



सी एस आई आर – भारतीय समवेत औषध संस्थान  
नहर रोड, जम्मू-तवी 180001 (भारत)  
फोन: 0191-2569001 से 10, फैक्स: 2569019, 2569023  
जीएसटी संख्या: 01AAATC2716R1ZT ई-मेल: [dilip.spo@iiim.ac.in](mailto:dilip.spo@iiim.ac.in)



## INVITATION TO BID

File No. 08(53)/2024-P

Date 09.09.2024

Dear Sir,

**Sub: Quotation for Supply of “Air Filters(HEPA, Fine & Pre-filters) for HVAC system.”**

**Ref: Our Enquiry No. 08(53)/2024-P dated: 09.09.2024**

Director, CSIR – Indian Institute of Integrative Medicine herein after called as the ‘**Purchaser**’ is interested in the purchase of “**Air Filters(HEPA, Fine & Pre-filters) for HVAC system**”. The supply of the material as required at the site **CSIR-IIIM, CANAL ROAD, JAMMU, J&K-180001**.

S.No.	Types of filters	Item Description	Quantity
1	1 Pre-filters Box type	(L610*W610*D50) mm- @ 10micron90% >FrameAluminum. >Media-Non woven synthetic media supported by aluminum mesh on one side and finished with HDPE mesh on other side. >Sealing of media-by means of epoxy. >IPD - < = 5mm wc. > FPD = 15mm wc. EU – 03/ G - 03 or <b>EU – 04/ G - 04</b> Air flow rate – 2000 cfm Washable/cleanable.	26
	Pre-filters box type	(L 240xW190xD25)mm - @ 10 micron 90% other specification and material same as above	06
		( L335xW190xD25)mm @10 micron 90% and material same as above	04
		(L395xW190xD25)mm @ 10 micron 90% and material same as above	02
		(L3550xW290xD25)mm @ 10micron 90% and material same as above	04
		(L3950xW190xD25)mm @ 10micron 90% and material same as above	38
		(L3350xW240xD25)mm @ 10micron 90% and material	02

2	Pre-filters Flange type	<p>same as above</p> <p>(610*610*50) mm @ 10 micron 90% &gt;Type-Flange. &gt;Air flow direction- Flange to cassette. &gt;Other specifications are same as mentioned above. &gt;No. of holes provided on flange = 08nos. &gt;Distance b/w centre of hole to hole =410mm. &gt;No. of Holes on both length side = 04nos. &gt;No. of holes on both width side =04nos. &gt;Flange width =30mm. &gt;Diameter of hole =10mm.</p> <p><b>EU – 03/ G – 03 or EU- 04 / G- 04</b> Air flow rate – 2000 Cfm</p>	32
3	2 Pre-filters Box type	<p>(610*305*50) mm @ 10 micron 90% other specification are similar to above mentioned pre-filters box type specifications.</p> <p><b>EU – 03/G-03 or EU-04/G-04</b> Air flow Rate = 1000 cfm</p>	6
4	3 Pre-filters Flange type	<p>(610*305*50) mm @ 10 micron 90% and all other specifications are similar to above mentioned pre-filters flange type specifications. &gt;No. of holes provided on flange = 06nos. &gt;Distance b/w centre of hole to hole =410mm. &gt;No. of Holes on both length side = 04nos. &gt;No. of holes on both width side =02nos.and distance b/w corner to centre of hole=152.5mm. Flange width=30mm.</p> <p><b>EU-03/G-03 or EU-04/G-04</b></p> <p>&gt;Diameter of hole = 10mm.Air flow rate=1000cfm</p>	16
5	4 Fine-filters Flange type	<p>L610*W610*D305) mm @ 3 micron 99%</p> <p>&gt;Frame- Aluminum sheet &gt;Type – Flange type. &gt;Media - Non woven synthetic media supported by aluminum mesh on one side and finished with HDPE mesh on other side.</p>	52

		<p>&gt;Sealing of Media- By means of epoxy.          &gt;IPD- &lt; 8mm wc. Air flow rate= 2000 cfm          &gt;FPD = 25mm wc. &gt;No. of folds – 11nos.          /RFT of filtration area. &gt;Air flow direction-          Flange to cassette. &gt;No. of holes provided          on flange = 08nos. &gt;Distance b/w centre of          hole to hole =410mm. &gt;No. of Holes on          both length side = 04nos. &gt;No. of holes on          both width side =04nos. &gt;Flange width          =30mm. &gt;Diameter of hole = 10mm.  <b>EU - 07/ F - 07</b></p>	
6	5 Fine-filters Flange type	<p>(L610*W305*D305) mm @ 3 micron 99%          and all other specifications are similar to          above said specification of fine filters. &gt;No.          of holes provided on flange = 06nos.          &gt;Distance b/w centre of hole to hole          =410mm. &gt;No. of Holes on both length side          = 04nos. &gt;No. of holes on both width side          =02nos. and distance b/w corner to centre          of hole=152.5mm. &gt;Flange width =30mm.          &gt;Diameter of hole = 10mm.  <b>EU – 07 / F – 07</b> Air flow rate 1000 cfm</p>	15
7	6 HEPA filters Flange type	<p>(L610*W610*D305) mm @0.3 micron          99.97% &gt;Frame- Aluminum sheet. &gt;Media-          Micro fiber glass &gt;IPD- 31+-10%mm wc.          &gt;FPD- 75mm wc. &gt;Separators- Aluminum          foil. &gt;Air flow direction- Flange to cassette.          And all other specifications are similar to          other above mentioned specification in fine          filters. &gt;No. of holes provided on flange =          12nos. &gt;Distance b/w centre of hole to hole          =180mm. &gt;No. of Holes on both length side          = 06nos. &gt;No. of holes on both width side          =06nos. &gt;Flange width =30mm. &gt;Diameter          of hole = 10mm  <b>EU – 13/ H – 13</b> Air flow rate= 2000 cfm</p>	52

8	7 HEPA filters Flange type	(L610*W305*d305)mm @0.3 micron 99.97% >Frame- Aluminum sheet. >Media- Micro fiber glass >IPD- 31+-10%mm wc. >FPD- 75mm wc. >Separators- Aluminum foil. >Air flow direction- Flange to cassette. And all other specifications are similar to other above mentioned specification in fine filters. >No. of holes provided on flange = 10nos. >Distance b/w centre of hole to hole =180mm. >No. of Holes on both length side = 06nos. >No. of holes on both width side =04nos. and distance b/w corner to centre of hole=175mm. >Flange width =30mm. >Diameter of hole = 10mm. <b>EU – 13/ H – 13</b> Air flow rate = 1000 cfm	16
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**Note:**

1. **FOR: Prices quoted should be FOR, CSIR-IIIM, CANAL ROAD, JAMMU, J&K-180001.**
2. **Standard forms:** It is mandatory to submit standard forms as per annexure I to annexure VII (format attached below) along with the technical bid.

Sd/-

Stores & Purchase Officer

## STANDARD FORMS

Annexure-I

### Bidder Information Form

*[The Bidder shall fill in this form in accordance with the instructions indicated below. No alterations to this format shall be permitted and no substitutions shall be accepted. This should be done on the letter head of the firm].*

Bid No. \_\_\_\_\_

Dated \_\_\_\_\_

01.	Bidder's Legal Name <i>[insert bidder's legal name]</i>
02.	Bidder's actual or intended Country of Registration: <i>[insert actual or intended country of registration]</i>
03.	Bidder's Year of Registration: <i>[insert bidder's year of registration]</i>
04.	Bidder's Legal Address in Country of Registration: <i>[insert bidder's legal address in country of registration]</i>
05.	Bidder's authorised representative information Name: <i>[insert authorised representative's name]</i> Address: <i>[insert authorised representative's address]</i> Telephone/Fax numbers: <i>[insert authorised representative's telephone/fax numbers]</i> Email Address: <i>[insert authorised representative's email address]</i>
06.	Attached are copies of original documents of: [check the box(es) of the attached original documents] Articles of Incorporation or Registration of firm named in 1, above.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of  
(insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)  
Duly authorized to sign the bid for an on behalf of: (insert complete name of the bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

**Manufacturer's Authorisation Form**

*[The Bidder shall ensure that the Manufacturer shall fill in this form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the manufacturer]. Date: [insert date (as day, month and year) of bid submission]*

**Bid No.** \_\_\_\_\_

**Dated** \_\_\_\_\_

To

**Director** \_\_\_\_\_

**CSIR-IIIM, Canal Road, Jammu, J&K-180010**

WHEREAS

We *[insert complete name of manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of manufacturer's factories]*, do hereby authorize *[insert complete name of the bidder]* to submit a bid the purpose of which is to provide the following goods, manufactured by us *[insert name and or brief description of the goods]*, and to subsequently negotiate and sign the contract.

**We hereby extend our full guarantee and warranty with respect to the Goods offered by the above firm.**

Signed: (insert signature of person whose name and capacity are shown) in the capacity of  
(insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of the bidder)

Dated on \_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

**Format for declaration by the Bidder for Code of Integrity & conflict of interest**

*(Refer para 3.2.1 & 5.1.2 (ix)(m) of the CSIR Manual)*

**(On the Letter Head of the Bidder)**

Ref. No: \_\_\_\_\_

Dated: \_\_\_\_\_

To,

**Director** \_\_\_\_\_

**CSIR-IIIM, Canal Road, Jammu, J&K-180010**

Sir,

With reference to your Bid No. \_\_\_\_\_ dated \_\_\_\_\_ I/We hereby declare that we shall abide by the Code of Integrity for Public Procurement and have no conflict of interest. The details of any previous transgressions of the code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity are as under:

A

B

C

We undertake that we shall be liable for any punitive action in case of transgression/contravention of this code.

Thanking you,

Signed: (insert signature of person whose name and capacity are shown) in the capacity of  
(insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of the bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

**Bid-Securing Declaration**  
**(Only for the bidders who seek EMD exemption)**

Ref. No. \_\_\_\_\_

Dated: \_\_\_\_\_

To,

**Director** \_\_\_\_\_

**CSIR-IIIM, Canal Road, Jammu, J&K-180010**

I/We, The undersigned, declare that:

I/We, \_\_\_\_\_ (Name of the bidder ) have submitted bids for \_\_\_\_\_ (Name of the Goods/Work/Service) for Bid No. \_\_\_\_\_ Dated \_\_\_\_\_

I/We, hereby submit following declaration in lieu of submitting Earnest Money Deposit.

I/We, accept that I/We may be disqualified from bidding for any contract with you for a period of **one year** from the date of notification, if I am/we are in a breach of any obligation(s) under the bid conditions, because I/We,

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our bid during the period of bid validity specified in the form of bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I /We is/are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of  
(insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)  
Duly authorized to sign the bid for an on behalf of: (insert complete name of the bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)  
Corporate Seal (where appropriate)



**PRICE REASONABILITY CERTIFICATE**

(to be submitted on firm's letterhead)

This is to certify that we have offered the maximum possible discount to you against your Bid No. \_\_\_\_\_ dated \_\_\_\_\_ for (Currency)\_\_\_\_\_.

We would like to certify that the quoted price are the minimum and we have not quoted the same item on lesser rates, than those being offered to **CSIR-IIIM, Canal Road, Jammu** to any other customer nor will do so till the validity of offer or execution of purchase order, whichever is later.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of  
(insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)  
Duly authorized to sign the bid for an on behalf of: (insert complete name of the bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)  
Corporate Seal (where appropriate)

BID No.: \_\_\_\_\_

Dated : \_\_\_\_\_

### Certificate for Local Content under PPP for Make in India

In line with Government Public Procurement Order No. P-45021/2/2017-BE-II dated 15.06.2017, (subsequently revised vide orders dated 28.05.2018, 29.05.2019, 04.06.2020 & 16.09.2020) by Govt. of India, We hereby Certify that we M/s \_\_\_\_\_ (Name of the manufacturer) are local supplier meeting the requirement of minimum local content as defined in above orders.

Following details are as follows:-

Category of Local Supplier (Specify clearly either Class-I or Class II)	Percentage of local Content (in %)	Details of locations at which local value addition will be made.

We also understand, false declaration will be in breach of the Code of Integrity under Rule 175 (1) (i) (h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of  
(insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)  
Duly authorized to sign the bid for an on behalf of: (insert complete name of the bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

**Note:**

In case of Authorized dealers/ Local Suppliers have quoted against the bid, both the Authorized dealer and their Principals should submit the above mentioned certificate

BID No.: \_\_\_\_\_

Dated : \_\_\_\_\_

**Certificate Regarding Procurement from a bidder of a country which shares a land border with India**

**“We have read the clauses regarding restrictions on procurement from a bidder of a country which shares a land border with India, as per Office Memorandums issued by Department of Expenditure, PPD, Ministry of Finance, under F. No. 6/18/2019-PPD and we hereby certify that our firm is not from such a country and is eligible to be considered”**

Or

However if any bidder falls in the category of bidders as indicated in the Definitions clause at Cl. No.6,7,8,9,and 10 of Oder (F.NO. 6/18/2019-PPD, Public Procurement no. 1) Dt. 23-07-2020, should submit the certificate as under:

**“We have read the clauses regarding restrictions on procurement from a bidder of a country which shares a land border with India as per Office Memorandums issued by Department of Expenditure, PPD, Ministry of Finance, under F. No. 6/18/2019-PPD and we hereby certify that our firm is from such a country and has been registered with Competent Authority (Specified in Annexure-I of Order (F.No. 6/18/2019-PPD, Public Procurement no. 1) dated 23.07.2020 and further certify that our firm fulfills all requirements in this regard and is eligible to be considered. The evidence of valid registration by the Competent Authority is attached herewith.”**

Signed: (insert signature of person whose name and capacity are shown) in the capacity of  
(insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)  
Duly authorized to sign the bid for an on behalf of: (insert complete name of the bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_(insert date of signing)  
Corporate Seal (where appropriate)

**Note:** Choose any one of the above mentioned conditions, whichever is applicable.2. In case of Authorized dealers/ Local Suppliers have quoted against the Tender, both the Authorized dealer and their Principals should submit the above mentioned certificate.

**Check List: Duly filled check list to be submitted along with the technical bid.**

Sl. No.	Requirement of Tender	Compliance	Document Submitted
1	A certificate agreeing to all the terms of the tender	Yes/No	Yes/NA
2	Bidder Information Form (Annexure I)	Yes/No	Yes/NA
3	Manufacturers Authorisation Form (Annexure II)	Yes/No	Yes/NA
4	declaration by the Bidder for Code of Integrity & conflict of interest (Annexure III)	Yes/No	Yes/NA
5	Bid Securing Declaration (Only for the bidders who seek EMP exemption) (Annexure IV)	Yes/No	Yes/NA
6	Price reasonability certificate (Annexure V)	Yes/No	Yes/NA
9	Certificate for Local Content under PPP for Make in India (Annexure VI)	Yes/No	Yes/NA
10	Certificate Regarding Procurement from a bidder of a country which do not shares a land border with India (Annexure VII)	Yes/No	Yes/NA

Signed: (insert signature of person whose name and capacity are shown) in the capacity of  
(insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of the bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_(insert date of signing)

Corporate Seal (where appropriate)