



**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/01/2790

Dated: 24.11.2025

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 reputed printers / Suppliers for the Printing/ supply of **Wall Calendars, Table Calendars & Executive Diaries for the year 2026, as per the approved text / design and as per the details given below:-**

S. No.	Description of item	Approx. Quantity (The quantity mentioned here is only indicative and may actually increase / decrease)
1	Wall Calendar: of following Specifications: Size --- 15"(w) x 20"(H) Page -- Total 07 Pages Printing--1-Single side+6 Both side Top -- Spiral Paper -- 170 GSM.	30,000 Nos
2	Table Calendar of following Specifications:- Size --- 8"(w) x 8"(H) Pages -- Total 13 Pages Printing -- Both side (26 Pages) Hard Bound, Top ---- Spiral Paper 300 GSM.	15,000 Nos
3	Executive Diary of following Specifications:- Size --- 6"(w) x 8.5"(H) Pages --- Total 160 Pages with Title Title: Hard Bound & UV Printing (All Text +Logos + QR code) Paper: Inner Pages 02 colour (80 GSM) =8 Glossy Page	5,000 Nos

Terms and conditions:

1. **Documents to be submitted alongwith offer:**

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

- GST Certificate.
- Proof of business experience of not less than 03 years.
- Proof of eligibility turnover of bidder (should not be less than 30 lakh per annum).
- Self attested list of existing major clients.

2. **Reference Samples.**

The prospective bidders may inspect the previous samples available with the Purchase Section to acquaint themselves about the quality of end product to be supplied. The supply of ordered products by the Selected Vendor shall be accepted only if the supplied products are equivalent or better in quality vis-à-vis the 'Reference Samples'.

3. **Validity:**

- i) The validity of quotation should be 45 days from the last date prescribed for submission.
- ii) The selected firm shall also enter into a Rate Contract with the Shrine Board, the duration of which shall be 04 months from the date of issuance of 1st Purchase Order to the vendor.

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 firms must ensure that they have the capacity to meet the delivery period requirement. The Shrine Board may or may not extend the delivery period.

6. **EMD:**

Participating firms have to submit Earnest Money Deposit in the shape of CDR/FDR amounting to Rs. 1,00,000/- (Rupees One Lakh 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 technical bids submitted by interested bidders shall be evaluated first and successful bidders shall be shortlisted i.e. prior to opening of 'Price bids'. 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:-**

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. **The bidders must specifically note that the actual supply is found inferior in terms of paper or printing quality, the supply shall be out rightly rejected without any consideration for any loss accruing to vendor.**

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.

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.

- i. upto 7 days @ 0.5%
- ii. From 8th day to 15th day @ 1%
- iii. From 16th day to 22nd day @ 1.5% and
- iv. 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.
- v. 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 and a signed copy of this RFIQ document towards acceptance of all terms and conditions. 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 Wall Calendar, Table Calendar & Executive Diary

NOT TO BE OPENED BEFORE 01.12.2025

RFIQ No: CO/Pur/NE/01/2790 dated: 24.11.2025

20. All the offers, along with terms and conditions envelopes as described above, must be submitted in person in the office of the SMVDSB, Katra by 3:00 PM (1500 hrs) on **01.12.2025**. 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 **01.12.2025**. 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 **01.12.2025** 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 Wall Calendar, Table Calendar & Executive Diary.

RFIQ No. No. Co/Pur/NE/01/2790

Dated:. 24 - 11-2025

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	Quantity	NET Rate inclusive of GST, other taxes and F.O.R. Non-Engineering Store Banganga Katra
1	Wall Calendar: of following Specifications: Size --- 15”(w) x 20”(H) Page -- Total 07 Pages Printing--1-Single side+6 Both side Top -- Spiral Paper -- 170 GSM.	01 No.	
2	Table Calendar of following Specifications:- Size --- 8”(w) x 8”(H) Pages -- Total 13 Pages Printing -- Both side (26 Pages) Hard Bound, Top ---- Spiral Paper 300 GSM.	01 No.	
3	Executive Diary of following Specifications:- Size --- 6”(w) x 8.5”(H) Pages --- Total 160 Pages with Title Title: Hard Bound & UV Printing (All Text +Logos + QR code) Paper: Inner Pages 02 Colour (80 GSM) =8 Glossy Page	01 No.	

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