



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

No. CO/Pur/NE/Misc/603/7343

Dated: 24-12-2024

**REQUEST FOR INVITING QUOTATION**

Shri Mata Vaishno Devi Shrine Board, Katra invites sealed quotations (on the letter head of the firm) for furnishing the rates of following items as per detail given below:-

S. No.	Description of material	Qty. (approx.)
1.	Garbage Poly bag 100 Kgs capacity (36"x42") (Good Quality)	1600 Kgs
2.	Apron (Good Quality)	600 Nos
3.	Paper Napkin (Superior Quality 2 ply 33x33 cm) each pkt. containing 50 pieces	5000 Pkts.
4.	Cup & Saucer Bone China (Each set containing 6 pieces)	200 Sets
5.	Glass Borosil Big size (Each set containing 6 pieces)	100 Sets
6.	Glass Borosil Medium size (Each set containing 6 pieces)	200 Sets
7.	Glass Tumbler	5000 Nos.
8.	Juice Glass Borosil (Each set containing 6 pieces)	70 Sets
9.	Toilet Roll	3000 rolls
10.	Cell Pencil AA Duracell/Eveready/ Nippo/ Philips/ Panasonic	3000 Nos.
11.	Cell Remote AAA Duracell/ Eveready/ Nippo/ Philips/ Panasonic	2200 Nos
12.	Cell Medium Duracell/ Eveready/ Nippo/ Philips/ Panasonic	500 Nos
13.	Cell Big Size Duracell/ Eveready/ Nippo/ Philips/ Panasonic	1000 Nos
14.	Rubber band Big size 500 gms each Pkt (Good Quality)	500 Kgs
15.	Rubber band Small size 500 gms each Pkt (Good Quality)	500 Kgs
16.	Tea Flask 1 Ltr. Capacity (Milton/ Eagle Brand)	50 Nos.
17.	Air wick Machine (Good Quality)	200 Nos.
18.	Refill for Air Wick Machine (Good Quality)	400 bottles
19.	Shaving Blade (Gillette / Topoz Brand)	2000 Pkts.
20.	Cypermethrin 25%	500 Ltrs.

Interested firms may send their sealed quotation alongwith one sample of each item mentioned at Serial No. 01 to 09 and other items as per Brands / specifications giving full details viz. **Net price (inclusive of GST & other taxes, F.O.R. Non-Engineering Store, Banganga, Katra)**, payment terms, delivery schedule and other conditions of sale **including special discount to SMVDSB.**

Sealed quotation addressed to **Asstt. Chief Executive Officer (G), Central Office, Katra** should reach through Speed Post / Registered Post / reputed courier or be personally handed over to the Purchase Section **by or before 06.01.2025 upto 05:00PM positively**, quotations after due date and time and without samples shall not be accepted.

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

<p><b><u>RFIQ for Supply of Miscellaneous Items</u></b> <b>NOT TO BE OPENED BEFORE 06.01.2025 upto 05:00 PM</b> <b>RFIQ No.CO/Pur/NE/Misc/603/7343                      dated: 24.12.2024</b></p>
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**Terms & Conditions:-**

1. This is only an enquiry and not a Purchase Order.
2. **The supplier shall have to mention the GST No. 01AAETS9822J1ZC of Shri Mata Vaishno Devi Shrine Board Katra while raising their bill of supplies. While filing GSTR-I, the supplier shall classify the supply / Service made to Shrine Board under Business (B to B) Sales. The supplier shall also mention six digit HSN code of the material to be supplied. In case the bidder doesn't upload / mention the bill under B to B, the GST amount levied in the Bill shall not be paid.**

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3. **The supplier shall file GSTR 1 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.**
  4. **In case of quarterly based GST filling firms, the supplier shall have to transfer their bills (B to B) on monthly bases under Invoice Furnishing Facility (IFF).**
  5. The successful firm shall have to deliver the material within a period of 30 days from the date of issuance of supply orders from time to time during the rate contract period.
  6. Donations to Shri Mata Vaishno Devi Shrine Board, Katra are exempted from Income Tax under Section 80-G of the Income Tax Act.
  7. Rate to be quoted should be NET inclusive of GST all taxes, having special discount to SMVDSB and FOR Non-Engineering Store, Banganga and valid for a period of 01 year from the date of issuance of 1st supply order. The rate approval order is extendable upto another (01) year on the existing approved rates, terms and conditions, subject to satisfactory supply of aforesaid items as per the sole discretion of the competent authority of SMVDSB.
  8. The supplier shall also mention six digit HSN code of material to be supplied.
  9. The quotation of only those firms is to be opened whose samples are selected by the competent authority of the Shrine Board.
  10. The approved firm shall have to deposit Earnest Money in the shape of CDR/FDR pledged to FA/CAO, SMVDSB, Katra amounting to Rs. 10,000/- (Rupees Ten Thousand Only) drawn from any Nationalized / scheduled Bank before placing rate approval order.
  11. **The quantity mentioned is indicative in nature and can be increased / decreased substantively according to the requirement of SMVDSB.**
  12. Shrine Board Reserves the right to split the demand among Two or more firms.
  13. Shrine Board Reserves the right to cancel the RFIQ without any prior notice
  14. The material shall be strictly as per the specifications of Shrine Board.
  15. No Advance payment shall be made. The payment shall be made after receipt and proper inspection of each consignment of material at Non-Engineering Store, Banganga Katra within a period of 20 days from the date of issuance of G.R.
  16. The material supplied shall be checked / inspected by the quality cell /inspecting team of Shrine Board and if found of inferior quality/defective, the same shall be rejected and is also liable to penalize, as deemed fit by the Competent authority of SMVDSB.
    - i. The rejected material shall have to be lifted by the supplier at his own risk and cost within a week's time failing which the storage charges per day as may be deem fit to the authority shall be levied.
    - ii. In case, the supplies are rejected, same shall be lifted back by the supplier within 07 days from the date of intimation from this office, failing which the penalty @2% of the total value of rejected supplies per day shall be imposed against the supplier for a period of one week which shall be doubled in subsequent weeks and the rejected material in the stores shall be at the risk of the firm. Beyond one month, the material shall be auctioned and storage charges shall be recovered from the supplier @2% per day. The amount acquired on account of auctioning shall be deposited to SMVDSB Account.
  17. **PENALTY:** Following penalties shall be imposed after delay beyond the delivery period, subject to acceptance by the Competent authority of SMVDSB:-
    - I. upto 7 days @ 0.5%
    - II. From 8th day to 15th day @ 1%
    - III. From 16th day to 22nd day @ 1.5%
    - IV. From 23rd day to 30th day @ 2% shall be imposed on pending item as per the approved rate/quantity mentioned in the purchase order of the value of the pending supplies.
    - V. After 30 days, the purchase order shall be deemed to have as cancelled to the extent of unsupplied material and the material shall be procured from alternative sources at risk and cost of vendor.
- Note: Despite cancellation of Purchase Order as stated above; for any valid reason to be brought on record, the Competent Authority may grant extension in the stipulated delivery period; with or without penalty (Amount to be decided by the Competent Authority).
18. The Competent authority of SMVDSB reserves the right to:
    - i. Cancel/terminate the RFIQ/supply order during the period of its validity without assigning any reason thereof.

- ii. Debarring any defaulter firm from any further dealing with Shrine Board for a period of one year.
- iii. Grant of extension with or without imposing penalty as deemed fit.
19. Conditional, illegible, ambiguous quotation (s) and quotation (s) received after the stipulated date and time shall be outrightly rejected.
20. The broad terms and conditions has been included but not limited to the other standards, terms and conditions of contract/supply which shall be incorporated in the supply order.

**This issues with approval of the Addl. Chief Executive Officer, SMVDSB.**

**Sd/-**  
**(Dr. Gopal K. Sharma)**  
**Asstt. Chief Executive Officer**

**Copy to the:-**

1. Addl. Chief Executive Officer SMVDSB, for information.
2. Master file / Concerned file.