



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI

(An Autonomous Institution of Ministry of Human Resource Development, Govt. of India)

Srinivasapuram, Venkatagiri Road, Jangalapalli Village, Panguru (G.P), Yerpedu Mandal, Tirupati District,
Andhra Pradesh, India – 517619. Website: <https://www.iisertirupati.ac.in/>

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“EXPRESSION OF INTEREST” (EOI)

FOR

RENDERING ASSET TRACKING AND
MANAGEMENT SERVICES USING QR CODE AT
IISER TIRUPATI CAMPUS YERPEDU

EOI No.: IISERT/PUR/EOI/25/01



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Expression of Interest (EOI) for “Tracking, identifying, batching, and mapping the assets with respective purchase orders/ work orders to tag with a unique QR code at IISER Tirupati campus, Yerpedu”.

The Indian Institute of Science Education and Research (IISER) Tirupati, an autonomous Institute of National Importance under the Ministry of Education, Government of India, was established in 2015. Since its inception, the Institute has procured a substantial number of assets distributed across various departments on its campus.

To enhance asset traceability, the Institute intends to tag each asset with a unique QR code. In this regard, IISER Tirupati invites Expression of Interest (EOI) for participation in an online pre-indent conference on scheduled on **01st August 2025**. The conference is open to prospective bidders or service providers with proven expertise and a demonstrated track record in Asset Tracking and Management services

Scope of Work broadly includes:

IISER Tirupati, have been maintaining the entire details of assets in various registers. The bidder has to analyze the entire database available and perform the following scope of operations and various formats (QR codes, worksheets etc.).

1. Asset Identification and Tagging

- i. The bidder shall **analyze the purchase orders and work orders** maintained by the Institute in both physical and soft copy formats.
- ii. All **assets across various departments and locations** within IISER Tirupati must be:
 - a) **Identified and tracked** as per the associated purchase/work orders.
 - b) **Grouped and batched** according to their respective purchase/work orders.
 - c) Assigned a **unique QR code**. This QR code must be generated and physically affixed to each asset for traceability and future verification.

2. Preparation of Physical Verification Register

- i. The bidder shall prepare a **Physical Verification Register** in the format provided by IISER Tirupati.
- ii. The register must contain the following details for each asset:

- a) Asset Description
 - b) Asset serial No.
 - c) QR Code
 - d) Location (Building, Room Number, Department, etc.)
 - e) Physical Condition (Good, Fair, Damaged, Not in Use, etc.)
 - f) Asset Controller (including the history of changes happened in the past).
- iii. The register should be maintained in both **physical and digital formats**, as per the requirement of the Institute.

3. Identification of Obsolete/Deteriorated Assets

During physical verification, the bidder shall identify assets that are Obsolete, non-functional, or Deteriorated which are beyond repair and not suitable for regular use. Such assets must be listed and reported separately with full details.

4. Completion

- i. The bidder must ensure that all assets, as listed under the available purchase/work orders, are:
 - a) Tracked
 - b) Physically verified
 - c) Tagged with QR codes, and
 - d) Categorized (in-use or obsolete)
- ii. No asset should remain unverified or unaccounted for at the end of the process.

5. QR Code Content Specification

- i. The QR code generated for each asset must encode essential information to support quick identification and traceability.
- ii. The QR code shall tentatively include the following details (as applicable to each asset):
 - a) Purchase Order Number and Date
 - b) Item Description, including Model Number and Equipment Serial Number (if available)
 - c) Name of the Asset Controller or Responsible Person/Department
 - d) Date of Installation
 - e) Warranty Period or Expiry Date
 - f) Location of the Asset (Building/Room/Department)



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iii. The QR code must be:

- Clearly legible and durable (weather and wear resistant)
- Printed on appropriate material (e.g., laminated label, metal tag, etc.) based on the asset type
- Affixed securely to a visible and accessible part of the asset

6. Necessary Hardware

Bidder should provide and install necessary hardware like QR printer, QR Reader/Scanner and Printable QR labels of premium quality.

Interested service providers meeting the following criteria may respond to this EOI:

The bidder should have prior experience in rendering Asset tracking and management services in any Institute of National Importance.

Prospective bidders are invited to attend the pre-indent meeting with the Committee to discuss all aspects regarding Asset tracking and management at IISER Tirupati. They are also invited to make a presentation (not more than 15 Min.) on similar service rendered at any Institute of National Importance as per the above-mentioned application. All prospective bidders are requested to kindly send their request and profile through email at purchase@iisertirupati.ac.in so as to reach the latest by **31st July 2025 at 03:30 PM**. Date and Time of the Online pre-indent conference: **01st August 2025 at 11:00 AM**. The Pre-indent conference will be conducted via Google Meet/Zoom/Any other virtual mode. The link shall be shared with all interested bidders upon request.

Note:

- This notice is issued to those firms who are dealing with the above-mentioned applications for “Expression of their Interest” to participate in the preparation of specifications and thereafter in the bidding process.
- The Pre-indent conference will be conducted via Google Meet/Zoom/any other virtual mode.
- Kindly ensure you have an active & uninterrupted internet connection, mic & camera for attending the conference.

Sd/-

Deputy Registrar