

## Notice Inviting Tender



### Management Development Institute Gurgaon

**Ref. No.:** MDI/CC/2026-27/UPS/07

**Date:** 19.10.2026

**Sub:** Invitation of sealed quotations for offline UPS for MDI Gurgaon.

#### Tender Schedule

|                                    |                                                                                                                             |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Bid System</b>                  | Single Bid<br>(Superscribe on the sealed envelope "Bid for SITC of offline UPS for MDI Gurgaon")                            |
| <b>Last Date of Bid Submission</b> | 26.10.2026, 3:00 PM                                                                                                         |
| <b>Bid should be addressed to</b>  | Senior Systems Analyst<br>MANAGEMENT DEVELOPMENT INSTITUTE<br>Mehrauli Road, Sukhrali<br>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>

**General Condition and Terms of the Tender are as under:**

- 1) The bid should be submitted on company letter head and should be submitted duly signed by the authorized person.
- 2) The financial bid shall be valid for at least 90 Days. Institute will not entertain any request in respect of escalation of price due to any reason whatsoever.
- 3) The items should be supplied and installed at MDI Campus, Gurgaon, nothing extra shall be paid towards the cartage, packing, forwarding, Octroi etc.
- 4) In case any item is found to be defective /substandard, the same shall be rejected. Institute shall not make any payment for such items and shall be removed from the site immediately.
- 5) MDI reserve the right to accept or reject any or all the quotations without assigning any reason whatsoever.
- 6) In case the items are not delivered and installed within due date then penalty shall be imposed @ Rs. 1,000/- for each day subject to a maximum of Rs. 10,000/- (Rs. Ten thousand only).
- 7) MDI reserves the right to exclude any item or increase/decrease the number of items at the time of placing the order.
- 8) MDI reserves the right to allot/cancel the tenders invited as it may consider deem fit and proper and to reject the tenders/applications without assigning any reasons at any stage.
- 9) No bid will be accepted on email. The bid must be submitted in hard copy in a sealed invoice superscribing "Bid for SITC of offline UPS for MDI Gurgaon"

**10) MDI may, at its discretion, extend the date for submission of the bid.**

**11) Acceptance and Withdrawal**

The final acceptance of the tender would entirely vest with MDI, who reserves the right to accept or reject any tender, without assigning any reason whatsoever. There is no obligation on the part of MDI to communicate in any way with rejected bidders. After acceptance of the tender by MDI, the bidder shall have no right to withdraw his tender or claim higher price.

- 12) Bids received with incomplete information is liable for rejection.
- 13) The Institute reserves the right not to disclose names and rates of successful bidder.
- 14) Any Bid received by MDI after the deadline for submission of bids will be summarily rejected.
- 15) 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.

**16) Eligibility Criteria**

- The bidder should be a Company registered in India.

- The bidder should have a good reputation in the market and their clientele shall preferably include reputed University/ Institute / PSU/ Govt. etc.
- The bidder should have appropriate support relationship with OEM Channel/Service partner etc. and must submit OEM authorization documents.
- The bidder should have executed at least three similar work order of same or higher value during the last three years.

#### **17) Evaluation Procedure and Selection of Bidder**

- The work would be awarded to the L1 Tender.
- **Bid Rejection Criteria:** The bid shall conform generally to the specifications and terms and conditions given in this document. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected
  - Non submission of signed & stamped tender documents on each and every page
  - Submission of unsigned financial bid.
  - Not submitting OEM Authorization for the product quoted
  - Bid(s) not complying with general conditions and terms of tender will be rejected.
  - The bidder should quote for all the items mentioned in the tender, failing which, their offer will be rejected.
  - The bidder should have executed at least three similar work order of same or higher value during the last three years.
  - The bidder should not have been barred/ blacklisted by any Central/ State Government departments/ Organizations/ PSUs/ University/ Institute. Declaration On letterhead as per format given in Format-2

#### **18) Payment Terms:**

- 95% (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
- Balance 5% will be paid after one month of the SITC

Name of Authorized Signatory)  
(Designation of Authorized Signatory)  
(Name of Vendor)  
Signature & Stamp.....

Date:

Place:

## Format-1

**Organizational Contact Details. Submit documentary evidence for each of the following**

| S. No | Description                                                                                                                                                          | Remarks (Required in all row, any row left blank without response would lead to rejection of bid) |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| 1.    | Name of Organization (Profile to be submitted)                                                                                                                       |                                                                                                   |
| 2.    | Year of establishment (Incorporation Certificate to be submitted)                                                                                                    |                                                                                                   |
| 3.    | Number of employees                                                                                                                                                  |                                                                                                   |
| 4.    | Main areas of business                                                                                                                                               |                                                                                                   |
| 5.    | Type of Organization Firm/ Company/ registered under the Indian Companies Act, 2013 (Copy of registration document)                                                  |                                                                                                   |
| 6.    | Whether MSME?                                                                                                                                                        |                                                                                                   |
| 7.    | Udyam Registration No. (copy to be submitted)                                                                                                                        |                                                                                                   |
| 8.    | PAN No (copy to be submitted)                                                                                                                                        |                                                                                                   |
| 9.    | GST No. (copy to be submitted)                                                                                                                                       |                                                                                                   |
| 10.   | Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous bodies/ IITs & IIMs/Reputed Educational Institutes in India. |                                                                                                   |
| 11.   | Average Turnover (Rs. In Lakhs) (CA Certificate to be submitted)<br>2023-24<br>2024-25<br>2025-26                                                                    |                                                                                                   |
| 12.   | List of 3 Clients of similar works (Work Order/ Completion Certificate to be submitted)<br>Client 1<br>Client 2<br>Client 3                                          |                                                                                                   |
| 13.   | Address of registered office with telephone no. & E-mail                                                                                                             |                                                                                                   |
| 14.   | Address of offices - in Delhi NCR (if any)                                                                                                                           |                                                                                                   |
| 15.   | Authorized Contact Person<br>Name:<br>Telephone no.<br>E-mail ID                                                                                                     |                                                                                                   |
| 16.   | Whether Agreed to Scope of Work and Specifications in Format-2                                                                                                       |                                                                                                   |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 17. | Whether Tender document submitted signed and stamped on each page (Copy signed and stamped on each page as agreement of terms and conditions to be submitted)                                                                                                                                                                                                                                                                                              |             |
| 18. | Agreement to <b>payment terms</b> of the Tender <ul style="list-style-type: none"> <li>95% (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</li> <li>5% will be paid after one month of SITC.</li> </ul> |             |
| 19. | Make and Model of the Product Quoted (Attach Data sheet)                                                                                                                                                                                                                                                                                                                                                                                                   |             |
| 20. | Whether OEM Authorization Certificate submitted.                                                                                                                                                                                                                                                                                                                                                                                                           |             |
| 21. | Delivery period (please mention)                                                                                                                                                                                                                                                                                                                                                                                                                           | _____ Weeks |
| 22. | Installation period (please mention)                                                                                                                                                                                                                                                                                                                                                                                                                       | _____ Weeks |

Enclose: -

1. All documentary proofs for all the above points and place them in same serial order in the technical bid.

Name of Authorized Signatory)  
 (Designation of Authorized Signatory)  
 (Name of Vendor)  
 Signature & Stamp.....  
 Date:  
 Place:

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

## Format-2

### DECLARATION ON COMPANY LETTER HEAD

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 60 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, forfeiture of all dues including Earnest Money (EMD) and 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 of Technical 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.

Name of Authorized Signatory)  
(Designation of Authorized Signatory)  
(Name of Vendor)  
Signature & Stamp.....

Date:  
Place:

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

## Format-3

### Scope and Technical Specifications for SITC of offline UPS for MDIG

**\*Attach technical data sheet of all the products quoted**

#### A. New Items to be procured

| S. No. | Detailed Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Make and Model Quoted | Compliance                                                 | Mention Deviations (if any) |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------------------------|-----------------------------|
| 1.     | <p>Off line UPS 600VA with one-year standard warranty</p> <p>Output power capacity</p> <p>360 Watts / 600 VA Max Configurable Power (Watts)</p> <p>360 Watts / 600 VA Nominal Output Voltage 230V</p> <p>Output Frequency (not synced) 50 Hz Topology Line Interactive</p> <p>Waveform type Stepped up approximation to a sinewave</p> <p>Output Connections (3) India 3-pin 6A (Battery Backup)</p> <p>Transfer Time 6ms typical: 10ms maximum, Nominal</p> <p>Input Voltage 230V Input frequency 50 Hz Input frequency 50 Hz</p> <p>Input Connections India 3-pin 6A Cord Length 1 meters</p> <p>Number of Power Cords 1 Battery type Maintenance-free sealed Lead-Acid battery with suspended electrolyte: leakproof</p> <p>Typical Recharge Time 10 hour(s)</p> <p>RBC Quantity 1 Battery Volt-Amp-Hour Capacity 60</p> <p>Runtime View Runtime Graph Control panel</p> <p>LED Status display with On Line : On Battery Audible Alarm</p> <p>Alarm when on battery : distinctive low battery alarm</p> <p>Surge energy rating 240 Joules</p> <p>Net Weight 6 kg approx</p> <p>Color Black, Operating Environment 0 - 50 °C, Operating Relative Humidity 0 - 95 %, Storage Temperature (-15 to 50 °C), Storage Relative Humidity 0 - 95 % , Standard one year warranty RoHS Compliant, REACH</p> <p>Contains No SVHCs PEP Available in Documentation tab EOL I (APC/ Emerson/ Microtek)</p> |                       | Yes <input type="checkbox"/> / No <input type="checkbox"/> |                             |
| 2.     | Installation Testing & Commissioning inclusive of all Connectors, chargers, cables etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                       | Yes <input type="checkbox"/> / No <input type="checkbox"/> |                             |

Name of Authorized Signatory)  
(Designation of Authorized Signatory)  
(Name of Vendor)

Signature & Stamp.....

Date:

Place:

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

## Format-4

### Financial Bid Format

#### *Quote for SITC of offline UPS for MDIG*

| S. No. | Description of items as per details and specifications in Format-3                      | Qty* | Unit Price | Total Price Excl. GST | GST | Total Price Incl. GST |
|--------|-----------------------------------------------------------------------------------------|------|------------|-----------------------|-----|-----------------------|
| 1.     | Off line UPS 600VA with one-year standard warranty as per specifications in Format-3    | 50   |            |                       |     |                       |
| 2.     | Installation Testing & Commissioning inclusive of all Connectors, chargers, cables etc. |      |            |                       |     |                       |

\*Qty may increase or decrease. MDI may procure some, all or none of the items

Total Price in Figures: Rs. \_\_\_\_\_

Total Price in Words: Rupees \_\_\_\_\_

Delivery Time: \_\_\_\_\_

Installation & Commissioning Time: \_\_\_\_\_

- **Supply, Installation, Testing and Delivery:** At MDI Gurgaon, at site only
- All items should be quoted. Not quoting for any line item would lead to rejection of the bid
- 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
- **Quotation Validity:** 90 days from the last date of Submission of quotation/tender.

Name of Authorized Signatory)  
(Designation of Authorized Signatory)  
(Name of Vendor)  
Signature & Stamp.....

Date:

Place:

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