



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

Central Office, Jammu Road, Katra (J&K) - 182301
e-mail: nes_purchase@maavaishnodevi.net, purchase_sec@maavaishnodevi.net,
aceog@maavaishnodevi.net

No. Co/Pur/NE/661/2863

Dated: 27.11.2025

Request for Inviting Quotations (RFIQ)

Shrine Board is interested in purchasing following Sanitation items (Brooms / Brushes etc.) from manufactures / distributors / suppliers of reputed brands as per the specifications mentioned at Annexure-'A' over a period of One year.

S. No.	Description of Items	Tentative annual Quantity
1	Coconut Brooms (each bundle 50 kg wt.)	430 Bundle
2	Bamboo Brooms (each bundle 50 kg wt.)	72 Bundle
3	Soft Brooms	1420 Nos.
4	Iron haddies (size 17" Length & 4" width of 18 gauge)	1150 Nos.
5	Brush Flat 15" Long with 6½". Brush (Best quality)	1150 Nos.

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.
- List of items to be offered.

2. Submission of Samples

The prospective bidders shall have to submit sample of each item alongwith quotation without which the quotations 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:

- The validity of quotation should be 30 days from the last date prescribed for submission.
- 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.

4. Rates:

The rate should be net inclusive of GST as admissible under rule all other taxes, and F.O.R. Non Engineering Store, Banganga (Katra).

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.

6. **EMD:** Participating firm has to submit Earnest Money Deposit in the shape of CDR/FDR amounting to Rs. 10,000/- (Rupees Ten 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 equals 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 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.
8. The quotation will be considered of only those firms who had submitted requisite EMD.
9. The conditional, illegible, ambiguous quotation (s) and quotation (s) received after the stipulated date and time shall be out rightly rejected.
10. The quantities mentioned in the format are indicative in nature and can be increased / decreased substantively according to the requirement of SMVDSB.
11. The supplied material shall have to be strictly as per the approved Brands / specifications.
12. Shrine Board Reserves the right to split the demand among one or more firms.
13. **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.
14. **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 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).

15. **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.
16. All disputes arising hereto are subject to Jurisdiction of the Courts of Law at Katra.
17. 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.
18. **The Competent authority of SMVDB reserves the right:**
- The Board reserves the right to establish reasonability of rates, to negotiate with the successful bidder for each item or to bifurcate the Rate Contract amongst more than one bidder.
 - To cancel/ terminate the RFIQ / Purchase Order during the period of its validity without assigning any reason thereof.
 - To forfeit the EMD / Security Deposit of defaulter supplier.
 - Debarring any defaulter firm from any further dealing with Shrine Board for a period of Three years.
 - Grant of extension with or without imposing penalty, as deemed fit.
19. This is just a RFIQ and not a Purchase Order.
20. **Procedure for submission of Bid:**
The firm shall submit the Bid on their letter head in the annexure as "A" .
In a sealed envelope super-scribed "**QUOTATION FOR SUPPLY OF SANITATION ITEMS (Brooms / Brushes etc.)**" **AGAINST RFIQ NO. CO/Pur/NE/661/2863** **DATED: 27.11.2025** which shall contain quotation 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
21. 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 5:00 PM (1700 hrs) on **09.12.2025**. 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 5:00 PM (1700 hrs) on **09.12.2025**. The offer(s) received after the due date and time shall not be considered under any circumstance.
22. The Shrine Board shall not be responsible for any postal delay. Any conditional offer OR offers which are not appropriately sealed in the single-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 (Brooms / Brushes etc.).

RFIQ No. No.: Co/Pur/NE/661/ 2863

Dated:. 27.11.2025

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

S. No.	Description of items	Brand / Quality	NET Rate inclusive of GST, other taxes and F.O.R. Non-Engineering Store Banganga Katra
1	Coconut Brooms (each bundle 50 kg wt.)	Branded / Best Quality	
2	Bamboo Brooms (each bundle 50 kg wt.)		
3	Soft Brooms		
4	Iron haddies (size 17" Length & 4" width of 18 gauge)		
5	Brush Flat 15" Long with 6½". Brush (Best quality)		

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 confirm 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 of the quotation

Annexure-"B"

UNDERTAKING

It is certified that the products offered by us are in 100% compliance to the specifications prescribed in the RFIQ No. CO/Pur/NE/661/2863 DT: 27.11.2025. Further, our firm shall supply the same product as offered by us, if we emerge as "successful bidder".

Seal and signatures of the bidder