

Management Development Institute Gurgaon

(MDIG/IS/2023-24 dated 23.01.2024)

LIMITED TENDER FOR PRINTING & SUPPLY OF ANSWER BOOKS

Management Development Institute Gurgaon, (hereinafter referred to as the “**Institute**”) established in 1972, is a top-ranking business school in India with the 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. It is the first Indian Business School and second in Asia to be accredited by ‘Association of MBAs’ (AMBA), UK. Various surveys have consistently ranked MDI amongst the top 10 B-Schools of the country.

The Institute invites bids from the reputed Printing agencies in “**Single Bid System**” strictly in the format attached in the tender document for Printing & Supply of Answer books.

Tender form can be downloaded from Management Development Institute Gurgaon website: <https://mdi.ac.in/tenders> from **23rd January, 2024/ 3 p.m.** onwards and duly filled bids along with enclosures be submitted in a sealed envelope super scribed as “**PRINTING & SUPPLY OF ANSWER BOOKS**”. The bids should be delivered through speed post /by hand only to **Chief Administrative Officer (Institutional Services), Management Development Institute, Mehrauli Road, Sukhrali, Gurgaon -122007 (Haryana)** on or before by **30th January, 2024 up to 3 p.m.**

IMPORTANT INFORMATION RELATED TO TENDER

S.NO.	INFORMATION	DATES
1.	Date of Publishing of Tender	23rd January, 2024
2.	Bid Document Download from website	23rd January, 2024/ 3 p.m. onwards https://mdi.ac.in/tenders
3.	Date & Time of closing of Tender/ Last date of bid submission	30th January, 2024 upto 3 p.m.
4.	Period of validity of Tender	15 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 purchase@mdi.ac.in

GENERAL TERMS AND CONDITIONS

- 1) 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.
- 2) The rates quoted shall be inclusive of Packaging, delivery charges and freight up to site destination i.e. MDI Gurgaon.
- 3) Price bid should be valid for minimum 15 days.
- 4) Conditional bids are liable to be rejected.
- 5) 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.
- 6) The Institute, at its discretion, shall have liberty to bifurcate the items as per the lowest rates received, between the bidders. No correspondence/ enquiry shall be entrained.
- 7) Payment shall be made 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.
- 8) If any dispute arises, Director, MDI Gurgaon 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 the tender document- Annexure “A”. Different specification will not be accepted.
- 10) Supplies shall be accepted subject to the complete satisfaction of officials of MDI Gurgaon. Any defect found in the materials / stores supplied will render the supplies open to rejection. The rejected items shall have to be taken back by the vendor/ 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. Alternatively, the institute may, at its discretion purchase the items from other vendor/ agency at the risks and costs of the tenderer.
- 11) Bids received through email shall not be considered.

Chief Administrative Officer (Institutional Services)

Annexure A**PRICE BID****PRINTING & SUPPLY OF ANSWER BOOKS****(To be printed on the agency letter head)**

S.N.	Item Description	Tentative Quantity (A)	Rate per answer book (Rs.) Exclusive of GST (B)	Total Amount (Exclusive of GST) (C) (A x B)	GST% (D)	Total Amount (Rs.) (Inclusive of GST) (E) (C + D)
1.	Examination Answer book Specifications: a. Paper: 95 GSM Blarpur (as per MDI Answer sheet Page quality) b. Sheets: 8 Sheets (16 Pages) c. Size: 22.3 cm x 28.5 cm d. Stitching: Central e. stitching with two pins f. Sr. No. on each answer sheet g. Packing: poly pack packing of 100 answer sheets	1,00,000 Nos.				

Note:- The above quantity is tentative and may vary.

Name and sign of the authorized person
of Vendor/ Agency

Place:

Date:

Official Seal