



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

Central Office, Jammu Road, Katra (J&K) - 182301 Fax: +91- 1991-232120 Tel.: +91-1991-232189 e-mail: nes_purchase@maavaishnodevi.net, purchase_sec@maavaishnodevi.net, aceog@maavaishnodevi.net

No. Co/Pur/NE/683/865

Dated: 01.06.2026

Request for Inviting Quotations (RFIQ)

For and on behalf of Shri Mata Vaishno Devi Shrine Board; through Chief Executive Officer (herein after referred as SMVDSB), offers under two-bid system are hereby invited from reputed manufacturers / distributors / dealers / suppliers for supply of Toilet Soap and meeting specifications mentioned in **Annexure-“A”** :

S. No.	Description of items	Approx. Annual Quantity Required
1.	Category- Toilet Soap Brands: Dettol / Lifebuoy / Lux / Medimix / Santoor / Jo / Godrej / Margo / Hamam / Mysore Sandal / Cinthol / Superia Silk / Pears / Dove / Rexsona / Fiama / Liril / Savlon / Vivel. Grading: TFM and other compositions shall be as per BIS-Grade III and above. Gramage : 20 Gms and above. MRP: Upto Rs. 10/- per Cake.	2,00,000 Cakes

Terms and conditions:

1. Documents to be submitted alongwith offer:

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

- Authorized manufacturer / distributor / dealer certificate (if any) must be submitted along with the quotation.
- GST Certificate.
- Pan Card.

2. Submission of Samples

The prospective bidders shall have to submit sample alongwith quotation without which the quotations shall be out rightly rejected.

3. 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 and a signed copy of this RFIQ document towards acceptance of all terms and conditions.

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 Toilet Soap
NOT TO BE OPENED BEFORE 09.06.2026
RFIQ No: CO/Pur/NE/683/865 Dated: 01.06.2026

4. Validity:

- I. The validity of quotation should be **30 days** from the last date prescribed for submission.
- II. The period of currency of rate contract shall be **one year** from the date of issuance of 1st Purchase Order. The Rate approval order may be **extended by another 06 months** on the same rates, terms and conditions, subject to satisfactory supply during currency of contract and mutual consent of buyer / seller.

5. Rates:

The rates quoted must be F.O.R. Non Engineering Store, Banganga (Katra) and inclusive of GST/ all other taxes / costs.

6. Delivery :

The delivery period shall be **20 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.

- 7. EMD:** Participating firm has to deposit the Earnest Money in the shape of CDR/FDR amounting to Rs. 5,000/- (Rupees Five Thousand only) pledged to FA/CAO, SMVDSB, Katra or transfer the amount through online mode (NEFT / IMPS / RTGS) in the official account of SMVDSB.

Account No. **0097010100000706.**

Type of Account: **SB.**

Banker: **Jammu and Kashmir Bank Ltd.**

Branch: **Main Branch Katra.**

IFSC - **JAKA0KATTRA ("0" Zero).**

Title of A/c: **Shri Mata Vaishno Devi Shrine Board.**

8. The EMD of un-successful shall be released on conclusion of RFIQ while EMD of successful bidder(s) shall be released after the successful expiry of Rate Contract Period.
9. The quotation will be considered of only those firms who had submitted requisite EMD and whose sample is approved.
10. The conditional, illegible, ambiguous quotation (s) and quotation (s) received after the stipulated date and time shall be out rightly rejected.
11. **Selection Process:** The samples submitted by interested bidders would 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 L1 firm will be selected out of the shortlisted samples.
12. The purchase quantities mentioned in the format are indicative in nature and may increase / decrease according to actual requirement.
13. The supplied material shall have to be strictly as per the approved sample/ specifications.

14. Inspection/Rejection of the material:-

1. 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.

2. 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.

15. Penalty:

Following penalties (calculated on the value of unsupplied material) shall be imposed for delay beyond the prescribed delivery period, unless exempted by the competent authority for valid reasons to be brought on record.

1. upto 7 days @ 0.5%
2. From 8th day to 15th day @ 1%
3. From 16th day to 22nd day @ 1.5% and
4. From 23rd day to 30th 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.
5. After 30 days of delay, 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), if it is decided by the Shrine Board to accept the delayed supply of material, suitable penalty at the discretion of Competent Authority may be imposed on the 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).

16. 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.

17. All disputes arising hereto are subject to Jurisdiction of the Courts of Law at Katra.

18. 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 G.R.

19. The Competent authority of SMVDB reserves the right:

- a) The Board reserves the right to establish reasonability of rates, to negotiate with the L-1 bidder for each item or to bifurcate the Rate Contract amongst more than one bidder (on L-1/negotiated rates).
- b) To cancel/ terminate the RFIQ / Purchase Order during the period of its validity without assigning any reason thereof.

- c) To forfeit the EMD / Security Deposit of defaulter supplier.
- d) Debarring any defaulter firm from any further dealing with Shrine Board for a period of Three years.
- e) Grant of extension with or without imposing penalty, as deemed fit.

- 20. This is just a RFIQ and not a Purchase Order.
- 21. 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.
- 22. 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 **09.06.2026**. 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 **09.06.2026**. The offer(s) received after the due date and time shall not be considered under any circumstance.
- 23. 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.

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 Sanitation items.

RFIQ No. No. CO/Pur/NE/683/865

Dated: 01.06.2026

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 / un-loading and other taxes / charges F.O.R.
Non-Engineering Store, Banganga, Katra:-**

S.No.	Description of items	Brand / Make Offered	NET Rate per Unit Inclusive of GST. Other taxes and F.O.R Non-Engineering Store, Banganga, Katra
1.	Category- Toilet Soap Brands: Dettol / Lifebuoy / Lux / Medimix / Santoor / JO / Godrej / Margo / Hamam / Mysore Sandal / Cinthol / Superia Silk / Pears / Dove / Rexsona / Fiama / Liril / Savlon / Vivel. Grading: TFM and other compositions shall be as per BIS-Grade III and above. Gramage : 20 Gms and above. MRP: Upto Rs. 10/- per Cake.		

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 umber: _____

E-mail ID: _____