

(MDIG/IS/2024-25/dated 23 April 2024)



## LIMITED TENDER DOCUMENT

for

**" SUPPLY OF GODREJ NX PRO DIGITAL (8L) LOCKER AT  
MDI GURGAON"**

**Last Date of submission of filled tender to MDI Gurgaon: 14 May 2024 by 3 P.M.**

**(The tender document is to be submitted in sealed cover, duly filled and signed using same colour ink on all pages by Authorized Signatory/Proprietor with seal stamped on each page).**

**Management Development Institute Gurgaon  
Mehrauli Road, Sukhrali, Gurgaon-122007**

## **INTRODUCTION**

### **LIMITED TENDER FOR SUPPLY OF GODREJ NX PRO DIGITAL (8L) LOCKERS AT MDI GURGAON**

Management Development Institute Gurgaon, (hereinafter referred to as the “**Institute**”) invites bids from the Distributors/Dealers dealing in sale of Godrej Digital Locker in “**Single Bid System**” strictly in the format attached in the tender document for “Supply of GODREJ NX Pro Digital Lockers at MDI Gurgaon”.

The tender document can be downloaded from Management Development Institute Gurgaon website: <https://mdi.ac.in/tenders> from **23rd April, 2024/ 11 a.m.** onwards.

The bidders are requested to kindly ensure that the duly filled bids duly super-scribed on the envelope as “**Supply of Godrej NX Pro Digital (8L) Lockers at MDI Gurgaon**” should be delivered through speed post /by hand only to **Chief Administrative Officer (Institutional Services), Management Development Institute, Mehrauli Road, Sukhrali, Gurgaon -122007 (Haryana)** on or before **14<sup>th</sup> May 2024 up to 3 p.m.**

#### **Important Information Related to Tender**

<b>S.NO.</b>	<b>INFORMATION</b>	<b>DATES</b>
1.	Date of Publishing of Tender	<b>23rd April, 2024/ 11 a.m. onwards</b>
2.	Bid Document Download from website	<a href="https://mdi.ac.in/tenders">https://mdi.ac.in/tenders</a>
4.	Date & Time of closing of Tender/ Last date of bid submission	<b>14<sup>th</sup> May 2024 up to 3 p.m.</b>
6..	Period of validity of Bid	30 days from the date of closing of Tender
7.	Bid submission address through speed post /by hand only	Chief Administrative Officer (Institutional Services), Management Development Institute, Mehrauli Road, Sukhrali, Gurgaon -122007 (Haryana)
7.	Contact no. for any clarification on any working day (Monday – Friday) between 9:30 a.m. – 5:30 p.m.	0124-4560664

## GENERAL TERMS & CONDITIONS

- I. Price should be quoted for “Supply of Godrej NX Pro Digital (8L) Lockers at MDI Gurgaon” strictly in **Annexure “1”** only without any overwriting / erasing / cutting. Use of white fluid/ correction fluid/ correction tape is strictly prohibited.
- II. The rates quoted should be inclusive of Packaging, delivery charges and freight charges up to MDI Gurgaon.
- III. Price bid should be valid for a minimum period of 30 days.
- IV. Conditional bids will not be accepted.
- V. The Institute reserves the right to accept or reject any of the bid received including the lowest one, at any time at its own discretion.
- VI. The Institute, at its discretion, shall have liberty to bifurcate the tendered item, as per the lowest rates received, between the bidders. No correspondence/ enquiry shall be entertained.
- VII. Payment shall be made only after receipt of complete items mentioned in the purchase order and due inspection by the nominated official of MDI Gurgaon. No advance payment shall be made. The agency should provide the details for online transfer of the payment. A copy of the cancelled cheque may please be attached with the Financial Bid.**
- VIII. If any dispute arises, Director, MDI Gurgaon decision shall be final and binding on both the parties.
- IX. The Specifications of items offered by the bidder must exactly tally with the specifications mentioned in Annexure “1”. Different specification will not be accepted.
- X. Supplies shall be accepted subject to the complete satisfaction of officials of MDI Gurgaon. Any defect found in the materials supplied will render the supplies open to rejection. The rejected items shall have to be taken back by the bidder/ agency at their own cost and risk. The vendor/ agency shall replace such rejections with the items of similar standard specifications / quality as acceptable to the MDI Gurgaon.
- XI. Please submit all the pages of this Limited Tender document duly signed in blue/black ink by the authorized signatory and official stamped on each page alongwith the Financial Bid.

**Chief Administrative Officer (Institutional Services)**

**FINANCIAL BID****SUPPLY OF GODREJ NX PRO DIGITAL (8L) LOCKER AT MDI GURGAON  
(To be printed on the agency letter head)**

<b>Sl. No.</b>	<b>Item Description</b>	<b>Tentative Quantity (A)</b>	<b>Rate per Locker (Rs.) (Exclusive of GST) (B)</b>	<b>Total Amount (Exclusive of GST) (C) = (A x B)</b>	<b>GST % (D)</b>	<b>Gross Amount (Rs.) (Inclusive of GST) (E) = (C + D)</b>
1.	<b>Godrej NX Pro Digital (8L) Locker</b> Dimension in cm (H X W X D) : 20 X 30 X 20 Weight: 5 Kg <b>Colour Ebony</b>	80 Nos.				

Note:- The above mentioned quantity is tentative and may vary at the time of final order.

Name of the authorized person of Supplier Agency

Signature .....

Place: .....

Date: .....

Official Seal