

INDIAN INSTITUTE OF MANAGEMENT SHILLONG

**Expression of Interest (EOI)
for Purchase/Dispose of Used Laptop (As Is Where Is
Basis)**



**IIM
SHILLONG**

EOI No: IIMS/Laptop/120921 | Dated: 05 March 2026

**Last Date of Submission: 16 March 2026 | Mode of Selection: H1
(Highest Financial Offer)**

INDIAN INSTITUTE OF MANAGEMENT SHILLONG

Stores & Purchase Department | Shillong – 793018

Expression of Interest (EOI) for Purchase/Dispose of Used Laptop (As Is Where Is Basis)

EOI No.	IIMS/Laptop/160226	Dated	16 February 2026
Last Date of Submission	16 March 2026	Mode of Selection	H1 (Highest Financial Offer)

1. Introduction

In accordance with Rule 192 of General Financial Rules (GFR) 2017, IIM Shillong proposes to dispose of obsolete/surplus IT assets through Open Tender Enquiry to ensure transparency, competition, and maximization of revenue.

2. Eligibility Criteria

Vendor with the following criteria may apply:

- Individual / Proprietorship / Firm / Company may participate.
- The vendor must submit: Company registration details, GST registration certificate, PAN card, and contact details of authorized representative.

3. Terms and Conditions

- Laptops along with accessories shall be sold strictly on “As Is Where Is Basis.”
- No warranty/guarantee shall be provided.
- The Institute does not undertake repairs.
- The successful bidder shall deposit **100% payment within 6 days** of award.
- Submit a financial offer based on highest price (H1 basis).
- Lifting, labor, loading, and transportation shall be at purchaser’s risk and cost.
- Data wiping shall be carried out by the Institute prior to handover.
- The Institute reserves the right to withdraw any item before acceptance of bid.
- Conditional bids shall be rejected.
- Ensure that the quoted price is exclusive of GST. IIM Shillong will add applicable GST over the base price.
- The decision of IIM Shillong shall be final and binding.

4. Selection Method

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

5. Inspection of Laptop

- Interested vendors may verify/inspect the laptops up to at least five (2) days prior to the EOI end date, before submitting their financial offer.
- Prospective vendors will be notified separately about the date and time of inspection of the laptop available at IIM Shillong.
- Vendors are advised to inspect the materials physically before submitting their financial offer.

For inspection coordination, vendors may contact:

Contact Person	Email	Phone
Colin Sohklet, Senior Manager (Stores)	srmgr.store@iimshillong.ac.in	0364 2308012 0364 2308150

6. Submission of EOI

The EOI should be submitted in a sealed envelope clearly superscribed with:

“EOI for Purchase of Used Laptop – IIM Shillong”

The EOI should contain:

- Company profile
- Documents listed under eligibility criteria
- Acceptance of terms and conditions mentioned in this EOI
- Financial Offer (Lump Sum) in the prescribed format as mentioned in Annexure 2 (no item-wise breakup)

7. Annexure

1. Annexure-1 – Laptop Details
2. Annexure 2 - Financial Offer Format

Details of Laptops (Annexure 1)

Sl No	Model	Year of Purchase	Condition	Total No of Laptop
1	Hp Probook 440 G8	2021	Working Condition	20
2	Hp Probook 440 G8	2021	Non-Working Condition	2
3	Hp Pavillion x360 Convertible 14-dh1179TU	2021	Working Condition	37
4	Hp Pavillion x360 Convertible 14-dh1179TU	2021	Non-Working Condition	6

Note:

1. All the accessories like Charging adapters, Laptop Bags and Stylus pen (if it comes along with the model of the laptop) will be provided along with Laptop.

Definition of Condition of Laptops

1. Working Condition: "Working Condition" shall mean that the laptop:

- Powers ON and boots successfully. Motherboard and processor are functional.
- RAM and internal storage are functional. Display panel is functional (no major damage affecting usability).
- Keyboard and touchpad are functional.
- Built-in Wi-Fi and LAN (if available) are functional.

However, battery performance/backup is excluded from this definition.

Battery may be weak, degraded, non-functional, or may not hold charge. The laptop may require continuous AC power for operation.

2. Non-Working Condition: "Non-Working Condition" shall mean that the laptop is not operational or has one or more major hardware faults, including but not limited to:

- Laptop does not power ON due to Motherboard failure or Processor failure.
- RAM slot failure.
- Broken / damaged display panel.
- Keyboard not working.
- Touchpad not working.
- Peripheral ports (USB / HDMI / LAN etc.) not working.
- Physical damage affecting usability.
- Any other hardware defect preventing normal operation.

Non-working laptops may require repair, part replacement, or component salvage.

3. Important Clarification

The classification of "Working" and "Non-Working" is based on preliminary internal assessment by the Institute. No guarantee is provided regarding exact functionality, configuration, completeness of components, or repair feasibility. All items are sold strictly on 'As Is Where Is Basis'. The purchaser is advised to inspect the items before submission of bid.

FINANCIAL OFFER FORMAT (Annexure 2)

(To be submitted on Vendor's Letterhead in sealed envelope / authorised email)

EOI Reference

EOI No.	IIMS/Laptop/160226	Dated	05 March 2026
Last Date of Submission	16 March 2026	Quoted Amount	Total Offered Price

To

The Stores & Purchase Department
Indian Institute of Management Shillong
Shillong – 793018

1. Vendor Details

Name of Firm / Company			
Registered Address			
GSTIN			
PAN			
Authorized Person (Name & Designation)			
Mobile No.		Email ID	

2. Financial Offer (Lump Sum)

After inspection/verification of the laptops listed in Annexure-1, we hereby submit our financial offer (lump sum) as under:

Sl No	Model	Condition	Unit	Unit Cost (Excl. GST)	Total Cost (Excl. GST)
1	Hp Probook 440 G8	Working Condition	20		
2	Hp Probook 440 G8	Non-Working Condition	2		
3	Hp Pavillion x360 Convertible 14-dh1179TU	Working Condition	37		
4	Hp Pavillion x360 Convertible 14-dh1179TU	Non-Working Condition	6		

Total Quoted Amount (Base Price) (Excluding GST)	₹
Amount in Words	Rupees _____ only

GST Clause: GST, as applicable, shall be added by IIM Shillong over and above the quoted base price.

3. Declaration

- The above quoted price is our final offer, exclusive of GST.
- We agree that selection shall be on H1 basis (Highest Financial Offer).
- The Institute reserves the right to withdraw any item before acceptance of bid.
- Ensure that the quoted price is exclusive of GST. IIM Shillong will add applicable GST over the base price.
- The decision of IIM Shillong shall be final and binding.

4. Signature

Place	
Date	
Signature of Authorized Signatory	
Name / Designation & Company Seal	

Indian Institute of Management Shillong | Stores & Purchase Department