

(MDIG/IS/2025-26/dated 23rd April 2025)



## **LIMITED TENDER DOCUMENT**

**for**

**“SUPPLY AND INSTALLATION OF PAPER SHREDDER AT MDI  
GURGAON”**

**Last Date of submission of filled tender to MDI Gurgaon: 14th May 2025 by 11 A.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 seal stamped on each page).**

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

## **INTRODUCTION**

### **LIMITED TENDER FOR “SUPPLY AND INSTALLATION OF PAPER SHREDDER AT MDI GURGAON”**

Management Development Institute Gurgaon, (hereinafter referred to as the “**Institute**”) invites bids from the Distributors/Dealers dealing in the sale of paper shredders in a “**Single Bid System**” strictly in the format attached in the tender document for “**Supply and installation of Paper Shredder at MDI Gurgaon**”

The tender document can be downloaded from the Management Development Institute Gurgaon website: <https://mdi.ac.in/tenders> from **23rd April 2025/ 11 a.m.** onwards.

The bidders are requested to kindly ensure that the duly filled bids duly super-scribed on the envelope as “**Supply and installation of paper shredder at MDI Gurgaon**” 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 **14th May 2025**.

### **Important Information Related to Tender**

<b>S.NO.</b>	<b>INFORMATION</b>	<b>DATES</b>
1.	Date of Publishing of Tender	<b>23rd April 2025/ 11 a.m. onwards</b>
2.	Bid Document Download from website	<a href="https://mdi.ac.in/tenders">https://mdi.ac.in/tenders</a>
4.	Date & Time of closing of Tender/ Last date of bid submission	<b>14th May up to 11 a.m.</b>
6..	Period of validity of Bid	60 days from the date of closing of Tender
7.	Bid submission address through speed post /by hand only	Chief Administrative Officer (Institutional Services), Management Development Institute, Mehrauli Road, Sukhrali, Gurgaon -122007 (Haryana)
7.	Contact no. for any clarification on any working day (Monday – Friday) between 9:30 a.m. – 5:30 p.m.	0124-4560519

## **GENERAL TERMS & CONDITIONS**

- I. Price of the item should be quoted strictly in the **Annexure “1”** only, without any overwriting/erasing/cutting. Use of white fluid/ correction fluid/ correction tape is strictly prohibited. AMC charges for the subsequent years should be clearly mentioned in the **Annexure “1”** without which the financial bid will not be accepted.
- II. The rates quoted should be inclusive of Packaging, delivery charges and freight charges up to MDI Gurgaon and installation by the supplier agency in the allocated rooms at MDI Gurgaon.
- III. Price bid should be valid for a minimum period of 60 days.
- IV. Conditional bids will not be accepted.
- V. 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.
- VI. The Institute, at its discretion, shall have the liberty to bifurcate the tendered item, as per the lowest rates received, between the bidders. No correspondence/ enquiry shall be entertained.
- VII. The successful bidder has to supply complete item within two days from the date of the work order issued.
- VIII. Payment shall be made only after receipt of complete item mentioned in the purchase order, due inspection by the nominated official of MDI Gurgaon and ensuring successful operation of the machine. 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 Financial Bid.**
- IX. If any dispute arises, Director, MDI Gurgaon decision shall be final and binding on both the parties.
- X. The Specifications of item offered by the bidder must exactly tally with the specifications mentioned in Annexure “1”. Different specification will not be accepted.
- XI. Supplies shall be accepted subject to the complete satisfaction of officials of MDI Gurgaon. Any defect found in the materials 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 similar standard specifications / quality as acceptable to the MDI Gurgaon.
- XII. Please submit all the pages of this Limited Tender document duly signed in blue/black ink by the authorized signatory and official stamped on each page along with the Financial Bid.

**Chief Administrative Officer (Institutional Services)**

**FINANCIAL BID****" SUPPLY AND INSTALLATION OF HEAVY DUTY PAPER SHREDDER  
AT MDI GURGAON"****(To be printed on the agency letterhead)**

Technical Specification Required	Sr. No.	Shredder Brand/ Model (Qty 01 No.)		Rate (Exclusive of GST) (Rs.)
<b>Heavy Duty Paper Shredder</b>  Feed width (mm) : 420- 460  Shred Size (mm) : 4-6  Shred capacity 70 gsm A4 sheets : 50-100  Waste Volume (Litres) : 150-300 L  Overload Protection: Yes  Overheat Protection: Yes  Auto Reverse: Yes  Working cycle: Continuous  <b>Motor Start/Off panel with ISI/ISO certified electrical parts.</b>  <b>Warranty: Onsite one year on Shredder &amp; Motor Start/Off panel both</b>	1.	<b>Avanti HS 407 CC</b>		
		Start on/off panel for shredder		
		AMC charges for onsite repair of the shredder, on completion of warranty period	1st Year	
			2nd Year	
			3rd Year	
			4thYear	
	2.	<b>Avanti PS 409 CC</b>		
		Start on/off panel for shredder		
		AMC charges for onsite repair of the shredder, on completion of warranty period	1st Year	
			2nd Year	
			3rd Year	
			4thYear	
	3.	<b>Shredon Extreme 9</b>		
		Start on/off panel for shredder		
		AMC charges for onsite repair of the shredder, on completion of warranty period	1st Year	
			2nd Year	
			3rd Year	
			4thYear	
	4.	<b>Namibind CC-5610</b>		
		Start on/off panel for shredder		
		AMC charges for onsite repair of the shredder, on completion of warranty period	1st Year	
			2nd Year	
			3rd Year	
			4thYear	

\*AMC charges will be paid on Annual basis to the supplier agency.

\*The bidder should compulsorily quote the rates for AMC of shredder for four years, yearwise, beyond expiry of OEM warranty period, without which the Financial bid may not be considered valid.

\*GST as applicable shall be paid

Name of the authorized person of Supplier Agency

Signature.....

Place: .....

Date: .....

Official Seal