



**Quotations for Stationary, Electrical,
Plumbing and Computer items**

Sealed quotations are invited for supply of Stationary, Electrical, Plumbing and Computer Items at MDI Campus situated at Gurgaon.

The lists of items to be supplied and terms and conditions are enclosed

The interested parties should send their quotations to the **Registrar & Secretary, Management Development Institute Post Box No. 60, Sukhrali, Gurgaon 122001 (Haryana)** in a sealed cover super-scribing as “Quotations for Stationary / Electrical /Plumbing / Computer Items” so as to reach by **31st July, 2013.**

MANAGEMENT DEVELOPMENT INSTITUTE, GURGAON

TENDER DOCUMENT FOR PROCUREMENT OF STATIONERY, PLUMBING, ELECTRICAL AND COMPUTER ITEMS

MDI intends to enter into a rate contract for purchase of general stationery / Electrical & Plumbing items as detailed in Annexure – I (A,B,C, & D) for a period of two years. Interested parties may submit their quotation as per terms and conditions detailed below:-

General Conditions

1. Quotations should be submitted in a sealed cover. This cover addressed by name to the Officer signing the enquiry should be submitted before due date and time.
2. Bids should be valid for the period of contract.
3. Envelope should bear this inscription.
4. **“Quotation for Supply of STATIONERY, PLUMBING, ELECTRICAL AND COMPUTER ITEMS”**
“Due Date & time : 31st July, 2013 (3 p.m.)”
“Due Date and Time for opening of Bids: 01st August, 2013 (3 P.M.)”
5. The Bids must reach the undersigned on or before the due date, i.e. 31st July, 2013 by 3 p.m. Bids received after the due date & time are liable to be rejected. In the events of due date being a closed holiday or declared holiday for central government office, the due date for submission of the bids will be the following working day at the appointed times & venue.
6. The rates should be quoted in Indian Rupees for delivery at the premises of MDI, Gurgaon. All prices shall be fixed and shall not be subject to escalation of any description. The rates must be quoted as per the proforma provided in Annexure – I for A, B,C & D separately.
7. Govt. Levies like VAT tax, if any, shall be paid on actual rates applicable on the dates of delivery. Rates should be quoted accordingly giving the basic price, VAT, taxes, etc. if any.
8. It may specifically be mentioned whether the quotation is strictly as per tender specification/conditions. Quotations not adhering to the specification will be outrightly rejected.
9. MDI reserves the right to accept or reject any bid or cancel or postpone the tender proceeding without assigning any reason whatsoever.
10. Bidders are required to quote for each item of supply. Incomplete quotations are liable to be rejected.
11. Bidders shall sign on all pages of quotation and drawing(s) forwarded with the quotations.
12. In case of any discrepancy between rates mentioned in figures and words, the later shall prevail.
13. Payment Terms: Payment will be made after satisfactory acceptance of material.
14. Parties are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straight away.
15. **Party may give rates for all the items as per Annexure A,B, C & D for Stationery, Electrical, Computer & Plumbing or for any one Annexure.**
16. Attach copies of Pan Card, Service Tax etc. along with the bid.
17. Attach client list and copy of Balance sheet for the last three years.

18. Bill of material detailed in Annexure-I will be taken into account to decide L-1 bidder.
19. **Delivery Period:** The selected party should supply the material ordered within one week of issue of Purchase Order.
20. **Liquidated Damage:** In the event of the supplier's failure to have the stores ready for shipment/delivery by the date / dates specified in the purchase order, MDI may at its discretion withhold any payment as Liquidity Damages until the complete stores have been supplied by the contractor and/or by way of penalty charge @ 1% of the consignment value per week or part of a week subject to a maximum of 10%. The amount towards liquidated damage would be recovered from any payment immediately due to the firm.
21. The interested parties may send their quotations to the Registrar & Secretary, Management Development Institute, Post Box No. 60, Sukhrali, Gurgaon - 122001 (Haryana) in a sealed cover superscribing as "Quotation for STATIONERY, PLUMBING, ELECTRICAL AND COMPUTER ITEMS so as to reach by 31st July, 2013.

Yours faithfully,

(Harpal Singh)
Registrar & Secretary

(Stationery Items)

SNo	Item
1	ALL PIN (ESTEEM)
2	ATTENDANCE REGISTER 2QUIRE(NEELGAGAN)
3	BATTERY 9 VOLT (DURACELL)
4	BOARD PIN (WEXON)
5	BOOK LOG (SHIPRA)
6	BOOK PEON (SHIPRA)
7	CELL AAA (DURACELL)
8	CELLO TAPE (BIG) (MAYUR)
9	CELLO TAPE (BROWN) (MAYUR)
10	CELLO TAPE (SMALL) (PRESCO)
11	CHALK BOX (VIDYARTHI)
12	CLOTH DUSTER (LOCAL)
13	CORRECTING FLUID (KORES)
14	DAMPER SPONGE PLASTIC (BUN CHIN)
15	DUSTER MAGNETIC (MARVY & BEST)
16	DUSTER WOODEN (JAYPEE)
17	ENVELOP 10X 4 1/2 WINDOW (PRINTING) AS PER SAMPLE
18	ENVELOP 10X12 (A4) LAMINATED (PRINTING) AS PER SAMPLE
19	ENVELOP 10X4 1/2 WITHOUT WINDOW (PRINTING) AS PER SAMPLE
20	ENVELOP 16X12 LAMINATED (PRINTING) AS PER SAMPLE
21	FAX ROLL (LOTUS)
22	FILE BOARD (PRINTING) AS PER SAMPLE
23	FILE COVER (PRINTING) AS PER SAMPLE
24	FILE INDEX (KULDEEP)
25	FOLDER RED (PRINTING) AS PER SAMPLE
26	GEM CLIPS (ZEN)
27	GIFT PAPER (PRINTING) AS PER SAMPLE
28	GLASS TUMBLER (EAGLE)
29	GUM BOTTLE (BIG) (CAMLIN)
30	FEVI STICK (SUPER)

31	PAD GRAPH PAPER (NEELGAGAN)
32	PAD PHILIP CHART (SHIPRA)
33	PAD POST-IT (3M)
34	PAD WRITING BIG (PRINTING) AS PER SAMPLE
35	PAD WRITING SMALL (PRINTING) AS PER SAMPLE
36	PAPER WEIGHT (KABICA)
37	PEN PILOT/GEL (LUXOR HI-TECHPOINT) WITH MDI PRINTING
38	PEN HIGH LIGHTER (CAMLIN)
39	PEN OHP (MARVY)
40	PEN ORDINARY (REYNOLDS)
41	PEN PERMANENT MARKER (LUXOR)
42	PEN SIGN (CELLO)
43	PEN UNI BALL (EYE) WITH MDI PRINTING
44	PEN WHITE BOARD MARKER (CAMLIN)
45	PENCIL (FABRE CASTLE)
46	PENCIL CELL (EVEREADY) RED
47	PENCIL ERASER SMALL (APSARA)
48	PHOTOSTAT PAPER A-4 SIZE (DILT)
49	PIN CUSHION BOX (BEST)
50	PLASTIC FOLDER (SOLO)
51	PLASTIC POCKET SOLO (SOLO)
52	PLASTIC RING FOLDER SOLO (WORLD ONE)
53	PLASTIC ROPE (MONO TWIN)
54	PLASTIC SCALE BIG (NATRAJ)
55	PLASTIC TRAY RATAN)
56	PUNCHING MACHINE DOUBLE (KANGARO)
57	PUNCHING MACHINE SINGLE (KANGARO)
58	REGISTER DESPATCH STOCK - 8 QUIRE (NEELGAGAN)
59	REGISTER ORDINARY - 1 QUIRE (BITTOO/NEELGAGAN)
60	REGISTER ORDINARY - 2 QUIRE (BITTOO/NEELGAGAN)
61	REGISTER ORDINARY - 3 QUIRE (BITTOO/NEELGAGAN)
62	REGISTER ORDINARY - 4 QUIRE (BITTOO/NEELGAGAN)
63	SCISSORS (DEXIAN)

64	SHARPNER (APSARA)
65	STAPLE PIN (KANGARO)
66	STAPLER (KANGARO)
67	TAG BIG GREEN (LOCAL)
68	TAG SMALL WHITE (LOCAL)
69	TORCH CELL (EVEREADY) RED
70	VISITING CARD HOLDER (WORLD ONE/SOLO) *
71	YELLOW DUSTER (LOCAL)

Management Development Institute, Gurgaon
(Computer Items)

SNo	Item
1	CD (RW) (HP)
2	CD ® (MOSERBAER)
3	CD MAILER (LOCAL)
4	COMPUTER LABEL (89X35X2) (ROYAL)
5	Toner (Xerox) 106R01443 (CYAN)
6	Toner (Xerox) 106R01444 (MAGENTA)
7	Toner (Xerox) 106R01445 (YELLOW)
8	Toner (Xerox) 106R01446 (BLACK)
9	TONER HP CB 540 A
10	TONER HP CB 541 A
11	TONER HP CB 542 A
12	TONER HP CB 543 A
13	TONER HP CB 435 A
14	TONER HP CB 436 A
15	TONER HP CC 530 A
16	TONER HP CC 531 A
17	TONER HP CC 532 A
18	TONER HP CC 533 A
19	TONER HP CC 388 A
20	TONER HP CE 255 A
21	TONER HP Q 2612 A
22	TONER HP Q 2624 A
23	TONER HP Q 5949 A
24	TONER HP Q 6000 A
25	TONER HP Q 6001 A
26	TONER HP Q 6002 A
27	TONER HP Q 6003 A
28	TONER HP Q 6511 A
29	TONER HP Q 7551 A
30	TONER HP Q 7553 A

Management Development Institute, Gurgaon
(Plumbing Items)

SNo	Item
1	ALDROP 12 X 16 (Prestige)
2	ARALDITE
3	BALL COCK PLASTIC 15MM - PVC (Cuckoo)
4	BRASS BALL COCK 25 MM (KGR/Shree)
5	BRASS BALL COCK 15 MM - 1/2" (KGR/Shree)
6	BRASS BALL COCK 20 MM (KGR/Shree)
7	BRASS BIB COCK 15 MM (Shree)
8	BRASS LEVER FOR LOW LEVEL CISTERN (Local)
9	BRASS PHASE (GEM) 15MM & 10 MM (GEM)
10	BRASS PHASE FOR CONCEALED STOP COCK (Local)
11	BRASS PHASE LOCAL (Local)
12	BRASS STOP COCK 15MM/25MM (Shree)
13	C.P. SHORT WASTE BEND (Nebco/Seeco)
14	C.P. ANGLE VALVE 15 MM (Nebco/Seeco)
15	C.P. BIB COCK 15 MM (Nebco/Seeco)
16	C.P. BOTTLE TRAP (Nebco/Seeco)
17	C.P. BRASS COPPER PIPE 18" (Local)
18	C.P. BRASS SHOWER ROD (Nebco/Seeco)
19	C.P. CONCEALED STOP COCK (Nebco/Seeco)
20	C.P. COPPER PIPE 36" (Local)
21	C.P. GLASS SHELVES (Local)
22	C.P. JALI/FLOOR TRAP (Nebco/Seeco)
23	C.P. PILLAR COCK 15 MM (Nebco/Seeco)
24	C.P. SHOWER (Nebco/Seeco)
25	C.P. SOAP DISH (Nebco/Seeco)
26	C.P. TOILET PAPER HOLDER (Nebco/Seeco)
27	C.P. TOWEL ROD (Nebco/Seeco)
28	C.P. WASTE 40/50 MM (Nebco/Seeco)
29	CONCEALED PHASE (BRASS) (Local)
30	DOOR HANDLE ALUMINIUM (Local)
31	DOOR STOPPER (DOUBLE) (Local)
32	DOOR STOPPER (SINGLE) (Local)
33	HANDLE KNOB / FLUSH KNOB (PVC)
34	HANDLE ROD OF CISTERN (Rajmahal)
35	HANDLE VALVE (25 mm)-----1" (R & R)
36	HANDLE VALVE (20mm)----- 3/4" (R & R)
37	HANDLE VALVE/ BALL VALVE (15mm)---- 1/2" (R & R)
38	HYDRAULIC DOOR CLOSER (Prabhat)
39	LOCK MULTI PURPOSE (TABLE) (Dorset)
40	MACHINE OIL (Singer)
41	MORTICE HANDLE (HARRISON/Telco)
42	MORTICE LOCK COMPLETE (HARRISON/Telco)
43	PAD LOCK SMALL (Harrison)
44	PADLOCK (65MM) (GODREJ)
45	PLASTIC WC (EURO) SEAT COVER (Cuckoo)
46	PVC CONNECTION 18" (Nebco)

47	PVC GOLA (Cuckoo)
48	PVC WASTE PIPE (FLEXIBLE) 32/40 1" 2 1/2 (Local)
49	QUEEN FITTING SMALL SPINDLE PHASE (Local)
50	SOOT GOLA (Local)
51	SYPHEN FOR CISTERN (Cuckoo)
52	SYPHEN RUBBER WASHER (Local)
53	WINDOW HANDLE (MS) (Local)
54	WINDOW STAY (MS) (Local)

Management Development Institute, Gurgaon
(Electrical Items)

SNo	Item
1	BALL BEARING 6201 (NBC)
2	BALL BEARING 6202 (NBC)
3	BALL BEARING 6203 (NBC)
4	BATTERY 12 V/7AH SMF (AMARON)(QUANTA)
5	BED SWITCH 5 AMP (GIRISH)
6	BELL SWITCH (GIRISH)
7	BRASS HOLDER BUTTONED (EAGLE)
8	BRASS HOLDER PENDENT BULB (EAGLE)
9	BULB SODIUM 70 W (PHILIPS)
10	BUZZER (GIRISH)
11	CEILING FAN REGULATOR ORDINARY (CROMPTON GREAVES)
12	CEILING FAN REGULATOR (GIRISH)
13	CEILING FAN REGULATOR (MK MAKE)(WRAPAROUND)
14	CEILING FAN REGULATOR (NORTH WEST)
15	CEILING FAN REGULATOR ROMA MAKE (ANCHOR)
16	CEILING FAN REGULATOR ROMA TINY DIMMER (ANCHOR)
17	CFL LAMP 5 W (With Holder) (OSRAM)
18	CFL LAMP 10 W (2 Pin) (OSRAM)
19	CFL LAMP 11 W (2 Pin) (OSRAM)
20	CFL LAMP 14/15 W (PHILIPS)
21	CFL LAMP 18 W (2 PIN) (OSRAM)
22	CFL LAMP 18 W (4 PIN) (OSRAM)
23	CFL LAMP 18 W PLC (Yellow Colour- 827/2P) (OSRAM)
24	CFL LAMP 20 W (With Holder) (OSRAM)
25	CFL LAMP 36 W (4 PIN) (OSRAM)
26	CFL LAMP 8 W (With Holder) (OSRAM)
27	CFL LAMP 9 W (2 Pin) (OSRAM)
28	CFL TUBE HOLDER 10/18 W (OSRAM)
29	CFL TUBE HOLDER 9/11 W (OSRAM)
30	CHOKE (BSN 250x261) 250W (PHILIPS)
31	CHOKE (BSN 400x221) 400W (PHILIPS)
32	CHOKE 18/20 W (PHILIPS)
33	CHOKE 36/40 ELECTRONICS SUMO (PHILIPS)
34	CHOKE 40 W (PHILIPS)

35	CHOKE 80/125 W (PHILIPS)
36	CHOKE 9/11 W (PHILIPS)
37	CHOKE HPL 250W (PHILIPS)
38	CHOKE HPL 400W (PHILIPS)
39	COMBINED SWITCH SOCKET PLATE 5 A (GIRISH)
40	COMBINED SWITCH SOCKET 15 A (GIRISH)
41	CONDENSOR 2.5 MFD (LOCAL)
42	CONDENSOR 3.15 MFD (LOCAL)
43	ELEMENT GEYSER (Square) (RACOLD)
44	ELEMENT GEYSER 1.5 KW (TRIANGULAR) (POWERPACK/HOT TOP)
45	ELEMENT GEYSER 1.5 KW (ULTI CHURI) (POWERPACK/HOT TOP)
46	ELEMENT GEYSER 1.5 KW ® (ROUND) (Cup Shaped)
47	ELEMENT HEAT 3 KVA RING TYPE M/BIG (POWERPACK/HOT TOP)
48	ELEMENT KETTLE (POWERPACK/HOT TOP)
49	ELEMENT TOASTER (RELIEF)
50	ELEMENT VENUS GEYSER 1KW PORCELIN (HOT TOP)
51	ENGLISH SHIELD BLOCK/ KIT KAT 32/63A (LOCAL)
52	EXTENSION BOARD (GIRISH)
53	HALLOGEN LAMP 1000 W (PHILIPS)
54	HOLDER SET FOR HALOGEN LAMP 1000 W
55	HRC FUSE (SQ TYPE) 100 A (L&T/HAVELLS)
56	HRC FUSE (SQ TYPE) 63 A (L&T/HAVELLS)
57	HRC FUSE 200 TSE ROUND TYPE (L&T/HAVELLS)
58	HRC FUSE L&T SQ. TYPE HN 250 A L&T (L&T/HAVELLS)
59	HRC FUSE ROUND 100 AMP (TCP)
60	HRC FUSE ROUND TYPE 32 A TIA (L&T/HAVELLS)
61	HRC FUSE ROUND TYPE 63 A TSS (L&T/HAVELLS)
62	IGNITOR (SI 51/01/02) (PHILIPS)
63	IGNITOR (SN 58/02) (PHILIPS)
64	INDICATOR LAMP (GEYSER)
65	INSULATION TAPE (STEELGRIP)
66	ISOLATOR 100 AM (TP) (MDS LOADSTAR)
67	ISOLATOR 40A/63 A D.P. (HAVELLS MAKE)
68	ISOLATOR HAVEL 63 A TP/FP (HAVELLS)
69	ISOLATOR HAVELLS 100 AM (FP) (HAVELLS)
70	LAMP (HPI-T Plus) 250W (Philips)
71	LAMP (HPI-T Plus) 400W (Philips)

72	LAMP (SON) 250W (Philips)
73	LAMP (SON) 400W (Philips)
74	LINE TESTER (TAPARIA)
75	MCB (HAVELS) 10 A (HAVELS)
76	MCB (HAVELS) 32A (HAVELS)
77	MCB SP 10 A (LEGRAND)
78	MCB SP 32 A (LEGRAND)
79	METAL CLAD TOP Plug 20 (A) (SCHNEIDER)
80	MULTI PLUG 15 A (ANCHOR)
81	MULTI PLUG 5 A (GIRISH)
82	MV LAMP 80/125 (3 Pin) (PHILIPS)
83	PENDENT BULB HOLDER PLASTIC (GIRISH)
84	PORCELANE FUSE BASE & TOP 32 A (LOCAL)
85	PORCELANE HOLDER 2 PIN (LOCAL)
86	PORCELANE HOLDER 3 PIN (LOCAL)
87	SOCKET 10 AMP (ROMA MAKE)
88	SOCKET 15 A (3 PIN) (GIRISH)
89	SOCKET 16 AMP (NORTH WEST MAKE)
90	SOCKET 16/6 AMP (MK MAKE)
91	SOCKET 5 A (3 PIN) (GIRISH)
92	SOCKET 5 AMP (MK MAKE)
93	SOCKET BASE 20 A (2 Pin) (SCHNEIDER)
94	STARTER 20 W (110) (PHILIPS S2)
95	STARTER 40 W (PHILIPS S10)
96	SWITCH 10 AMP (ROMA MAKE)
97	SWITCH 15 A (GIRISH)
98	SWITCH 16 AMP (NORTH WEST MAKE)
99	SWITCH 16/6 AMP (MK MAKE)
100	SWITCH 5 A (ONE WAY) (GIRISH)
101	SWITCH 5 A (TWO WAY) (GIRISH)
102	THERMOSTAT DITZ/CUT OUT (POWERPACK)
103	THERMOSTATE 11 " (RACOLD)
104	TOP PLUG 15 A (3 PIN) (GIRISH)
105	TOP PLUG 5 A (2 PIN) (GIRISH)
106	TOP PLUG 5 A (3 PIN) (GIRISH)
107	TUBE HOLDER (GIRISH)
108	TUBE LIGHT 18/20 W (PHILIPS)

109	TUBE LIGHT 36 W (PHILIPS)
110	WIRE COPPER 3 CORE 23X76
111	WIRE COPPER (.75 sq mm) 2 CORE 23X76X2 (HAVELLS)
112	WIRE COPPER (1 sq mm) 3 CORE 40X76 (R R KABEL)
113	WIRE COPPER 1.5 SQ MM (HAVELLS)
114	WIRE COPPER 2.5 SQ MM (HAVELLS)
115	WIRE FLEXIBLE (LOCAL)