

**EXPRESSION OF INTEREST (EOI) FOR PROVIDING TECHNICAL SUGGESTIONS AND SAMPLE MATERIALS FOR WINDOW BLINDS AND GLASS ETCHING IN LABORATORIES AND OFFICE SPACES AT IISER BERHAMPUR PERMANENT CAMPUS**

The Indian Institute of Science Education and Research (IISER) Berhampur, under the Ministry of Education, Government of India, invites Expression of Interest (EOI) from reputed OEMs and vendors for technical consultation, submission of sample materials, and presentations for proposed work related to **window blinds and glass etching** in laboratories and office spaces at the Permanent Campus, Laudigam, Berhampur, Odisha.

**1. ELIGIBILITY CRITERIA**

Participants must meet the following eligibility conditions:

1. OEM must be ISO certified or have an equivalent Indian certification.
2. The OEM or vendor must not be blacklisted by any Government, PSU, or Autonomous Institution.
3. The vendor must possess a valid authorization certificate from the OEM for the quoted items.
4. The OEM/vendor must certify that all spares and accessories are not end-of-sale for the next 3 years and not end-of-support for the next 5 years.
5. All spares/accessories must be readily available through the Indian representative, and the vendor must clearly mention the shortest possible timeline for supply/replacement, preferably through GeM or other Government-authorized sources.
6. The vendor must have a minimum of 3 years of experience and must have satisfactorily completed similar works in National Institutes, Universities, or Government Organizations.
  - Similar works include providing and fixing window blinds and glass etching in laboratory and office environments, including procurement, installation, coordination with agencies, and timely execution.
  - Documentary evidence (e.g., work orders and completion certificates) must be submitted.
7. Vendors / OEMs may visit the site at their own cost to understand the requirement before submitting the proposal.

**2. Key Dates**

|                                    |                                                                                                                                |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| EOI No. & Date                     | IISERBPR/IWD/EOI/2025-26/XX Date: 24-06-2025                                                                                   |
| Site inspection:                   | 05 – 07 – 2025                                                                                                                 |
| Presentation & Sample Review:      | 07 – 06 – 2025 at 11:00AM - 1:00PM                                                                                             |
| EOI Submission Deadline:           | 08 – 07 - 2025                                                                                                                 |
| Contact detail for site inspection | <b>Permanent Campus:</b> IWD, IISER Berhampur,<br>At/Po: -Laudigam, Dist.- Ganjam,<br>Odisha, India-760003 Mob: +91-7653895113 |

**Note:** Based on the technical proposals by various firms, detailed specifications for the tender document will be prepared by the Committee.

### **3. SCOPE OF WORK:**

- The bidder should bring sample materials for evaluation on the day of presentation.
- The bidder shall make his own arrangements for their visit to the Institute for their plan and estimate.
- Bidders should make proposal and presentation in the scheduled date with complete plan and design
- Bidder should accept any alteration in their plan and design if suggested by the competent authority
- Bidder estimate should comprise of from plan to till execution of work and safe handover of site to the Institute in all aspects.
- Proposed indicating the schedule of requirement in addition to the published scope (if any) including information sought vide Annexure-I be submitted.
- The list provided here is representative / tentative and / or indicative. The firms are free to recommend additional items to suit the functional requirements

### **4. SUBMISSION OF EOI**

Interested parties must submit:

- A formal Letter of Interest on official letterhead.
- Company profile including documents supporting eligibility criteria.
- Authorization certificate (if applicable).
- Product catalogs and description of proposed materials.
- Site visit confirmation (optional).
- Proposal indicating information requested in **Annexure-I**.
- Contact details of the authorized representative.

Sealed envelopes should be marked:

**"EOI – Window Blinds & Glass Etching – IISER Berhampur"**

### **5. GENERAL TERMS**

- This is an Expression of Interest, not a commercial tender.
- No financial proposals are required at this stage.
- IISER Berhampur reserves the right to accept or reject any EOI without assigning any reason.
- No compensation or reimbursement shall be provided for participation, site visits, or sample presentations.

Senior Executive Engineer  
On behalf of the Director, IISER Berhampur

### Annexure-I

INFORMATION SHEET TO BE SUBMITTED ALONG WITH EXPRESSION OF INTEREST (EOI) *For: Providing and Fixing Window Blinds and Glass Etching in Laboratories and Office Spaces at IISER Berhampur.*

| Sl. No. | Particulars                                                                                      | Details to be filled by Vendor/OEM/SI |
|---------|--------------------------------------------------------------------------------------------------|---------------------------------------|
| 1       | Name of the Firm / Company                                                                       |                                       |
| 2       | Registered Address                                                                               |                                       |
| 3       | Year of Establishment                                                                            |                                       |
| 4       | Type of Organization (Proprietorship / Partnership / Pvt Ltd / Public Ltd / Others)              |                                       |
| 5       | ISO or equivalent Certification Number (Attach copy)                                             |                                       |
| 6       | Contact Person Name, Designation                                                                 |                                       |
| 7       | Mobile Number and Email ID                                                                       |                                       |
| 8       | Whether OEM / Authorized Vendor / System Integrator (Attach Authorization Certificate if vendor) |                                       |
| 9       | Has the firm ever been blacklisted by any Govt. agency? (Yes/No) (Attach declaration)            |                                       |
| 10      | Experience in Similar Works (No. of Years)                                                       |                                       |
| 11      | Details of Similar Work Completed (Attach documentary evidence – work orders, completion cert.)  |                                       |
| 12      | Availability of Spares and Accessories in India (Yes/No)                                         |                                       |

|    |                                                                                                  |  |
|----|--------------------------------------------------------------------------------------------------|--|
| 13 | Timeline for Supply/Replacement of Spares (Mention in days)                                      |  |
| 14 | Whether spares will be available for next 3 years and support for next 5 years (Yes/No)          |  |
| 15 | Willingness to accept modifications suggested by competent authority (Yes/No)                    |  |
| 16 | Tentative List of Proposed Materials for Blinds and Glass Etching (Attach sample list/catalogue) |  |
| 17 | Any Additional Recommendations/Items beyond scope                                                |  |
| 18 | Confirmation of Site Visit (Yes/No)                                                              |  |
| 19 | Proposed Implementation Plan & Timeline (Attach as separate sheet)                               |  |

**Declaration:**

We hereby declare that all the information submitted above is true to the best of our knowledge and belief. We understand that any misrepresentation or concealment of facts will lead to disqualification from further participation.

**Authorized Signatory**

(Signature with seal)

Name:

Designation:

Date:

Place:

**Section-I**

**Schedule of Requirements**

For Providing and fixing Window Blinds and Glass etching in laboratories and Office spaces at IISER Berhampur

| <b>S. No</b> | <b>Item Description</b>                 | <b>Qty<br/>(Approx.)</b> | <b>Unit<br/>(Approx.)</b> |
|--------------|-----------------------------------------|--------------------------|---------------------------|
| 1.           | Supplying and fixing of Roller Blinds.  | 5,000                    | SQM                       |
| 2.           | Providing and fixing Glass Etching Work | 10,000                   | SQM                       |

**Note:** The quantities mentioned above are tentative and may change as per the actual requirement at the site. Interested vendors are expected to visit the site (IISER Berhampur Permanent Campus) to assess the actual requirement before quoting.