



**Office of the Chief Executive Officer  
Shri Mata Vaishno Devi Shrine Board, Katra**

No. CO/Pur/Civil/2023/572/4419

Dated: 21.01.2025

**REQUEST FOR INVITING QUOTATION**

Shri Mata Vaishno Devi Shrine Board, Katra invites sealed quotations (on the letter head of the firm) from reputed manufacturers / distributors / dealers / suppliers for supply of following water proofing material to SMVDSB as mentioned below:

S. No.	Description of Material	Req. Qty.
1.	Dr. Fixit Roof Seal (water proof)	240 ltrs.

As such prospective firms are requested to kindly send their sealed quotation along with relevant documents for the supply of the same giving full details in sealed cover viz. Net price (inclusive of GST & other taxes, Loading, Unloading and F.O.R. Engineering Store, Banganga, Katra), payment terms, delivery schedule and other conditions of sale including special discount to SMVDSB.

Sealed quotations must be addressed to Asstt. CEO (VB), Shri Mata Vaishno Devi Shrine Board, Central Office, Katra should reach through Speed Post / Registered Post / reputed courier or be personally handed over to the Purchase Section by or before 27.01.2025 upto 02:00 PM positively. The quotations received shall be opened on the same day or any other convenient day in presence of representative of the firm who choose to remain present on the occasion.

**Following particulars must be mentioned on the envelope containing your quotation: -**

<p align="center"><b>RFIQ – Procurement of Water Proofing Material</b> <b>NOT TO BE OPENED BEFORE 27.01.2025 upto 02:00PM</b> <b>RFIQ No. CO/Pur/Civil/2023/572/4419 Dated: 21.01.2025</b></p>
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**Terms and Conditions:**

1. This is just a RFIQ and not a Purchase Order.
2. Donations to Shri Mata Vaishno Devi Shrine Board, Katra are exempted from Income Tax under Section 80-G of the Income Tax Act.
3. Rates should be NET inclusive of **GST, loading, unloading, freight, toll tax etc.**, having special discount to SMVDSB and the same shall be delivered at Engineering Store, Banganga, Katra.
4. The prospective bidders shall send their sealed quotations by or before 27.01.2025 upto 02:00PM, quotations after due date and time shall not be accepted.
5. **THE RATES SHOULD STRICTLY BE QUOTED ON THE LETTER HEAD AS PER THE SPECIFICATION / UOM / REQUIREMENT OF SMVDSB. ANY DEVIATION FROM THE SAME SHALL TANTAMOUNT TO REJECTION OF THE OFFER / RATES QUOTED BY YOU.**
6. The material to be supplied should be from the brands / make / specifications mentioned in the RFIQ. No change in the Brand / Make shall be accepted even after issuance of Purchase Order. Any change in the Brand / Make shall outrightly be rejected even after opening of Quotation / issuance of Orders.

**Seal & Signature of the bidder**

7. The supplier has to mention the price of the material, CGST & SGST separately while raising the bills of supplies.
8. The prospective bidders shall have to submit the authorized manufacturer / distributor/ dealer certificate (if any) of the required brand.
9. The rates shall remain valid for a period of 45 days from the date of issuance of 1<sup>st</sup> Purchase Order.
10. The supplier shall have to mention the GST No. (01AAETS9822J1ZC) of SMVDSB while raising their bill of supplies. While filling GSTR-I, the supplier shall classify the supply / service made to Shrine Board under Business to Business (B to B) Sales. The successful bidder shall also mention six digit HSN code of the material to be supplied. In case the successful bidder doesn't upload / mention the bill under B to B, the GST amount levied in the bill shall not be paid.
11. The supplier shall file GSTR1 and 3B within the due dates prescribed under the CGST / SGST ACT 2017 so as to enable SMVDSB to claim timely input credit. In case of default, Interest @ 2% per-month of tax amount shall be charged and recovered from the defaulting supplier.
12. In case the successful bidder is filling GST return on quarterly basis, they must file the Invoice Furnishing Facility (IFF) on monthly basis for Bills to Shrine Board.
13. No Advance payment shall be made. The payment shall be made after receipt and proper inspection of each consignment within a period of 20 days from the date of issuance of GR.
14. **INSPECTION / LIFTING BACK OF REJECTED SUPPLIES:**
  - a. On receipt, the material shall be inspected / checked by our Inspection Committee and if found of inferior quality/defective, the same will be rejected and the Board shall be at liberty to have the same procured from open market at the risk & cost of the supplier whereby the original supplier shall be liable to pay the extra cost, if any, involved in the process. The Competent Authority, however, may accept the replaced material within the delivery period if it conforms to the approved specifications.
  - b. The rejected material shall have to be lifted by the supplier at his own risk and cost within a week's time falling which storage charges @2% per day of the total value of the rejected supplied as may be deem fit to the authority shall be levied.
  - c. Beyond one month the material shall be auctioned without any communication and storage charges @2% per day of the total value of the Purchase /Supply Order shall be deducted from any pending payment of the supplier.
15. **Penalty:**
  - a. In case the material is not delivered within the delivery period, the supplier is liable to penalty for the delay **i.e. i)** upto 07 days @ 0.5% **ii)** from 8<sup>th</sup> day upto 15<sup>th</sup> day @ 1% **iii)** from 16<sup>th</sup> day upto 22<sup>nd</sup> day @ 1.5% and **iv)** from 23<sup>rd</sup> day to 30<sup>th</sup> day @ 2% shall be imposed on each pending item as per the approved rate/quantity mention in the PO of the value of the pending supplies.
  - b. In case of incomplete supply, an amount equal to 2% of the total value of non supplied material shall be deducted from any pending payment of the supplier.

**16. Debarring:**

In case the material is not supplied even after the lapse of penalty period, the purchase order deemed to have been cancelled and the firm shall be debarred from any further dealing with SMVDSB for a period of 03 years along with forfeiting of EMD (if any) without any further correspondence.

17. SMVDSB reserves the right to reject, accept or prefer any quotation in part or full without assigning any reason whatsoever at any stage. Shrine Board also reserves the right to re-invite the quotations at its sole discretion.
18. Shrine Board Reserves the right to cancel the RFIQ without any prior notice.
19. SMVDSB reserves the right to negotiate the quoted rates, terms and conditions with the lowest bidder or any of the other bidders on quality basis to ascertain the suitability of the acceptable offer.
20. SMVDSB reserves the right to split the demand among two or more firms on the L-1 / approved rates.
21. Standard Terms and Conditions shall also be incorporated in the PO to be issued in favour of the successful bidder/firm.
22. Conditional, illegible, ambiguous quotation(s) and quotation(s) received after the stipulated date and time shall be out rightly rejected.

**Sd/-  
(Vipan Bhagat) JKAS  
Asstt. Chief Executive Officer**

**Seal & Signature of the bidder**

**\*Please read terms & conditions of the RFIQ carefully before submitting the quotation**

**{on the letter head of the firm}**

**PRICE BID**

To,

**Asstt. CEO (VB),**  
Shri Mata Vaishno Devi Shrine Board,  
Katra.

**Subject: Quotation for the Procurement of Water Proofing Material**

**Ref. No.: RFIQ No: CO/Pur/Civil/2023/572/4419 dated: 21.01.2025**

Sir,

I, \_\_\_\_\_ representative / proprietor from M/s \_\_\_\_\_ hereby submit my following rates for the supply of material as per the specification / UOM / requirement of Shrine Board, NET rates inclusive of GST & other taxes, Unloading and F.O.R. Engineering Store, Banganga, Katra:-

Description of Item	Req. Qty.	Net Rate (inclusive of GST & Unloading) and F.O.R ES, Banganga, Katra.
Dr. Fixit Roof Seal (water proof)	240 Ltrs.	_____ per ltr.

I affirm that the above quoted rates are net inclusive of GST and other taxes, unloading, and F.O.R. Engineering Store, Banganga, Katra.

I further affirm that I have read and fully understood the RFIQ notice and agree to abide by all the terms and conditions laid therein, which are being signed in token of my acceptance. In case, I fail to abide-by the conditions or upto the entire satisfaction of the Shrine Board, I shall be liable to the penalties under rules. I further hereby declare that my firm is not blacklisted.

Yours faithfully,

Seal & Signature \_\_\_\_\_ M/s \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact No. \_\_\_\_\_

E- mail Id: \_\_\_\_\_ Address : \_\_\_\_\_