



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

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aceog@maavaishnodevi.net

No.: CO/Pur/NE/312-VI/213

Dated: 22 .04 .2025

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 **Non Printed Stationery items** for a period of One Year as per specifications mentioned in Annexure- "A"

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) List of the Offered items

2. Submission of Samples.

The prospective bidders shall have to submit two samples of each item 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 01 year 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 **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.

6. **EMD:**
Participating firm has to submit Earnest Money Deposit in the shape of CDR/FDR amounting to Rs. 12,000/- (Rupees Twelve Thousand Only) pledged to FA/CAO, SMVDSB, Katra or transfer the amount through NEFT in the official account of SMVDSB Account No. 0235040500001804, IFSC - JAKA0KATTRA ("0" Zero). The EMD shall be returned to all un-successful bidders after the issuance of Rate Contract Order. However, successful bidder shall deposit an amount equal to 5% of the contract amount as Security Deposit before issuance of Rate approval order. The EMD of the Successful bidder shall be returned subsequently within a period of 15 days after submission of Security Deposit.
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 L1 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. **Inspection/Rejection of the material:-**
- 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.
 - 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.
12. **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.
- upto 7 days @ 0.5%
 - From 8th day to 15th day @ 1%
 - From 16th day to 22nd day @ 1.5% and
 - 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.
 - After 30 days of delay, the purchase order shall be deemed to have been 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).

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 SMVDB 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 Non Printed Stationery Items

NOT TO BE OPENED BEFORE 02 . 05.2025

RFIQ No: CO/Pur/NE/312-VI/213

dated: 22 .04 .2025

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 **02.05.2025**. 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 **02 .05.2025**. 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 **02 .05.2025** at 3:30 PM at the Office of 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 Non- Printed Stationery items.

RFIQ No. No. Co/Pur/NE/312-VI/213

Dated:. 22 - 04-2025

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	Awl	200 Nos.	
2	Ball Pen Blue	3000 Nos.	
3	Ball Pen Red	500 Nos.	
4	Calculator Superior	400 Nos.	
5	Card Holder for I/Card	1000 Nos.	
6	CD Marker Pen	50 Nos.	
7	Cello Tape	1000 Nos.	
8	P. P Clear Folder	100 Nos	
10	Clump File Full Swing	100 Nos.	
11	Copier Paper A3	40 Ream	
12	Copier Paper Legal	20 Ream	
13	Dak Pad	200 Nos.	
14	Damper	200 Nos.	
15	Duplicate Paper	100 Ream	
16	File Flap	600 Nos.	
17	Flag Strips Small different colors	400 Nos.	
18	Florescent Pen	400 Nos.	
19	Glossary Paper for I-card	50 Pkts	
20	Glu Stick	400 Nos.	
21	Jetter Pen Reynold	2000 Nos.	
22	Line Yard for I-Card	2000 Nos.	
23	Marker/Luxor Pen	500 Nos.	
24	Note Pad (10 pages)	1000 Nos.	
25	Packing Tape (Brown)	1000 Nos.	
26	Paper Pins	200 Pkts	
27	Paper Weight	100 Nos.	
28	Pen Stand- Medium/superior quality	20 Nos.	
29	Pencil (Natraj)	500 Nos.	
30	Pilot Pen Ink (Red, Blue, Black)	200 Nos.	
31	Pilot Pen V5 (Red / Blue/Black)	1000 Nos.	
32	Pilot Pen V7 (Red / Blue/Black)	400 Nos.	

33	Pin Container	200 Nos.	
34	Plastic Scale	200 Nos.	
35	Punching Machine(Kangaroo)	100 Nos.	
36	Refill Big	2000 Nos	
37	Refill Reynolds Jetter	2000 Nos	
38	Scissor Medium	100 Nos	
39	Short Hand Book	200 Nos	
40	Stamp Pad Big	400 Pad	
41	Stapler Big(Kangaroo)	100 Nos	
42	Stapler Pin Big(Kangaroo)	400 Nos	
43	Stapler Pin Small(Kangaroo)	2000 Pkts	
44	Stapler Small(Kangaroo)	200 Nos	
45	Sticking Pad	600 Nos	
46	Tag Big	20000 Nos	
47	Tag small	1,000 Nos	
48	Transparent Packing Tape 2"	400 Nos	
49	White Fluid Pen	400 Nos	
50	Writing Pad Small	800 Nos	
51	Ball Pen Ordinary	2000 Nos	
52	Carbon Paper-Blue(Kores)	200 Pkt	
53	Copier Paper A4	2000 Ream	
54	Eraser	200 Nos.	
55	File Tray	50 Nos.	
56	Gum	200 Btls	
57	Paper Clips	100 Nos.	
58	Pilot Pen-05(Red, Blue, Black)	300 Nos.	
59	Pilot Pen-V10(Red/Black/Blue)	200 Nos.	
60	Puncture Single Hole	20 Nos.	
61	Push Pin	20 Nos.	
62	Rulled Paper	50 Ream	
63	Sealing Wax	50 Nos.	
64	Sharpener	200 Nos.	
65	Transparent File Folder	500 Nos.	
66	Uni-Ball Pen(Eye)	200 Nos.	
67	White Board Marker Pen Different Colours	200 Nos.	
68	Spico Large (24 to 38 mm)	600 Nos.	
69	Spico Medium (18 to 24 mm)	600 Nos.	
70	Spico Small (10 to 18 mm)	600 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 umber: _____

E-mail ID: _____

Please read all the contents of the RFIQ before the submission