

**INDIAN INSTITUTE OF MANAGEMENT SHILLONG
Umsawli, Shillong-793018**

Website: www.iimshillong.ac.in

Tender No: V1-1601/10/2022-SPO/26-27/04

Dated 07 /05/2026



Notice Inviting e-Tender (NIeT)

For

Disposal of Office Furniture, Equipment's etc.

DETAILED NOTICE INVITING e-TENDER

Online tenders, in two bid system are invited on behalf of Director, IIM Shillong from eligible, experienced agencies /vendors for Disposal of Office Furniture, Equipment's etc.

NIT No	V1-1601/10/2022-SPO/26-27/04
Name and Location of Work	Disposal of Office Furniture, Equipment's etc
EMD (Ernest Money Deposit) Refundable	Rs. 25,000 /- to be paid via following Payment link Online:- https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=unPpDMmNMgyLM9LLfrXUH RaBMECfZN%2fLVhdvVbZJFqJlr63OP%2bqeMtWDL60E%2b7VjuK%2buUuJNM79t1L6YvXNDY0A7zm%2fvxqrMxo4ji%2bb3V8XUWzV35X0v9VZTjcEAgBIQiiyrTqrQAaB50pKZYPtrZUxqSgyHuy5AxmVpK2mh%2fVZHXOKguJCT15Yl%2fvYToQfA
Date of Completion of the Work	10 days from the date of issue of LoI/ Work Order.
Date of Issue/e-Publishing at CPPP website https://eprocure.gov.in/eprocure/app	07 May 2026 at 05:00 pm
Document Download Start Date and time at CPPP website https://eprocure.gov.in/eprocure/app	07 May 2026 at 05:00 pm
Document Download End Date and Time at CPPP website https://eprocure.gov.in/eprocure/app	21 May 2026 at 03:00 pm
Tender Queries should reach by	Latest by 15 May 2026 till 17:00 Hrs. Tender queries received later than the date and time as mentioned above shall not be entertained. Pre-Bid queries should only be emailed to srmgr.stores@iimshillong.ac.in
Last Date and Time for receipts of Tender online at CPPP website https://eprocure.gov.in/eprocure/app	21 May 2026 at 03:00 pm
Date and Time for opening of Tender at CPPP website https://eprocure.gov.in/eprocure/app	22 May 2026 at 03:00 pm

Date and Time for Financial Evaluation at CPPP website https://eprocure.gov.in/eprocure/app	To be declared after successful evaluation of technical bid documents.
No. of Packets	02 (Two bids) {Technical and Financial}
Bid Validity days	90 days (From the date of opening of financial bid)
Address for correspondence	Store and Purchase Office, IIM Shillong, Umsawli, East Khasi Hills, Shillong-793018, Meghalaya Office Contact No : 0364-2308012/2308070 Email: srmgr.stores@iimshillong.ac.in

Sd/-

Chief Administrative Officer
IIM Shillong

1.0 INSTRUCTIONS FOR ONLINE BID SUBMISSION :

- 1.1 Bidders would be required to register on the Central Public Procurement Portal at <https://eprocure.gov.in/eprocure/app> using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
- 1.2 Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
- 1.3 Bidders can download the bid document from Central Public Procurement Portal website at <https://eprocure.gov.in/eprocure/app> and required to submit the bid online by scanning and uploading all the relevant documents through the online Portal only.
- 1.4 Tender information is also available in the Institute's website at <https://www.iimshillong.ac.in/tender-notice/>. Any further detail regarding Amendment /Addendum /Extension/ Corrigendum (if any) will be upload online only at both the given websites.
- 1.5 Earnest Money Deposit (EMD)(Refundable) as mentioned at **Detailed Notice Inviting e-Tender** above, has to be deposited as per online link provided. Bidders are required to upload the transaction receipts. A copy of the same has to be mailed srmgr.stores@iimshillong.ac.in and accounts@iimshillong.ac.in clearly mentioning the firm's name and Tender ID no. along with tender description, **No other mode of EMD payment will be accepted.**
- 1.6 The bid submitted shall become invalid if-
 - i The bidder doesn't pay EMD to the Institute on or before the last date and time of online submission of the tender document.
 - ii The bidder doesn't upload all the relevant testimonials as mentioned in this tender document.
 - iii The Bidders will be required to produce the original copies of the eligibility criteria documents along with other document mentioned in the tender whenever needed at the various stages of tendering {if required}. Any discrepancy is noticed in the uploaded documents with reference to the original documents, the bid will be treated as invalid.
- 1.7 The tender document shall be uploaded in two parts as follows:
 - 1.7.1 **"TECHNICAL BID"**: This stage shall contain the Techno-Commercial Bids comprising along with list of the documents.
 - 1.7.2 **"FINANCIAL BID"**: This stage shall contain only the Price Bids
- 1.8 Payment to the vendor for supply of items/services at IIM SHILLONG shall be made through E-payment.

Sd/-

Chief Administrative Officer
IIM Shillong

2.0 GENERAL TERMS & CONDITIONS:

2.1 INSTRUCTIONS TO BIDDERS

General Conditions of Tendering

- 2.1.1 **Tender document:** One set of tender documents along with one set of BOQ are uploaded in the CPPP portal along with the drawings/ specifications/brochures etc (if any). Bidder shall download the tender documents and are advised to read the instructions carefully to ensure that his response complies fully before participating in the CPPP portal along with their offer letter.
- 2.1.2 **Tender validity:** Tender shall remain valid for a period of 90 **days** from the date of opening of the financial bid. The bidder shall not be entitled during the said period to revoke or cancel his tender or to vary the tender given. In case of bidder revoking or cancelling his tender, the Institute will forfeit the earnest money paid by him along with the tender. Bids shall be revalidated for extended period as required by Institute and will be published in CPP Portal and Institute's website.
- 2.1.3 **Tender submission:**
1. Bidders must upload their documents by the time and date mentioned in the Notice Inviting e-Tender in the CPP Portal (www.eprocure.gov.in), within stipulated time. Bidder may go through the given special instruction before participation in e-Tendering.
 2. The tender and all details submitted subsequent to the tender shall be e-signed by any one, legally authorised to enter into commitment on behalf of the bidder.
 3. If bidder have a relative or relatives or in the case of a firm or a company, one or more of its shareholders or a relative or relatives of the shareholder(s) employed in IIM SHILLONG, the authority inviting tenders shall be informed of the fact at the time of submission of the tender, failing which the tender may be disqualified or, if such fact subsequently comes to light, the Institute reserves the right to take any other action as it deems fit in accordance with any applicable law, rules, regulations or the like in force for the time being.

2.2 Bidder's responsibility for bid & Clarification:

- 2.2.1 The details presented in this tender document consisting of conditions of works/ supply/ service contract, scope of work, technical specifications/ requirements have been compiled with due understanding of the requirement, it is also the bidder's responsibility to ensure that the information provided are clearly understood.
- 2.2.2 The bidder shall be deemed to have inspected, examined and understood the site of / supply/ service and including surroundings and other information in connection therewith and to have satisfied himself before submitting his/her tender as to all the prevailing conditions and deemed to have obtained all necessary information as to the risks, contingencies and other circumstances which may influence or effect his/her tender. Bidder's quote is the responsibility of bidder and no relief or consideration can be given for errors and omissions.

2.2.3 Bidder may request clarification at any time up to the mentioned last date of seeking Clarification. Such clarification requests shall be addressed to the **Store & Purchase Officer, IIM Shillong (Email: spo@iimshillong.ac.in)**

2.3 **Pre-Bid meeting** :Techno-commercial discussion with the Bidders will be arranged {if required}. The bidder shall depute his representative(s) with authority for attending the discussion.

2.4 **Amendments.**

Institute may issue clarifications/ amendments in the form of addendum/ corrigendum during the tendering period. For the addendum/ corrigendum issued during the tendering period, bidders are required to check CPP Portal (<https://eprocure.gov.in/eprocure/app>) and the Institute's website (www.iimshillong.ac.in) for details. No other mode of notice will be given.

2.5 **Scope of Tender**

The complete scope of works/ supply/ service has been defined in the tender document. Only those Bidders who undertake total responsibility for the complete scope of works/ supply/ service in line with basic scheme and scope as defined in the tender document shall be considered.

2.6 **Deviations in terms and condition**

Bidders are required to submit offers strictly as per the terms and conditions and specifications given in the tender document and not to stipulate any deviations/ exceptions. **Conditional tenders are liable to be summarily rejected.**

2.7 **Institute's right**

Institute reserves the right to accept a tender other than the lowest and to accept or reject any tender in whole or in part, or to reject all tenders with or without notice or reasons. Such decisions by Institute will bear no liability whatsoever consequent upon such decisions.

2.8 **Earnest money**

2.8.1 The tender is to be accompanied by Earnest Money (interest free) for the amount indicated in NlET.

2.8.2 **The intending bidder registered with the competent government authorities as a Micro or Small Enterprises under MSME Scheme (having Valid Registration) shall be exempted from payment of EMD as per the existing government policies.** Such intending bidder shall furnish valid registration certificate issued by the competent government authorities and the registration certificate must cover the item/work/service tendered to get EMD exemptions. If the bidder fails to submit valid registration certificate his claim for EMD exemptions shall not be entertained.

2.8.3 If the bidder, after submitting his/her tender, revokes his/her offer or modifies the terms and conditions thereof during the validity of his/her

offer except where the Institute has given opportunity to do so, the earnest money shall be liable to be forfeited.

- 2.8.4 After placement of Work Order/ Supply Order on successful bidder, the earnest money will be refunded to the unsuccessful Bidders. For successful bidder, the EMD will be converted to Security Deposit without any interest and will be refunded after one month of successful completion of Defect Liability Period.
- 2.8.5 In case of cancellation/ withdrawal of this 'NIeT' i.e. Notice Invitation to e-Tender by the Institute, which it shall have the right to do at any time, the earnest money paid with the tender will be refunded to Bidders without any interest.

2.9 Tender requirement

2.9.1 Technical and Price Bid

- 2.9.1.1 The technical bids will be opened online by a committee duly constituted for the purpose at the time and date as specified in the tender document. All required documents against Notice Inviting e-Tendering documents need to be uploaded at CPP Portal as per checklist at Annexure II by the bidders and verified by the Digital Signature Certificate (DSC). The same will be downloaded for technical evaluation and the result of technical bid evaluation will be displayed on <https://eprocure.gov.in/eprocure/app> in which can be seen by all bidders who participated in the tender.
- 2.9.1.2 It is important that bidder clearly demonstrates his ability, giving to Institute a high level of confidence that the bidder will be able to perform the works/ supply/ service within the schedule and meeting the other requirements listed in the tender document. Failure to do so may result in disqualification of the tender.
- 2.9.1.3 Priced bid of Technically qualified bidders will be opened on designated date.

2.10 PERFORMANCE GUARANTEE :

As Performance Security, EMD of the successful bidder shall be retained by the Institute as a Performance Guarantee. At the successful completion of contract/ supply/ work/ service the Performance Guarantee will be refunded to the bidder. MSME registered firms who have sought exemption for submission of EMD will require to furnish a Performance Bank Guarantee (PBG) to the amount of 3% of the contract/ supply/ service value within 2 weeks of receipt of work/supply order.

2.11 Completion Certificate:

Upon satisfactory completion of contract/supply/work, a Completion Certificate will be issued by the Institute.

2.12 Liquidated Damages for delayed completion/ supply:

If the successful bidder fails to perform within the stipulated time then penalty at the rate of 0.5% per week or part thereof subject to a maximum of 10% of the Work/

contract/ supply order value will be levied and deducted from the payment due to the firm.

2.13 Work/ Purchase at Risk and Cost

The institute reserves the right to get the whole or part of the work/ purchase executed by some other agency at the risk and cost of the bidder to whom the contract has been awarded if it is found that the quality and/or the progress in respect of whole or part of the Work/ contract/ supply is not satisfactory.

2.14 Insurance

The bidder shall take insurance to cover any accident or accidents of nature, for an amount as required for the type of Work/ contract/ supply against damage /loss/ injury to property or person or loss of life during the complete period of the supply/ contract.

2.15 Indemnity

The bidder shall indemnify and keep indemnified the institute against all losses and claims for injuries and or damages to any person or property.

2.16 Jurisdiction

Any dispute or difference which may arise shall be referred to the Director IIM Shillong for settlement whose decision shall be final and binding. Any dispute are subject to Shillong court's jurisdiction only.

3. ELIGIBILITY CRITERIA

The bidder(s) shall submit their online offer along with the following documents:

- a. Signed and stamped Tender documents.
- b. PAN card.
- c. GST registration certificate.
- d. EMD (UTR of Online deposit) or MSME Certificate, if any.
- e. Undertaking as per prescribed format at Annexure I

Note: Incomplete offer shall be rejected

4. SCOPE OF WORK

Incur all labour, materials, tools, equipment, transport, supervision, etc as required to remove/lift/transport Office Furniture, Equipment's etc (as per ANNEXURE-II) "As is Where is with no complaint basis" against advance payment

5. SPECIAL TERMS & CONDITIONS AND PAYMENT TERMS/ SCHEDULE

A. Selection Method

- i. Selection will be based on the highest financial offer (H1) among technically eligible and authorised vendors.
- ii. The Institute reserves the right to reject any or all offers without assigning any reason.

B. Inspection of items

- i. Interested vendors may verify/inspect the items up to at least five (05) days prior to the EOI end date, before submitting their financial offer.
- ii. Prospective vendors will be notified separately about the date and time of inspection of the E-Waste material available at IIM Shillong.
- iii. Vendors are advised to inspect the materials physically before submitting their financial offer.

C. Mode of Payment

- i. The successful bidder (H-1) shall deposit 100% amount of value (for the items as per ANNEXURE-II) through via a payment link within 3 (three) days from the date of award of work.
- ii. Successful bidder (H-1) shall lift the items within 10 (ten) days from the date of issuance of LOA after depositing the full payment. Also, all the costs and means required to remove the materials from STC's premises shall be borne by the bidder (Labour/ Transportation charges, Insurance etc.)
- iii. Applicable GST, TCS and other taxes/ statutory levies, if any, shall be borne by the successful bidder.

D. Title and Risk:

IIM Shillong shall retain the title and ownership of the material until issuance of Delivery Order/ Challan upon receipt of the final amount from the successful bidder

E. Award of Contract:

IIM Shillong shall award the contract to the successful bidder with highest quote (H1). In exceptional circumstances, in case the H1 bidder fails to undertake the work as per the tender terms, IIM Shillong will reserve the right to award the work to H2 bidder provided H2 bidder matches to quote of H1 and the EMD/Security Deposit (SD) of H1 bidder shall stand forfeited. Similarly, if H2 bidder fails to match H1 bid then STC will exercise the option to ask H3 bidder to match H1 bid.

F. Other terms and Conditions

- i. The Bidder/ Successful bidder will be fully responsible for any injury or accident to any person(s) employed by him during the execution of the work or to the employees and, for any damage/loss caused to any structure or any part of the property due to the negligence/default on the part of the Bidder/ Successful bidder, the Bidder/Successful bidder would be wholly liable to make good/repair the same at his own cost and expenses.
- ii. During execution of the works the entire premises have to be kept clean and free from any obstructions and all the debris/ surplus materials shall be removed from the work site as soon as works are completed. In case of any failure by the successful bidder on its part, the work shall be rescinded by IIM Shillong at the risk and cost of successful bidder and the security deposit shall be forfeited.
- iii. The successful bidder during the operation would exercise all measures/ safeguards/precautions, etc to ensure safety and security of officials and students of

IIM Shillong

- iv. Any offer other than online submission through CPP portal would not be accepted.
- v. IIM Shillong reserved its discretion to ask for additional information from the bidder(s) in view of proper evaluation of the bids.
- vi. The Tender document including the terms & conditions are to be signed as a token of acceptance and the signed copy of the same to be submitted along with bid document.
- vii. Any corrigendum/amendment to the Tender will be issued on STC's website.
- viii. Mere participation in e-Tender does not guarantee awarding of works.
- ix. Terminated/ Debarred/ Blacklisted bidders by any Govt. /QuasiGovt/Private Entity/PSUs/MNCs etc. are not allowed to participate in this tender. If the bidder deliberately gives wrong information in his bid, the bid is liable to be rejected at any stage and the Security Deposit and/or EMD/dues from IIM Shillong shall be forfeited.
- x. Conditional bids shall be liable to be rejected and IIM Shillong decision in this regard shall be final and binding.
- xi. The successful bidder has to ensure about fire safety during the execution of work. Therefore, the successful bidder shall be required to suitably instruct the labourers deployed at site for the purpose to restrict them from using any inflammable material as well as using tobacco, cigarette, match box etc. If any miss-happening is noticed, consequences thereof shall be at the risk and cost of successful bidder including IIM Shillong's right to impose damages penalty and forfeited of security deposit.
- xii. All the unsuccessful bidders shall have no contractual relations with IIM Shillong in any manner and shall only be an interested party acting as terms of this Tender.
- xiii. No claim of quality and quantity to be entertained by IIM Shillong as the dismantling and disposal process is under 'As is where is with no complaint basis'.
- xiv. The tender is subject to policies of IIM Shillong issued from time to time
- xv. The successful bidder (H1) shall not sublet, transfer or assign the work or any part thereof, accruing there from or under the contract.
- xvi. Mere participation in the Tender does not guarantee award of work.
- xvii. The successful bidder to comply with all relevant statutory, local and central rules and regulations

6. FINANCIAL BID

1. The bidders should download the BOQ.xls from CPP Portal and fill in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same BOQ in .xls format. The Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
2. A sample BOQ is placed herewith in excel sheet format.
3. If any column is not applicable, keep the sheet as it is or quote '0'. The BOQ is in excel sheet, as such only number will be taken calculable.
4. Bidders will have to quote excluding GST.
5. GST will be added on the quoted amount of the bidder.
6. The H1 bidder will have to make payment to IIM Shillong on the H1 rate plus applicable GST

Sample Financial Bid for Disposal of Office Furniture and Equipments

Tender Inviting Authority:								
Name of Work:								
Contract No:								
Name of the Bidder/ Bidding Firm / Company :								
PRICE SCHEDULE								
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)								
NUMBER #	TEXT #	NUMBER #	TEXT #	TEXT #	NUMBER #	NUMBER #	TEXT #	
Sl. No.	Item Description	Quantity	Units	Quoted Currency in INR / Other Currency	BASIC RATE RATE Excl. Taxes In Figures To be entered by the Bidder in Rs. P	TOTAL RATE AMOUNT Without Taxes in Rs. P	TOTAL RATE AMOUNT In Words	
1	2	4	5	12	13	53	55	
1.01	Rate for Disposal of Office Furniture and Equipment's on as is where is basis	1	Lum sum	INR		0.00	INR Zero Only	
Total in Figures						0.00	INR Zero Only	
Quoted Rate in Words		INR Zero Only						

**PROFORMA FOR SUBMISSION OF OFFER LETTER OF E -TENDER DOCUMENT,
DECLARATION AND BIDDER DETAILS**

(THIS "OFFER LETTER" TO BE SUBMITTED IN BIDDER'S LETTER HEAD)

Ref no.

Date:

To
The Chief Administrative Officer
IIM SHILLONG
Umsawli, Shillong - 793 018.

Sub:

" _____
_____." against Tender No: ___ Dated ___/___/___

1. In reference to above, I/We are enclosing our irrevocable tender for execution of the work " _____." as per tender document within the time schedule mentioned therein and accepted by me/us, at the value quoted by me/us for the whole works/ supply/ service in accordance with terms and conditions, specifications as detailed in the tender document. Having examined the detail given in Tender Notice and Bid Document for the above works/supply/service, I/We hereby submit the relevant information.
2. I/We had paid the EMD or I/ We are exempted being MSME registered firm. A valid certificate is enclosed.
3. I/ We had read entire tender documents and unconditionally accept all the terms and conditions laid down in the Tender document.
4. I/We enclose herewith documentary evidence of my/our experience of execution of work/ supply/ service of similar nature and magnitude carried out by me/us as per the eligibility criteria along with the other documents mentioned in the tender document.
5. I/ We confirm and declare that we are not blacklisted/ debarred/ de-registered by any Government department/ Public Sector Undertaking/ Autonomous bodies or any other agency for which we have executed/ undertaken the works/ supply /services during the last 5 years.
6. It is certified that all the information given hereby as well as in the enclosed eligibility bid documents are correct to the best of my knowledge and believe. It is also understood that I/We shall be liable to be debarred, disqualified in case any information furnished by me/us found to be incorrect.

Date.....day of.....2022

Name of the Bidder with Address:

Name:

Address:

Signature of Bidder(s), with the seal of Firm

BIDDER's DETAILS

1.	Name of the Firm/Agency	
2.	Full address with Pin code, Telephone No/Mobile No. E-mail. Address Telephone/ Mobile no.: Email id:	
3.	Name & Designation of Contact Persons Name Designation Telephone/ Mobile no.: Email id:	
4.	Registration Details for Constitution of the Firm/ Agency (if any) (Attached copy)	
5.	Nature of Business:	
6.	a. GSTIN: b. PAN:	
7.	Bank Account Particulars: Name of the Beneficiary Bank Account Number Bank's Branch IFS code: Account type (SB/ CA) Name of the Bank Branch name & Address (Please attached a copy of cancelled cheque)	
8.	Details of EMD paid: EMD Amount: Rs. Receipt No.	

Signature of the bidder with seal

List of Damaged Furniture and Equipment's

Sl. No	Particulars	Quantity	Unit
1	Vetik Room Heater	162	Nos
2	Samsung TV	7	Nos
3	Godrej Steel Kitchen Cabinet	14	Nos
4	Refrigerator	6	Nos
5	LG Microwave Oven	6	Nos
6	Zuari Single Wooden Bed	3	Nos
7	Office Table with one Drawer	6	Nos
8	Red Square Plastic Dining Table	2	Nos
9	Centre table With Glass Top	2	Nos
10	Xerox & Printing machine (Big)	5	Nos
11	Xerox & Printing machine (small)	1	Nos
12	Godrej Wooden Almirah	10	Nos
13	Small Wooden Box	4	Nos
14	Conference Table	1	Nos
15	Godrej Computer Table	1	Nos
16	Godrej Time Out Table	2	Nos
17	Plastic Water Jug	29	Nos
18	Bajaj Room Heater	302	Nos
19	Bajaj Minor Room Heater	182	Nos
20	Blower Room Heater	137	Nos
21	Steel Chair without Armrest	24	Nos
22	Wooden Chair without Armrest	17	Nos
23	Godrej Opal Single bed	49	Nos
24	Steel Almirah	3	Nos
25	Godrej Dressing Table	2	Nos
26	Supreme Plastic Foam Chair	2	Nos
27	Diva, mid back chair with armrest + Premier, mid back chair with armrest	125	Nos
28	Mattress	60	Nos
29	Geyser Machine	4	Nos
30	Zebra Blind Polyester Curtain	24	Nos
31	Ladder	1	Nos
32	Gym equipment set	1	Set
33	Washing Machine	2	Nos
34	Cantina Table	18	Nos
36	Godrej Queen Size bed	8	Nos
37	Godrej Enzo table	25	Nos.