

# Management Development Institute Gurgaon

(MDIG/IS/2024-25 dated 26.09.2024)

## LIMITED TENDER FOR EMPANELMENT FOR SUPPLY OF CARPENTRY & HARDWARE 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 the vision to be a ‘Global Business School’, a center of excellence in management education, high-quality research, executive management development programs, 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 among the top 10 B-Schools of the country.

The Institute invites bids from the reputed vendors and agencies in “**Single Bid System**” strictly in the format attached in the tender document for supplying the Carpentry & Hardware items in bulk to MDI Gurgaon from time to time.

The tender form can be downloaded from Management Development Institute Gurgaon website: <https://mdi.ac.in/tenders> from **26<sup>th</sup> September 2024** onwards and the same is duly filled along with enclosures in a sealed envelope super scribed as “**RATE QUOTATION FOR EMPANELMENT FOR SUPPLY OF CARPENTRY & HARDWARE ITEMS AT MDI GURGAON**” and should be delivered through speed post /by hand to **Chief Administrative Officer (Institutional Services), Management Development Institute, Mehrauli Road, Sukhrali, Gurgaon -122007 (Haryana)** latest by **8<sup>th</sup> October 2024 up to 1500 Hrs.**

### IMPORTANT INFORMATION RELATED TO TENDER

S.NO.	INFORMATION	DATES
1.	Date of Publishing of Tender	<b>26<sup>th</sup> September 2024</b>
2.	Bid Document Download from website	<b>26<sup>th</sup> September 2024/ 3 p.m. onwards</b> <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	<b>8<sup>th</sup> October 2024 upto 3 p.m.</b>
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 documents in support of establishment proof.
- 2) Should be registered with Income Tax and GST departments. Please submit the necessary document proof.
- 3) Should have their own Bank Account. Please submit a cancel cheque.
- 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 Annexure “B” 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 validity of the empanelment may be extended further for a period of two years on the mutually agreed rates on the same terms and conditions.
- 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 any hike in prices 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	Screw	5	5.5	6	6	5.5	<b>5</b>	Bidder A
2	Gitty	3	2.50	3	2.75	3.5	<b>2.50</b>	Bidder B
3	Nail	6	5	7	6	4.50	<b>4.50</b>	Bidder E
4	Aldrop	10	11	8	9	10	<b>8</b>	Bidder C
5	File	50	52	49	50	54	<b>49</b>	Bidder C
6	Hexa Blade	250	245	250	250	245	<b>245</b>	Bidder B&E
7	Teflon Tape	15	15.5	16	16	15.5	<b>15</b>	Bidder A
8	Hanger	26	25	27	26	24.50	<b>24.50</b>	Bidder E
9	Fevicol	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 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 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) The agency/ vendor should supply the items with proper packing and making for transit so as to be received at the destination without any loss or damage of the item/items.
- 14) Payment shall be made after receipt of complete items mentioned in the purchase orders, and due inspection by the nominated official of MDI Gurgaon. No advance payment shall be made.
- 15) The agency/ vendor shall not sublet, transfer or assign the tender or any part/item thereof without the written permission of the Director, MDI Gurgaon. In the event of the agency/ vendor contravening this condition, the Director, MDI Gurgaon has right to terminate the contract.
- 16) If any dispute arises, Director, MDI Gurgaon decision shall be final and binding on both the parties.
- 17) The Specifications of Carpentry & Hardware items offered by the bidder must tally with the specifications mentioned in the tender document (Annexure "A")
- 18) 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 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.

**Chief Administrative Officer (Institutional Services)**

**PRICE BID**  
(To be printed on the letterhead of the agency)

Sr. No.	Item Details	Specification	Unit	Tentative quantity required during a year	Unit Cost (Rs.)	Total Cost (Rs.)	GST %	Total cost Inclusive of GST (Rs.)
1	Aldrop (16mm x 300mm), Matt Finished	Aluminium	Nos.	50				
2	Aldrop 12 X 16 (Aldrop 16mm x 300mm, Matt Finished)	Aluminium	Nos.	50				
3	Aldrop 4'' (Chapka kunda)	Aluminium	Nos.	50				
4	Almirah handle 6''	White Metal, SS Finish	Nos.	50				
5	Almirah lock	MS	Nos.	50				
6	Almirah lock (Godrej)	SS 304	Nos.	50				
7	Chabka Kunda 4'' (AI)	Aluminium	Nos.	50				
8	Chair Wheel	(Wilson Deluxe- /Fly Rail Fixwel 936	Nos.	50				
9	Chair Wheel-Spring Type	Wilson Rode	Nos.	100				
10	Channel set, Telescopic 16''	Harrison	Set	50				
11	Chorsi 1 ¼'' with handle heavy duty	MS	Nos.	50				
12	Clothes hanger 6 pin	MS	Nos.	50				
13	Corner L Patti 4''	MS	Nos.	50				
14	Curtain road ¾'', Length 12'	Stainless Steel	Nos.	50				
15	Curtain road 1'', Length 12'	Stainless Steel	Nos.	50				
16	Curtain road Bracket side holder	MS, SS Finish						
17	Curtain road stand (wall to wall)	MS, SS Finish	Nos.	50				
18	Cutter blaid, Heavy duty 4'' wooden	JK/Extra Power	Nos.	50				
19	Cutter blaid, Heavy duty 6'' wooden	JK/Extra Power	Nos.	50				
20	Door Closer, Hydraulic	Dorset-DC 40 SM-Silver Satin	Nos.	100				
21	Door Handle (150mm Matt/Bright Finish)	Aluminium	Nos.	100				
22	Door Handle 6''	Aluminium	Nos.	50				
23	Door hinges 4''	MS Power Coated	Nos.	50				
24	Door lock road 3 ½'' ,As per sample	MS	Nos.	50				

Sr. No.	Item Details	Specification	Unit	Tentative quantity required during a year	Unit Cost (Rs.)	Total Cost (Rs.)	GST %	Total cost Inclusive of GST (Rs.)
25	Door Stopper (Double) (Size:38mm)	High Quality Door Fitting	Nos.	200				
26	Drill bit used for hammer machine	Hardend MS	Nos.	50				
27	Fastener 4'' 10mm	MS	Nos.	50				
28	Fevicol	Pedilite	KG	50				
29	File flat with handle Full Size	JK	Nos.	50				
30	File half round with handle Full Size	JK	Nos.	50				
31	Gitty 1 ½'' (100 piece) in Pkt	Plastic, SR	Pkt	50				
32	Gitty 2'' (100 piece) in Pkt	Plastic, SR	Pkt	50				
33	Gitty 35/8 (100 piece) in Pkt	Plastic, SR	Nos.	50				
34	Gitty 6/50 (100 piece) in Pkt	Plastic , SR	Pkt.	50				
35	Glass cutter set, heavy duty	Doorfix	Nos.	50				
36	Glass Kutcher hinges 6mm		Set	50				
37	Glass putty (Fixing of glass)		KG	50				
38	Hammer 300 Gm	MS	Nos.	50				
39	Hammer bit, 6mm (wall)	Extra Power	No.	50				
40	Hammer bit, 6mm (wooden)	Extra Power	Nos.	50				
41	Hammer bit, 8mm (wall)	Extra Power	No.	50				
42	Handle Mortice, Telco-7"	Harrison ( Finish BCP, Item No: 102)	Nos.	10				
43	Handle Table drawer 4''	Steel	Nos.	50				
44	Handle Window	MS	Nos.	100				
45	Hexa Blade	Engineer Make	Nos.	50				
46	Hinges (L-Bihari)Spring, Full Takker 4''	Harrison/ Hettich	Set	50				
47	Hinges ½''X ¾'' .6ft length	MS, SS Finish , Doorfit	Nos.	50				
48	Jali cutter	10"	Nos.	50				
49	Jali Window 30'X 4'	SS, Arihant	Nos.	50				
50	Knob 1 ½''		Nos.	50				
51	Lock 60mm	Link Atoot-60	Nos.	50				
52	Lock Mortice (Lock Only)	KY42	Nos.	50				
53	Lock Mortice Complete	Mortice EXL KY-SL 175mm IH-51	Nos.	10				

Sr. No.	Item Details	Specification	Unit	Tentative quantity required during a year	Unit Cost (Rs.)	Total Cost (Rs.)	GST %	Total cost Inclusive of GST (Rs.)
54	Lock Multi Purpose	Ramson Round Multipurpose Lock	Nos.	200				
55	Lock Multipurpose brass	Kodia chorme	Nos.	50				
56	Lock Pad Small	Harrison/ Llnk 25mm	Nos.	50				
57	Lock Set Window	MS	Pai.	50				
58	Lock, Computerized Key Wardrobe	Godrej Curvo 32 mm	Nos.	50				
59	Machine Oil (50ml)	Singer- All Purpose Lubricating Oil	Nos.	200				
60	Measurement tape 5 mtr	Freemans	Nos.	50				
61	Micka cutter		Nos.	50				
62	M-Seal (1 Kg- Packet)		Pkt.	100				
63	Nail 1 ¼'',17 no	MS	KG	50				
64	Nail 1'',17 no	MS	KG	50				
65	Nail 2 ½'',14 no	MS	KG	50				
66	Nail 3/4'',17 no	MS	KG	50				
67	Pati for window (L&R),	MS	Nos.	50				
68	Pliers Standard size	Taparia	Nos.	50				
69	S R Fevicol 998		KG	50				
70	S S Kabja 4'' per unit	MS	No.	50				
71	Sand clothes paper		Mtr.	50				
72	Sand paper	Century	Nos.	50				
73	Sathee ½'' with handle	Tuffened MS	Nos.	50				
74	Screw 1.5'' (100) piece	Brass	Pkt.	50				
75	Screw 1.5'' (100) piece	Gypsum	Nos.	50				
76	Screw 1.5'' (100) piece	SS	Nos.	50				
77	Screw 1'' (100) piece	Brass	Nos.	50				
78	Screw 1'' (100) piece	Gypsum	Nos.	50				
79	Screw 1'' (100) piece	SS	Nos.	50				
80	Screw 2'' (100) piece	Gypsum	Pkt.	50				
81	Screw 2'' (100) piece	SS	Pkt.	50				
82	Screw 2'' (100) piece	Brass	Pkt.	50				
83	Screw 3'' (100) piece	Gypsum	Pkt.	50				
84	Screw 3'' (100) piece	SS	Pkt.	50				
85	Screw 3'' (100) piece	Brass	Pkt.	50				
86	Screw 35x8 (100) piece)	Wooden Screw, MS	Pkt.	50				
87	Screw 45x8 (100) piece)	Wooden Screw, MS	Pkt.	50				
88	Screw 60x8 (100) piece)	Wooden Screw, MS	Pkt.	50				
89	Screw 75x8 (100) piece)	Wooden Screw, MS	Pkt.	50				

Sr. No.	Item Details	Specification	Unit	Tentative quantity required during a year	Unit Cost (Rs.)	Total Cost (Rs.)	GST %	Total cost Inclusive of GST (Rs.)
90	Screw Black ¾" (1000 piece in one Pkt)	MS	Pkt	50				
91	Screws driver 12" two in one (Taparia)	Taparia	Nos.	50				
92	Screws driver 4" two in one (Taparia)	Taparia	Nos.	50				
93	Stay Window	MS	Nos.	50				
94	Table wheel	Standard Size	Nos.	50				
95	Tape Teflon	Astral	Nos.	50				
96	Tape, Paper/ Masking	Asian True Grip	Nos.	50				
97	Telescoping channel 12"	Harrison/ Hettich	Nos.	50				
98	Telescoping channel 16"	Harrison/ Hettich	Nos.	50				
99	Tikora 4"	Taparia	Nos.	50				
100	Tower bolt 6"	Aluminium	Nos.	50				
101	Tower bolt 8"	Aluminium	Nos.	50				
102	Window Roller Wheel	Plastic	Nos.	300				

Name and sign of the authorized person  
of Vendor/ Agency

Place: .....

Date: .....

Official 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