



TENDER NOTICE FOR SALE OF USED VEHICLE (Toyota Innova)

TENDER NOTICE No.: V1-1601/10/2022-SPO/25-26/LT-013

Dated: 19 Nov 2025

Bid Document Downloading Start Date:	17:00 hours of 19 Nov 2025
Last Date and Time for Submission of Bid Document Online:	14:00 hours of 08 Dec 2025
Date and Time of Opening of Techno -Commercial Bids:	14:30 hours of 08 Dec 2025
Cost of Earnest Money Deposit (EMD):	Rs 7000/- to paid via payment link

INDIAN INSTITUTE OF MANAGEMENT SHILLONG
UMSAWLI, SHILLONG- 793018
Tel: 0364-2308000; Fax: 0364-2308041 ; Website: www.iimhillong.ac.in

Sealed tenders are invited for auction of used vehicle viz. **Toyota Innova (2013 Model)** in the IIM Premises on 'AS IS WHERE IS BASIS'. The rates may be quoted as per description of the Vehicle mentioned at **Annexure 'A'** annexed hereto.

Interested parties for inspection and other details in respect of the said vehicles, if they so desire, may contact Store and Purchase Office (Tel. 0364-2308000) on any working day between 10.30 AM to 4.30 PM except on Saturday/Sunday & Holiday for any further information about the said used vehicles before quoting the rates.

A. INVITATION OF TENDER

1. Single sealed envelopes should be used for submitting Tender Document and Earnest Money.
2. The tenderers are expected to examine all the instructions, Proforma's terms & condition and specifications in the tender documents. Failing to furnish all information required by the tender document in any respect will be at the tenderer's risk and may result in the rejection of the tender.
3. The tender must be received not later than the date & time specified for submitting the same. In case, the date of submitting the tender will be declared as holiday by the Govt. of India then next working day will be treated as due date of tender.
4. Interested parties may send their sealed tenders in a single sealed envelope, containing "Tender Document" along with bidders' details and EMD details in one envelope and "Financial Bid" in another envelope. The envelope's outer cover should indicate thereon:

i) Reference No. of the Tender: _____

ii) Tender subject: _____

iii) Due date for submission of the tender: _____

iv) Due date for opening of the tender: _____

v) Name of the individual/ firm: _____

The payment of Earnest Money should be done through online mode via the payment link mentioned below and a copy of the transaction should be enclosed with the envelope.

EMD Payment Link:

<https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=unPpDMmNMgyLM9LLfrXUhRaBMECfZN%2fLVhdvVbZJFqJIr63OP%2bqeMtWDL60E%2b7Vjn%2fb7stChpQdeChBWSrN9qmQXga3%2bEMZXFc5VxkBQLe28NT81OrE6rmet4TEvuOe%2fmKucKT5YTb5dhOSLzscQDwA5WbpvMOPa>

A Committee of Officers constituted for the purpose before the tenderers or their authorised representatives who may wish to remain present. The tenders received after due date and/or time and without Earnest Money will not be entertained.

Sd/-
Chief Administrative Officer
IIM Shillong

B. TERMS AND CONDITIONS OF TENDER

1. The Tenderers are required to quote their highest rate of the vehicle mentioned in **Annexure 'A'** annexed hereto. **The bid will be confirmed in favour of the person quoting the highest rate in respect of the vehicle.**
2. The tenderers are required to send their rate along with single payment of **Earnest Money of Rs. 7,000/- (Rupees Seven thousand only) through online mode only.** The Earnest Money will be refunded to the unsuccessful tenderer on their written request with respect thereto.
3. The rates should be valid for a minimum period of 90 days from the date of opening of price bid.
4. Hypothetical or conditional Tender will be rejected. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, appropriate action may be taken.
5. The IIM will deal with the tenderer directly and no middle-men/ agents/ commission agents etc., should be asked by the tenderer to represent their cause and they will not be entertained by IIM Shillong.
6. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
7. The IIM reserves the right to make any change, at any time, in the terms and conditions of the Notice Inviting Tender and accept or reject any or all tenders wholly or partly without assigning any reason thereof.
8. The tenderer has to quote the rates at **Annexure 'A'** both in figure and word corresponding to the vehicle they are opting for.
9. **Tender Document including the documents submitted therein must be duly signed/ stamped on all pages failing which the offer shall be liable for rejection.**
10. Each tenderer has to certify that all the terms and conditions are acceptable to him. The Earnest Money shall stand forfeited in case of breach of any of the conditions mentioned in the tender document.
11. It is obligatory on each bidder that one person who desires to bid, should quote for the item as mentioned in the Annexure 'A' enclosed herewith. Used vehicles to the successful bidder shall be released only after depositing full and final payment in the IIM.

12. No bidder shall be permitted to bid for the vehicle for an amount less than the reserve price of the particular vehicle as mentioned below against the vehicle.

Make/Model	Registration No.	Year/Model	Total Kms covered	Reserve Price (Rs.)
Toyota Innova	ML-05L-4671	2013	1,54,575 Kms	3,67,000/- + GST (as applicable)

5. To be eligible for bidding, the bidder shall along with depositing the earnest money, submit written bid in closed cover in Proforma (Annexure 'A') for purchase of the used vehicle. The written bid shall not be less than the reserve price of the used vehicle, but may be more than that.
6. IIM Shillong reserves the right to accept or reject the tender without assigning any reason thereof.

B. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

1. The successful bidder shall get the vehicle transferred in his name as per rules, at his own cost and responsibility, immediately on taking delivery and in any case within the time prescribed for this purpose. IIM Shillong shall not in any manner be concerned with or responsible for registration of the vehicle, and will have no liability whatsoever after the delivery of vehicle to the successful bidder.
2. The delivery of the auctioned vehicles will be arranged only after the successful bidder submits documentary evidence in support of residential status (PAN Card, Aadhar Card etc. in case of individual and Registration Certificate etc. in case of firms).
3. 100% of the bid amount +GST as applicable is to be deposited by the highest bidder within 7 working days. If the amount is not deposited, the earnest money will be forfeited and the bidder will be barred from participating in future.
4. After full and final deposit the vehicle shall be allowed to be lifted by the bidder within 3 days.
5. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the IIM Shillong.
6. IIM Shillong, in its discretion, reserves the right to reject or accept any bid, partly or completely, at any time without assigning any reason therefore. The decision of IIM Shillong in this matter shall be final.

7. The successful bidder shall take away the auctioned vehicle, at his own cost and responsibility, immediately on taking delivery and in any case within the time prescribed for this purpose. IIM Shillong shall not in any manner be concerned with or responsible for these vehicle, and will have no liability whatsoever after the delivery of said items to the successful bidder.
8. Conditional bid will be rejected. If the bid is withdrawn by the concerned party at any time after it is provisionally accepted, the entire money and EMD deposited by him shall stand forfeited.
9. In case of default of any conditions stated in regard to, by the successful bidder during the period of their engagement, the earnest money shall stand forfeited without any further notice of opportunity.
10. It shall be presumed that the bidder has fully inspected the used vehicle before the auction. IIM Shillong shall not be responsible and shall not entertain any complaint in respect of the said vehicle subsequently.

BIDDERS DETAILS

PROFORMA

(To be filled in by the Bidders with reference to Notice for sale of used Vehicle
Toyota Innova)

1. Name of the Bidder :

2. Address :

3. E-mail ID and Contact No. (s) :

4. Payment details (Earnest Money) :

Amount Paid	
Mode of Payment (via payment link)	
Payment Reference Number	
Payment Date	
Payee Bank	

5. PAN Card details: (Copy to be attached)

6. Any other details :

Declaration:

I/we have carefully read the terms and conditions of the offer, particularly, regarding Earnest Money, and agree to abide by these in letter and spirit. The decision of the IIM Shillong on any dispute arising out of the offer, shall be binding on me/us.

I/We agree to the forfeiture of the earnest money, if I/We fail to comply with all or any of terms and conditions in whole or in part as laid down in this Tender Notice which would constitute and have force of a contract between me/us and the IIM Shillong, if I/We am/are declared a successful bidder.

I/We hereby undertake that the vehicle will be used for bonafide/lawful purpose only.

Date :

Place:

Signature of the Bidder

Name:

ANNEXURE 'B'

FINANCIAL BID FORMAT

(To be submitted in a separate envelope)

**(To be filled in by the Bidders with reference to Notice or sale of used Vehicle
Toyota Innova)**

- 1. Name of the Bidder :**
- 2. E-mail ID and Contact No. (s) :**
- 3. Price to be offered by way of written bid against registered vehicle mentioned below
(in case be not less than the reserve price fixed but may be more than that) :**

Make/Model	Registration No.	Year/ Model	Reserve Price (Rs.)	Offer price
Toyota Innova	ML-05L-4671	2013	3,67,000/- + GST (as applicable)	Rs. Rupees

Note: (i) GST as applicable will be added to the Offer Price.

Date :

Place:

Signature of the Bidder

Name:

Address:.....