

Notice Inviting Tender



Management Development Institute -Gurgaon

Tender Ref. No.: MDI/CC/2025-26/RFID-Printer-Card/06

Date: 30.09.2025

Sub: Invitation of sealed quotations for 01 Nos. of Card Printer for RFID Card Printing for MDI-Gurgaon

Tender Schedule: -

Bid System	Single Bid System Bid to be submitted in sealed envelope superscribing "Bid for 01 Nos. of Card Printer for RFID Card Printing for MDI-Gurgaon"
Last Date of Bid Submission	10.10.2025 2:30 PM
Bid should be addressed to	Senior Systems Analyst Computer Centre Management Development Institute Mehrauli Road, Sukhrali Gurgaon - 122 007, Haryana (INDIA)

The Complete Tender details and any updates on the Tender will be available on the MDI Website at the link: <https://mdi.ac.in/infrastructure/tenders.html>

For any clarifications, write to Email- ittender@mdi.ac.in

The notice inviting bid along with instructions to vendor, Scope of Work, eligibility criteria, system of award of contract, etc. form part of the bid document containing 27 pages in all.

Sd/- For MDI-Gurgaon
(Senior Systems Analyst)

Index

<u>S.No.</u>	<u>Description</u>	<u>Page No</u>
<u>1.</u>	<u>Section A</u> <u>General Information and Terms and Conditions</u>	<u>4</u>
<u>2.</u>	<u>Section B</u> <u>Bid Rejection Criteria, Minimum Qualification Criteria</u> <u>Evaluation Procedure and Selection of the vendor</u>	<u>8</u>
<u>3.</u>	<u>Section C</u> <u>Filled in Formats to be submitted on Company Letter head</u> <u>Affidavits to be submitted.</u>	<u>11</u>
<u>4.</u>	<u>Section D</u> <u>Scope of Work and SLAs</u>	<u>18</u>
<u>5.</u>	<u>Section E</u> <u>Financial Bid Format</u>	<u>32</u>

Section-A

General Information and Terms and Conditions

1. The bid shall be submitted under Single Bid system in a sealed envelope superscribing "Bid for 01 Nos. of Card Printer for RFID Card Printing for MDI-Gurgaon"
2. The vendors are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the vendor from the bid process.
3. All documentation is required to be in English.
4. Corrections/overwriting is not allowed.
5. Please ensure that Tender document must be signed and stamped on all pages as a token of acceptance of all the terms and conditions.
6. This tender document is not an offer and is issued with no commitment. Institute reserves the right to withdraw this notice inviting tender and or vary any part thereof at any stage.
7. Institute further reserves the right to disqualify any vendor, should it be so necessary at any stage. Institute shall not be bound to accept the lowest tender.
8. Institute reserves the right for distributing the work among several vendors. The Institute reserves the right to accept or reject any bid or to select the item or to reject the bidding process or any bid wholly or partly without assigning any reason.
9. Incomplete bids or receiving the bid after closing date and time are liable to be ignored and rejected.
10. The Institute will not be responsible for non-receipt of bids within the specified date and time due to any reason including postal delay or holidays. Bid received after the closing date/time will not be considered.
11. No quotations would be accepted by E-mail and only sealed hard copies will be accepted.
12. The tender documents are non-transferable and should be submitted in the exclusive name of the party to whom we will actually provide the Purchase order.
13. Sub-contract is not allowed.
14. The bid should be submitted on company letter head and should be submitted duly signed by the authorized person.
15. Tender once submitted shall not be returned to the tenderer in future.
16. The Institute reserves the right not to disclose names and rates of successful vendor (s).
17. The financial bid shall be valid for at least 180 Days. Institute will not entertain any request in respect of escalation of price due to any reason whatsoever.
18. For any other query relating to the tender, the vendors may write to- ittender@mdi.ac.in .
19. Institute may, at its discretion, extend the date for submission and/or opening of the bid.
20. Only those vendors should quote who can satisfy the scope of work and other requirements of Institute as stated in Section D.
- 21. Place of Service:** Place of maintenance shall be Management Development Institute Mehrauli Road, Sukhrali, Gurugram - 122007, INDIA. No additional freight or any other charges would be payable towards transportation etc.
22. Tenderers should note that the work is to be executed under the existing site conditions

while quoting their rates, terms and conditions. The tenderers may visit the site to get fully acquainted with the site conditions. No compensation/claims in regard to site conditions /constraints /rules and regulations etc shall be entertained.

23. The vendor must examine the specifications; conditions etc., inspect the site of work and acquaint himself with all conditions and matters pertaining there to. The site can be inspected on all working days from Monday to Friday between 10:30 A.M. to 4:30 P.M. Please call 0124-4560281 to fix an appointment prior to visiting the campus for inspection.

24. Termination of contract-

- In case of continued non-performance and inability to meet requirements, Institute shall reserve the right to terminate the purchase order after giving 15 days' notice in writing.
- After the contract comes null and void the amount deemed payable to the vendor (if any) will sine die without any further payment. No further claim from the vendor will be entertained.
- The contractor will return the documents, assets etc in working condition.
- Decision of competent authority of Institute regarding determining the performance will be final.

25. Format of Price Schedule and related terms:

- Price must be quoted in Indian Rupees. Prices should be quoted as per the enclosed format both in figures and words. The rates offered should be inclusive of all proposed work and comprehensive in nature.
- The charges quoted shall be kept firm throughout the pendency of contract of this work and no price escalation shall be entertained.

26. Payment Terms:

- 90% (Ninety percent) of the total bill value of items supplied will be paid within 1 month of complete delivery of items and satisfactory commissioning of all the items and delivery of warranty documents, Software Licenses and certification of site, Documentation and training at the MDI campus
- 10% of will be one month after successful delivery, test and installation.

27. Any dispute/ difference arising out or relating to this Tender:

Matters regarding any dispute shall be referred for arbitration to any officer appointed by the Director of Management Development Institute Gurgaon, whose decision shall be binding and final. Even after arbitration if any questions, disputes and/or differences arises under and out of, or in connection with the contract, if concluded, shall be referred to the High Court of Haryana or any other court in the district of Gurugram (Haryana).

28. Laws of the Republic of India are applicable to this tender.

29. The vendors are expected to examine all instructions, forms, terms& conditions, other details in the tender document carefully. Failure to furnish complete information as asked in the tender document or submission of a proposal not substantially responsive to the tender documents in every respect will be at the vendor's risk and may result in rejection of the

proposal.

30. Force Majeure:

Force Majeure is herein defined as any cause, which is beyond the control of the selected vendor or the Institute as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the Contract, such as:

Natural phenomena, including but not limited to floods, droughts, earthquakes, epidemics; Acts of any Government, including but not limited to war, declared or undeclared, priorities, quarantines, embargoes; Terrorist attacks, public unrest in work area Restriction, Freight Embargo; provided either party shall within ten (10) days from the occurrence of such a cause notify the other in writing of such causes. The vendor or the Institute shall not be liable for delay in performing his/her obligations resulting from any Force Majeure cause as referred to and/or defined above.

Declaration:

I/We do hereby confirm that I/We have the necessary authority and approval to submit this bid for items as detailed in the tender as per the terms & conditions mentioned above and also, hereby, agree and accepts the terms & conditions mentioned in clause 1 to 31 under General Information and Terms and conditions.

(Signature)

(Name of Authorised Signatory)

(Designation of Authorised Signatory)

Company Stamp

Date:

Place:

Section B

31. Bid Rejection Criteria:

- a. Bids without Profile and declaration on company's letterhead would be rejected.
- b. Bidder not having average turnover of Rs. 01 Crore during last three financial years.
- c. The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years. Bidders required to submit CA Certificate or any other relevant certificate indicating the turnover for the last 3 consecutive Financial Years (FY 2021-22, 2022-23, 2023-24)
- d. Declaration On Non-Judicial Stamp Paper of Rs. 10/- as per format given in Section C.
- e. Not submitting copy of GST & PAN registration certificate.
- f. The bidder should have adequate facilities, manpower and staff for installation, testing, commissioning and for providing services.
- g. Bids without Authorization certificate from OEM. Valid Certificate to be attached.
- h. Not having minimum qualification criteria mentioned in clause below.

32. Minimum Required Qualification Criteria:

Following will be the minimum pre-qualification criteria. Each eligible vendor should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

S. No.	Pre-qualification Criteria	Supporting Compliance document
1.	The applicant shall be a firm/ company registered under the Indian Companies Act, 2013 and who have their registered offices in India and (office in National Capital Region of Delhi will be preferred)	Copy of Certificate of incorporation or any other relevant documents, brief company profile with copy of GST & PAN.
2.	The firm should be in the business of providing similar services since 05 (Five) years as on 31.03.2025 for OEMs mentioned in the scope of work and item details	Certificate by Company Secretary of the Bidder's Organization or any other relevant documents.
3.	The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2021-22, 2022-23, 2023-24)	Attach certificate from CA or any other relevant certificate.
4.	The Bidder should have an average turnover of Rupees 01 Crore during last 3 consecutive Financial Years (FY 2021-22, 2022-23, 2023-24).	CA certified document with name of CA registration number, signature and stamp or any other relevant certificate.
5.	Names & addresses of prestigious clients (at least three) along with their contact details (telephone number/E-mail) of the contact persons of the clients of recent past if available.	1. 2. 3.
6.	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies/ IITs & IIMs/Reputed Educational Institutes in India.	Affidavit on Non Judicial Stamp Paper as per format in Affidavit-1 to be submitted

7.	<p>Support The Vendor shall provide comprehensive Support for all the equipment's/ services listed in the Scope. Letter of Authorization from all mentioned OEMs as indicated in scope and item list , specific to the tender should be enclosed. The Bidder should be Authorized Service Provider for the OEM.</p>	<p>Declaration in this regard to be submitted in company letterhead.</p>
8.	<p>Agree to the Scope of work given in Section D. Deviations would be rejected.</p>	<p>Submit declaration on letterhead. Also submit signed and stamped copy of scope mentioning "I Agree" on each page</p>

33. Evaluation Procedure and Selection

- Bidders possessing minimum required qualification will be technically qualified based on Information/documents provided by the Bidder and meeting the scope given in the Tender
- MDI decision will be final for the evaluation of Technical Bids and binding on all bidders.
- The work shall be awarded to the L1 bidder from among the technically qualified bids.

In exceptional situation, the committee may negotiate price with the qualified bidder quoting the lowest price before awarding the contract.

Section C

Checklist

Please prepare and submit your bid as per the details given below.

S. No.	Document to be Attached	Whether submitted	Mention Page Number
1.	Applicant's expression of interest (Format-1)	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
2.	Organizational Details (Format-2)	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
3.	Experience in related fields (Format-3) annexed with Work Order/ Completion	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
4.	Financial strength of the organization (Format-4). CA certificate attached.	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
5.	The tender document signed & stamped in each page.	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
6.	Copy of GST / PAN No./ TAN No./ EPF registration/ ESIC Registration Certificate	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
7.	Affidavit as per format in Affidavit-1	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
8.	Whether agree to the scope of project including the specifications of items given in Section-D	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
9.	Copies of Work Order Attached	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
10.	Financial Bid (Section E) (To be submitted in separate sealed envelope)	Yes <input type="checkbox"/> / No <input type="checkbox"/>	

FORMAT-1

(Applicant's Expression of Interest)

To,
Senior Systems Analyst
Computer Centre
Management Development Institute
Mehrauli Road, Sukhrali
Gurgaon - 122 007, Haryana (INDIA)

Sub: Submission of bid for 01 Nos. of Card Printer for RFID Card Printing for MDI-Gurgaon
Dear Madam,

In response to the NIT for items as detailed above in tender at MDI Gurgaon (published in <https://mdi.ac.in/infrastructure/tenders.html>) we would like to express our interest to supply the above proposed printer.

As instructed, we are attaching all the documents as per the checklist given in Section C.

Sincerely Yours,

Signature of the applicant
[Full name of applicant]

Stamp.....

Date:

Encl: As above.

Note: This is to be furnished on the letter head of the bidder.

FORMAT – 2

S. No	Organizational Contact Details	
1.	Name of Organization	
2.	Year of establishment (Attach Registration certificate)	
3.	Whether MSME? If MSME provide Udyam number and also attach the MSME registration certificate	
4.	Number of employees	
5.	Main areas of business	
6.	Type of Organization Firm/ Company/ registered under the Indian Companies Act, 2013 (Attach	
7.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous bodies/ IITs & IIMs/Reputed Educational Institutes in India. If yes, details thereof also please, If No, attach Undertaking in regards to not being blacklisted.	
8.	Address of registered office with telephone no. & E-mail	
9.	Address of office - in Delhi NCR	
10.	Authorized Contact Person Name: Telephone no. E-mail ID	

Enclose all supporting documents

Signature of the Applicant
Full name of the applicant

Stamp & Date

Note: This is to be furnished on the letter head of the bidder.

FORMAT – 3

Experience of similar works as per scope in Section D at MDI Gurgaon
Add a row for Each Client
Minimum three required

S .No.	Client Name (Higher Education Institute / University/ Govt. / PSU/ Company)	Value of the Project	Client Contact No.	Client Email ID	Completion Certificate Attached
					Yes <input type="checkbox"/> / No <input type="checkbox"/>
					Yes <input type="checkbox"/> / No <input type="checkbox"/>
					Yes <input type="checkbox"/> / No <input type="checkbox"/>
					Yes <input type="checkbox"/> / No <input type="checkbox"/>
					Yes <input type="checkbox"/> / No <input type="checkbox"/>

Encl: As above.

Note: This is to be furnished on the letter head of the bidder.

Signature of the applicant's Full name of applicant
Stamp & Date

FORMAT – 4

Financial Strength of the Organization					
S. No	Financial Year	Whether profitable (Yes/NO)	Annual profit (in Lakhs Rs.)	net (in of Rs.)	Overall annual turnover (in Lakhs of Rs.)
1	2021-22				
2	2022-23				
3	2023-24				
Note: Please enclose auditor's certificate or any other relevant document in support of your claim.					

Signature of the applicant
Full name of applicant

Stamp & Date

Encl: As above.

Note: This is to be furnished on the letter head of the bidder.

(DECLARATION ON NON-JUDICIAL STAMP PAPER OF RS. 10/-)

I/we _____ Partner(s)/legal Attorney/ Proprietor(s)/
Accredited Representative(s) of
M/s _____ solemnly declare that:

2. I/we are submitting tender for ----- against Tender Notice No. _____ dated _____.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and information given in this tender is complete, correct and true. All documents/credentials submitted along with this tender are genuine, true and valid.
4. My/our bid shall remain valid for a period of 180 days from the last date fixed for the bid submission in accordance with the Bidding Documents and shall be binding upon us and maybe accepted at any time before the expiry of the period.
5. The Price-Bid submitted by me/us is "WITHOUT ANY CONDITION".
6. If any information or document submitted is found to be false/incorrect, MDI may cancel my/our Tender and can take any action as deemed fit including termination of the contract, for forfeiture of all dues including blacklisting of my/our firm and all partners of the firm etc.
7. I/we also declare that the Government of India or any other Government body has not issued any show-cause notice or declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
8. I/We understand that MDI decision will be final for the evaluation and rejection of Bids.
9. I/We have gone through all terms & conditions of the tender documents before submitting the same and accept the same along with the technical specification and all other conditions mentioned in the documents; including the condition that MDI is not bound to accept the lowest bid.

(Signature of the Tenderer with Seal)

Date:

Section D
Scope of Work

Sl. No.	Description	Compliance (Y/N)
	Printer Make / Model -Forgo DT 1500/Zebra ZC300	(Y/N)
1	Resin thermal transfer printer with minimum 300 dpi	(Y/N)
2	Accepts a minimum 100 ISO sized cards	(Y/N)
3	Printer with dual side colour printing technique and system control display	(Y/N)
4	Connection of the printer should be possible through USB, LAN and wifi	(Y/N)
5	The printer should have the inbuilt capability to print and program the cards in a single process. Printer encoding should support MIFARE chips. No external device is to be connected.	(Y/N)
6	Software to print the cards on both sides should also be provided.	(Y/N)
7	Printing software should support direct connection with LMS for direct printing without any middleware.	(Y/N)
8	It should be possible to import data using Excel files into printing software.	(Y/N)
9	The library should be able to create multiple designs/templates for the printing process, and it should be possible to select a particular type of design at the time of printing. There should be no limitation and dependence on the layouts & types of cards to be printed.	(Y/N)
10	The software should support the printing and programming of the cards.	(Y/N)
11	The software should provide all MIS of the cards printed & programmed and all the data imported into the system.	(Y/N)
12	License of Application software shall have lifetime validity	(Y/N)
13	Database: Excel, CSV, SQL	(Y/N)
14	Features: Card designing, Data Management & Security features, Printing & report generation	(Y/N)
15	The specifications mentioned are the minimum requirements, any superior specifications offered are technically acceptable. The offered system should be the latest model and should not become obsolete within next five years	(Y/N)
16	Failures, if any, during the warranty period should be set right NBD (next business day support)	(Y/N)
17	The vendor should provide training for MDI personnel on operation of the system, including card design using the supplied software and first line maintenance in case of any breakdown.	(Y/N)
18	Warranty: Three years comprehensive warranty from the date of acceptance shall be provided. During this period.	(Y/N)

Section E

Financial Bid

Sealed Quotation for AI based FRS System for 02 Nos. CCTVs for MDI-Gurgaon Campus

Sealed Quotation for 01 Nos. of Card Printer for RFID Card Printing at MDI-Gurgaon Campus

Sr. No.	Description of Item & Specification (Model no if any)	Make	Qty.* in Units	Unit Price in Rs.	GST (%)	Total Price excluding GST in Rs.	Total Price including GST in Rs.
1.	01 Nos. of Card Printer for RFID Card Printing with Installation with 3 years Warranty	Forgo DT 1500/Zebra ZC300	01				
2.							
3.	Total						

*Items may increase / decrease at the time of placing the order.

Total Price in Figures: Rs. _____

Total Price in Words: Rupees _____

Delivery Time: _____

Installation & Commissioning Time: _____

Note:

- Delivery and installation at MDI Gurgaon, at site only
- Total bid price should be inclusive of all taxes and levies, transport, loading, unloading, installation and commissioning etc.
- **Warranty Period:** One Year
- **Delivery:** Immediate.
- **Installation Period:** Immediately on delivery
- The Scope give in Section D must be agreed. The bid with deviations would be rejected.
- Quotation Validity Period: - 180 days from the last date of Submission of quotation/tender.
- In case of discrepancy in the amount quoted, the amount mentioned in word or number which results in lowest payable by MDI will be taken into consideration.
- Price quoted should be inclusive of freight, cartage, delivery at MDI Gurgaon Campus. Nothing extra will be paid.
- MDI may place the order for the whole/ some of the items indicated above. Quantity of each item may vary (increase/ decrease) at the time of placing the order. Decision of competent authority of MDI in this regard shall be final and acceptable to the

bidder.

- SLAs as per Section D and penalty terms as defined in Section A are applicable
- During the year, whenever a device is removed from AMC for whatsoever reason, the prorate cost of that device would be deducted from the AMC invoice to be raised by the vendor.

Sign of bidder:

Name of bidder:

Firm's Name with stamp:

Date:

Place: