

# Management Development Institute Gurgaon

(MDIG/IS/2024-25 dated 04.07.2024)

## 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 programs, 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 among 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 **4<sup>th</sup> July 2024** 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 **18<sup>th</sup> July 2024 up to 1500 Hrs.**

### IMPORTANT INFORMATION RELATED TO TENDER

S.NO.	INFORMATION	DATES
1.	Date of Publishing of Tender	<b>4<sup>th</sup> July, 2024</b>
2.	Bid Document Download from website	<b>4<sup>th</sup> July, 2024/ 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>18<sup>th</sup> July, 2024 upto 3 p.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 an 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 the necessary document proof.
- 3) Should have their own Bank Account. Please submit a cancel cheque.
- 4) The agency/ vendor or any of its partners /directors etc. should not have been blacklisted/ debarred by any of the government agencies/Private companies or departments. Please submit Annexure "B" on the agency letterhead, duly signed by authorised person and officially 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 a further period of one year on the 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 the 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 purposes 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 5 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 a 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 a purchase order.
- 11) The supply shall have to be made available as per the Institutes within the stipulated time without any delay.
- 12) If the agency/ vendor fails to execute the supply order, in full or in part, within the 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) The 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 letterhead of the agency)

Sr. No.	Item Details	Unit	Tentative quantity required during a year	Unit Cost (Rs.)	Total Cost (Rs.)	GST %	Total cost Inclusive of GST (Rs.)
1	3 M Post-it Page Markers (1Pkt=150 Sheets; Size:2.5cmx7.6cm)	PKT	400				
2	A-4 JK, Executive Bond Fine Paper (100 Sheets) 90 GSM	PKT	20				
3	Ajanta Analog Wall Clock (Gold, With Glass) Model- 397	NOS	100				
4	ALL PIN (ALPIN-50Gms.)	BOX	10				
5	ATTENDANCE REGISTER (Neelgagan/Shipra-2 Quire)	NOS	10				
6	BATTERY 9 VOLT/ DURACELL (MN 1604)	NOS	500				
7	Binder Clips 19mm	Pkt	50				
8	Binder Clips 25mm	Pkt	50				
9	Binder Clips 32mm	Pkt	50				
10	Binder Clips 41mm	Pkt	50				
11	Black Metal Pen with German Ink Refill and laser printing, exactly same as per sample (Packing of 12 Pens)	NOS	5000				
12	BOARD PIN (Push Pins- 1 Box=50 Pcs)	BOX	100				
13	Calculator Casio DJ- 120D	NOS	100				
14	CELL AA (Duracell) (MN1500/1.5V)	NOS	2000				
15	CELL AAA (Duracell) (MN2400/1.5V)	NOS	1500				
16	CELLO TAPE (BIG-1") (24mm, 50 mtrs.-Self Adhesive Tape)	NOS	500				
17	CELLO TAPE (BROWN) (2"-35 mtrs)	NOS	150				

Sr. No.	Item Details	Unit	Tentative quantity required during a year	Unit Cost (Rs.)	Total Cost (Rs.)	GST %	Total cost Inclusive of GST (Rs.)
18	CELLO TAPE (SMALL) (Size:12mm , 18.3 mtrs- 20 Yard)	NOS	200				
19	Cello Tape Dispenser	No	50				
20	CHALK BOX (Vidyarthi-Non Dust Chalk-White/Coloured)	BOX	50				
21	CLOTH DUSTER (Cotton-17"x18")	NOS	400				
22	COMPUTER LABEL PACKET (1 Pkt =1000 Labels) (89X35X2) (Royal)	NOS	50				
23	CORRECTION FLUID (Camlin Cover It-Correction Pen)	NOS	100				
24	DAMPER SPONGE PLASTIC (As per sample)	NOS	30				
25	Double Sided Tape (Brand :3M) (1")	NOS	50				
26	DUSTBIN (Office Dustbin-Polyset)	NOS	20				
27	DUSTER MAGNETIC (Oddy-White Board Eraser Magnetic)	NOS	250				
28	DUSTER WOODEN (Good Quality)	NOS	50				
29	ENVELOP 10X 4 1/2 WINDOW with printing	NOS	4000				
30	ENVELOP 10X12 (A4) LAMINATED with printing	NOS	3000				
31	ENVELOP 10X4 1/2 WITHOUT WINDOW with printing	NOS	200				
32	ENVELOP 16X12 LAMINATED with printing	NOS	2000				
33	Faber-Castell Connector Pen (Sketch Pen) - Pack of 10 (Assorted)	Pkt	100				
34	FEVI STICK (8g-Pidilite)	NOS	400				
35	FILE BOARD (As per sample)	NOS	200				
36	FILE COVER (With Green Tags/With Clip) (As per sample)	NOS	100				
37	FILE INDEX (Neeraj-1008-With Kangaro Clip)	NOS	600				

Sr. No.	Item Details	Unit	Tentative quantity required during a year	Unit Cost (Rs.)	Total Cost (Rs.)	GST %	Total cost Inclusive of GST (Rs.)
38	FOLDER RED (As per sample)	NOS	500				
39	GEM CLIPS (ZEN-Coloured Paper Clips-Size:28/33mm Qty 50 Pcs)	BOX	250				
40	GIFT PAPER (30"x20") (As per sample)	NOS	500				
41	GUM BOTTLE (BIG) (Camlin-700ml)	NOS	10				
42	JK Excel Bond A4 500 Sheets 100 GSM	Pkt	50				
43	Legal Paper, DO Paper, 100 GSM, 500 Hundred Papers	Rim	100				
44	Numeric Separators (1-10) Diplomat	Set	100				
45	Numeric Separators (1-15) Diplomat	Set	100				
46	Numeric Separators (1-20) Diplomat	Set	100				
47	Numeric Separators (1-31) Diplomat	Set	100				
48	Numeric Separators (1-5) Diplomat	Set	100				
49	Office Tray Plastic (Omega-Elegant-1746)	NOS	50				
50	PAD GRAPH PAPER (1 Packet=25 Sheets-Neelgagan/Lotus)	PKT	50				
51	PAD PHILIP CHART (Saraswati-25 SheetFlipChart/25mm GR Sheet)	NOS	20				
52	PAD POST-IT 3M (Sticky Notepad-Size:7.6cmx7.6cm, 100 Sheet)	PKT	500				
53	Paper Weight Acrylic Sheet With Fine Polish & Special Carving Design 5x5x2.5 CM	NOS	100				
54	PEN HIGH LIGHTER (Camlin Yellow/Green/Orange/Blue/Pink)	NOS	300				
55	PEN ORDINARY (Reynolds:045-Colours Blue/Black/Red)	NOS	5000				

Sr. No.	Item Details	Unit	Tentative quantity required during a year	Unit Cost (Rs.)	Total Cost (Rs.)	GST %	Total cost Inclusive of GST (Rs.)
56	PEN PERMANENT MARKER (Camlin- Permanent Marker- Black Bold-E)	NOS	150				
57	PEN PILOT BLUE (Luxor-Pilot Hi-Tecpoint 05) with MDI Branding	NOS	4000				
58	PEN WHITE BOARD MARKER (Faber Castell Colours- Blue/Black/Red/Green)	NOS	3000				
59	PENCIL (HB- Faber Castell Black Matt-1112-Length 174mm)	NOS	2000				
60	PENCIL CELL (Eveready Red- AA 1015 /R6/1.5 V/Heavy Duty)	NOS	500				
61	PENCIL ERASER (Apsara Non Dust Eraser 102300012)	NOS	200				
62	Pens- Uni 1.0, Sx-210 Black,Jet Stream	No.	100				
63	PHOTOSTAT PAPER A-4 (75 GSM- JK Copier/21cmx29.7cm 500 Sheet)	RIM	2000				
64	PIN CUSHION/Magnetic Box (Kebica Stationery-Oscar KOD2035)	NOS	20				
65	PLASTIC FOLDER (Solo Clear Holder-CH101-A4,Transparent)	NOS	5000				
66	PLASTIC ROPE (500 gms packet)	BDL	10				
67	PLASTIC SCALE (Nataraj -621 30cm/15 cm-Transparent))	NOS	100				
68	POCKETS SOLO (solo Topnotch Pockets-Item SP201 TWT)	PKT	10				
69	PUNCHING MACHINE DOUBLE (Kangaro-DP-600 Punch)	NOS	50				
70	REGISTER ORDINARY-1 Q(Full Bittoo/Neelgagan/Lotus-96 P)	NOS	150				
71	REGISTER ORDINARY-2 Q(Full Bittoo/Neelgagan/Lotus-192 P)	NOS	150				
72	REGISTER ORDINARY-3 Q(Full Bittoo/Neelgagan/Lotus-288 P)	NOS	150				

Sr. No.	Item Details	Unit	Tentative quantity required during a year	Unit Cost (Rs.)	Total Cost (Rs.)	GST %	Total cost Inclusive of GST (Rs.)
73	REGISTER ORDINARY-4 Q(Full Bittoo/Neelgagan/Lotus-384 P)	NOS	150				
74	RFID Slip printer rolls (Pack of 10)	NOS	50				
75	RING FOLDER Worldone-SKU-RB-400 (Colour-Blue)	NOS	300				
76	RUBBER BAND (Poly Rubber Bands-4"- 500 gm each)	PKT	50				
77	SanDisk Ultra 128 GB USB 3.0 Pen Drive	Nos.	50				
78	SanDisk Ultra 64 GB USB 3.0 Pen Drive	Nos.	50				
79	SCISSORS (Saya SY SC-107- Stainless Steel Scissors)	NOS	250				
80	SHARPNER (Apsara-Long Point Sharpener 103410001)	NOS	400				
81	Solo MC- 112 My Clear Bag (Button Folder)	NOS	50				
82	Solo RF 101 A4 Report File	No.	100				
83	Spiral PAD WRITING BIG (As per sample) 40 leaves	NOS	500				
84	Spiral PAD WRITING SMALL (As per sample) 40 leaves	NOS	1000				
85	STAMP PAD (Colour-Violet, Size 7x11cm)	NOS	20				
86	STAMP PAD INK (Colour-Violet)	NOS	10				
87	STAPLE PIN (Kangaro-Munix-No.10-1M Staples)	BOX	200				
88	STAPLER (MAX-Stapler HD-10-Made in Japan)	NOS	200				
89	Stapler Kangaro HD-10 D	No.	50				
90	Stapler Kangaro HP-45	NOS	10				
91	Stock Register 6 Quire	NOS	2				
92	Stock Register 2 Quire	NOS	2				
93	Stock Register 8 Quire	NOS	2				
94	TAG BIG GREEN (As per Sample)	BNC	20				



Sr. No.	Item Details	Unit	Tentative quantity required during a year	Unit Cost (Rs.)	Total Cost (Rs.)	GST %	Total cost Inclusive of GST (Rs.)
95	TAG SMALL WHITE (As per Sample)	BNC	20				
96	THERMOS FLASK (Milton-Viva-Tuff Jug-1000)	NOS	50				
97	TORCH CELL (Eveready-Red D1050/R20/Heavy Duty)	NOS	20				
98	White Board Stand (Triangular Type)	No.	20				
99	White Board, Magnetic, 3 x 2 (High Quality)	No.	50				
100	White Board, Magnetic, 4 x 3 (High Quality)	No.	50				
101	White Board, Magnetic, 6 x 4 (High Quality)	No.	50				
102	YELLOW DUSTER (30"x30") (Good Quality)	NOS	20				
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 blacklisted 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