



MDI
GURGAON

Management
Development
Institute

MDI/Estates/Disposal items/2024

23 February 2024

Sub: Invitation of sealed quotations for disposal of obsolete Electrical, Furniture & fixture items at MDI Campus Gurgaon, "As is where is basis"

Dear Sir,

1. Sealed quotations are invited for **disposal of obsolete Electrical, Furniture & fixture items at MDI Campus Gurgaon "AS IS WHERE IS BASIS"**. The quotation strictly as per format given as "Annexure A" should be submitted in a sealed cover addressed to:

**The Chief Administration Officer (Institutional services)
Management Development Institute
Mehrauli Road,
GURUGRAM - 122001**

So as to reach on or before 3 P.M, 1st March 2024 by hand only.

2. Terms and Conditions: -

- You may visit the site to assess the items /materials which are being offered for disposal before submitting the quotations.
- MDI shall have the right to reject any or all the quotations without assigning any reason whatsoever.
- The rate quoted shall be inclusive of all types of labor charges and transportation etc. However, the GST and TCS is to be paid by the vendor/agency and should be mentioned separately in Annexure "A".
- The rates quoted once accepted by the MDI Gurgaon shall be final and no negotiation will be done thereafter.
- Once the rates quoted by the agency are accepted by MDI, the agency will be informed to deposit the amount through Demand Draft (DD) in favor of **MANAGEMENT DEVELOPMENT INSTITUTE SOCIETY payable at Gurgaon.**
- Once the amount is credited to the institute, the agency will be given one week time to pick up the items at his own cost from MDI Gurgaon. No extra time will be allowed.
- In case of any delay beyond the time allowed on the vendor part a penalty @ Rs. 1000/- per day or maximum Rs. 10,000/- will be imposed.
- In case of more delay on the part of the vendor for clearing the items at site on his own cost, MDI Gurgaon will ask the second highest vendor to clear the items, as per process above and amount deposited by the highest rate quoted by vendor will not be returned.
- You shall make your own arrangements for lifting and carriage of all the material for disposal from the MDI Gurgaon.

Thanking you,

(D S Rawat)
C.E, Estate



Encl: - **ANNEXURE-A**

**“Invitation of sealed quotations for disposal of obsolete Electrical, Furniture & fixture items at MDI Campus Gurgaon
“AS IS WHERE IS BASIS”.**

FINANCIAL QUOTATION

S. No	Description of Items	Lumpsum Amount (Rs) in figure (Without GST)	Lumpsum Amount (Rs) in words (Without GST)
A	Disposal of Old Items: - Electrical items, Water Cooler, Furniture (Revolving chair, PVC Chair, Single Bed, Center Table, Steel Table, Study Chair, Study Table, Three-Seater Sofa, Sofa Chair, Wooden Bookshelf, Wooden, Side table, Study Chair) & GYM Equipment.		
	Total – (A)		
B	GST @.....%		
C	TCS@1%		
D	Grand total (A+ B+ c)		

Note: -

1. The Vendor has to quote lumpsum rates for all the items for disposal as per assessment of items at site.
2. GST and TCS as applicable shall be charged extra.

Name and Signature of the Authorized person
of the agency

Date.....

Place.....

Official Stamp

