

Management Development Institute Gurgaon

(MDIG/IS/2023-24 dated 14-06-2023)

LIMITED TENDER FOR SUPPLY OF PLANTS, ABS PLASTIC DECORATIVE GARDENING POTS, SPHAGNUM MOSS STICKS ETC. AT MDI GURGAON CAMPUS

MDI Gurgaon (Institute) invites rate quotations for supply of plants and related items in the “**Single Bid System**” from the interested eligible and reputed plant nursery/supplier of plants strictly in the “Annexure-1” of the tender document. The bidders should note that the plants under procurement should be in healthy condition and available for immediate supply to MDI Gurgaon. Tender document can be downloaded from Management Development Institute Gurgaon website: <https://mdi.ac.in/tenders>

S.No.	Information	Dates
1.	Date of Publishing of Tender	14 June 2023
2.	Bid Document Download from website	14 June, 2023/ 11am onwards https://mdi.ac.in/tenders
3.	Date & Time of closing of Tender/ Last date of bid submission at MDI Gurgaon	20 June 2023 upto 3 p.m.
4.	Period of validity of Tender	30 days from the date of closing of Tender
5.	Bid submission address by “hand only”	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.	0124-4560545 is@mdi.ac.in

1. Eligibility Criteria:

- Should be a reputed green plant nursery /supplier of the green plants
- Should have own Bank Account. Please submit cancel cheque.
- Should be registered with Income Tax authority and have GST Number. Please submit copy of GST certificate.

2. **Scope of Work:** Supply of green plants, good quality ABS plastic decorative gardening pots, sphagnum moss (double net) sticks for money plants etc. to MDI Gurgaon. The plants to be delivered should be in healthy and good condition. The tentative detail of requirement are given in the table below:

Sl. No	Requirement	Tentative Number of Requirement (Nos.)
1	Erica Palm 4-5ft height with 14-inch plastic Pot (Well developed)	50
2	Green with Broad Leaf Money Plants 4-5ft height with 14-inch plastic pot (Well developed)	50
3	Cane Palm 4-5 ft height with 14-inch plastic pot (Well developed)	50
4	Drycena Victoria 1-2ft height with 12-inch plastic pot (Well developed)	30
5	ABS Plastic Decorative Gardening Pots 16inch (stone/white finish)	150
6	ABS Plastic Decorative Gardening Pots 14 inch (stone/white finish)	50
7	Sphagnum Moss Stick for Money Plants (double net) 4ft	50
8	Plastic Plates for Pots 16 inch	50
9	Plastic Plates for Pots 14 inch	100
10	Plastic Plates for Pots 12 inch	100

3. **Product Quality:** The plants, ABS Plastic Decorative Gardening Pots, Sphagnum Moss Sticks should be visually appealing and capable of sustaining in ongoing environmental conditions. A sample of decorative plastic planter should be provided by the participating agencies at the time of submission of bid for approval of the Institute.
4. **Pricing:** The rates quoted should be exclusive of GST. Any packaging, delivery/freight charges for the items to be delivered at MDI Gurgaon, shall not be paid by the institute.
5. **General Conditions:**
- No Advance payment will be made. The payment will be processed within 15 days after complete delivery of items at MDI Gurgaon and submission of original bill.
 - Price bid should be valid for minimum 30 days from last date of closing of tender.

- Conditional bids are liable to be rejected.
- Tender document downloaded from the MDI Gurgaon website should be signed by the authorized person and official stamped by the agency and should be enclosed along with the bid in original.
- The Institute reserves the right to accept or reject any or all the bids received including the lowest one, at any time at its own discretion.
- The Institute, at its discretion, may bifurcate the procurement requirement to more than one bidder. No query in this regard will be entertained.
- The institute at any time may visit the participating nursery/supplier agency to ensure that the plants and other items to be procured meet the requirement of the Institute.

6. **Delivery Schedule:** The agency should deliver the items within **One week** from the date of the Work Order/Confirmation by MDI Gurgaon.

Chief Administrative Officer (Institutional Services)

PRICE BID

(To be printed on the agency letter head)

Sl. No	Requirement	Tentative Number of Requirement (Nos.)	Rate Quotation (Exclusive of GST)	GST Amount	Amount (INR) inclusive of GST
1	Erica Palm 4-5ft height with 14-inch plastic Pot (Well developed)	50			
2	Green with Broad Leaf Money Plants 4-5ft height with 14-inch plastic pot (Well developed)	50			
3	Cane Palm 4-5 ft height with 14-inch plastic pot (Well developed)	50			
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7	Sphagnum Moss Stick for Money Plants (double net) 4ft	50			
8	Plastic Plates for Pots 16 inch	50			
9	Plastic Plates for Pots 14 inch	100			
10	Plastic Plates for Pots 12 inch	100			
Grand Total					

Note: The above shown quantity is tentative, Actual quantity may vary at any stage of procurement.

Signature of authorized person

Name:

Place:

Date:

Official Seal