

(MDIG/IS/2026-27/dated 18 June 2026)



LIMITED TENDER DOCUMENT

for

**" PRINTING & SUPPLY OF ANSWER SHEETS AT MDI
GURGAON"**

Last Date of submission of filled tender to MDI Gurgaon: 03/07/2026 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 sealstamped on each page).

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

**LIMITED TENDER
FOR
" PRINTING & SUPPLY OF ANSWER SHEETS AT MDI
GURGAON"**

Management Development Institute Gurgaon, (hereinafter referred to as the “**Institute**”) invites bids from the printing agencies operating in Delhi/NCR, in “**Single Bid System**” strictly in the format attached in the Tender document for “Printing & Supply of Answer Sheets at MDI Gurgaon”.The details are provided at Annexure “A”.

The Limited Tender document can be downloaded from Management Development Institute Gurgaon website: <https://mdi.ac.in/tenders> from 18th **June, 2026/ 11 a.m.** onwards.

Duly filled bids along with enclosures to be sealed in an envelope super scribed as “**PRINTING & SUPPLY OF ANSWER SHEETS 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 Reception/ Despatch Office, Scholars building, MDI Gurgaon latest by **03rd July, 2026 upto 3 p.m.** A sample paper (A4 size) of answersheet, as per the specifications mentioned in Annexure “A”, must necessarily be submitted along with the financial bid (Annexure “D”).

Important Information Related to Tender

S.NO.	INFORMATION	DATES
1.	Date of Publishing of Limited Tender	18th June, 2026/ 11 a.m. onwards
2.	Date & Time of closing of Tender/ Last date of bid submission	03rd July, 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

The selected printing agency shall undertake the printing, serial numbering, binding, packing, and delivery of Examination Answer Sheets and Supplementary Answer Sheets at MDI Gurgaon as per the approved specifications provided by the Institute as per details mentioned below:

1. Printing of 1,00,000 Examination Answer Sheets and 20,000 Supplementary Answer Sheets on 95 GSM Agriculture Waste Paper.
2. Submission of a proof/sample for approval by the institute before bulk printing.
3. Packing, transportation, unloading, and delivery of the printed material at MDI Gurgaon.
4. Ensuring consistency in printing quality, paper quality, finishing, and serial numbering.
5. Completion of the entire work within the delivery schedule specified in the Purchase Order.

ELIGIBILITY CRITERIA:

1. The bidder should be a reputed printing agency having an establishment/printing unit in Delhi/NCR and should be capable of good quality printing and delivering the Examination Answer Sheets and Supplementary Sheets within the stipulated timeline at MDI Gurgaon. Please enclose documentary proof of establishment. (Annexure "B")
2. The bidder should be registered with Income Tax and GST Departments. Please submit self-attested copies of PAN and GST Registration Certificate. (Annexure "B")
3. The bidder should have its own Bank Account. Please submit a cancelled cheque along with the bid document. (Annexure "B")
4. The agency should have Average Annual Turnover of at least Rs. 25 Lakhs from printing/printing-related works during the Financial Years 2023-24, 2024-25 and 2025-26. Please attach copy of Income tax returns in respect of Financial Years 2023-24, 2024-25 & 2025-26 and CA Certificate. (Annexure "C")
5. The agency should have experience in printing books, answer sheets, examination stationery, brochures, annual reports, magazines, catalogues or similar printing works. Copies of at least three work orders/completion certificates executed during the last three years may be enclosed in support of experience. (Annexure "D")
6. Startups recognized by the 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 and 5 above, subject to meeting all other eligibility criteria, prescribed quality standards, and technical specifications mentioned in Annexure "A" of the tender. A self-attested copy of the valid DPIIT Startup Recognition Certificate must be enclosed with the bid document.

GENERAL TERMS & CONDITIONS

1. Price should be quoted for “Printing & Supply of Answer Sheets at MDI Gurgaon” strictly in Annexure “E” 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 entertained.
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 official 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 published 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 bidder authorized signatory, with official stamps on each page, alongwith the Bid document and a sample paper (A4 size) of answersheet as per specifications mentioned in Annexure “A”.

Chief Administrative Officer (Institutional Services)

" PRINTING & SUPPLY OF ANSWER SHEETS AT MDI GURGAON"

ANSWER SHEETS SPECIFICATIONS

Examination Answer Sheets Specifications

- Paper: 95 GSM Agriculture Waste Paper
- Format: 6 Sheets (12 Pages) including Cover Page
- Size: 22.3 cm × 28.5 cm
- Binding: Central stitching with two pins
- Serial Numbering: Each answer sheet shall carry a unique serial number

Supplementary Answer Sheets Specifications

- Paper: 95 GSM Agriculture Waste Paper
- Format: 2 Sheets (4 Pages)
- Size: 22.3 cm × 28.5 cm
- Binding: Not Applicable
- Serial Numbering: Not Applicable

EXAMINATION ANSWER SHEETS IMAGE (FOR REFERENCE ONLY)

S.No. A 092423

MDI Management Development Institute
GURGAON

GRADUATE PROGRAMMES
EXAMINATION ANSWER BOOK

Name..... Name of the Course

Roll No. Name of the faculty (Prof./Dr.)

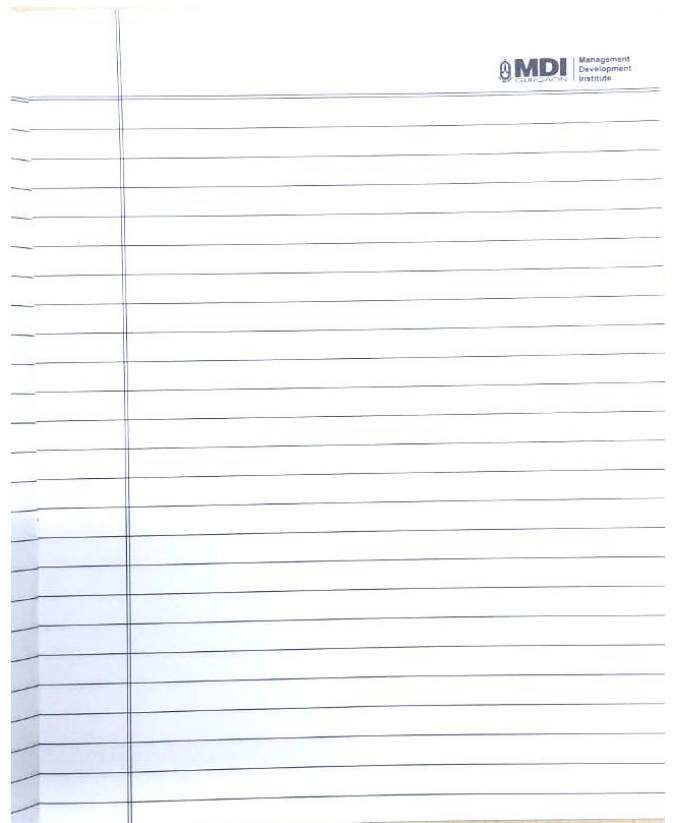
Section Term

Batch Date

No. of Additional sheets Attached

Question No.	Maximum Marks	Marks Secured	Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Total			

(Signature of Invigilator) (Signature of Examiner)



Front Page

Inside Page

" PRINTING & SUPPLY OF ANSWER SHEETS AT MDI GURGAON"

Bidder Details Performa

(To be printed on the agency letter head)

S.No	Description (Attach self-attested certificate)	Information
1	Name of Printing Agency	
2	Name of Proprietor	
3	Full Address of Establishment/ Printing Unit: Telephone No.: FAX No.:	
4	Banker of the Printing 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:

" PRINTING & SUPPLY OF ANSWER SHEETS AT MDI GURGAON"

AVERAGE ANNUAL TURNOVER

(To be printed 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		

Please enclose copy of Income tax returns in respect of Financial Years 2023-24, 2024-25 and 2025-26.

Signature of CA Firm

Name:

Date:

Place:

Office Seal

" PRINTING & SUPPLY OF ANSWER SHEETS AT MDI GURGAON"**EXPERIENCE PROOF DETAILS OF WORK ORDERS**
SUCCESSFULLY EXECUTED**(To be printed on the agency letter head)**

Sl. No.	Name of the Client, Address, Telephone No. & Name/ Designation/Tel. No. of the Concerned Officer	Details of Work Order (Printing of Books, Answer Sheets, Examination Stationery, Brochures, Annual Reports, etc.) along with Date	Work Order Amount exclusive tax (Rs.)
	F.Y. 2023-24		
1.			
2.			
3.			
4.			
	F.Y. 2024-25		
1.			
2.			
3.			
4.			
	F.Y. 2025-26		
1.			
2.			
3.			
4.			

(ATTACH EXTRA SHEETS IF NECESSARY)

Signature of authorized person of Agency

Name:

Place:

Date:

Official Seal

FINANCIAL BID

" PRINTING & SUPPLY OF ANSWER SHEETS AT MDI GURGAON"

(To be printed on the agency letter head)

Sl. No.	Item Description	Tentative Quantity (Nos.) (A)	Rate per Answersheet (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.	Examination Answer Sheets <ul style="list-style-type: none"> • Paper: 95 GSM Agriculture Waste Paper • Format: 6 Sheets (12 Pages) including Cover Page • Size: 22.3 cm × 28.5 cm • Binding: Central stitching with two pins • Serial Numbering: Each answer sheet shall carry a unique serial number 	1,00,000				
2.	Supplementary Answer Sheets <ul style="list-style-type: none"> • Paper: 95 GSM Agriculture Waste Paper • Format: 2 Sheets (4 Pages) • Size: 22.3 cm × 28.5 cm • Binding: N/A • Serial Numbering: N/A 	20,000				

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

" PRINTING & SUPPLY OF ANSWER SHEETS AT MDI GURGAON"**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/May 2026.	
b.	Self-attested copies of the GST certificate and PAN.	
c.	Bidder Details Form, as per Annexure "B"	
d.	Cancelled Cheque of the banker of the agency	
e.	Average Annual Turnover - Financial Years 2023-24, 2024-25, and 2025-26, in support of eligibility criteria mentioned, along with copy of Income tax returns in respect of Financial Years 2023-24, 2024-25 & 2025-26 and CA Certificate, as per Annexure "C"	
f.	Copies of at least three work orders/completion certificates executed during the last three years on the organizations letter head (provided similar printing services) during financial years i.e. 2023-24, 2024-25 and 2025-26, as per Annexure "D"	
g.	TENDER Document dully signed with official stamps on all the pages to be submitted in original along with the financial bid as per Annexure "E"	
h.	Sample paper (A4 size) of Answersheet 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