

# Management Development Institute Gurgaon

(MDIG/IS/2022-23 dated 18.05.2023)

## LIMITED TENDER FOR SUPPLY OF CUSTOMISED EXECUTIVE BAGS AT MDI GURGAON

MDI Gurgaon invites bids from the interested eligible and reputed Manufacturers/Supplier agencies in “**Single Bid System**” strictly in the format attached in the tender document for Supply of 500 numbers of customised executive bags (as per sample to be provided by MDI Gurgaon). Tender document can be downloaded from Management Development Institute Gurgaon website: <https://mdi.ac.in/tenders>

### IMPORTANT INFORMATION RELATED TO TENDER

S.No.	Information	Dates
1.	Date of Publishing of Tender	<b>18<sup>th</sup> May, 2023</b>
2.	Bid Document Download from website	<b>18<sup>th</sup> May, 2023/ 3 p.m. onwards</b> <a href="https://mdi.ac.in/tenders">https://mdi.ac.in/tenders</a>
3.	Date & Time of closing of Tender/ Last date of bid submission	<b>25<sup>th</sup> May, 2023 upto 3 p.m.</b>
4.	Period of validity of Tender	90 days from the date of closing of Tender
5.	Bid submission address through speed post /by hand	Chief Administrative Officer (Institutional Services), Management Development Institute, Mehrauli Road, Sukhrali, Gurgaon -122007 (Haryana)
6.	Contact no. and email id for any clarification on any working day (Monday – Friday) between 9:30 a.m. – 5:30 p.m.	0124-4560519 <a href="mailto:purchase@mdi.ac.in">purchase@mdi.ac.in</a>

**Eligibility Criteria:**

- I. Should be a registered manufacturer/ supplier agency under applicable laws for a minimum period of three years. Please enclose documents in support of proof.
- II. Must have achieved average annual turnover of Rs. 50 Lakh during last three financial years i.e. 2020-21, 2021-22 and 2022-23. Please provide details in Annexure IV duly attested by the CA/CA Firms.
- III. Should have their own Bank Account. Please submit cancel cheque.
- IV. Should be registered with Income Tax and GST departments. Please submit necessary document proof.
- V. 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 for supply of the item. Please submit Annexure-III on the agency letterhead, duly signed by authorised person and official stamped.
- VI. NIT dully signed and official stamped on all the pages.

**Terms and conditions:**

- I. The agency will get approved sample customized executive bag manufactured, from MDI Gurgaon before final supply of the order.
- II. Sample executive bag can be seen physically at Purchase Department, Institutional Services Department, MDI Gurgaon on any working day (Monday – Friday) during working hours (9:30 a.m. – 5:30 p.m.) before submitting the bids at MDI Gurgaon. Please be clear about the purchase requirement before quoting the rates. No cost incurred in respect of vendor visiting MDI Gurgaon shall be paid.
- III. The rates quoted shall be exclusive of GST. Any packaging, delivery/freight charges for the items delivered at MDI Gurgaon, shall not be paid by the institute.
- IV. No Advance payment will be made.
- V. Rate bid should be valid for minimum 90 days from last date of closing of tender.
- VI. Conditional bids are liable to be rejected.
- VII. The Institute reserves the right to accept or reject any of the bids received including the lowest one, at any time at its own discretion.

**Chief Administrative Officer (Institutional Services)**

# Management Development Institute Gurgaon

## Annexure I

### Specifications & Photographs of Customised Executive Bags

S.N.	Item	Specifications
1.	Executive Bag	Fabric 1000 Denier Polyester, Colour Black, Computer Astar 10 Kg, Sponge- 7mm, Dog Hook-1.5 mm, Adjuster-1.5 inch, Runner-Sun brand, Shoulder Pad 1.5 mm, Niwar-1.5 Inch, Niwar Tape-1 Inch Chain-8 No (86 Inch), Velcro-1.5 Inch MDI Branding- Embroidery on Pocket



**Annexure II**

**PRICE BID**

**(To be printed on the agency letter head)**

<b>S.N.</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Rate per Customised Bag (Rs.) Exclusive of GST</b>	<b>Total Amount (Exclusive of GST)</b>
1.	Supply of Customised Executive Bag with MDI Branding as per specifications including transportation to MDI Gurgaon	500 Nos.		
				GST%
<b>Total Amount (Inclusive of GST)</b>				

( )

Signature of authorized person

Name: .....

Place: .....

Date: .....

Official Seal

**SELF-DECLARATION FOR NON-BLACK LISTING**

**(To be printed on the agency letter head)**

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

Chief Administrative Officer (Institutional Services)  
Management Development Institute Gurgaon  
Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana)

Dear Sir,

I / we hereby declare that presently our Agency has not been black listed or debarred and not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

I/ We further declare that presently our Agency ..... 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 rate quotation submission, including violation of relevant Labour laws.

Thanking you,

Signature .....

Name of the authorized person .....

PLACE:.....

DATE:.....

Official seal

**Annexure IV**

**PROFORMA FOR AVERAGE ANNUAL TURNOVER**

**(To be printed on the agency letter head)**

<b>Financial Year</b>	<b>Amount in Rupees (in Figure)</b>	<b>Amount in Rupees (in Word)</b>	<b>Average Annual Turnover in Rupees</b>
2020-21			
2021-22			
2022-23			

To be signed by the practicing Chartered Accountant firm

Date: .....

Name: .....

Place: .....

Official Seal