



**OFFICE OF THE CHIEF EXECUTIVE OFFICER
SHRI MATA VAISHNO DEVI SHRINE BOARD, KATRA**

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e-mail: nes_purchase@maavaishnodevi.net, aceog@maavaishnodevi.net,

No.: CO/Pur/NE/316/1171

Dated: 22.06.2026

Request for Inviting Quotations (RFIQ)

For and on behalf of the Shri Mata Vaishno Devi Shrine Board; through Chief Executive Officer (herein after referred as SMVDSB), offers under two bid system are hereby invited from manufacturers/authorized distributors/dealers/suppliers for supply of **Paper Plates** for a period of One Year as per approved specifications mentioned below:-

Sr. No.	Description of item	Approx. Required Qty.
1.	Paper Plate 10" Round and 1" Deep (made of Biodegradable and Food Grade Paper of 350 GSM). (As per approved sample of the Shrine Board). Before participating in the competition the prospective bidders are required to see the approved sample at Non Engineering store of Shrine Board on any day between 10 AM to 5 PM.	6,00,000 Nos

Terms and conditions:

1. Documents to be submitted alongwith offer:

The interested bidder(s) may submit their offers alongwith following supporting documents:

- i) Authorized Dealer / Distributors certificate (if any).
- ii) GST Certificate.
- iii) Copy of Earnest Money Deposit (please refer condition No. 6)

2. Submission of Samples.

The prospective bidders shall have to submit ten samples of Paper Plate alongwith quotation without which the quotation shall be out rightly rejected. The samples submitted by selected firm shall be retained, whereas unsuccessful firms may collect submitted samples within 20 days from the date of intimation by SMVDSB.

3. Validity:

- i) The validity of quotation should be 45 days from the last date prescribed for submission.
- ii) The period of currency of rate contract shall be 01 year from the date of issuance of 1st Purchase Order. The Rate approval order may be extended by another period of 06 months on the same rates, terms and conditions, subject to satisfactory supply during currency of contract and mutual consent of buyer / seller.

4. **Rates:**
The rates quoted must be F.O.R. Non Engineering Store, Banganga (Katra) and inclusive of GST/ all other taxes / costs.
5. **Delivery :**
The delivery period shall be **30 days** from the issuance of each Purchase Order. Before participating, the competing firm must ensure that it has the capacity to meet the delivery period criteria. The Shrine Board may or may not extend the delivery period.
Note: After the expiry of prescribed delivery period, the pending material may or may not be accepted. In case of non-acceptance of material, this order (to the extent of undelivered quantity), shall be deemed to be cancelled automatically without any further correspondence with the vendor. However, for any justified reasons (to be brought on record), it is decided by the Shrine Board to accept the delayed supply of material, suitable penalty may be imposed on the vendor.
6. **EMD:**
Participating firm has to submit Earnest Money Deposit in the shape of CDR/FDR amounting to Rs. 26,000/- (Rupees Twenty Six Thousand Only) pledged to FA/CAO, SMVDSB, Katra or transfer the amount through NEFT in the official account of SMVDSB Account No. 0097010100000706, IFSC Code: JAKA0KATTRA ("0" Zero). The EMD shall be returned to all un-successful bidders after the issuance of Rate Contract Order.
7. The quotation will be considered of only those firms who had submitted requisite EMD.
8. The conditional, illegible, ambiguous quotation (s) and quotation (s) received after the stipulated date and time shall be out rightly rejected.
9. **Selection Process:** The samples submitted by interested bidders shall be shortlisted in the technical stage itself i.e prior to opening of 'Price bids'. The sample short listing shall be done by a committee based on collective wisdom of members and the Committee's decision in this regard shall be final and binding upon bidding firms. This shall be followed by financial evaluation wherein the L-1 firm will be selected out of the shortlisted samples.
10. The supplied material shall have to be strictly as per the approved sample/ specifications.
11. The bidder shall have to submit a copy of **Laboratory Testing Report** that their product is made of **Biodegradable and "Food Grade"** only in absence of which the offer shall not be accepted or the bidder shall have to submit an affidavit that the material being purchased for preparation of Paper Plates is made of Biodegradable and Food Grade item only.
12. **Inspection/Rejection of the material:-**
 - i. The material supplied shall be checked / inspected by the quality cell /inspection team of Shrine Board. If found of inferior quality/defective, the same shall be rejected.
 - ii. In case the supplies are rejected, same shall be lifted back by the supplier within 07 days from the date of intimation by this office, failing which penalty @ 2% of total value of rejected supplies per day shall be imposed against the supplier for a period of one week. The penalty amount shall get doubled for each subsequent week 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.

13. **Force Majeure:**

Any failure or omission to carry out the provisions of the order shall not give rise to any claim by one party against the other, if such failure or omission arises from an "Act of God" which shall include all acts of Natural Calamities such as fire, flood, earthquakes, hurricanes, pandemics or any pestilences or from civil strikes, compliances with any statute or regulations of the Government lock outs and strikes, riots, embargoes or from any other reasons beyond the control of the parties.

14. All disputes arising hereto are subject to Jurisdiction of the Courts of Law at Katra / Reasi.

15. No Advance payment shall be made. The payment shall be made after receipt and inspection/ acceptance of complete material against a Purchase Order, at the Non Engineering Store, Banganga within 20 days from issuance of GR.

16. **The Competent authority of SMVDSB reserves the right:**

- a) To cancel/ terminate the RFIQ / Purchase Order during the period of its validity without assigning any reason thereof.
- b) To forfeit the CDR/FDR of defaulter supplier.
- c) Debarring any defaulter firm from any further dealing with Shrine Board for a period of three year.
- d) Grant of extension with or without imposing penalty, as deemed fit.
- e) To split the demand among two or more firms.
- f) To visit the premises of the bidder to verify the production capacity of the bidder / quality of products.

17. This is just a RFIQ and not a Purchase Order.

18. The broad terms and conditions have been included. However, other standard terms and conditions of contract/supply may be incorporated in the Rate Contract and Purchase Orders to be issued in due course.

19. **Procedure for submission of Bid:**

The firm shall submit the Bid in Two Bid format:

First Part: In a sealed envelope super-scribed "TECHNICAL BID" which shall contain all relevant technical details as per clause Clause-1 along with requisite Earnest Money Deposit. The samples shall also have to be deposited in the Purchase Section before the last date prescribed for bid submission.

Second Part: The Price Bid shall be submitted separately as per Annexure-A in a separate sealed envelope super-scribed "PRICE BID". Both the covers separately sealed and super-scribed TECHNICAL BID and PRICE BID, respectively, shall be placed in a third sealed envelope super-scribed (in CAPITALS) as follows:

RFIQ for Supply of Paper Plates	
NOT TO BE OPENED BEFORE 01.07.2026	
RFIQ No: CO/Pur/NE/316/1171	dated: 22.06.2026

20. All such offers, along with the terms and conditions duly signed, and enveloped as described above, must be submitted in person in the office of the SMVDSB, Katra by 3:00 PM (1500 hrs) on 01.07.2026. Alternatively the sealed offer may be sent by Registered Post /Speed Post/ Courier addressed to the office of the Chief Executive

Officer, Central Office, Jammu Road, Katra (J&K) - 182301 so as to reach by 3:00 PM (1500 hrs) on **01.07.2026**. The offer(s) received after the due date and time shall not be considered under any circumstance.

21. The Shrine Board shall not be responsible for any postal delay. Any conditional offer OR offers which are not appropriately sealed in the two-bid format, as explained above, OR offers received after the stipulated date and time, shall not be entertained. Any cutting or overwriting in the Documents will also make the bid liable for rejection. The Technical Bids shall be opened by the Committee, on **01.07.2026** at 3:30 PM at the Office of Asstt. Chief Executive Officer, SMVDSB, Katra in the presence of the bidders who may choose to be present. The date of opening of Price Bids shall be intimated only to the eligible short-listed bidders after evaluation of the Technical Bids.

Queries may be addressed to:

Asstt. Chief Executive Officer (G), SMVDSB

E-Mail: aceog@maavaishnodevi.net, nes_purchase@maavaishnodevi.net

Sd/-
(Dr. Gopal K Sharma),
Asstt. Chief Executive Officer
SMVD Shrine Board, Katra

Seal and Signature of the firm

PRICE BID
(on the letter head of the firm)

To,

**The Asstt. Chief Executive Officer (G),
Shri Mata Vaishno Devi Shrine Board,
Katra.**

Subject: **Quotation for Paper Plates.**

RFIQ No. No. Co/Pur/NE/316/1171

Dated: 22.06.2026

Sir,

I, _____ representative / proprietor of M/s _____ hereby submit my following rates as per the specification / UOM / requirement of Shrine Board, NET rates inclusive of GST, freight, loading , installation charges and other taxes / charges F.O.R. Engineering Store, Banganga, Katra:-

S. No.	Description of items	Indicative Quantity (for 01 year)	NET Rate inclusive of GST, other taxes and F.O.R. Non- Engineering Store Banganga Katra
1	Paper Plate 10” Round and 1” Deep (made of Biodegradable and Food Grade Paper of 350 GSM). (As per approved sample of the Shrine Board).	6,00,000 Nos	

Notwithstanding anything mentioned in our price bid, we hereby accept all the terms and conditions mentioned in the RFIQ which are being signed in token of my acceptance. We hereby undertake and confirm that I/we have understood the specifications properly and shall supply the material as per the required / higher specifications to SMVDSB.

I further affirm that 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.

Seal & Signature _____

M/s _____

Contact Person: _____

Contact number: _____

E-mail ID: _____

Please read all the contents of the RFIQ before the submission