

(MDIG/IS/2025-26/dated 9th April 2026)



LIMITED TENDER DOCUMENT

for

" SUPPLY OF CUSTOMISED T-SHIRTS AT MDI GURGAON"

Last Date of submission of filled tender to MDI Gurgaon: 19/04/2026 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 CUSTOMISED T-SHIRTS AT MDI GURGAON"

Management Development Institute Gurgaon, (hereinafter referred to as the “**Institute**”) invites bids from the Manufacturers/Reputed dealers of T-Shirts in “**Single Bid System**” strictly in the format attached in the tender document for “**Supply of Customised T-Shirts at MDI Gurgaon**”.

The limited tender document can be downloaded from Management Development Institute Gurgaon website: <https://mdi.ac.in/tenders> from **9th April, 2026/ 11 a.m.** onwards.

Duly filled bids along with enclosures to be sealed in an envelope super scribed as “**SUPPLY OF CUSTOMISED T-SHIRTS AT MDI GURGAON**” addressed to **Chief Administrative Officer (Institutional Services), Management Development Institute, Mehrauli Road, Sukhrali, Gurgaon -122007** (Haryana), should be delivered through Speed post/ by hand in the tender box kept at Takshashila building latest by **19th April, 2026/3 p.m.** Samples of T-Shirts, as per the specifications mentioned in Annexure “A”, must also be submitted along with the bid.

Important Information Related to Tender

S.NO.	INFORMATION	DATES
1.	Date of Publishing of Limited Tender	9th April, 2026/ 11 a.m. onwards
2.	Date & Time of closing of Tender/ Last date of bid submission	19th April, 2026 up to 3 p.m.
3..	Period of validity of Bid	90 days from the date of closing of Tender
4.	Bid submission address through speed post /by hand only	Chief Administrative Officer (Institutional Services), Management Development Institute, Mehrauli Road, Sukhrali, Gurgaon -122007 (Haryana)
5.	Contact no. for any clarification on any working day (Monday – Friday) between 9:30 a.m. – 5:30 p.m.	0124-4560519

SCOPE OF WORK

- 1) Supply of Customised T-Shirts as per samples approved to MDI Gurgaon across the financial year 2026-27, as per requirement of the Institute.
- 2) Total estimated requirement: approx. 4500 during financial year 2026-27.
- 3) Minimum order quantity per purchase order: 50 T-Shirts.
- 4) In case of any design/color change the agency will accept the same without any additional cost to the institute. The quality of customized T-Shirts will remain same.

ELIGIBILITY CRITERIA:

- 1) The bidder should have an establishment/ manufacturing unit at NCR/Haryana and should be able to deliver the awarded items on time at MDI Gurgaon. Please enclose documents in support of establishment proof. (Annexure “1”)
- 2) Should be registered with Income Tax and GST departments. Please submit the necessary document proof. (Annexure “1”)
- 3) Should have their own Bank Account. Please submit a cancelled cheque. (Annexure “1”)
- 4) The agency should have Average Annual Turnover Rs. 50 Laks for similar category work during F.Y. 2023-24, 2024-25 & 2025-26. Please attach balance sheet and CA certificates as per Annexure “2”.
- 5) The agency/ vendor or any of its partners /directors etc. should not have been blacklisted/ debarred by any of the Government agencies/MNCs/ Educational Institutes. Please submit Annexure “3” on the agency letterhead, duly signed by authorised person with official stamps.
- 6) Startups recognized by Department for Promotion of Industry and Internal Trade (DPIIT) are exempted from the criteria of **prior experience and prior turnover** as mentioned at Sr. No. 4 above, subject to meeting other criteria mentioned in the tender document, the prescribed quality and meeting technical specifications at Annexue ‘A’ of the tender. Please enclose self attested copy of “**DPIIT Startup Certificate**” alongwith bid document.

GENERAL TERMS & CONDITIONS

- 1) Price should be quoted for “Supply of Customized T-Shirts at MDI Gurgaon” strictly in Annexure “4” only without any overwriting/erasing/cutting. Use of white fluid/ correction fluid/ correction tape is strictly prohibited.
- 2) The rates quoted should be inclusive of Packaging, delivery charges, and freight charges up to MDI Gurgaon.
- 3) Price bid should be valid for a minimum period of 90 days.
- 4) Conditional bids will not be accepted.
- 5) 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.
- 6) 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 entrained.
- 7) 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 Bid document.

- 8) If any dispute arises, Director, MDI Gurgaon or its nominated competent authority decision shall be final and binding on both the parties.
- 9) The Specifications of items offered by the bidder must exactly tally with the specifications mentioned in Annexure "A". Different specification will not be accepted.
- 10) Supplies shall be accepted subject to the complete satisfaction of MDI Gurgaon. Any defect found in the items 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.
- 11) Please submit all the pages of this Limited Tender document duly signed in blue/black ink by the authorized signatory with official stamps on each page alongwith the Bid document and samples of T-Shirts as per specifications mentioned in Annexure "A".

Chief Administrative Officer (Institutional Services)

T-SHIRT Specifications

Fabric: Treated cotton/ Polyester cotton

Fabric Weight & Thickness: 220 Gsm

Collor lining & sleeve tipping

Color : Wine, Black, Blue or any other color of MDI Choice

Branding : MDI Logo in Screen Print/ Embroidery or equivalent in front & on arm

T-SHIRT IMAGE (For reference only)

Front View



Back View



Logo placements



Collor design



Bidder Details Performa
(To be printed on the agency letter head)

S.No	Description (Attach self-attested certificate)	Information
1	Name of Supplier Agency	
2	Name of Proprietor	
3	Full Address of Establishment/ Manufacturing Unit/ Dealer Office: Telephone No.: FAX No.:	
4	Banker of the Agency. Attach cancelled cheque	
5	PAN No. : (Attach attested copy)	
6	GST Registration No (Attach attested copy)	

Signature of authorized person

Date:

Name:

Place:

Office Seal:

AVERAGE ANNUAL TURNOVER

(On the Letter Head of CA Firm)

Financial Year	Annual Income/Turnover Amount (Rs.)	Average Annual Turnover Amount (Rs.)
2023-24		
2024-25		
2025-26		

Signature of CA Firm

Name:

Date:

Place:

Office 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 black listed or debarred and not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government agencies/MNCs/ Educational Institutes.

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 agencies/MNCs/ Educational Institutes on the date of rate quotation submission, including violation of relevant Labour laws.

In case, if at any stage, the above is found to be incorrect the Institute at its own discretions may initiate suitable action against us, including cancellation of empanelment.

Thanking you,

Signature
Name of the authorized person

PLACE:.....
DATE:.....

Official seal

FINANCIAL BID**" SUPPLY OF CUSTOMISED T-SHIRTS AT MDI GURGAON"****(To be printed on the agency letter head)**

Sl. No.	Item Description	Tentative Quantity (A)	Rate per T-Shirt (INR) (Exclusive of GST) (B)	Total Amount (INR) (Exclusive of GST) (C) = (A x B)	GST % (D)	Gross Amount (INR) (Inclusive of GST) (E) = (C + D)
1.	Customized T-Shirts Fabric: Treated cotton Fabric Weight & Thickness: 220 Gsm Collor lining & sleeve tipping Color : Wine, Black, Blue or any other color of MDI Choice Branding : MDI Logo in Screen Print/ Embroidery or equivalent in front & on arm	Approx. 4500 Nos. (through out the year}				
2.	Customized T-Shirts Fabric: Polyster cotton Fabric Weight & Thickness: 220 Gsm Collor lining & sleeve tipping Color : Wine, Black, Blue or any other color of MDI Choice Branding : MDI Logo in Screen Print/ Embroidery or equivalent in front & on arm	Approx. 4500 Nos. (through out the year}				

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

CHECKLIST FOR BIDDER
(To be submitted with Bid Document)

Sl. No.	Details	Document attached Mention YES / NO
a.	Self-Attested copies of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address evidencing its location in Delhi/NCR for the month of April 2024 and March 2026 (02 only).	
b.	Self-attested copies of the GST certificate and PAN.	
c.	Bidder Details Form, as per Annexure “1”	
d.	Average Annual Turnover - Financial Years 2023-24, 2024-25, and 2025-26, in support of eligibility criteria mentioned, from a registered practicing Chartered Accountant, as per Annexure “2”	
e.	Cancelled Cheque of the banker of the agency	
f.	Self-Declaration/Non blacklisting of the agency, as per the format at Annexure “3”	
g.	TENDER Document dully signed with official stamps on all the pages to be submitted in original.	
h.	Samples of T-Shirts as per specifications.	
i.	For startups recognized by Department for Promotion of Industry and Internal Trade (DPIIT)- please enclose self attested copy of “ DPIIT Startup Certificate ”	

Signature of the authorized person of the bidder agency

Name :

Place :

Date :

Official seal