

# Management Development Institute Gurgaon

(MDIG/IS/2026-27 dated 02.07.2026)

## LIMITED TENDER FOR EMPANELMENT OF VENDORS 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 a vision to be a ‘Global Business School’, a center of excellence in management education, high-quality research, Executive Management Development programmes, and value-added consultancy.

The Institute invites bids from the reputed vendors/ agencies in “Single Bid System” strictly in the format attached in the Tender document for “Empanelment for supply of stationery items at MDI Gurgaon” from time to time.

Tender document can be downloaded from Management Development Institute Gurgaon website: <https://mdi.ac.in/tenders> from 02.07.2026, 11 a.m. onwards and the same duly filled along with enclosures to be sealed in an envelope super scribed as “EMPANELMENT OF VENDORS/ AGENCIES FOR SUPPLY OF STATIONERY ITEMS 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 Reception/ Despatch Office, Scholars building, MDI Gurgaon latest by 20.07.2026 up to 3 p.m.

### IMPORTANT INFORMATION RELATED TO TENDER

S.NO.	INFORMATION	DATES
1.	Date of Publishing of Tender	02.07.2026
2.	Bid Document Download from website	02.07.2026/ 11 a.m. onwards <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	20.07.2026 upto 3 p.m.
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 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/ 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 Self-Declaration for Non-Blacklisting (Annexure “C”) 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 hike prices of any item 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 the 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 requirement 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) Payment shall be made after receipt of complete items mentioned in the purchase orders, and due inspection by the nominated official of MDI Gurgaon and the original invoice. No advance payment shall be made.
  - 14) If any dispute arises, Director, MDI Gurgaon decision shall be final and binding on both the parties.
  - 15) The Specifications of stationery items offered by the bidder must exactly tally with the specifications mentioned in the tender document (Annexure "A")
  - 16) 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 will 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.
  - 17) A copy of the Limited Tender downloaded from the MDI Gurgaon website signed by the authorized signatory and official stamped should be attached with the enclosures kept in sealed envelope.

**Chief Administrative Officer (Institutional Services)**

## EMPANELMENT OF VENDORS FOR SUPPLY OF STATIONERY ITEMS AT MDI GURGAON

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- Big	NOS	50				
14	Calculator Casio MJ- 120Da, 12 steps- Medium Size	NOS	50				
15	CD Marker (Black), Cello Permaline	Nos.	100				

Sr. No.	Item Details	Unit	Tentative quantity required during a year	Unit Cost (Rs.)	Total Cost (Rs.)	GST %	Total cost Inclusive of GST (Rs.)
16	CELL AA (Duracell) (MN1500/1.5V)	NOS	2000				
17	CELL AAA (Duracell) (MN2400/1.5V)	NOS	1500				
18	CELLO TAPE (BIG-1") (24mm, 50 mtrs.-Self Adhesive Tape)	NOS	500				
19	CELLO TAPE (BIG-2") (50.8mm, 50 mtrs.-Self Adhesive Tape)	NOS	50				
20	CELLO TAPE (BROWN) (2"-35 mtrs)	NOS	150				
21	CELLO TAPE (SMALL) (Size:12mm , 18.3 mtrs- 20 Yard)	NOS	200				
22	Cello Tape Dispenser	No	50				
23	CHALK BOX (Vidyarthi-Non Dust Chalk-White/Coloured)	BOX	50				
24	CLOTH DUSTER (Cotton-17"x18")	NOS	400				
25	COMPUTER LABEL PACKET (1 Pkt =1000 Labels) (89X35X2) (Royal)	NOS	50				
26	CORRECTION FLUID (Camlin Cover It-Correction Pen)	NOS	100				
27	DAMPER SPONGE PLASTIC (As per sample)	NOS	30				
28	Double Sided Tape (Brand :3M) (1")	NOS	50				
29	DUSTBIN (Office Dustbin-Polyset)	NOS	20				
30	DUSTER MAGNETIC (Oddy-White Board Eraser Magnetic)	NOS	250				
31	DUSTER WOODEN (Good Quality)	NOS	50				
32	ENVELOP 10X 4 1/2 WINDOW with printing	NOS	4000				
33	ENVELOP 10X12 (A4) LAMINATED with printing	NOS	3000				
34	ENVELOP 10X4 1/2 WITHOUT WINDOW with printing	NOS	200				

Sr. No.	Item Details	Unit	Tentative quantity required during a year	Unit Cost (Rs.)	Total Cost (Rs.)	GST %	Total cost Inclusive of GST (Rs.)
35	ENVELOP 16X12 LAMINATED with printing	NOS	2000				
36	Faber-Castell Connector Pen (Sketch Pen) - Pack of 10 (Assorted)	Pkt	100				
37	FEVI STICK (8g-Pidilite)	NOS	400				
38	FILE BOARD (As per sample)	NOS	200				
39	FILE COVER (With Green Tags/With Clip) (As per sample)	NOS	100				
40	FILE INDEX (Neeraj-1008-With Kangaro Clip)	NOS	600				
41	FOLDER RED (As per sample)	NOS	500				
42	Certificate cum photo Folder, 29.5 x 22 cm, Cardboard thickness: 4mm (with a thin layer of foam), Rexene color: Blue, Printing: Single Color	Nos.	5000				
43	Folder Plastic (Solo Clear Holder-CH101-A4,Transparent)	NOS	5000				
44	Folder Paper L - Folder (SKU-LF021) . 30.5 (L) x 22 (W), Worldone.	NOS	1000				
45	Folder Cardboard, L - Folder, 31.5 cm x 22.6 cm, KCJ, CB-101	NOS	1000				
46	Paper L - Folder (SKU-LF021) . 30.5 (L) x 22 (W), Worldone.	NOS	500				
47	GIFT PAPER (30"x20") (As per sample)	NOS	500				
48	Gift Bags, Cardboard, Size A5	NOS	50				
49	Gift Bags, Cardboard, Size A4	NOS	50				
50	Gift Bags, Cardboard, Size A3	NOS	50				
51	Glass bottle- borosilicate, Borosil, 550ml (Transparent), SS Lid	NOS	500				
52	Glass Tumbler, 8G(Transparent)	NOS	50				
53	GUM BOTTLE (BIG) (Camlin-700ml)	NOS	10				

Sr. No.	Item Details	Unit	Tentative quantity required during a year	Unit Cost (Rs.)	Total Cost (Rs.)	GST %	Total cost Inclusive of GST (Rs.)
54	JK Excel Bond A4 500 Sheets 100 GSM	Pkt	50				
55	Legal Paper, DO Paper, 100 GSM, 500 Hundred Papers	Rim	100				
56	LETTER HEAD (4 Color Printing, Size - A4, 100 GSM DO Paper, 100 sheets per packet), Digital Printing	Pkt	20				
57	Minute sheets	Pkt	10				
58	Notice Board Soft, 2'x3' Blue/Red Color with Aluminium frame	No.	20				
59	Notice Board Soft, 3'x3' Blue/Red Color with Aluminium frame	No.	50				
60	Notice Board Soft, 3'x4' Blue/Red Color with Aluminium frame	No.	50				
61	Notice Board Soft, 3'x5' Blue/Red Color with Aluminium frame	No.	50				
62	Numeric Separators (1-10) Diplomat	Set	100				
63	Numeric Separators (1-15) Diplomat	Set	100				
64	Numeric Separators (1-20) Diplomat	Set	100				
65	Numeric Separators (1-31) Diplomat	Set	100				
66	Numeric Separators (1-5) Diplomat	Set	100				
67	Office Tray Plastic (Omega-Elegant-1746)	NOS	50				
68	PAD GRAPH PAPER (1 Packet=25 Sheets-Neelgagan/Lotus)	PKT	50				
69	PAD PHILIP CHART (Saraswati-25 SheetFlipChart/25mm GR Sheet)	NOS	20				
70	PAD POST-IT 3M (Sticky Notepad-Size:7.6cmx7.6cm, 100 Sheet)	PKT	500				
71	Paper Weight Acrylic Sheet With Fine Polish & Special Carving Design 5x5x2.5 CM	NOS	100				

Sr. No.	Item Details	Unit	Tentative quantity required during a year	Unit Cost (Rs.)	Total Cost (Rs.)	GST %	Total cost Inclusive of GST (Rs.)
72	PEN HIGH LIGHTER (Camlin Yellow/Green/Orange/Blue/Pink)	NOS	300				
73	PEN ORDINARY (Reynolds:045- Colours Blue/Black/Red)	NOS	5000				
74	PEN PERMANENT MARKER (Camlin- Permanent Marker- Black Bold-E)	NOS	150				
75	PEN PILOT BLUE (Luxor-Pilot Hi-Tecpoint 05) with MDI Branding	NOS	4000				
76	PEN WHITE BOARD MARKER (Faber Castell Colours- Blue/Black/Red/Green)	NOS	3000				
77	PENCIL (HB- Faber Castell Black Matt-1112-Length 174mm)	NOS	2000				
78	PENCIL CELL (Eveready Red- AA 1015 /R6/1.5 V/Heavy Duty)	NOS	500				
79	PENCIL ERASER (Apsara Non Dust Eraser 102300012)	NOS	200				
80	Pendrive- SanDisk Ultra 32 GB USB 3.0	NOS	20				
81	Pendrive- SanDisk Ultra 64 GB USB 3.0	NOS	20				
82	Pendrive- SanDisk Ultra 128 GB USB 3.0	NOS	20				
83	Pens- Uni 1.0, Sx-210 Black,Jet Stream	No.	20				
84	Pen stand- plastic	NOS	20				
85	PHOTOSTAT PAPER A-4 (75 GSM- JK Copier/21cmx29.7cm 500 Sheet)	RIM	2000				
86	PIN CUSHION/Magnetic Box (Kebica Stationery-Oscar KOD2035)	NOS	20				
87	PLASTIC ROPE (500 gms packet)	BDL	10				
88	PLASTIC SCALE (Nataraj -621 30cm/15 cm-Transparent))	NOS	100				
89	POCKETS SOLO (solo Topnotch Pockets-Item SP201 TWT)	PKT	10				

Sr. No.	Item Details	Unit	Tentative quantity required during a year	Unit Cost (Rs.)	Total Cost (Rs.)	GST %	Total cost Inclusive of GST (Rs.)
90	PUNCHING MACHINE DOUBLE (Kangaro-DP-600 Punch)	NOS	50				
91	REGISTER ORDINARY-1 Q(Full Bittoo/Neelgagan/Lotus-96 P)	NOS	150				
92	REGISTER ORDINARY-2 Q(Full Bittoo/Neelgagan/Lotus-192 P)	NOS	150				
93	REGISTER ORDINARY-3 Q(Full Bittoo/Neelgagan/Lotus-288 P)	NOS	150				
94	REGISTER ORDINARY-4 Q(Full Bittoo/Neelgagan/Lotus-384 P)	NOS	150				
95	RFID Slip printer rolls (Pack of 10)	NOS	50				
96	RING FOLDER Worldone-SKU-RB-400 (Colour-Blue)	NOS	300				
97	RUBBER BAND (Poly Rubber Bands-4"- 500 gm each)	PKT	50				
99	Sakura Name tags	Nos.	1000				
100	Scissor (Saya OSKR SY-SC07- Stainless Steel Classic Scissors) 7.5"	NOS	250				
101	SHARPNER (Apsara-Long Point Sharpener 103410001)	NOS	400				
102	Solo MC- 112 My Clear Bag (Button Folder)	NOS	50				
103	Solo RF 101 A4 Report File	No.	100				
104	Spiral PAD WRITING BIG (As per sample) 40 leaves	NOS	500				
105	Spiral PAD WRITING SMALL (As per sample) 40 leaves	NOS	1000				
106	STAMP PAD (Colour-Violet, Size 7x11cm)	NOS	20				
107	STAMP PAD INK (Colour-Violet)	NOS	10				
108	STAPLE PIN (Kangaro-Munix-No.10-1M Staples)	BOX	200				
109	STAPLER (MAX-Stapler HD-10-Made in Japan)	NOS	200				
110	Stapler Kangaro HD-10 D	No.	50				

Sr. No.	Item Details	Unit	Tentative quantity required during a year	Unit Cost (Rs.)	Total Cost (Rs.)	GST %	Total cost Inclusive of GST (Rs.)
111	Stapler Kangaro HP-45	NOS	10				
112	Stock Register 6 Quire	NOS	2				
113	Stock Register 4 Quire	NOS	2				
114	Stock Register 2 Quire	NOS	2				
115	TAG BIG GREEN (As per Sample)	BNC	20				
116	TAG SMALL WHITE (As per Sample)	BNC	20				
117	THERMOS FLASK (Milton-Viva-Tuff Jug-1000)	NOS	50				
118	TORCH CELL (Eveready-Red D1050/R20/Heavy Duty)	NOS	20				
119	White Board Stand (Triangular Type)	No.	20				
120	White Board, Magnetic, 3 x 2 (High Quality)	No.	50				
121	White Board, Magnetic, 4 x 3 (High Quality)	No.	50				
122	White Board, Magnetic, 6 x 4 (High Quality)	No.	50				
123	YELLOW DUSTER (30"x30") (Good Quality)	NOS	20				

Name and sign of the authorized person  
of Vendor/ Agency

Place: .....

Date: .....

Official Seal

**EMPANELMENT OF VENDORS FOR SUPPLY OF STATIONERY ITEMS AT MDI GURGAON**

**Bidder Details Performa**

**(To be printed on the agency letter head)**

<b>S.No</b>	<b>Description (Attach self-attested certificate)</b>	<b>Information</b>
1	Name of vendor/ agency	
2	Name of Proprietor	
3	Full Address of Establishment/ Office: Telephone No.: FAX No.: E-Mail Address :	
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:

**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