

सी एस आइ आर – भारतीय समवेत औषध संस्थान
(विगत समय में आरआरएल जम्मू के रूप में जाना जाता है)

नहर रोड, जम्मू-तवी (180001) भारत

फोन: 0191-2569001 से 10, फैक्स: 2569019, 2569023

जीएसटी संख्या: 01AAATC2716R1ZT ई-मेल: purchase@iiim.ac.in, aksharma.28@iiim.res.in

Bid Notification

File No. Pur/37/1/2026/232/04(49)/2026-P

Date: 16.09.2026

Dear Sir, Quotation for, "Purchase of Stationary Items".

Ref: Our Enquiry No. Pur/37/1/2026/232/04(49)/2026-P Dated: 16.09.2026

Director, CSIR—Indian Institute of Integrative Medicine herein after called as the 'Purchaser' is interested in the purchase of **Stationary Items. The Supply of the material as required at the site; CSIR-Indian Institute of Integrative Medicine, Canal Road, Jammu.** The interested bidders are requested to kindly submit their bids accordingly. The detailed specifications and description of material are mentioned below:-

S.No	Item Name	Item Description	Quantity
1	Paper Ream	A4 A4, 75 GSM, 500 sheets in one Rm	1070
2	Ordinary Pen	Blue	530
3	Sticky Pads	Big	20
4	Sticky Pads	Small	20
5	Note Pad	Diary	30
6	Stapler Pin(Big)	24/6	30
7	Stapler Pin(Small)	10	30
8	Registers	NA	12
9	Highlighters	Green	5
10	Glue(Gum type)	Fevicol	5
11	Dak Pads	NA	8
12	Transparent Folders	L Type	50
13	Uniball Pen	Black color	2
14	Duster	Lightweight, Non- Slip, Washable	120
15	Pilot V5 HI Tech 0.5	Blue color	5
16	Cello Tape	Crystal clear / Transparent, 24 mm width (1 inch) by 50 m / 65 m length, 100 m, or 300 m length, Moisture and waterproof backing.	125
17	Scissors	na	5
18	Ball Pens	Blue color	315
19	Ball Pens	Black color	2

9

20	Ball Pens	Red color	102
21	Scale	Ruler	4
22	Paper Clips	NA	10
23	Fevisticks/Gluestick	8g or 9g or 10g, Smooth, fast-drying, low-wrinkle on paper, solvent-free and non-toxic.	112
24	Ink Pads	NA	4
25	Paper Punch	NA	4
26	Sponge damper Pad	NA	5
27	Pencil	Smooth writing, Ideal for office use	610
28	Erasers	Firm plastic composition; provides clean, sharp erasing lines with minimal debris. Safe for office use. tic Gum: Softer texture; gentle on paper surfaces	210
29	Sharpener	Single entry port optimized for standard 8mm diameter pencils	110
30	Stapler(Big)	Metal Stapler, standard Stapler with Quick Loading Mechanism, Sturdy & Durable	100
31	Towels	100% cotton solid luxury office chair towel(Navy blue and white only)(100/each)	200
32	Paper flags	Re-stick paper flags multi color, 5 colors	100
33	Stapler(small)	Metal Stapler, standard Stapler with Quick Loading Mechanism, Sturdy & Durable	100
34	Pins of big size staplers	Compatible for Big size	100
35	Pins of small size staplers	Compatible for small size	100
36	Marker Pen	Permanent (alcohol or oil based, waterproof), water-based (pigment or dye), or specialised Paint/indelible ink, fast drying free from toxic solvents	100
37	Tape (Brown)	Diameter 3 inch ,strong grip on corrugated cardboard,100meters per roll length paper,wood and plastics	120
38	Blue ink bottles	standard professional office blue, Fast-drying to prevent smudging on documents, non-toxic, and eco-friendly, Ideal for using as stamp pad ink	70
39	Black Ink pen	fast drying, low smudge risk, Capped (snap-on/screw) or Retractable (click-action), Ballpoint (Oil-based)	200
40	Double Bed Sheet	153 cm X 200cm White Colour	15
41	Single Bed Sheet	60cm X 90cm White Colour	15
42	Pillowcase	Standard Size	30
43	Slippers	Footwear Size 7/8	20
44	Blankets	200cm X 240 cm (White Colour)	15
45	Dustbin With Lid 7 L.	Plastic	12

Note :

1. The bidder should have a registered office in Jammu and Kashmir (share address proof of office). For the sake of easy and execution, branch office should be located in J& K.
2. Experience: The bidder must have minimum three years of experience of supplying the Stationary items in bulk to Govt. Departments/PSUs/ Nationalized Banks. Copies of two such Purchase Orders (of Rs. 1 lakh or more) received during each of the last three years should be enclosed.
3. The bidder should submit their Manufacturer Authorisation Form (MAF) of the offered product otherwise bidder should be technically disqualified.
4. The bidder must have ISO 9001:2015 certification (proof should be attached).
5. The bidder should not have been debarred /blacklisted by any Central/State Govt. Agency. An undertaking on Rs. 300 stamp paper (not older than 03 months) must be submitted by the participative bidders in this regard.
6. The bidder must provide copies of PAN Card, ADHAAR Card, GST Registration certificate.
7. The bidder should have an average annual turnover of Rs. 3,50,000/-
8. The turnover document must be duly attested by Chartered Accountant and also submit GSTR-3B document of previous month.
9. The bidder should submit an undertaking on its Letter Head for acceptance of all laid down terms and conditions failing which it will be technically disqualified.
10. EMD: An Earnest Money deposit of Rs. 30,000/- is mandatory to participate in this bid, failing which may subject to rejection of the bid. Bidder has to upload scanned copy / proof of the EMD along with the bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/Bid opening date(if EMD is in the form of FDR/DD).
11. EMD Exemption: The bidder seeking EMD exemption must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category only manufacturers for Goods and Service providers for Services are eligible from exemption from EMD. Traders are excluded from the purview of this policy.
12. Standard forms: It is mandatory to submit standard forms as per annexure I to annexure VIII (format attached below) along with the technical bid. Further, duly filled check list and compliance sheet is mandatorily required to be submitted.
13. Packing Norms: Item should be properly packed.
14. Acceptance & Inspection Guidelines: Physical Inspection should be carried out after receipt of material at office i.e CSIR IIIM, Jammu. Material will be accepted based on physical inspection of the material at CSIR-IIIM, Jammu.
15. Pre-bid meeting must be attended by the Firm/representative to understand the requirement of stationary items being procured by CSIR-IIIM, Jammu. The bidders are required to produce sample of each item on pre-bid meeting. The pre-bid meeting has been scheduled on 22.09.2026 at 3pm in the chamber of Store & Purchase officer, CSIR-IIIM, JAMMU
16. Valid MSME should be submitted by the bidder.
17. Escalation matrix to be submitted for product related queries.
18. The contract will be awarded on overall L1 basis, not on individual items basis.
19. All the products provided must be latest and new. In case used product is provided, bidder will be liable to be rejected.
20. Bidders must quote rate on Gem portal. Offers will be rejected if details regarding price bid are mentioned in the technical bid.
21. Buyer reserve all rights at any time to reject any tender/bid at any stage and/or time fully or partly the whole process and/or for particular tender and also reserves all rights at any time/ stage to add, alter, modify, change, edit & debate any condition at any stage and/or replace fully or partly for whole process and/ or for tender or vary all or any of these term & conditions or replace without assigning any reasons whatever. In this regard, the decision of the Director, CSIR-IIIM, Jammu shall be final and binding on all the participating bidders.
22. Bidders offer is likely to be rejected if they don't upload any of the certificates/documents sought in the bid document, ATC and corrigendum, if any.


Stores & Purchase Officer

Annexure-II

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 authorisation 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]

Tender No.: *[insert number from invitation for bids]*

To: *[insert complete name and address of purchaser]*

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 authorise *[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 in accordance with Clause 21 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorised representative(s) of the manufacturer]*

Name: *[insert complete name(s) of authorised representative(s) of the manufacturer]*

Title: *[insert title]*

Duly authorised to sign this authorisation on behalf of: *[insert complete name of bidder]* Dated on _____ day of _____, _____ *[insert date of signing]*

Place:

Date:

Signature and seal of the Manufacturer/Bidder



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: _____

Date _____

To,

(Name & address of the Purchaser)

Sir,

With reference to your Tender No. ___ dated __/__/We hereby declare that we shall abide by the Code of Integrity for Public Procurement as mentioned under Para 1.15 of your Tender document 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,

Yours sincerely,

Signature
(Name of the Authorized Signatory) Company Seal



Bid-Securing Declaration

Date: _____
Bid No. _____

To (insert complete name and address of the purchaser)

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

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 authorised 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 a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid. The joint venture shall be formed before the date of publication of the bid.



PRICE REASONABILITY CERTIFICATE

(to be submitted on firm's letterhead)

This is to certify that we have offered the maximum possible discount to you in our Quotation 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, to any other customer nor will do so till the validity of offer or execution of purchase order, whichever is later.

Signature and seal of the Manufacturer/Bidder



Tender Ref: _____ 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.

Authorized Signatory of Bidder

Date:

Seal of the Firm

Note:

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



Tender Ref: _____ 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."

Authorized Signatory of Bidder

Date:

Seal of the Firm

Note:

1. 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 / Self Declaration of the Bidder being the OEM. (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 (Annexure IV)	Yes/No	Yes/NA
6	Price reasonability certificate (Annexure V)	Yes/No	Yes/NA
7	Certified copy of the agency agreement between the principal and the agent. (MAF)	Yes/No	Yes/NA
8	A copy of GST Registration Certificate	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

Yours sincerely,



Annexure VIII

(To be Notarized on Rs 100 stamp paper)

AFFIDAVIT

I/We.....age..... years residing at..... in capacity of.....M/S.....
hereby solemnly affirm that

All general instructions, terms and conditions, as well as Special Terms & Conditions laid down on all the pages of the tender document no....., Dated.....have been read carefully and understood properly by me which are completely acceptable to me and I agree to abide by the same.

I/We have subtitled following certificates / Documents for T.E as required as per terms & conditions as well as terms & conditions of the tender document.

Sr. No	Name of the Document

1. All the certificates/ permissions/ documents/permits/affidavits are valid and current as on date and have not been withdrawn / cancelled by the issuing authority.
2. It is clearly and distinctly understood by me that the tender is liable to be rejected if on scrutiny at any time any of the required certificates/ permission / Documents/Permits/ Affidavits is/ are found to be invalid/ wrong/incorrect /misleading/fabricated / expired or having any defect.
3. I/We further undertake to produce on demand the original certificates/permits/permissions for verification at any stage during the processing of the tender as well as at any time asked to produce.
4. I/We also understand that failure to produce the documents in " Prescribed Proforma" (whenever applicable) as well as failure to give requisite information in the prescribed proforma may result in to rejection of the Tender.
5. My /Our firm has not been banned/debarred/ blacklisted at least for three years (excluding the current financial year)by any government department/ state government/ government of India/board/corporation/ government financial institution in context to purchase procedure through tender.
6. The above certificates/ documents are enclosed separately and not on the proforma printed from tender document.
7. I/We say and submit that the permanent account number given by the income tax department is, which is issued on the name of[kindly mention here either name of the proprietor(in case of proprietor firm) or name of the tendering firm, whichever is applicable]

8. I/We understand that giving wrong information on oath amounts to forgery and perjury, and i/we am/are aware of the Consequences there of ,in case any information provided by us are found to be false or incorrect , you have right to reject our bid at any stage including cancel the award of contract. In this event, this office reserves the right to take legal action on me/us.
9. I/we hereby confirm that all our quoted items meet or exceed the requirement and are absolutely compliant with specification mentioned in the bid document.
10. My/ Our company has not filed any writ petition , court matter and there is no court matter filed by state government and its board corporation, is pending against our company.
11. I/We hereby commit that we have paid all outstanding amounts of dues/taxes/cess/charges/fees with interest and penalty.
12. In case of breach of any tender terms and conditions or deviation from bid specification other than already specified as mentioned above, the decision of Tender committee for disqualification will be accepted by us.

Whatever stated above is true and correct to the best of my knowledge and belief.;

Date:

Stamp& Sign of Tenderer

Place:

(Signature and seal of notary)

