



**Office of the Chief Executive Officer,
Shri Mata Vaishno Devi Shrine Board, Katra**

No. Co/Pur/NE/198-I/8741

Dated: 18-01-2024

Request for inviting Quotations (RFIQ)

Shrine Board is interested in purchasing of following Detergent and Cosmatic items of following approved Specification as per detail given below:-

| S.No | Description of Material | Aprox one Year Quantity Required |
|------|---|----------------------------------|
| 1 | Soap Lifebuoy Total 120-125 Gms packing | 12000 Cakes |
| 2 | Wheel Washing Powder 500 Gms packing. | 12000 Pkts |
| 3 | Surf Excel Easy Wash Powder 1 kg packing. | 15,000 Pkts |
| 4 | Rin Bar Soap 130 gms. | 12,000 Cakes |
| 5 | Vim Bar 130 Gms | 2000 Cakes |
| 6 | Soap Lux 40 Gms packing | 2000 Cakes |
| 7 | Soap Hamam 100 Gms | 1000 Cakes |
| 8 | Vim Dish wash Gel in 500 ML | 3000 Btls |
| 9 | Tooth paste Close-Up 20 gms. | 500 Nos |
| 10 | Pepsodent Tooth Brush | 500 Nos |
| 11 | Ponds Cold Cream 5-10 ML | 500 Nos |
| 12 | Hair Oil Clenic All Clear 75 ML packing | 100 Btls |
| 13 | Shaving Cream Axedenim 30 Gms packing | 100 Nos |
| 14 | Dove Soap 60 Gms packing | 100 Cakes |
| 15 | Vaseline 5 Gms packing | 200 Nos |

You are requested to kindly send your quotation, giving full details viz., price, payment terms, delivery schedule and other conditions of sale including special discount for this organization. **The sealed quotation along with 01 (one) sample of each item** addressed to undersigned should reach this office through Registered post, Reputed courier or can be personally submitted to this office by or before **31-01-2024 upto 05:00PM** positively, quotations after due date and time and without samples shall not be accepted. Following particulars must be mentioned on the envelope containing your quotation:

QUOTATION
NOT TO BE OPENED BEFORE 31-01-2024
PURCHASE ENQUIRY No: Co/Pur/NE/198-I/ 8741 DATE. 18-01-2024

Terms and conditions

1. This is just a RFIQ and not a Purchase Order.
2. Rate should be net inclusive of GST all taxes, having special discount to SMVDSB and FOR Non-Engineering Store, Banganga.
3. **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-I, 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.**
4. **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, intrest @2% per-month of tax amount shall be charged and recovered from the defaulting supplier.**
5. **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).**
6. **The supplier shall also mention six digit HSN code of material to be supplied.**
7. The rates quoted shall remain valid for a period of **One Year** from the date of issuance of 1st supply order or till the finalization of fresh rate contract. The rate approval order is extendable upto 06 Month on the existing approved rates, terms and conditions, subject to satisfactory supply of aforesaid items as per the sole discretion of the competent authority of SMVDSB.
8. The successful firm shall have to deliver the material within a period of 30 days from the date of issuance os supply orders from time to time during the rate contract period.
9. Donations to Shri Mata Vaishno Devi Shrine Board, Katra are exempted from Income Tax under Section 80-G of the Income Tax Act.
10. The approved firm shall have to deposit Earnest Money in the shape of CDR/FDR pledged to FA/CAO, SMVDSB, Katra amounting to Rs.10,000/- (Rupees Ten Thousands) only drawn from any Nationalized / scheduled Bank before placing rate approval order.
11. The quantities mentioned in the format are indicative in nature and can be increased / reased substantively according to the requirement of SMVDSB.

12. Shrine Board Reserves the right to split the demand among one or more firms.
13. Shrine Board Reserves the right to cancel the RFIQ without any prior notice
14. The material shall be strictly as per the approved specifications of Shrine Board.
15. No Advance payment shall be made. The payment shall be made after receipt and proper inspection of each consignment of material at Non-Engineering Store, Banganga Katra within a period of 20 days from the date of issuance of G.R.
16. 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 and is also liable to penalize, as deemed fit by the Competent authority of SMVDSB.
17. The rejected material shall have to be lifted by the supplier at his own risk and cost within a week's time falling which storage charges per day as may be deem fit to the authority shall be levied.
18. ***After the successful culmination of RFIQ, if the approved bidders refuses to comply with the rate approval order and subsequently failed to comply the supply orders on account of any reason, the same bidders shall be debarred from further dealing with the Board for a continuous period of 03 years and the stipulated CDR/FDRs of the bidder shall be forfeited.***
19. 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.
20. **PENALTY:**Following penalties shall be imposed after delay beyond the delivery period, subject to acceptance by the Competent authority of SMVDSB:-
 - 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 pending item as per the approved rate/quantity mention in the purchase order of the value of the pending supplies.
 - V. Further delay shall attract penalty @1% every 10th day.
21. In case of incomplete supply received during the rate approval period, an amount equal to 2% of the total value of non-supplied material shall be deducted from the due payment of the supplier.
22. The Shrine Board reserves the right to negotiate the quoted rates, terms and conditions with the lowest bidder or any of the other bidders on quality basis to ascertain the suitability of the acceptable offer.
23. Conditional, illegible, ambiguous quotation (s) and quotation (s) received after the stipulated date and time shall be out rightly rejected.

This issues with the approval of Addl. Chief Executive Officer, SMVDSB.

**Sd/-
(Ajay Salaan), JKAS
Dy. Chief Executive Officer**

Copy to the:-

1. Addl. Chief Executive Officer SMVDSB, for information.
2. Master file / Concerned file.