

**MANAGEMENT DEVELOPMENT INSTITUTE, GURGAON
PHYSICAL INFRASTRUCTURE**

Mehrauli road Sukhrali, Gurgaon Haryana-122007,
Phone: -0124-4560000. Website:-www.mdi.ac.in

MDI/Estates/Hostels/Furniture/2023

18th August 2023

LIMITED TENDER
FOR
SUPPLY AND INSTALLATION OF WOODEN BOOKSHELF FOR NALANDA AND KSHITIJ HOSTEL AT MDI
GURGAON.

1. **Time schedule for tender process:**

Sr. No	Description Details	Date and Time
1	Date of publication of tender notification	18/08/2023, 11:00 AM
2	Last date for receipt of duly filled in tenders	28/08/2023, 03:00 PM

2. **INTRODUCTION**

Management Development Institute Gurgaon, (MDIG), Haryana (hereinafter referred to as the "Institute") is one of the Institute of national reputed on which is dedicated to offer world class programmes in Management Education. The Institute Invites Sealed Tenders on 'Single Bid System' as mentioned hereunder in the attached prescribed format from reputed Agency/Firm having adequate experience in the field of manufacturing of wooden furniture items and supply and installation of the items.

3. **TENDER NOTICE:**

MDI Gurgaon invites sealed Tenders under single bid system (price bid only) for "Supply of wooden bookshelf for Nalanda and Kshitij Hostel at MDI Gurgaon" as per the specifications given at Annexure-A, and to be installed at the mentioned buildings from the reputed firms/companies who are experienced for supplying similar furniture to the large size organizations and academic institutions of repute.

The prospective bidders are advised to read the entire tender document carefully before submitting their tenders. The bidders may visit the MDI Gurgaon Campus on any working day between 10:00 a.m. and 05:00 p.m. taking advance appointment. 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 Administrative Officer (Institutional Services)",
Management Development Institute, Gurgaon
Mehrauli Road Sukhrali, Gurgaon, Haryana-122007"**

so as to reach on or before 03.00 PM, 28.08.2023 (Monday). The tender may be dropped in Tender Box placed at Physical Infrastructure department at Takshashila building before last date and time.

4. **Submit the following documents:** The participating agencies/companies shall enclose the copies of the following documents along with bid
- Latest Income Tax Clearance Certificate.
 - Valid GST & PAN registration.



5. **Mode of Submission:**

The bid should be sealed in separate covers duly super scribed “- **Supply of wooden bookshelf for Nalanda and Kshitij Hostel at MDI Gurgaon**”. Any Addendum/Corrigendum date extension in respect of above tender shall be updated on our website only and no separate notification shall be issued in the press/Bidders

6. **Award OF work**

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

7. **Terms and conditions are as under**

- (i) The price quoted for the above items should be inclusive of packing, transportation, insurance, installation, and exclusive of GST. The price should be quoted in price format (Annexure-A) only.
- (ii) The scope of work -Supply of wooden bookshelf for Nalanda and Kshitij Hostel at MDI Campus. This will also include delivery at site. The successful bidder will assume full responsibility of the complete Supply & Installation.
- (iii) Payment will be restricted to actual quantity supplied at site.
- (iv) The entire work should be completed within 30 days of the confirmed order in writing by the Institute.
- (v) In case the work is not completed within the date stipulated penalty shall be imposed @Rs. 5000/- each day of delay, subject to a maximum of Rs. 25,000/- (Rs Twenty-Five Thousand). However, Director, MDI Gurgaon shall be empowered to grant extension of time on valid grounds.
- (vi) In case any item is found to be defective /substandard, the same shall be rejected and no amount shall be paid for such items and such items shall be removed by the supplier from the site immediately on his own cost.
- (vii) The work shall be executed as per CPWD specification.
- (viii) The contractor shall take all safety precautions for the safety of his employees and the Institute shall not be, in any way, liable for any damage/ liability on account of any mishap or negligence of the contractor.
- (ix) You shall be responsible for any mishap/accident and liability, if any, falling thereof, the Institute shall in no way be responsible for the same.
- (x) Contractor shall bring only the actual quantity of material required.



(xi) The contractor shall supply the samples and materials being used for approved of the institute. Items being supplied shall strictly conform to the quality of sample approved and in case of variation such items shall liable to be rejected by the Engineer-in-Charge.

(xii) **Terms of payment: -**

(a) 90% on delivery of approved items in the campus, within 30 days of submission of correct invoice for the items supplied and certified to be in good and acceptable condition by the estate deptt. Proof of payment of GST challan has to be submitted by the suppliers.

(b) Balance 10% of supply value shall be paid on completion of installation of the supply furniture as per the requirement of the purchaser within 15 days of completion of such activity.

8. **Technical Specifications**

a) **A sample of book shelf shall be submitted by the agency for approval of MDI Gurgaon before bulk manufacturing at its own cost.**

Approved samples shall be used as standard of finish and workmanship and shall be in the custody of the institute till completion of work.

b) Plywood/block shall be of premium quality, resin bonded CWR brand, weather proof, close grained plywood suitable for veneering, painting or bonding plastic laminate as require. Exposed edges of plywood block boards shall be finished with a strip of solid wood, tongued and grooved and glued. The ply board shall be of brand name DURIAN/ DURO/GREEN/CENTURY/WOOD TOUCH. LAMINATION SHALL BE MARINO/FORMICA/ DECOLUM/ GREENLAM BRAND of 1.00 mm thickness and Pre laminated board brand name Greenlam /Marino etc.

c) All joints shall be standard mortise and tenon, dowel, overall cross halved, mitered tongue and grooved and rebated. Nailed butt joints will not be permitted. ISI approved adhesives shall be used for the carpentry and joinery work.

d) Stained spirit polish with melamine finish for wood work shall be carried out wherever polishing is specified.

e) MDI shall have the right to expose the furniture for inspection purpose. Supplier has to repair the same at his own cost.

f) Supplier shall make all arrangements for inspection of items being manufactured at their workshop as and when asked by MDI.

9. The quantities indicated in the schedule of quantities are approximate only. The quantities can be increased or decreased or totally deleted while placing order by the Institute. Payment shall be made to the actual quantity of furniture supplied at site.

10. The rates shall be valid for entire duration of work.



11. Before quoting the rates, the supplier may ascertain the requirement(s) and design of the furniture items (sample available in the Institute) and for the purpose supplier may visit the MDI Campus on any working day (Mon-Fri) during working hours, on prior appointment.
12. The rates are fixed and shall be valid for entire duration of work.
13. The Institute reserves the right to get the whole or part of work done through one or more parties

The quantities indicated in the price bid are approximately only. The quantities can be increased or decreased or totally deleted while placing order by the Institute. Payment shall be made to the actual quantity receipt at site.

MDI reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Enclose: Annexure-A

**C.E
MDI Gurgaon.**



To be printed on the agency Letter head

Annexure-A

PRICE BID PERFORMA
"SUPPLY OF WOODEN BOOKSHELF FOR NALANDA AND KSHITIJ HOSTEL AT MDI GURGAON."

Sr No.	Description	Unit	Qty	Rate (Rs) (Exclusive GST)	GST Amount (Rs)	Total Amount (Inclusive of GST)
1	Book Shelf Supplying book shelf of size of 3'x2' x 6-3/4" made out of 19 mm thick OST board with center shelf of 19 mm thick commercial board with front open 6 mm thick commercial ply fixed on its back side. Teak wood lipping 19 mm x 2 mm to be fixed on exposed edges. All exposed surface to be french polished with melamine finish.	Nos	62			
	Total					

Note: - The agency may note that actual number may vary. The payment will be made as per actual numbers.

Name and Signature of the Authorized person of
the agency

Date.....

Place.....

Official Stamp

