



**MDI**  
GURGAON

Management  
Development  
Institute



**AACSB**  
ACCREDITED



**ASSOCIATION  
OF MBAs**  
ACCREDITED

MDI/Estate/Disposal items/2025

12 August, 2025

**Sub: Invitation of sealed rate quotations for Disposal of Scrap, Obsolete and Unserviceable Electrical, Furniture & fixture items at MDI Campus Gurgaon, "As is where is basis"**

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

**The Chief Administrative Officer (Institutional Services)  
Management Development Institute  
Mehrauli Road, Sukhrali.  
GURUGRAM - 122007**

So as to reach on or before **August 21, 2025**. Upto 3 P.M., by hand only, and to be dropped in the Tender box placed at Takshashila building.

2. **EMD:** - The Participating vendor/Agency should submit an EMD amounting to Rs. 5000/- in the form of Demand Draft in favor of **"MANAGEMENT DEVELOPMENT INSTITUTE SOCIETY" payable at Gurgaon**. No Interest will be paid by MDI Gurgaon. EMD of unsuccessful vendor/agency shall be returned after award of work to the successful agency, within 10 working days. The EMD of successful vendor/agency will be returned within 15 working days on clearing the disposed items from the site, as per satisfaction of MDI Gurgaon.
3. **Terms and Conditions: -**
  - a. The vendor/agency should visit the site to assess the items /materials that are being offered for disposal "AS IS WHERE IS BASIS" before submitting the rate quotation. Interested vendors/agencies can visit the site during 10:00 A.M - 5:00 P.M. on working days (Monday-Friday) on prior appointment on telephone number 0124-4560545.
  - b. MDI shall have the right to reject any or all of the rate quotations received without assigning any reason whatsoever.
  - c. MDI Gurgaon shall have the right to bifurcate the disposal of items to more than one vendor/agency whose rates are favorable to the institute. No representation in this regard shall be considered.
  - d. The rate quoted shall be inclusive of all types of labor charges, transportation charge and any other charges required for completion of disposal of the scrap material from MDI



Gurgaon, at the cost of vendor/agency. MDI Gurgaon will not make any payment to the agency for the same. GST and TCS are to be paid by the vendor/agency and should be mentioned Also, in the Annexure "A & B" appropriately.

- e. The rates quoted, once accepted by the MDI Gurgaon shall be final, and no negotiation will be done thereafter.
- f. The agency whose rate quotation is accepted by MDI Gurgaon, will be informed to deposit the amount for sale through a Demand Draft (DD) in favor of "**MANAGEMENT DEVELOPMENT INSTITUTE SOCIETY**" payable at Gurgaon or through RTGS/NEFT/ONLINE. Bank details can be obtained from MDI Gurgaon.
- g. Once the amount is credited to the institute, the agency will be given two-week time to clear the items, at their own cost from MDI Gurgaon. No extra time will be allowed.
- h. In case of any delay beyond the allowed time for clearing the disposed of items on the part of the vendor who has been awarded the work, a penalty @ Rs. 1000/- per day and maximum upto Rs. 25,000/- for 25 days will be imposed. The penalty amount needs to be deposited by the vendor/agency to MDI Gurgaon as per details given at point ' f ' above before the clearance of the disposed items from the site.
- i. In case of more delay on the part of the vendor/agency for clearing the items from the site, on his own cost, MDI Gurgaon will ask the second-highest vendor to pickup/collect the items, as per the process above, and the amount deposited by the first vendor/agency will not be returned.

Thanking you,

Yours Sincerely

(Arun Kumar Sharma)  
CAO (IS)

Encl: - ANNEXURE-A & B



**"Invitation of sealed quotations for disposal of Scrap, Obsolete and Unserviceable Electrical, Furniture & fixture items at MDI Campus Gurgaon "AS IS WHERE IS BASIS".**

**FINANCIAL QUOTATION**

Sr No.	Description of Items	Qty (Nos.)	Lumpsum Amount in figure (Rs) (Without GST)	Lumpsum Amount in words (Rs) (Without GST)
<b>1</b>	<b>Electrical items: -</b>			
	Room heater (Iron)	<b>3 Nos.</b>		
<b>2</b>	<b>Kitchen Equipment: -</b>			
	Gas Burner (Aluminum)	<b>3 Nos.</b>		
	Flour Kneading Machine with Motor (Iron)	<b>1 Nos.</b>		
	Potato Peeler Machine with Motor (Steel)	<b>1 Nos.</b>		
	Big Refrigerator (Steel)	<b>3 Nos.</b>		
	Toaster (Steel)	<b>1 Nos.</b>		
<b>3</b>	<b>Furniture:</b>			
	Revolving chair	<b>3 Nos.</b>		
	Steel Dining Chairs	<b>5 Nos.</b>		
	Wooden dining chair, Medium back Chair, Study Table, Sofa Chair, Wooden Study Chair)	<b>Lumpsum</b>		
<b>4</b>	<b>GYM Equipment.</b>			
	Dumbbell Rod (Iron)	<b>2 Nos.</b>		
	Dumbbell weight Plates 1 Kg (Iron)	<b>4 Nos.</b>		
<b>5</b>	<b>Glass</b>	<b>Lumpsum</b>		
<b>(A)</b>	<b>Total of (1-5)</b>			
<b>(B)</b>	<b>GST @.....%</b>			
<b>(C)</b>	<b>TCS@1%</b>			
<b>(D)</b>	<b>Grand Total (A)+(B)+(C)</b>			

Note: -

1. The Vendor has to quote rates for all the items mentioned in the table above for disposal at the 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



**"Invitation of sealed quotations for disposal of Scrap, Obsolete and Unserviceable Electrical, Furniture & fixture items at MDI Campus Gurgaon "AS IS WHERE IS BASIS".**

**FINANCIAL QUOTATION**

Sr. No.	Description of Items	Rate (Rs) Per KG (Exclusive of GST)	GST %
1	Iron		
2	Aluminum		
3	Steel		
4	Plastic		
5	Newspaper		

Note: -

1. The Vendor has to quote rates for all the items for disposal at the site.
2. TCS @ 1% shall be charged extra.



Name and Signature of the Authorized Person  
of the agency

Date.....

Place.....

Official Stamp