



PART-II
IMPORTANT INFORMATION RELATED TO TENDER

SN	Information	Dates
1	Date/Time of Publishing of Tender	04 September 2026, 10 a.m. onwards https://www.mdi.ac.in/infrastructure/tenders.html
2	Pre-bid Meeting	09 September 2026 at 02.30 P.M, Takshashila Building
3	Date/Time of closing of Tender	18 September 2026/ 3:00 PM
4	EMD Amount (Refundable to unsuccessful Bidder)	Rs. 50,000/- 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	As per Annexure

- Sealed Bids are invited under single bid systems from reputed, well-established, and financially sound agencies for **"Repair/ rehabilitation of Invert beam and allied Civil works at Library Building at MDI Gurgaon at MDI Campus Gurgaon"**.
- The bids duly filled in all respects, enclosing necessary documents, should be addressed to: - Chief Engineer (Estate Department), Management Development Institute, Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana) so as to reach through Speed Post/Courier/ By Hand only at Dispatch Office, Main Reception, Scholar building MDI Gurgaon on or before 18 September 2026 up to 3 P.M.
- The address and contact numbers for sending Bids or seeking clarifications regarding this Tender are given below:
- Bids queries/Postal address for submitting the Bids are to be addressed to: Chief Engineer (Estate Department), Management Development Institute Gurgaon, Contact no.: 0124-4560517 (9.30 A.M. to 5.30 P.M. on working days i.e. Mon-Fri), e-mail mithilesh.pande@mdi.ac.in.
- Tenders should be accompanied with the EMD for an amount of Rs.50,000/- (Rupees Fifty Thousand Only) submitted in the form of Demand Draft in favour of "Management Development Institute Society", payable at Gurgaon.
- Tenders received after the last date and time (i. e. 18 September 2026 at 3 P.M.) will not be considered.
- MDI Gurgaon reserves the right to either accept or reject any or all of the tenders without assigning any reason whatsoever, and the decision of Director, MDI Gurgaon shall be final and binding.



(Chief Engineer)
MDI Gurgaon

PART-III

INSTRUCTIONS FOR BIDDERS & TERMS & CONDITIONS

1. Eligibility Criteria:

- a) Should be registered with the appropriate government authorities as a service provider agency/company and should be in existence for not less than three years before 31/03/2023.
- b) Should be providing similar kind of Structural repair/ rehabilitation work for three years or more during the last three financial years and they should have valid Authorization from the Waterproofing chemical Applicators.
- c) Must have achieved minimum Average Annual Turnover of Rs. 1 Cr. 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) The agency or any of its partners /directors etc. should not have been black listed/ debarred by any of the government agencies/Private company or department or should not have been found guilty of commission of acts of moral turpitude or convicted for any economic offence or for violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations including by PF/ESI authorities.
- g) The agency should have its office at Delhi/NCR region.
- h) Similar work shall mean "Structural Repair and Rehabilitation/Retrofitting." If the bidder uploads experience certificate of composite/civil work, only concerned executed work done value of Structural Repair and Rehabilitation/Retrofitting will be considered for this purpose.

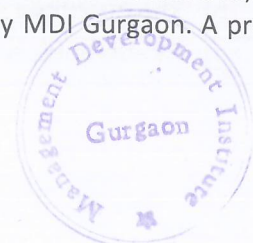
2. Documents required in support of eligibility and Qualification:

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

- a) Self-attested copy of Certificate of Incorporation in respect of the applicant organization issued by the appropriate authority.
- b) Self-attested copies of work Orders and Client's Satisfactory Certificates.
- c) Statement of Average Annual Turnover from a registered practicing Chartered Accountant for the Financial Year- (2023-24,2024-25,2025-26).
- d) Self-attested copy of GST registration certificate and PAN.
- e) EMD of required amount as specified in this tender document.
- f) Declaration for not having been blacklisted by any State Government or by Government of India as per the format in this tender document.
- g) Self-Attested copy of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address evidencing its location in such territory in the last 2 years. (April 2024 and Jan 2026 bills copy to be enclosed.
- h) Work Completion certificate issued by the concern authority.

3. Tender Validity

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



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

1. The Earnest Money Deposit (EMD) of an amount of Rs.50,000/- in the form of Demand Draft only in favor of **Management Development Institute Society** and **payable at Gurgaon**. EMD will not bear any interest.
2. Forfeiture of the EMD: - If any Tenderer withdraws the rates, the EMD amount deposited shall be forfeited and bidder will be disqualified from participating in any future Tender of the Institute.
3. Refund of EMD: The EMD of unsuccessful Tenderer will be refunded within 30 working days of award of contract.
4. If the EMD is not enclosed, the bid will be summarily rejected
5. Cheque will not be accepted towards EMD.
6. The Earnest Money Deposit/Security Deposit will be forfeited, and Tenderer/bidder will be disqualified from participating in any future tender of the Institute if:
 - a) Tenderer withdraws his bid or backs out after acceptance of work order.
 - b) Tenderer fails to remit the EMD.
 - c) Tenderer violates any of the conditions prescribed in the Tender Document.
 - d) Tenderer revises any of the terms quoted, during validity period
 - e) If the successful tenderer refuses to carry out work on any grounds.

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

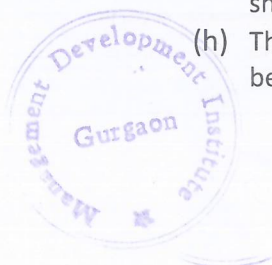
- (a) The EMD amount of Rs.50,000/-of successful bidder will be retained as Performance Guarantee for the period of 180 days from satisfactory completion of works. No interest shall be paid.
- (b) **Forfeiture of the EMD:** - If any Tenderer withdraws the rates, the EMD amount deposited shall be forfeited and bidder will be disqualified from participating in any future Tender of the Institute.

6. **AWARD OF WORK**

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

7. **Terms and Conditions: -**

- (a) The price quoted should be inclusive of manpower, material, transportation, unloading, and exclusive of GST. The price should be quoted in price format (Annexure-A) only.
- (b) The scope of work shall include **"Repair/ rehabilitation of Invert beam and allied Civil works at Library Building at MDI Gurgaon at MDI Campus Gurgaon"** (complete work) until final acceptance by the Institute Engineer In -charge.
- (c) TDS shall be deducted as per rules.
- (d) The entire work should be completed within 90 days from the date of awarding the work. The work should be completed without disturbance to the building occupants, if any.
- (e) The rates of extra works, if executed, shall be based on CPWD schedule of rates and for items not covered therein shall be worked out as per prevailing market rates added with 15% contractor's profit and overheads for which a rate analysis shall have to be submitted by the Contractor which would be subject to approval of the Institute.
- (f) In case the work is not completed within the date stipulated penalty shall be imposed @ Rs. 5,000/- each day of delay, subject to a maximum @10% of Tender Value (without GST). However, the Director of MDI Gurgaon shall be empowered to grant an extension of time on valid grounds.
- (g) The work shall be executed as per CPWD specification. The mode of measurement of work done shall also be based on CPWD specifications.
- (h) The quantity to be executed may vary according to actual requirement at site. The payment shall be made on the basis of actual quantity and at the rates quoted by the bidder agency, as per



schedule of quantities enclosed, for the items supplied and installed.

- (i) Water and electricity shall be supplied by the Institute free of cost.
- (j) Agency/Contractor shall bring only the actual quantity of materials required after measuring the actual area of work to be done at site.
- (k) The dismantled mulba/rubbish should be disposed off outside the campus at a suitable dumping ground earmarked by MCG at no extra cost to the Institute within 7 days of completion of work or it would be got done by the Institute at the risk and cost of the contractor and the said amount shall be deducted from the bills of the Contractor/agency.
- (l) Contractor should make own arrangement for all tools and plants required to complete the job.
- (m) The watch and ward of materials brought at site shall be the responsibility of the contractor. No labour will be allowed to stay inside the Campus.
- (n) The work should be organized/carried out without affecting the normal functioning of the Institute. There should be least disturbance for the movement of traffic inside the Campus.
- (o) The contractor must get acquainted with the proposed site for the work and study specifications and conditions before quoting the rates.
- (p) No payment will be made to the contractor for damage caused by rains or other natural calamities during the execution of the work and no claim on this account will be entertained. The damages, if any, occurred shall be rectified without any extra cost.
- (q) At least one authorized representative should always be available at site of work to take instructions from Engineer-in-Charge and ensure proper execution of work. No work will be done in the absence of such an authorized representative.
- (r) The contractor shall get the samples of materials approved sufficiently in advance from the Institute. The materials brought at site shall strictly conform to the quality of samples approved and in case of variation such materials shall be liable to be rejected and to be removed from the site within 24 hours of the rejection by the Engineer-in-Charge.
- (s) The contractor shall strictly execute safety precautions at works for the safety of his employees at work and the Institute shall not be in any way liable for any damage/liability on account of any mishap or negligence of the Contractor.
- (t) MDI reserves the right to split the work between more than one agency.
- (u) Please note that agency should not make any modifications /alterations in the 'Annexure-A'
- (v) Guarantee: The contractor shall be furnished the Guarantee for 5 years for Structural repair work on a non-judicial stamp paper of appropriate value except wear and tear.

8. Terms of payment:

- a. No advance payment will be made.
- b. Running bill payments shall be made (maximum 3 running bills) @95% of the actual work done. and shall be paid on submission of bills in original, jointly verified by the Agency and MDI Gurgaon.
- c. Retention amount of 5% will be retained till the satisfactory completion of work and will be released after 12 months of handover of the completed work.

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

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

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

Thanking you,

Yours faithfully,

(Chief Engineer)

PI Department, MDI Gurgaon



Part-VI

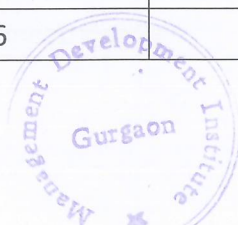
BIDDER DETAILS FORM (On the agency letterhead only)

“Repair of external cladding work of Library Building at MDI Gurgaon at MDI Campus Gurgaon”

S.N.	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.50,000/- drawn on Bank Payable at
4	Name of Director/ Partner	
5	Full Address of Registered Office: Telephone No.: FAX No.: E-Mail Address :	
6	Full address of Operating Branch/Office: Telephone No. FAX No. E-Mail Address	
7	Banker of the Service Provider (Attach cancel cheque)	
8	PAN No./GIR No. (Attach attested copy)	
9	GST Registration No (Attach attested copy)	

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

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



2. Give details of the major **similar contracts handled by the tendering agency** during the last three years (i.e. ,F.Y. (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

Date:

Name:

Place:

Official Seal



Part-VIII

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

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

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

Dear Sir/Madam,

In response to the Tender Document for Selection of agency for **“Repair of external cladding work of Library Building at MDI Gurgaon at MDI Campus Gurgaon”**, I / we hereby declare that presently our company / firm is not held ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our Company / firm is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission including violation of relevant labour laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security deposit/EMD may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Thanking you,

Place:

Date:

Signatures:.....

Name:

Official Seal



FINANCIAL BID

“Repair of external cladding work of Library Building at MDI Gurgaon at MDI Campus Gurgaon”

(To be printed on the agency letterhead)

SN	Item	Qty.	Unit	Rate (Exclusive of GST)	Amount (Exclusive of GST)
1	Providing and fixing double scaffolding system (cup lock type) on the exterior side of building/structure, upto 25 metre height, above ground level, including additional rows of scaffolding in stepped manner as per requirement of site, made with 40 mm dia M.S. tube, placed 1.5 metre centre to centre, horizontal & vertical tubes joint with cup & lock system with M.S. Tubes, M.S. tube chalis, M.S. clamps and staircase system in the scaffolding for working platform etc. and maintaining it in a serviceable condition for execution of work of cleaning and/ or pointing and/ or applying chemical and removing it thereafter. The scaffolding system shall be stiffened with bracings, runners, connecting with the building etc, wherever required, if feasible, for inspection of work at required locations with essential safety features for the workmen etc., complete as per directions and approval of Engineer-in-charge.	1204	SqM		
	Note:- (1) The elevational area of the scaffolding shall be measured for payment purpose. (2) The payment will be made once only for execution of all items for such works. sqm 338.25				
2	Demolishing brick tile covering in terracing including stacking of serviceable material and disposal of unserviceable material within 50 metres lead. sqm 105.35	86	SqM		
3	Chipping of unsound/weak concrete material from slabs, beams, columns etc. with manual Chisel and/ or by standard power driven percussion type or of approved make including tapering of all edges, making square shoulders of cavities including cleaning the exposed concrete surface and reinforcement with wire brushes etc. and disposal of debris for all lead and lifts all complete as per direction of Engineer-In-Charge 26.28. 50 mm average thickness	100	SqM		
4 (a)	Cleaning of reinforcement from rust from the reinforcing bars to give it a total rust free steel surface by using alkaline chemical rust remover of approved make with paint brush and removing loose particles after 24 hours of its application with wire brush and thoroughly washing with water and allowing it to dry	100	Meter		
4 (b)	then apply Zinc Rich Primer Epoxy coating with the existing reinforcement bar ,all complete as per direction of Engineer-In-Charge.	25.08	SqM		
5	Providing, mixing and applying bonding coat of approved adhesive on chipped portion of RCC as per specifications and direction of Engineer-In-charge complete in all respect.				
a	Epoxy bonding adhesive having coverage 2.20 sqm/kg of approved make	100	SqM		
7	Centering and shuttering including strutting, propping etc. and removal of form for :				
(a)	Columns, Pillars, Piers, Abutments, Posts and Struts	75	Sqm		



8	Reinforced cement concrete work in walls (any thickness), including attached pilasters, buttresses, plinth and string courses, fillets, columns, pillars, piers, abutments, posts and struts etc. above plinth level up to floor five level, excluding cost of centering, shuttering, finishing and reinforcement:				
(a)	Micro concrete along with 40% aggregate (10 mm and 20 mm nominal size).	3	Cum		
9	Rebarring with existing column including drilling, anchoring, including the cost of grout of make Fischer/HILTI.				
(a)	8MM	1000	SqM		
10	Providing and fixing Wall cladding with machine moulded clay brick tiles (exposed surface) of size 230x75x20 mm (approx.) conforming to IS : 2691, including preparation of surface, setting tiles in jointing mortar 1:3 (1 cement : 3 coarse sand) and pointing with 1 cement : 3 fine sand (with matching pigment) etc. complete as per direction of Engineer-in-charge.	100	SqM		
11	Pointing on brick tile work with cement mortar 1:3 (1 cement: 3 fine sand) including matching the pigment with the color of tiles, as per direction of Engineer-in-charge	100	SqM		
12	Applying two coats of water repellent solution of approved brand and manufacture (such as silicon-based water repellent) on the cleaned surface to make the surface water repellent etc. complete as per direction of Engineer-in-charge."	100	SqM		
	Grand Total (Exclusive of GST)				

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

Place:

Date:

Signatures:.....

Name:

Official Seal



CHECKLIST FOR BIDDER

Sr. No	Details	Please mention if the document is attached YES/NO
1	Self-attested copy of Certificate of Incorporation in respect of the applicant organization issued by the appropriate authority	
2	Self-Attested copy of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address evidencing its location in such territory in the last 2 years (Aug 2024 copy enclosed).	
3	Statement of average annual turnover of last three years (2023-24,2024-25,2025-26), in support of eligibility criteria mentioned above, from a registered practicing Chartered Accountant.	
4	EMD of required amount as specified in this tender document	
5	Self-attested copy of GST registration certificate and PAN	
6	Self-attested copies of work Orders and Client's Satisfactory Certificates	
7	Declaration for not having been blacklisted by any State Government or by Government of India as per the format in this tender document.	
8	Tender Document dully signed and official stamped on all the pages submitted in original with the financial Bid.	
9	Self-attested copies of similar work completion certificate	

Place:

Date:

Signatures:

Name:.....

Official Seal



