

# Management Development Institute Gurgaon

(MDIG/IS/2023-24 dated 20.06.2023)

## LIMITED TENDER FOR EMPANELMENT FOR SUPPLY OF STATIONERY ITEMS AT MDI GURGAON

Management Development Institute 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. 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 Institute invites bids from the reputed vendors and agencies in “**Single Bid System**” strictly in the format attached in the tender document for supplying the stationery items in bulk to MDI Gurgaon from time to time.

Tender form can be downloaded from Management Development Institute Gurgaon website: <https://mdi.ac.in/tenders> from **20<sup>th</sup> June 2023** onwards and the same is duly filled along with enclosures in a sealed envelope super scribed as “RATE QUOTATION FOR EMPANELMENT FOR SUPPLY OF STATIONERY ITEMS AT MDI GURGAON” and should be delivered through speed post /by hand to **Chief Administrative Officer (Institutional Services), Management Development Institute, Mehrauli Road, Sukhrali, Gurgaon -122007 (Haryana)** latest by **30<sup>th</sup> June 2023 up to 1500 Hrs.**

### IMPORTANT INFORMATION RELATED TO TENDER

S.NO.	INFORMATION	DATES
1.	Date of Publishing of Tender	<b>20<sup>th</sup> June, 2023</b>
2.	Bid Document Download from website	<b>20<sup>th</sup> June, 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>30<sup>th</sup> June, 2023 upto 11 a.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:**

- 1) The bidder shall have establishment at Gurugram/ Delhi NCR and should be able to deliver the awarded items on time at MDI Gurgaon. Please enclose documents in support of establishment proof.
- 2) Should be registered with Income Tax and GST departments. Please submit necessary document proof.
- 3) Should have their own Bank Account. Please submit cancel cheque.
- 4) The agency/ vendor or any of its partners /directors etc. should not have been black listed/ debarred by any of the government agencies/Private company or department. Please submit Annexure "B" on the agency letterhead, duly signed by authorised person and official stamped.

### **GENERAL TERMS AND CONDITIONS**

- 1) The validity of rates quoted will be for a period of one year from the date of empanelment intimation. However, the Director, MDI Gurgaon may extend the validity for further period of one year on same terms, conditions and rates.
- 2) Price should be quoted for all the items listed in Annexure "A" without any overwriting / erasing / cutting. Use of white fluid/ correction fluid/ correction tape is strictly prohibited.
- 3) Empaneled agency/ vendor shall not be entitled to any hike in prices for any reason other than statutory levies during the period of empanelment.
- 4) The tenderers are advised to quote their rates on the basis of costing / profitability of individual items. The Institute reserves the right to exclude any item(s) from purchase at the time of placing purchase order. Further, the quantities mentioned in the price bid are only tentative in nature and actual procurement quantities of items may differ as per requirement of the Institute.
- 5) Kindly refer to the below table for illustrative purpose only.

**Table A: (ILLUSTRATION FOR DETERMINING THE L-1 & EMPANELMENT)**

S. No.	Items	Bidder A	Bidder B	Bidder C	Bidder D	Bidder E	L1 Rate	L1 Bidder
1	Pen	5	5.5	6	6	5.5	<b>5</b>	Bidder A
2	Pencil	3	2.50	3	2.75	3.5	<b>2.50</b>	Bidder B
3	Sharpner	6	5	7	6	4.50	<b>4.50</b>	Bidder E
4	Note pad	10	11	8	9	10	<b>8</b>	Bidder C
5	File	50	52	49	50	54	<b>49</b>	Bidder C
6	Paper Ream	250	245	250	250	245	<b>245</b>	Bidder B&E
7	Marker	15	15.5	16	16	15.5	<b>15</b>	Bidder A
8	Post it	26	25	27	26	24.50	<b>24.50</b>	Bidder E
9	Fevistik	16	15	17	16	14.50	<b>14.50</b>	Bidder E

- 5(a) The table above illustrates the L1 bidder for the items mentioned in the row and the same shall be the process of determining the L1 bidder for all the items quoted in 'Annexure A'.
- 5(b) The bidders should note that for consideration of empanelment of the agency/ vendor by MDI Gurgaon, the minimum criteria will be that the prices of at least 10 items quoted in the price bid should have L1 rates.
- 5(c) The empaneled agencies/ vendors shall supply the items at L-1 rates.
- 6) The rates quoted shall be inclusive of Packaging, delivery charges and freight up to site destination i.e. Stores Department, MDI Gurgaon. No extra payment shall be paid.
- 7) Rate bid should be valid for minimum 90 days.
- 8) Conditional bids are liable to be rejected.
- 9) 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.
- 10) The time and the date of delivery of stores stipulated in the purchase order shall be deemed to be the essence of the contract. The delivery should be made to the MDI Gurgaon address within 7 days from the date of receiving purchase order.
- 11) The supply shall have to be made available as per the Institutes within stipulated time without any delay.
- 12) If the agency/ vendor fails to execute the supply order, in full or in part, within stipulated time, the items will be procured from elsewhere and the extra expenditure incurred on the risk purchase will be recovered from the vendor awarded Purchase Order.
- 13) Agency/ vendor should supply the items with proper packing and making for transit so as to be received at the destination without any loss or damage of the item/items.
- 14) Payment shall be made after receipt of complete items mentioned in the purchase orders, and due inspection by the nominated official of MDI Gurgaon. No advance payment shall be made.
- 15) The agency/ vendor shall not sublet, transfer or assign the tender or any part/item thereof without the written permission of the Director, MDI Gurgaon. In the event of the agency/ vendor contravening this condition, the Director, MDI Gurgaon has right to terminate the contract.
- 16) If any dispute arises, Director, MDI Gurgaon decision shall be final and binding on both the parties.
- 17) The Specifications of stationery items offered by the bidder must tally with the specifications mentioned in the tender document (Annexure "A")
- 18) Supplies shall be accepted subject to the complete satisfaction of the concerned Department/ officials of MDI Gurgaon. Any defect found in the materials / stores supplied will render the supplies open to rejection. The rejected items be collected for replacement by the agency/ vendor at their own cost and risk, and the agency/ vendor shall replace such rejections with the items of standard specifications / quality as acceptable to the MDI Gurgaon within the shortest possible time.

**Chief Administrative Officer (Institutional Services)**

**PRICE BID**  
(To be printed on the letter head of the agency)

Sr. No.	Item Details	Unit	Tentative quantity required during a year	Unit Cost (Rs.)	Total Cost (Rs.)	GST %	Total cost Including GST (Rs.)
1	FEVI STICK (8g-Pidilite)	NOS	400				
2	PUNCHING MACHINE DOUBLE (Kangaro-DP-600 Punch)	NOS	50				
3	RUBBER BAND (Poly Rubber Bands-4"- 500 gm each)	PKT	50				
4	CORRECTION FLUID (Camlin Cover It-Correction Pen)	NOS	100				
5	SCISSORS (Saya SY SC-107-Stainless Steel Scissors)	NOS	250				
6	CELLO TAPE (SMALL) (Size:12mm , 18.3 mtrs- 20 Yard)	NOS	200				
7	CHALK BOX (Vidyarthi-Non Dust Chalk-White/Coloured)	BOX	50				
8	PEN ORDINARY (Reynolds:045- Colours Blue/Black/Red)	NOS	5000				
9	PAD GRAPH PAPER (1 Packet=25 Sheets-Neelgagan/Lotus)	PKT	50				
10	PLASTIC SCALE (Nataraj -621 30cm/15 cm-Transparent))	NOS	100				
11	RING FOLDER Worldone-SKU-RB-400 (Colour-Blue)	NOS	300				
12	FILE COVER (With Green Tags/With Clip) (As per sample)	NOS	100				
13	CELLO TAPE (BIG-1") (24mm, 50 mtrs.-Self Adhesive Tape)	NOS	500				
14	PENCIL (HB- Faber Castell Black Matt-1112-Length 174mm)	NOS	2000				
15	PEN PERMANENT MARKER (Camlin- Permanent Marker-Black Bold-E)	NOS	150				
16	GEM CLIPS (ZEN-Coloured Paper Clips-Size:28/33mm Qty 50 Pcs)	BOX	250				
17	PENCIL ERASER (Apsara Non Dust Eraser 102300012)	NOS	200				
18	SHARPNER (Apsara-Long Point Sharpener 103410001)	NOS	400				
19	PEN HIGH LIGHTER (Camlin Yellow/Green/Orange/Blue/Pink)	NOS	300				

Sr. No.	Item Details	Unit	Tentative quantity required during a year	Unit Cost (Rs.)	Total Cost (Rs.)	GST %	Total cost Including GST (Rs.)
20	PAD POST-IT 3M (Sticky Notepad-Size:7.6cmx7.6cm, 100 Sheet)	PKT	500				
21	TORCH CELL (Eveready-Red D1050/R20/Heavy Duty)	NOS	20				
22	DUSTER MAGNETIC (Oddy-White Board Eraser Magnetic)	NOS	250				
23	Paper Weight Acrylic Sheet With Fine Polish & Special Carving Design 5x5x2.5 CM	NOS	100				
24	PLASTIC FOLDER (Solo Clear Holder-CH101-A4,Transparent)	NOS	5000				
25	PAD PHILIP CHART (Saraswati-25 SheetFlipChart/25mm GR Sheet)	NOS	20				
26	POCKETS SOLO (solo Topnotch Pockets-Item SP201 TWT)	PKT	10				
27	PEN SIGN (Cello-Black Ultra FinePermanent-CD/DVD/OHP Marker)	NOS	300				
28	PEN OHP (Marvy Permanent: 2300 Fine Point7 set)	PKT	50				
29	PENCIL CELL (Eveready Red- AA 1015 /R6/1.5 V/Heavy Duty)	NOS	500				
30	PIN CUSHION/Magnetic Box (Kebica Stationery-Oscar KOD2035)	NOS	20				
31	PEN WHITE BOARD MARKER (Faber Castell Colours-Blue/Black/Red/Green)	NOS	3000				
32	REGISTER ORDINARY-1 Q(Full Bittoo/Neelgagan/Lotus-96 P)	NOS	150				
33	REGISTER ORDINARY-2 Q(Full Bittoo/Neelgagan/Lotus-192 P)	NOS	150				
34	REGISTER ORDINARY-3 Q(Full Bittoo/Neelgagan/Lotus-288 P)	NOS	150				
35	REGISTER ORDINARY-4 Q(Full Bittoo/Neelgagan/Lotus-384 P)	NOS	150				
36	ALL PIN (ALPIN-50Gms.)	BOX	10				
37	ENVELOP 16X12 LAMINATED with printing	NOS	2000				
38	ENVELOP 10X 4 1/2 WINDOW ith printing	NOS	4000				
39	FILE BOARD (As per sample)	NOS	200				
40	FOLDER RED (As per sample)	NOS	500				
41	DUSTER WOODEN (Good Quality)	NOS	50				
42	ENVELOP 10X12 (A4) LAMINATED with printing	NOS	3000				

Sr. No.	Item Details	Unit	Tentative quantity required during a year	Unit Cost (Rs.)	Total Cost (Rs.)	GST %	Total cost Including GST (Rs.)
43	CLOTH DUSTER (Cotton-17"x18")	NOS	400				
44	STAMP PAD INK (Colour-Violet)	NOS	10				
45	CELLO TAPE (BROWN) (2"-35 mtrs)	NOS	150				
46	ENVELOP 10X4 1/2 WITHOUT WINDOW with printing	NOS	200				
47	GUM BOTTLE (BIG) (Camlin-700ml)	NOS	10				
48	Spiral PAD WRITING BIG (As per sample) 40 leaves	NOS	500				
49	CELL AA (Duracell) (MN1500/1.5V)	NOS	2000				
50	CELL AAA (Duracell) (MN2400/1.5V)	NOS	1500				
51	DUSTBIN (Office Dustbin- Polysat)	NOS	20				
52	Spiral PAD WRITING SMALL (As per sample) 40 leaves	NOS	1000				
53	BATTERY 9 VOLT/ DURACELL (MN 1604)	NOS	500				
54	BOARD PIN (Push Pins- 1 Box=50 Pcs)	BOX	100				
55	GIFT PAPER (30"x20") (As per sample)	NOS	500				
56	DAMPER SPONGE PLASTIC (As per sample)	NOS	30				
57	PEN PILOT BLUE (Luxor-Pilot Hi-Tecpoint 05) with MDI Branding	NOS	4000				
58	STAMP PAD (Colour-Violet, Size 7x11cm)	NOS	20				
59	YELLOW DUSTER (30"x30") (Good Quality)	NOS	20				
60	ATTENDANCE REGISTER (Neelgagan-2 Quire)	NOS	10				
61	STAPLER (MAX-Stapler HD-10-Made in Japan)	NOS	200				
62	THERMOS FLASK (Milton-Viva-Tuff Jug-1000)	NOS	50				
63	FILE INDEX (Neeraj-1008-With Kangaro Clip)	NOS	600				
64	Office Tray Plastic (Omega-Elegant-1746)	NOS	50				
65	STAPLE PIN (Kangaro-Munix-No.10-1M Staples)	BOX	200				

Sr. No.	Item Details	Unit	Tentative quantity required during a year	Unit Cost (Rs.)	Total Cost (Rs.)	GST %	Total cost Including GST (Rs.)
66	PHOTOSTAT PAPER A-4 (75 GSM-JK Copier/21cmx29.7cm 500 Sheet)	RIM	2000				
67	PLASTIC ROPE (500 gms packet)	BDL	10				
68	TAG BIG GREEN (As per Sample)	BNC	20				
69	TAG SMALL WHITE (As per Sample)	BNC	20				
70	3 M Post-it Page Markers (1Pkt=150 Sheets; Size:2.5cmx7.6cm)	PKT	400				
71	A-4 Bilt, Royal Executive Bond Fine Paper	PKT	20				
72	Stapler Kangaro HP-45	NOS	10				
73	Stock Register 2 Quire	NOS	2				
74	Stock Register 8 Quire	NOS	2				
75	Stock Register 10 Quire	NOS	2				
76	Solo MC- 112 My Clear Bag (Button Folder)	NOS	50				
77	Double Sided Tape (Brand :3M) (1")	NOS	50				
78	COMPUTER LABEL PACKET (1 Pkt =1000 Labels) (89X35X2) (Royal)	NOS	50				
78	RFID Slip printer rolls (Pack of 10)	NOS	50				
Grand Total inclusive of GST (in Rs.)							

Name and sign of the authorized person  
of Vendor/ Agency

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