



**OFFICE OF THE CHIEF EXECUTIVE OFFICER,
SHRI MATA VAISHNO DEVI SHRINE BOARD,**
Central Office, Jammu Road, Katra (J&K) – 182301
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E-mail: nes_purchase@maavaishnodevi.net, aceog@maavaishnodevi.net

No.: CO/PUR/NE/690/2478

Dated: 28.09.2026

Request for inviting Quotations (RFIQ)

For and on behalf of the Shri Mata Vaishno Devi Shrine Board (SMVDSB), through Chief Executive Officer, SMVDSB, sealed quotation two bid format are invited from reputed publishers for the production of a premium 'Coffee Table Book (CTB)' as per details mentioned below. The selected firm shall be required to conceptualize, design, edit, print, binding and supply the prescribed immediate quantity of CTB and shall also enter into a Rate Contract with the Shrine Board valid for a period one year from the date of issuance of 1st Purchase Order. During this Rate Contract period, the production of additional quantity of CTB of approved specifications (same or modified content) may (or may not be) sought. The Rate Contract can be further extended for another 06 months on same Rates, Terms & Conditions; if mutually agreed by both parties: -

S. No	Description of Item	Immediate Quantity	Particulars	Specifications
1.	Coffee Table Book (CTB) of SMVDSB	200 Copies	Book Size	11"x 14" (Portrait)
			No. of Pages	100 pages (excluding cover)
			Printing	Four Colour (CMYK) Offset Printing using CTP (Computer-to-Plate) technology
			Inner Paper	170 GSM Premium Silk Art Paper
			Cover	03 mm Hard Case Bound
			Cover Finish	Soft Touch Matte Lamination with Gold Foil Embossing & UV
			Binding	Smyth Sewn Section Binding with Lay-Flat opening
			End Papers	170 GSM Premium Textured paper
			Ribbon Bookmark	Maroon Satin Ribbon Book mark
			Presentation	Individual Shrink Wrapping with Premium Rigid Gift Box
			Image Quality	Minimum 300 DPI

Interested firms may submit their sealed two-bid offers accompanied by samples prescribed in the RFIQ to the Purchase Section, Central Office, Shri Mata Vaishno Devi Shrine Board, Katra, J&K-182301. The offers must reach this office by any means such as Registered Post, Reputed Courier Services or may be personally submitted in the Purchase Section by or before **07.10.2026 upto 05:00 PM**. The offers received after the due date and time or without samples shall not be considered.

Following particulars must be mentioned on the envelope containing the Offer:

RFIQ for Coffee Table Book (CTB) of SMVDSB
RFIQ No: Co/Pur/NE/690/2478 **DATE: 28.09.2026**

Terms and Conditions:

1. The firm shall submit the Bid in Two Bid format:
 - A) **First Part (Technical Bid)**: In a sealed envelope super-scribed with the words **“TECHNICAL BID”** which shall contain all relevant technical details and the following supporting documents:
 - (i) GST Certificate
 - (ii) PAN Card
 - (iii) Profile of publication house/agency alongwith details of relevant experience and similar assignments undertaken (minimum one PO / Invoice with e-way bill; if applicable) shall have to be submitted by the bidder.
 - (iv) A few (minimum 01) returnable samples of the Coffee Table Book or any other similar premium publications executed by the bidder in the past shall be required to be submitted.
 - (v) A sample each of the ‘Inner’ and ‘End’ papers of approved GSM intended to be used in the publication of CTB of the Shrine Board.
 - (vi) The rates of only shortlisted samples shall be considered (i.e. rates of only such bidders shall be considered whose reference CTBs and the proposed paper quality is approved by the Shrine Board. The short listing of firms on the basis of samples
 - (vii) Proposed approach towards designing, layout, pre-press, printing, binding and overall production of CTB (to be submitted on letter head of publisher).
 - (viii) Details of the proposed paper, printing, finishing, binding and packaging conforming to the prescribed technical specifications
 - (ix) Delivery/completion time line;
 - (x) EMD as per Clause – 10.
 - B) **Second Part (Price Bid)**: The Price Bid shall be submitted separately as per **Annexure “A” & as per Clause –10** 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 - COFFEE TABLE BOOK OF SMVDSB RFIQ NO: CO/PUR/NE/690/2478 DATE: 28.09.2026

2. **This is just a RFIQ and not a Purchase Order.**
3. The quoted rate for the CTB shall be net inclusive of GST / any other tax and F.O.R. Non-Engineering Store, Banganga.
4. The prospective bidders to also note that donations to Shri Mata Vaishno Devi Shrine Board are exempted under Section 80-G of Income Tax Act.
5. The quoted shall remain valid for a period of One year from the date of issuance of 1st purchase order or till the finalization of fresh rate contract. The rate approval order is extendable by another 06month on the same rates, terms and conditions, subject to satisfactory performance of selected firm and mutual consent of both parties in contract.
6. 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-1, 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.
7. 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.
 8. 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).
 9. After the allotment of the Rate Approval order, a sample copy of CTB shall be provided by the firm to Editorial team of Shrine Board for vetting before final printing of required quantity of CTB.
 10. The firm(s) shall have to deposit the Earnest Money in the shape of CDR/FDR amounting to Rs.15,000/- (Rupees Fifteen Thousand) only) pledged to FA/CAO, SMVDSB, Katra or transfer the amount through NEFT in the official account of SMVDSB **Account No. 0097010100000706** (Type of Account: SB, Bankers: Jammu & Kashmir Bank Ltd., Branch: Main Bazar Katra, IFSC-JAKA0KATTRA), Title of A/c: Shri Mata Vaishno Devi Shrine Board).
 11. The EMD of unsuccessful firm(s) shall be released after the allotment of Work Order to the approved firm. The EMD of the Successful bidder shall be converted to Security deposit and shall be retained for the period of contract to safeguard Board's interests against the contractual obligations of the selected firm.
 12. The quantities mentioned in the RFIQ are indicative in nature and may increase / decreased even substantially according to the actual requirement of SMVDSB.
 13. **The rate approved through this RFIQ shall be with assumption of total number of pages of CTB as 100. If the final publication of CTB turns out to have lesser / more pages, the approved rate shall be increased or decreased (as the case may be) by 0.50% of the approved rate for each page of such increase / decrease (vis-à-vis 100 pages).**
 14. **RIGHT RESERVED BY SMVDSB:**
 - a) The Shrine Board reserves the right to split the demand among one or more qualified bidders at the same rate.
 - b) The Shrine Board reserves the right to reject, accept or prefer any bidder in part or full at any stage if not in conformity to the specifications, terms & conditions mentioned in the RFIQ. Shrine Board also reserves the right to re-invite the Quotations at its sole discretion.
 - c) The Shrine Board reserve the right to negotiate the quoted rates, terms and conditions with the lowest tendered or any of the other tenders on quality basis to ascertain the suitability of the acceptable offer.
 - d) To cancel terminate the RFIQ /Purchase order during the period of its validity without assigning any reason thereof.
 - e) To forfeit the CDR/FDR of defaulter firm.
 15. **Payment:** The payment shall be made after receipt / inspection of each consignment of material at Non-Engineering Store, Katra within 20 days from the acceptance of material.
 16. No extra payment shall be paid to the firm on account of the escalation in the material cost, transportation/labour charges during the period of contract.
 17. After the successful culmination of RFIQ, if the selected firm refuses to comply with the rate approval order and subsequently fails to comply the RC / PO (s) on account of any

reason, the Security Deposit of the firm shall be forfeited and the firm shall be debarred from further dealing with the Board for a continuous period of 03 years.

18. **Inspection/Rejection of material:**

- (i) 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.
- (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.

19. **PENALTY:** Following penalties (calculated on the value of unsupplied material) shall be imposed after delay beyond the prescribed delivery period, unless exempted by the Competent authority of SMVDSB after getting convinced about validity of reasons for delay: -

- (a) For first 10 days of delay - @ 1 %.
- (b) From 11th to 20th day - @ 2%.
- (c) From 21st to 30th day - @ 3%.
- (d) After 30 days of delay, the PO shall be deemed to have been cancelled to the extent of unsupplied material and the deficit material shall be procured from alternate sources at risk and cost of vendor.

Note: Despite cancellation of Purchase Order as stated above, for any valid reason, the Competent Authority may grant extension in the delivery period, with or without penalty (the amount of this penalty shall be as per the sole discretion of Competent Authority)

- 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 will be incorporate in the supply order of the Successful bidder.

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

PRICE BID

(on the letter head of the firm)

To,
The Chief Executive Officer,
Shri Mata Vaishno Devi Shrine Board, Katra

Sub: Quotation for supply of Coffee Table Book (CTB).

RFIQ No. No. Co/Pur/NE/ 690/2478

Dated: 28. 09. 2026

Sir,
I, _____ representative / proprietor of
M/s _____ hereby submit following rates for the supply of Coffee Table
Book (CTB) as per the requirement of Shrine Board (**NET rates inclusive of GST, freight,
loading unloading, and Other Taxes / Charges and F.O.R. Engineering Store, Banganga,
Katra**):-

S.No.	Description of Item	Qty. Required	Offered Rate per Book
1.	Coffee Table Book (CTB) as per approved specifications mentioned in the RFIQ	200 Copies	

I further affirm that the above quoted rates are net inclusive of GST, Other Taxes / Charges and F.O.R. Non-Engineering Stores Banganga, Katra which shall remain valid for a period of one year from the date of issuance of Rate Approval Order /1stPurchase Order or till the finalization of fresh rates whichever is later.

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, we fail to abide-by the conditions to the satisfaction of Shrine Board; we may be held liable to the penalties under rules. I further hereby declare that my firm is not blacklisted.

Seal & Signature _____

M/s _____

Contact Person: _____

Contact No. _____

E-mail ID: _____

Please read all the contents of the RFIQ before the submission.