

Expression of Interest (EOI)



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD

Devghat, Jhalwa, Prayagraj - 211015 (U.P.) INDIA

**EXPRESSION OF INTEREST (EOI) FOR SUPPLY AND INSTALLATION OF
WOODEN PLATFORM AND PODIUM FOR CLASSROOMS AT IIIT-A.**

Ref. No.: IIITA/SP/NIT/1985/2800/2026

Department Institute Work Department (IWD), IIIT-Allahabad

Contact Person:

For Technical Query

Junior Engineer (Civil)

Email: manikchandra@iiita.ac.in

Tel: 0532-292-2113

For Commercial Query

Stores & Purchase Section

Email: info.purchase@iiita.ac.in

Tel: 0532-292-2811

EXPRESSION OF INTEREST DOCUMENT

Indian Institute of Information Technology Allahabad, Prayagraj, Uttar Pradesh invites Expression of Interest from eligible and experienced manufacturers or authorized dealers for supply and installation of wooden classroom platforms and wooden podiums for academic use in classrooms and lecture halls of the Institute. This EOI is being issued for market assessment, validation of broad technical parameters, and shortlisting of capable firms for the subsequent competitive tender process.

This EOI is not a financial bid and no price bid is being sought at this stage. No rate, price schedule, or commercial quotation shall be submitted in response to this EOI. Any response containing price information is liable to be ignored for evaluation purposes.

Procuring Entity

Procuring Entity: Indian Institute of Information Technology Allahabad, Devghat, Jhalwa, Prayagraj, Uttar Pradesh 211015.

Mode of submission: Offline in sealed envelope or through such mode as may be notified in the EOI schedule.

Purpose of EOI

The purpose of this EOI is limited to the following:

1. To identify capable sources for supply and installation of the required items.
2. To obtain market inputs on available designs, materials, workmanship standards, warranty provisions, and delivery capability.
3. To refine non-restrictive and performance-based technical specifications for a subsequent open tender or such other competitive procurement method as may be decided in accordance with applicable procurement rules.
4. To shortlist responsive and eligible firms, if considered necessary, on the basis of objective and pre-disclosed criteria.

Issue of this EOI shall not be construed as commencement of a contractual procurement. The Institute reserves the right to proceed with or not to proceed with

any subsequent tender process, without thereby incurring any liability to the participating firms.

Scope of Supply

The selected supplier shall be responsible for:

- Supply of wooden classroom platform and podium(s) as per the approved specifications.
- Safe transportation and delivery at IIIT Allahabad.
- Installation and commissioning at the designated location.
- Providing warranty support during the warranty period.

Tentative Technical Specifications

Sl. No	Description of item	Unit (SIZE)	Qty.
1.	Supply and fixing of portable type wooden classroom platforms for teaching. Size 18'X5'-6" X 1' (LxBxH). Material- 18/20 MM thick HDHMR Board. Brand and Make- Century / Action TESA / Green panel or equivalent. Mica- front and side and color as per Engineer In-charge. Foot mat / carpet on top of the platforms as per Engineer In-charge. This type of platform is easily fixable and removable. Drawing of the platform is also attached herewith for more information as Annexure-A.	Nos.	12
2	Supply and fixing of portable type wooden Podium. Size 24"X19" X 42" (LxBxH). Material- 18/20 MM thick HDHMR Board or Suitable for Standard Podium. Brand and Make- Century / Action TESA / Green panel or equivalent. Customized Logo of the Institute. Mica- all sides of the podium and color as per Engineer In-charge. Push type Footrest for standing as per Engineer In-charge. Drawing of the podium is also attached herewith for more information as Annexure-B.	Nos.	18

The above quantities and dimensions are tentative and are meant only for market assessment at the EOI stage. Final quantities, exact specifications, delivery schedule, installation conditions, and acceptance criteria shall be defined in the subsequent tender document.

The above specifications are indicative and subject to revision based on the responses received through this EOI.

Broad Technical Parameters

Interested firms may submit product literature and technical details against the following broad and non-restrictive parameters derived from the requirement presently identified by the Institute:

Classroom platform

The classroom platform should be portable, structurally sound, suitable for repeated academic use, and capable of safe placement and removal without damage to floor finish. The platform may be made from high density engineered wood board or other equivalent material of appropriate strength and durability. The top surface should have a suitable anti-skid finish or carpet finish. Exposed surfaces should have neat laminate or equivalent finish. The design should ensure safe load bearing, edge finishing, resistance to wobbling, and ease of maintenance.

Podium

The podium should be suitable for regular classroom or lecture hall use, with ergonomic dimensions, adequate working surface, durable body construction, and stable base support. The make-up material may be high density engineered wood board or equivalent material suited for institutional use. All visible sides should have proper finish. Provision for institute logo, if required, may be incorporated in the final tender specification. Any additional features proposed by the firm may be indicated separately.

General requirements

All items should be suitable for indoor academic use, finished properly, free from sharp edges and workmanship defects, and supported by warranty and after-sales service commitments. Any claimed equivalence must be supported by objective technical literature, material description, and performance details.

Eligibility Criteria

The following eligibility criteria are prescribed for this EOI:

1. The firm should be a manufacturer of furniture or institutional wooden products, or an authorized dealer or authorized channel partner of such manufacturer. Documentary proof shall be submitted.
2. The firm should be legally registered in India and should have valid PAN and GST registration.
3. The firm should have experience during the last three years in supply of similar furniture or institutional wooden items to Government Departments, Autonomous Bodies, Universities, IITs, NITs, IIITs, Central Educational Institutions, PSUs, or reputed private institutions. Copies of work orders and completion certificates or client certificates shall be submitted.
4. The firm should not have been debarred or blacklisted by any Central Government Ministry or Department, State Government Department, PSU, Autonomous Body, or Central Educational Institution as on the last date of submission. A self-declaration shall be submitted.
5. The firm should have adequate service and installation capability for execution at Prayagraj. A brief note on service arrangement may be submitted.

Any eligibility criterion not having direct relevance to the present procurement requirement has intentionally not been prescribed at the EOI stage. ISO, BIS, or similar certifications may be indicated by the respondent where available and relevant, but no unrelated certification shall be treated as mandatory unless specifically justified in the subsequent tender.

Instructions to Bidders

Bidders/Proposers are advised to study all instructions, forms, terms, requirements and other information in the EOI documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the EOI documents with full understanding of its implications.

Bidders/Proposers are advised to conduct a thorough site survey and requirement gathering prior to the pre-EOI meeting to understand the existing infrastructure and on-ground conditions. This will ensure a comprehensive understanding of the scope of work and facilitate the submission of a more accurate and relevant proposal.

The response to this EOI should be full and complete in all respects. Failure to furnish all information required by the EOI documents or submission of a

proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of its proposal.

For better understanding of project, brief descriptions of modules as per our preliminary assessment are given. In this stage bidder are requested to propose their work description, with quoting rate, so that in later stage under detailed Notice Inviting Tender, complete scope of work/project and technical specification may be enclosed, for evaluation of bids on equal footing.

EOI proposal preparation costs & related issues

The Bidders/Proposers is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by the IIIT Allahabad to facilitate the evaluation process, unless explicitly specified to the contrary.

IIIT Allahabad will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Documents to be Submitted

The interested firm shall submit the following documents:

1. Covering letter on firm letterhead.
2. Firm profile indicating constitution, address, contact details, and nature of business.
3. Copy of registration/incorporation document.
4. Copy of PAN.
5. Copy of GST registration certificate.
6. Authorization certificate, where the respondent is not the manufacturer.
7. Product catalogue, brochure, photographs, or drawings of similar products.
8. Technical compliance note against the broad requirement.
9. Details of similar supplies executed during the last three years, supported by documentary evidence.
10. Warranty and after-sales service details.

11. Declaration regarding non-debarment or non-blacklisting.
12. Any suggestion for improving technical specifications in a non-proprietary and performance-based manner.

Evaluation of EOI Responses

EOI responses shall be evaluated only for the limited purpose stated in this document. The evaluation shall broadly cover the following:

1. Completeness of submission.
2. Eligibility and documentary compliance.
3. Relevance of past experience in similar supply.
4. Suitability of the products offered against the broad functional requirement.
5. Service support capability.
6. Usefulness of technical inputs for finalization of neutral and performance-based specifications.

No contract shall be awarded on the basis of this EOI. If the Institute decides to proceed further, a separate tender document containing detailed specifications, quantity, delivery period, contractual terms, warranty obligations, inspection parameters, evaluation methodology, and commercial conditions shall be issued.

Basis of Shortlisting

Where the Institute considers it necessary to shortlist firms for the next stage, such shortlisting shall be made only on the basis of pre-disclosed eligibility and relevance of the technical response. Shortlisting under this EOI, if adopted, shall not confer any right to award of contract.

The Institute may also decide, after completion of market assessment, to issue an open tender in wider competition instead of limiting participation to EOI respondents.

Integrity, Fairness, and Competition

The final tender specifications shall, to the extent practicable, be framed in generic and performance-based terms and shall avoid restrictive conditions not essential for

satisfactory performance. Any mention of material type, preferred make, or benchmark product in future documents shall be read as including equivalent alternatives meeting the specified performance and quality parameters.

Procurement shall be processed in a manner consistent with principles of transparency, fairness, competition, and value for money.

Warranty and Service Inputs

Interested firms should indicate the standard warranty offered for institutional use and the service support mechanism available during the warranty period. The final tender may prescribe minimum warranty, defect liability obligations, and response timelines depending upon the assessed requirement.

Submission Instructions

The response should be neatly indexed, page numbered, signed by an authorized signatory, and submitted in a sealed cover superscribed as follows:

“Expression of Interest for Supply and Installation of Wooden Classroom Platforms and Wooden Podiums at IIIT Allahabad”.

The envelope shall contain only technical and eligibility information sought in this EOI. No price information shall be enclosed.

EOI Schedules of Events

The EOI Participants are requested to note that dates mentioned in the schedule of events IIIT Allahabad reserves rights to modify these dates at any time.

S No.	Event	Timeline
1	Publication of Expression of Interest (EOI)	17/07/2026
2	End date of submission of Expression of Interest (EOI)	07/08/2026 04:00 PM
3	Pre-EOI Meeting, if any	27/07/2026 03:30 PM
4	Publication of Corrigendum, if any	29/07/2026 04:00 PM
5	Opening of Expression of Interest (EOI)	10/08/2026 04:00 PM
6	Presentation, Submission of Documents(if any) and Discussion with the Prospective Bidder/Service Provider	(Date and Time of Presentation and Discussion with the prospective Bidder/Service Provider will be communicated after opening of EOI)

The Institute may amend the EOI schedule by issuance of corrigendum, which shall form part of the EOI.

Submission Process

Interested parties/vendors/firms are requested to submit their EOI along with supporting documents in sealed envelope superscribed:

The complete EOI shall be submitted within the stipulated date & time. No opportunity shall be given to the participant to withdraw any offer at any stage after the submission of the proposal.

Duly sealed EOI are to be submitted in the office of the **Deputy Registrar (S&P), Stores & Purchase Section, 2nd Floor, Admin East Building, IIIT Allahabad, 211015** by Speed Post or physically at Tender Box kept in Store & Purchase section on or before **07/08/2026 04:00 PM** Postal delay will not be entertained.

EOI documents submitted by the Bidder should be concise and contain only relevant information as required under the EOI Bids shall consist of supporting proofs and documents as defined in the Pre - qualification section.

Period of validity of EOI

The proposal shall remain valid till 180 days from the date of opening of EOI. However, in exceptional circumstances, IIIT-Allahabad asks for extending the period of validity and such a request shall be binding on bidders.

Clarification and Corrigendum

Any clarification considered necessary by the Institute may be sought from the respondents. Corrigendum, amendments, or clarifications issued by the Institute shall be binding and shall be deemed to form part of the EOI.

Rejection of Response

The Institute reserves the right to reject any EOI response that is incomplete, unsigned, unsupported by required documents, or otherwise found non-responsive to the terms of this EOI. However, such rejection shall be based on recorded reasons and on the criteria disclosed in this EOI.

Note:

This EOI is issued solely for the market exploration, assessment of available sources, and possible shortlisting of capable firms. It does not constitute a tender, request for proposal, or offer for award of contract. Participation in this EOI shall not create any right, title, or legitimate expectation for award of work.

The institute reserves the right to accept, consider, shortlist, or reject any response, and to abandon or re-initiate the process, in accordance with any administrative requirements and applicable procurement norms.

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
ALLAHABAD**

Institute Work Department (IWD)

EOI Ref No. **IIITA/SP/NIT/1985/2800/2026**

Format for Covering Letter

To

The Deputy Registrar (Stores and Purchase)
Indian Institute of Information Technology Allahabad
Prayagraj, Uttar Pradesh - 211015

Subject: Submission of Expression of Interest for Supply and Installation of Wooden Classroom Platforms and Wooden Podiums at IIIT Allahabad

Sir/Madam,

With reference to the above EOI, the undersigned submits the response on behalf of the firm. The firm confirms that the information furnished in the response is true and correct to the best of its knowledge and belief. It is further confirmed that no price quotation has been enclosed with this EOI response.

The firm understands that this EOI is only for market assessment, specification finalization, and possible shortlisting, and that no contract shall be awarded on the basis of this EOI.

Name of firm: _____

Name of authorized signatory: _____

Designation: _____

Address: _____

Mobile: _____

Email: _____

Signature with seal: _____

EOI Ref No. **IIITA/SP/NIT/1985/2800/2026****Bidder's Details**

(On the letter head of the bidder)

1	Name of the Firm/Company		
2	Name and Designation of Authorized Signatory		
3	Office Address of the Firm /Communication Address:		
4	Phone No/Mobile No:		
5	E-Mail-ID:		
6	GST registration Number:		
7	PAN Number:		
8	Firm's Bank Account details	Bank Account No.:	
		Name of the Bank:	
		IFS Code No.:	
		Name of Branch:	
Particular Details of the Bidders Representative			
10	Contact Person: Mobile No:	Name of Person:	
		Designation:	
		Tele/Mobile No:	
		Email ID:	

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

EOI Ref No. **IIITA/SP/NIT/1985/2800/2026**

**Details of works of similar type executed by the
bidder/vendor/firm/agency**

(On the letter head of the bidder)

Sl. No.	Name of the Company	Work Description	Ref. & Date of the order	Work Order Value	Page No. of attached document

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

EOI Ref No. **IIITA/SP/NIT/1985/2800/2026****FINANCIAL CAPABILITY OF BIDDER**

(On the letter head of the bidder)

Annual turnover details of the Bidder

Sl. No.	Financial Year	Turnover in Indian Rupees	Page No. of attached document
A	2023-2024		
B	2024-2025		
C	2025-2026		

*Audited Balance sheet and profit & Loss account statement of the bidder for each of the above-mentioned financial year shall be submitted as supporting evidence.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

EOI Ref No. **IIITA/SP/NIT/1985/2800/2026**

**CERTIFICATE
DECLARATION REGARDING BLACKLISTING/ NON-BLACKLISTING**

(On the letter head of the bidder)

I /We Proprietor / Partner (s) / Director (s) of M/s
.....hereby declare that the firm/ company namely
M/S.

.....has
not been blacklisted or debarred in the past by any organization from taking
part in Government tenders.

Or

I / We proprietor / partner (s) / Director (s) of
M/S..... hereby declare that the firm/
company namely M/S.....was
blacklisted or debarred by any Government Department from taking part in
Government EOIs for a period of.....years w.e.f.....The period over on
and now the firm/ company is entitled to take part in Government EOIs. In
case the above information found false I / we are fully aware that the EOI/
contract will be rejected/cancelled by the **IIIT-Allahabad**.

In the event of the firm getting blacklisted / debarred / declared
non-performer in any organization from the date of filling the EOI, the facts
will be disclosed, failing which the EOI response is liable to be cancelled
without assigning any reason.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

EOI Ref No. **IIITA/SP/NIT/1985/2800/20256**

DECLARATION

(On the letter head of the bidder)

I, _____ Son/Daughter/Wife of _____ Resident of
Proprietor/ Director/ Authorized Signatory of the Company /Firm, mentioned
above, is competent to sign this declaration and execute this EOI document;

I/We hereby certify that I/We have read the entire terms and conditions of the
EOI documents from Page No._to____(including all documents like annexure(s),
etc.,) I/We shall abide hereby by the terms / conditions / clauses contained
therein.

The information/documents furnished along with the above application are
true and authentic to the best of my knowledge and belief. I/we are well aware
of the fact that furnishing of any false information /fabricated document would
lead to rejection of my EOI at any stage besides liabilities towards prosecution
under appropriate law.

The corrigendum(s) issued from time to time by your department/organization
too have all been taken into consideration, while submitting this declaration
letter.

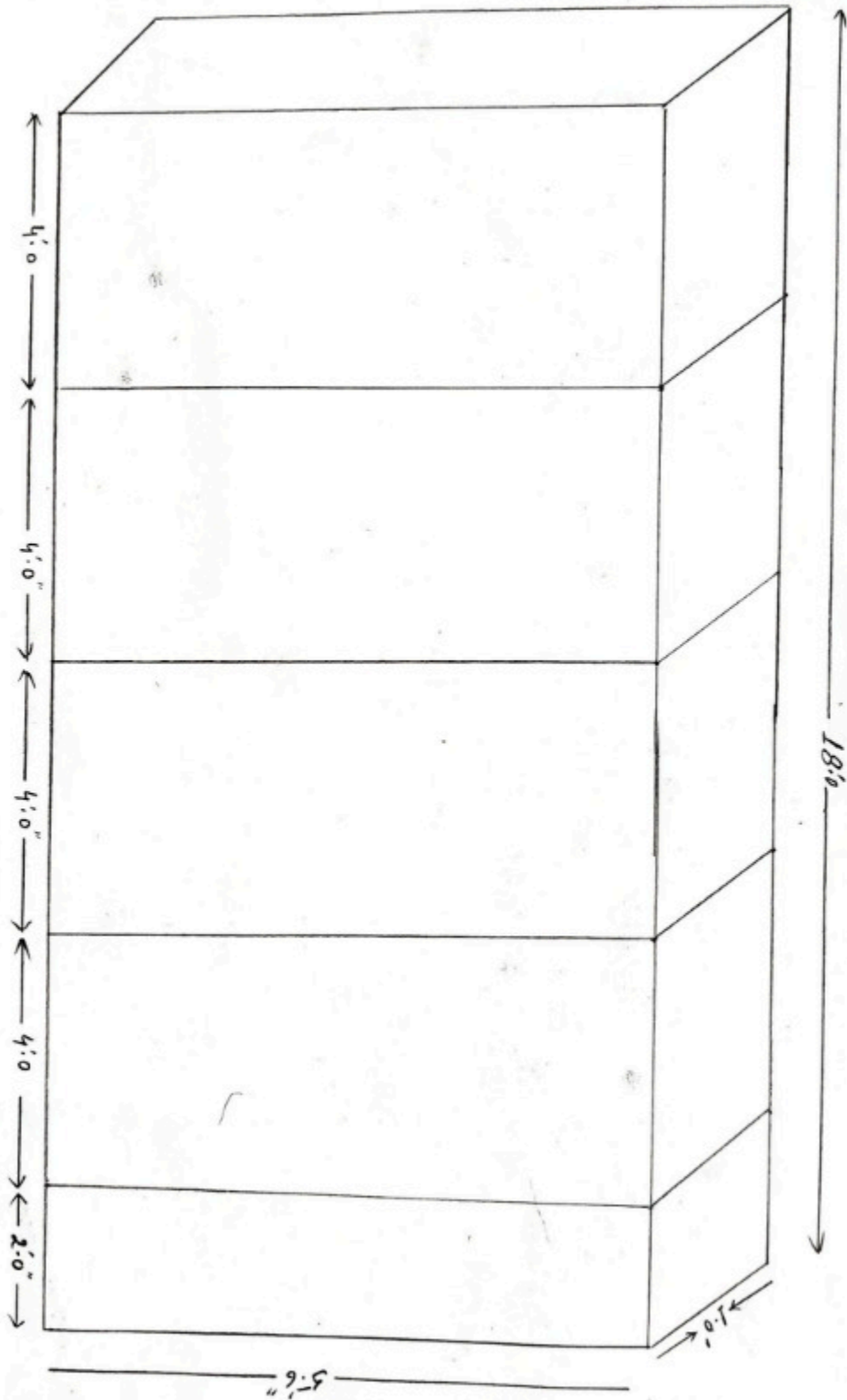
I/We hereby unconditionally accept the tender condition so above mentioned
EOI document(s) in it's totally/ Entirely.

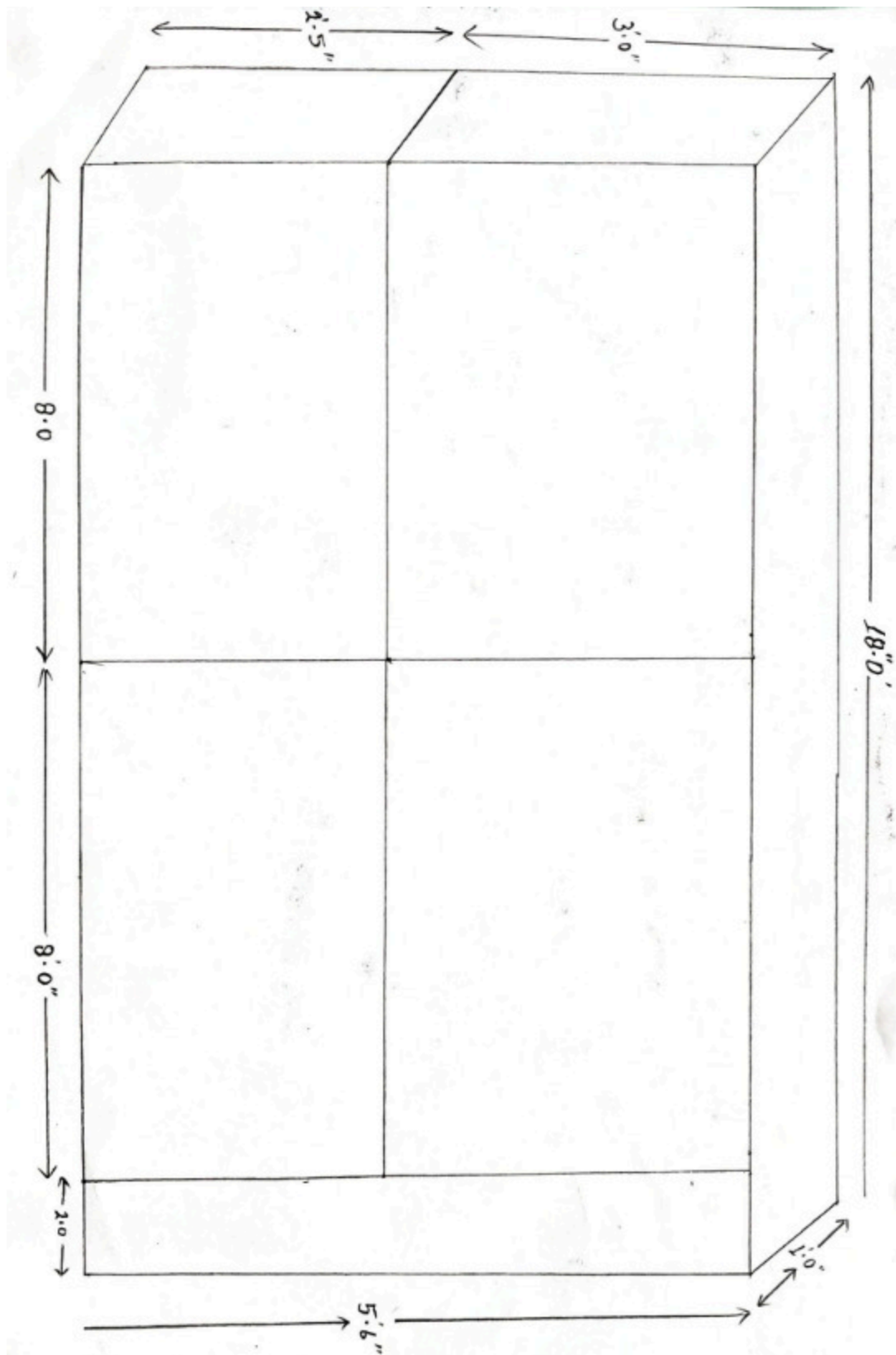
Authorized Signatory (Signature In full):

Name and title of Signatory:

Stamp of the Company:

ANNEXURE- A





ANNEXURE- B

