

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

Website: [www.iimshillong.ac.in](http://www.iimshillong.ac.in)

EOI No: V1-1061/10/2022/2025-26/03

Dated: 29 May 2025



**Expression of Interest**  
**for the**  
**Empanelment of Vendors for Vendors for Supply of Sustainable**  
**Merchandise and Gifts**

**Address To:**

**Chief Administrative Officer**  
**Indian Institute of Management Shillong**  
**Umsawli**  
**Shillong – 793018**

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### **DETAILED NOTICE INVITING EXPRESSION OF INTEREST**

EOI is invited on behalf of Director, IIM Shillong for the empanelment of Vendors for Supply of Sustainable Merchandise and Gifts

<b>EOI No</b>	V1-1061/10/2022/2025-26/03
<b>Name and Location of Work</b>	Expression of Interest for the Empanelment of Vendors for Supply of Sustainable Merchandise and Gifts
<b>Date of Issue/e-Publishing at CPPP website</b> <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	29 May 2025 at 17: 00 hrs
<b>Document Download Start Date and time at CPPP website</b> <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	29 May 2025 at 17: 00 hrs
<b>Document Download End Date and Time at CPPP website</b> <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	12 June 2025 at 15: 00 hrs
<b>EOI Queries should reach by</b>	Latest by 09 June 2025 till 17:00 Hrs. EOI queries received later than the date and time as mentioned above shall not be entertained. Pre-Bid queries should only be emailed to <a href="mailto:srmgr.stores@iimshillong.ac.in">srmgr.stores@iimshillong.ac.in</a>
<b>Pre-Bid Meeting</b>	NA
<b>Last Date and Time for receipts of EOI online at CPPP website</b> <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	12 June 2025 at 15: 00 hrs
<b>Date and Time for opening of EOI at CPPP website</b> <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	13 June 2025 at 15: 30 hrs
<b>Qualifying process</b>	<ol style="list-style-type: none"><li>1. The bidder must satisfy all the eligibility criteria</li><li>2. The bidder must demonstrate capability to deliver as per the expectation of the Institute (to be demonstrated through a presentation)</li></ol>
<b>Address for correspondence</b>	Store and Purchase Office, IIM Shillong, Umsawli, East Khasi Hills, Shillong-793018, Meghalaya Office Contact No : 0364-2308012/2308070 <b>Email:</b> <a href="mailto:srmgr.stores@iimshillong.ac.in">srmgr.stores@iimshillong.ac.in</a>

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 EOI information is also available in the Institute's website at <https://www.iimshillong.ac.in/EOI-notices/>. Any further detail regarding Amendment
- 1.5 /Addendum /Extension/ Corrigendum (if any) will be upload online only at both the given websites.
- 1.6 The bid submitted shall become invalid if- The bidder doesn't upload all the relevant testimonials as mentioned in this EOI document.
- 1.7 The Bidders will be required to produce the original copies of the eligibility criteria documents along with other documents mentioned in the EOI whenever needed at the various stages of EOI{if required}. Any discrepancy is noticed in the uploaded documents with reference to the original documents, the bid will be treated as invalid.

Sd/-  
Chief Administrative Officer  
IIM Shillong

## **2.0 GENERAL TERMS & CONDITIONS:**

### **2.1 INSTRUCTIONS TO BIDDERS**

- 1) EOI document: One set of EOI documents are uploaded in the CPPP portal. Bidder shall download the EOI 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.

### **3.0 EOI submission:**

- 3.0.1 Bidders must upload their documents by the time and date mentioned in the Notice Inviting e-EOI in the CPP Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)), within stipulated time. Bidder may go through the given special instruction before participation in e-EOI.
- 3.0.2 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: [srmgr.stores@iimshillong.ac.in](mailto:srmgr.stores@iimshillong.ac.in))

### **3.1 EOI requirement**

- 3.3.1 The technical bids will be opened online by a committee duly constituted for the purpose at the time and date as specified in the EOI document. All required documents against Notice Inviting EOI 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 EOI.
- 3.3.2 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 EOI document. Failure to do so may result in disqualification of the EOI.

### **3.4 BACKGROUND:**

IIM Shillong was established as the seventh Indian Institute of Management of the country during 2007 by Government of India. It is involved in the following activities:

- 3.4.1 Running degree programs – Post Graduate Program (PGP) in Management, Post Graduate Program for Executives (PGPEX), Post Graduate Program for Working Executives (PGPWE)
- 3.4.2 Running doctoral programs – Doctoral Program in Management, and Doctoral Program in Management for Working Professionals
- 3.4.3 Running other short-term programs, Management development programs, Certificate programs, etc.
- 3.4.4 Helping entrepreneurs to develop through its IIMS Foundation for Incubation and Enterprises
- 3.4.5 Helping the local community to enhance their employability through the Centre for Development of North Eastern Region (CeDNER)
- 3.4.6 Helping the governments in the region with cross functional research and data for policy development through the Dr. APJ Abdul Kalam Centre for Policy Research and Analysis

#### **4. Scope of Work and Deliverables:**

IIM Shillong is seeking to empanel vendors to supply high-quality, sustainable, and ethically produced merchandise and gifts. The merchandise and gifts should also be customizable according to the Institute's requirement for specific events. These items will be used to honour guests, dignitaries, and other stakeholders. The institution is committed to promoting sustainability and ethical practices, ensuring that all procured items align with its eco-conscious values.

IIM Shillong is also deeply committed to fostering entrepreneurship and economic growth in the North-East region. In alignment with this vision, IIM Shillong prioritizes procurement from regional businesses and artisans, promoting sustainable development and empowering local enterprises. Therefore, the Institute invites EOIs from businesses in the North-East for the following requirements:

##### **Scope of Work**

The selected vendors will provide merchandise and gifts that meet the following criteria:

- **Sustainability:** Products must be made using eco-friendly, biodegradable, or recycled materials.
- **Ethical Production:** Items must be produced under fair labour conditions with minimal environmental impact.
- **North-East India Focus:** Vendors must either be based in North-East India or procure raw materials from the region, such as bamboo, cane, silk, or other indigenous resources.
- **Thoughtful Design:** Gifts should reflect creativity and cultural significance while being functional and memorable.

##### **Eligibility Criteria**

Interested vendors must meet the following requirements:

1. **Experience:** Proven track record in producing or supplying sustainable and eco-friendly products.
2. **Geographical Alignment:** Vendors must demonstrate their connection to North-East India through location or sourcing practices.
3. **Product Portfolio:** Availability of a diverse range of products such as:
  - Bamboo or cane handicrafts
  - Recycled paper notebooks or stationery
  - Organic cotton textiles (e.g., stoles, scarves)
  - Eco-friendly utility items like reusable bottles, bags, or utensils
  - Items that showcase the rich culinary heritage of North East India such as spices and honey.
4. **Certifications:** Compliance with relevant environmental and ethical standards (e.g., Fair Trade certification).

##### **Submission Guidelines**

Interested vendors are requested to submit their EOI containing the following information:

1. **Company Profile:** Name, address, contact details, and a brief history of the organization.
2. **Experience Details:** Examples of previous projects or clients showcasing expertise in sustainable gifting solutions.
3. **Product Catalog:** A list of available products with descriptions highlighting their sustainability features and connection to North-East India.
4. **Compliance Documents:** Proof of certifications related to sustainability and ethical production practices.
5. **Production/Sourcing Details:** Information on raw material sourcing from North-East India and the production process followed.
6. **Presentation :** To Submit a presentation showcasing all the products.

**5. Evaluation Process**

The submitted EOIs will be evaluated based on the following parameters:

- Alignment with sustainability goals and ethical practices
- Quality and uniqueness of product offerings
- Connection to North-East India through location or material sourcing
- Vendor's capacity to deliver within agreed timelines

**6. Other Terms and Conditions:**

- 6.1 The submitted EOI will be opened by a Committee duly constituted for this purpose. The proposals (complete in all respects) received will be opened as mentioned at "EOI Schedule" in the presence of the Agency's representative if available. Only one representative will be allowed to participate in the Proposal opening and evaluation process, subject to the submission of a valid authorization letter.
- 6.2 The Agencies may depute their authorized representatives to remain present during the Proposal opening process subject to the submission of a valid authorization letter in the name of the representative to attend the Proposal opening process.
- 6.3 In case the day of the opening of proposals is declared as a Public Holiday or there is non-functioning of the Institute due to any unavoidable reason, the next working day will be treated as a day for the purpose. No separate intimation will be given.
- 6.4 In addition to digital samples of previous work, the bidder is also required to submit physical copies of selected items, designed and printed by them.
- 6.5 Any act on the part of the bidder to influence anybody in the institute is liable to rejection of his bid.
- 6.6 IIM Shillong reserves the right to reject any application without assigning any reason.
- 6.7 IIM Shillong reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the EOI Document without assigning any reason thereof.
- 6.8 The decision of the Competent Authority, IIM Shillong will be final in all matters relating.

Name, Signature and Seal of Authorized Signatory of Agency

**ANNEXURE-I**  
**INDEX COMPLIANCE SHEET**

(To be submitted on the letterhead of the Agency/ Bidder)

Sr. No	Document Name	Compliance (Yes / No)	Page No		Remarks
			From	To	
1	Details of the Agency As per Annexure – II				
2	Copy of Permanent Account Number (PAN) in the name of the bidder, if not proprietorship bidder.				
3	Copy of GST Registration Certificate.				
4	Proof of Income / Turnover to claim the eligibility related to Turn Over (CA Certificate)				
6	Proof of Experience: PO/ WO/ Agreement/ Experience Certificate/ Performance certificate from the clients.				
7	Bidder details as per Annexure-IV				
8	Duly signed and stamped of the entire EOI document along with its addendum/corrigendum, if any				
9	All other documents, as required to claim eligibility				

Place:

Date:

(Signature with stamp of the Agency)



## ANNEXURE-II

### Details of the Company

(To be submitted on the letterhead of the Agency/ Bidder)

**Copies of all supporting documents duly signed and stamped by the Agency in support of below particulars must be attached along with this checklist**

1	Name of the Agency (In Block Letters)	
2	Registered Office Address (With telephone no. & email address)	
3	Status of the organization : Proprietary/Partnership/Pvt. Ltd./Public Ltd. Company	
4	Year of incorporation /constitution of agency	
5	PAN No.	
6	GST No.	
7	Authorized Signatory Details	Name: Designation: Mobile No: Email:
8	Details of Contact Person Other than Authorized Signatory:	Name: Designation: Mobile No: Email:
9	Total No. of Year of Similar Experience Details of work experience (as per <b>Annexure-IV</b> ) in support of Experience related eligibility criteria.	
10	Annual Business turnover for last three financial years, duly certified by the Chartered Accountant	FY 2019-20: Rs FY 2020-21: Rs FY 2022-23: Rs
11	Volume of business revenue during the last two years	
12	Total number of employees	
13	Whether the Agency faced any litigation with any organization earlier, if yes, kindly furnish the same with name of the organization and brief details of litigation.	
14	Any other information	

#### Verification:

The details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information. The application shall be liable to be rejected besides initiation of panel proceedings by IIM Shillong, if it deems fit.

Note:

- 1) Please enclose all supporting documents.
- 2) If documents are not included in the application, the bid will be automatically rejected.

Signature of authorized signatory

Name:

Seal:

**ANNEXURE-III**  
**SELF-DECLARATION ABOUT NON-BLACK-LISTING**  
(To be submitted on the letterhead of the Agency/ Bidder)

To  
Chief Administrative Officer,  
Indian Institute of  
Management Shillong

Date:

Subject: Self Declaration About Non-Black-Listing

Sir,

In response to EOI under reference, I/ We hereby declare that presently our bidder/ agency/ company is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our agency / bidder / company is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in last five years from the last date of submission of Proposal.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD / Performance Security may be forfeited in full and the proposal if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the Agency)

**Annexure IV**  
**BIDDER's DETAILS**

	<b>Name of the Bidder/Agency</b>	
	<b>Full address with Pin code, Telephone No/Mobile No.E-mail.</b> Address  Telephone/ Mobile no.: Email id:	
	<b>Name &amp; Designation of Contact Persons</b>  Name  Designation  Telephone/ Mobile no.: Email id:	
	<b>Registration Details for Constitution of the Bidder/Agency (if any) (Attached copy)</b>	
	<b>Nature of Business:</b>	
	<b>a. GSTIN:</b>  <b>b. PAN:</b>	
	<b>Bank Account Particulars:</b> 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)	

**Signature of the bidder with seal**

