



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

No. CO/Pur/NE/312-V/51  
Dated: 02.04.2024

**REQUEST FOR INVITING QUOTATION**

M/s. \_\_\_\_\_,  
\_\_\_\_\_  
\_\_\_\_\_

Sir,

On behalf of CEO, SMVDSB, sealed quotations are invited from **reputed manufacturers / authorized distributors / dealers / suppliers** for furnishing the rates of Non-Printed Stationery items mentioned in enclosed Annexure.

As such requested to kindly send **your 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, F.O.R. Non-Engineering Store, Banganga, Katra), payment terms, delivery schedule and other conditions of sale **including special discount to SMVDSB.**

Your sealed quotations along with two samples of each items addressed to **Dy. Chief Executive Officer (V), 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 **on or before 10.04.2024 upto 05:00PM positively.**

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

**RFIQ – Non-Printed Stationery**  
**NOT TO BE OPENED BEFORE 10.04.2024 upto 05:00PM**  
**RFIQ No. CO/Pur/NE/312-V/51 Dated: 02.04.2024**

**Terms and Conditions:**

1. **This is just a RFIQ and not a Purchase Order.**
2. Rate should be NET inclusive of all taxes, having special discount to SMVDSB and the same shall be delivered at Non-Engineering Store, Banganga, Katra within the period mentioned in the Supply Order. **However, Donations to Shri Mata Vaishno Devi Shrine Board, Katra are exempted from Income Tax under Section 80-G of the Income Tax Act.**
3. **The rates quoted shall be NET F.O.R Non-Engg. Stores, Banganga (Katra) inclusive of GST / other charges.**
4. The rates quoted shall remain valid for a period of 01 Year from the date of issuance of 1<sup>st</sup> supply order or till the finalization of fresh rate contract whichever is earlier.
5. The supplier shall also mention six digit HSN code of material to be supplied.
6. The participating firms shall have to submit **Two samples of each items** alongwith the sealed quotation without which the offer submitted shall not be considered. Furthermore, rates of only shortlisted samples shall be considered.
7. **The approved firm(s) shall have to deposit EMD in the shape of CDR/FDR pledged to FA/CAO, Shrine Board amounting to Rs. 10,000/- which shall be retained during rate contract period.**
8. Your sealed quotations shall reach this office by or before **10.04.2024 upto 05:00PM**, quotations after due date and time shall not be accepted.
9. The quantities mentioned in the format are indicative in nature and can be increased / decreased substantively according to the requirement of SMVDSB.
10. The successful firm shall have to deliver the ordered material within a period of 20 days from the date of issuance of supply order.

11. **PENALTY:**Following penalties shall be imposed after delay beyond the delivery period, subject to acceptance by the Competent authority of SMVDSB:-
- a) upto 7 days @ 0.5%
  - b) From 8<sup>th</sup> day to 15<sup>th</sup> day @ 1%
  - c) From 16<sup>th</sup> day to 22<sup>nd</sup> day @ 1.5% and
  - d) 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 purchase order of the value of the pending supplies.
  - e) Further delay shall attract penalty @1% every 10<sup>th</sup> day.
  - f) In case of incomplete supply received, an amount equal to 2% of the total value of non-supplied material shall be deducted from the due payment of the supplier.
12. Shrine Board Reserves the right to split the demand among one 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 requirement / specifications of Shrine Board.
  15. No Advance payment shall be made. The payment shall be made after receipt and proper inspection of complete material at Non-Engineering Store, Banganga Katra and after 20 days from the date of issuance of G.R.
  16. No extra payment shall be made to the firm on account of the escalation in the material cost, transportation / labour charges during the period of contract.
  17. 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.
  18. The Shrine Board 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.
  19. The Shrine Board reserves the right to negotiate the quoted rates, terms and conditions with the lowest bidder or any of the other bidder on quality basis to ascertain the suitability of the acceptable offer.
  20. Conditional, illegible, ambiguous quotation (s) and quotation (s) received after the stipulated date and time shall be out rightly rejected.
  21. Other standards, terms and conditions shall be incorporated in the supply order.

Seal & Signature of the bidder

Sd/-  
(Vishavjeet Singh)JKAS  
Dy. Chief Executive officer

