



OFFICE OF THE CHIEF EXECUTIVE OFFICER,  
SHRI MATA VAISHNO DEVI SHRINE BOARD,  
Central Office, Jammu Road, Katra (J&K) – 182301  
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No. CO/Pur/NE/566-I/3995

Dated: 24.02.2026

**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 / distributors / suppliers of reputed brands for the supply of **Bio-Sanitation & Odor Control material** as per the specifications of items mentioned below in RFIQ over a period of 02 Months, F.O.R Non- Engineering Store, Banganga, Katra:-

Description of Item	Immediate Requirement
Urinal Pad / Screens	900 Nos.
Odor Eliminator Liquid	1200 Ltrs.
Drain Cleaner Liquid	600 Ltrs

**1. 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-4 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-B** 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:

<p><b>RFIQ for Supply of Sanitation Items</b></p> <p><b>NOT TO BE OPENED BEFORE: 06.03.2026</b></p> <p><b>RFIQ No: CO/Pur/NE/566-I/3995      dated: 24.02.2026</b></p>
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- 2.** 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 **06.03.2026**. Alternatively the sealed offers 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 **06.03.2026**. The offer(s) received after the due date and time shall not be considered under any circumstance.
- 3.** 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.

#### 4. **Technical Bid**

The firms are required to submit their technical bids documents as per the following:

- a) GST Certificate.
- b) Pan Card.
- c) Authorized manufacturer / distributor/ dealer certificate (if any).
- d) **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, the EMD of the successful bidder (s) shall be retained as Security Deposit and released after expiry of contract period subject to satisfactory supply. The quotation will be considered of only those firms who had submitted requisite EMD.
- e) **Capability, Equipment & Manufacturing Facilities:** The bidder must have an annual capacity to manufacture or supply at least the estimated quantity or higher (self certificate to be attached). However, in case the prospective bidder is not a principal manufacturers, the bidder shall submit self undertaking of principal manufacturer with respect to annual capacity for manufacturing / supplying the estimated quantity, indicated in the RFIQ.
- i) **Financial Standing under all conditions:** The minimum average annual financial turnover of the "The Bidder" during the last three years, ending 31<sup>st</sup> March, 2025 Rs. 5,00,000/- as per the annual audited balance sheet and profit & loss account of the relevant period duly authenticated by a Chartered Accountant. Copies of the ITRs for the last three (03) years to be attached. (The turnover of the sister concern firms / subsidiaries shall not be considered by Shrine Board).
- j) **The firms shall have to submit a copy of Non Toxicity certificate for each product from a laboratory registered under MoEF, Gol only, in absence of which the offer shall not be accepted.**
- k) **Submission of Samples:**  
The participating firms / bidders shall have to submit two sample of each product as per the description / specifications mentioned in **Annexure – "A"** along quotation without which the quotations shall be out rightly rejected. The samples submitted by selected firm shall be retained. The bidder shall also submit quality / consent certificate along with the samples.

#### 5. **Financial Bid**

The rates quoted must be F.O.R. Non Engineering Store, Banganga, Katra inclusive of GST, levies/discounts & other taxes as per Annexure- B.

- a) 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.
- b) 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.
- c) 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).
- d) The rate approval order shall be effective from the date of approval on the basis of these terms and shall remain in force for a period of 02 Months from the date of issuance of 1<sup>st</sup> supply order. The bidders shall have to supply the material

against the supply orders issued from time to time by SMVDSB, during the rate approval period or till the finalization of Fresh Rate Contract whichever is later.

6. The conditional, illegible, ambiguous quotation (s) and quotation (s) received after the stipulated date and time shall be out rightly rejected.
7. **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 quality and cost basis firm will be selected.
8. **Validity:**  
The validity of quoted rates shall be 60 days from the date of issuance first Purchase Order. Besides the immediate quantity mentioned in RFIQ, more Purchase Orders can be placed as per need, during the rate validity period.
9. **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.
10. **Quality certificate:** The successful bidder shall provide quality assurance certificates for every consignment delivered about the quality / content of the products supplied vide product code / batch number.
11. The supplied material shall have to be strictly as per the approved sample/ Specifications.
12. **INSPECTION / LIFTING BACK OF REJECTED SUPPLIES:**
  - 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 and is also liable to penalize, as deemed fit by the Competent authority of SMVDSB.
  - ii) 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.
  - iii) 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.
13. **PENALTY:** Following penalties shall be imposed after delay beyond the delivery period, subject to acceptance by the Competent authority of SMVDSB:
  - a) upto 7 days @ 0.5%
  - b) From 8<sup>th</sup> day to 15<sup>th</sup> day @ 1%
  - c) From 16<sup>th</sup> day to 22<sup>nd</sup> day @ 1.5% and
  - d) From 23<sup>rd</sup> day to 30<sup>th</sup> 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.

- e) After 30 days, the purchase order shall be deemed to have as cancelled to the extent of in supplied material and the material shall be procured from alternative sources at risk and cost of vendor.

**Note:** Despite cancellation 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)

**14. RIGHT RESERVED BY SMVDSB:**

- a) The Shrine Board reserves the right to split the demand among one or more qualified bidders at the approved rate after culmination of successful RFIQ.
- b) The Shrine Board reserves the right to reject, accept or prefer any RFIQ 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 RFIQ at its sole discretion.
- c) The Shrine Board reserve the right to negotiate the quoted rates, terms and conditions with the L1 firm or any of the other firm(s) on quality basis to ascertain the suitability of the acceptable offer.
- d) The Competent authority of SMVDB reserves the right to:-
  - i. To cancel/ terminate the RFIQ / supply order / Rate Contract during the period of its validity without assigning any reason thereof.
  - ii. To forfeit the CDR/FDR of defaulter supplier.
  - iii. Debarring any defaulter from any further dealing with Shrine Board.
  - iv. Grant of extension with or without imposing penalty, as deemed fit.
- e) The Shrine Board reserve the right to get the supplied material tested from any NABL accredited laboratory at any time during validity of rate contract, however, the charges incurred on the lab test shall be borne by the supplier.

**15. Arbitration:**

In case of any dispute arising between the parties hereto, relating to the supply of Bio-Sanitation and odor control material” and all matters connected therewith, both parties shall make every effort to resolve it amicably by direct informal negotiation. If the parties have not been able to resolve the dispute amicably, then such disputes/differences shall be resolved by arbitration as per The Arbitration and Conciliation Act, 1996:

- i) Either party may request other of its intention that a dispute be submitted to Arbitration and both the parties shall meet within 15 days from the date of receipt of such request, to nominate / appoint a sole arbitrator mutually for the resolution of dispute and venue/seat of Arbitration shall be at Jammu.
- ii) In the event that the parties cannot agree upon the nominate / appoint of the sole Arbitrator, either of the party or both of the parties may move an application before the Hon’ble High Court at Jammu, under The Arbitration and Conciliations Act, 1996, for the appointment of sole Arbitrator with seat/venue at Jammu for the resolution of disputes between the parties.
- iii) The competent authority of SMVDSB reserves the right to exempt any of the qualify criteria, in case the bidder (manufacturer or principal of authorized representative) who is a successful past supplier of ‘The Product’ in at least one of the recent past three procurements, who do not meet any or more of requirements above, would also be considered to be qualified in view of their proven credentials, for the maximum quantity supplied by him in such recent past, subject to meeting the specifications and quality of the product.

**16. 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 including the war (Whether declared or not) Civil War or State of Insurrection.

**17. Jurisdiction:**

All the disputes are subject to Jurisdiction in the Court of Law at Katra. The arbitration proceedings shall be conducted as per The Arbitration and Conciliation Act, 1996.

**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**



**Specification of the Material:**

**A) Urinal Pad for Urinal Pods**

- i. Urinal Pad should be a non-Para-Dichlorobenzene (PDCB) Urinal Screen product which shall have proprietary polymerized fragrances and polymer based delivery system will help in removal of foul odors caused by **urine, feces, blood, vomit, food, spills, garbage and grease**.
- ii. Urinal pad should be a waterless malodor control system which shall work in the urinals without water thereby saving substantial amount of water.
- iii. Urinal screens should be made up with recyclable Ethylene-vinyl acetate (EVA polymer).
- iv. Urinal screens should be a non-Para-Dichlorobenzene (PDCB) Urinal Screen product.
- v. Urinal screens should utilize the proprietary polymerized fragrances and polymer based delivery system.
- vi. Urinal screen should have shelf life of minimum 06 months and working/functioning life of 30 days.
- vii. The Urinal Screen shall eliminate foul odor and release pleasant fragrance.

**B) Odor Eliminator Liquid for Toilets / Urinals**

- i. Odor Eliminator should be in liquid form and utilizes non-pathogenic bacteria and the and enzymes which shall help in removal strongest of foul odors caused by urine, faeces, blood, vomit, food, spills, garbage and grease and should be fly repellent also.
- ii. Odor Eliminator should remove odors from drains, in addition to helping to prevent clogging of drains connected with washrooms/urinals.
- iii. Odor Eliminator formula shall utilizes non-pathogenic bacteria and enzymes to remove foul odors.
- iv. Odor Eliminator shall have the Environmental Choice certification.
- v. Odor Eliminator shall be safe to use on all washable surfaces and it shall be with fresh scent.
- vi. Odor Eliminator should be non-hazardous and have shelf life of minimum 06 months.

**C) Drain Cleaner Liquid for Drains of Toilets/Urinals & Kitchens**

- i. Drain cleaner should be a ready-to-use and highly concentrated biological formulation, specifically designed for the preventive maintenance of urinal drain, drain line treatment and sewage injection pits.
- ii. Drain cleaner should be a highly concentrated formulation which contains a blend of microbial species that demonstrates superior enzyme production as lipase, cellulose, protease and amylase which together degrade organic waste as grease, short and long –chain fatty acids, proteins, lipids and carbohydrates.
- iii. Drain cleaner should contains ingredients, which reduce the production of odors by inhibiting biological production of odor causing compounds as hydrogen sulfide, foul-odor volatile fatty acids that result from septic or anaerobic environments.
- iv. Drain cleaner should be an innovative inhibitory system that produces excellent product stability, yet upon addition to a drain line, these same ingredients stimulate the growth and activity of the bacteria.
- v. Drain cleaner should be friendly for the environment and does not change drain pipes.



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**Annexure – B**

To,

The Chief Executive Officer,  
Shri Mata Vaishno Devi Shrine Board,  
Central Office, Katra.

**Subject: RFIQ for Supply Bio-Sanitation and odor control material**

**Ref. No: RFIQ No: CO/Pur/NE/566-I/3995**

**dated: 24/02/2026**

**UTR No:** \_\_\_\_\_

**CDR/FDR No:** \_\_\_\_\_

Dear Sir,

I, \_\_\_\_\_ authorized representative of M/s \_\_\_\_\_  
\_\_\_\_\_ hereby submit the RFIQ for the **Supply of Bio-Sanitation and odor control material as per the required specifications of SMVDSB or higher specifications along with 2 samples from time to time during the Rate Contract.** The offered rates are NET inclusive of GST and other taxes **F.O.R Non Engineering Store, Banganga** are as under:-

S. No.	Description of Material (Specification mentioned at Annexure-A)	Approx. required Qty. for 02 Months	Net Rate inclusive of all tax and FOR NES, Banganga.
1.	Urinal Pad / Screens	900 Nos.	
2.	Odor Eliminator Liquid	1200 Ltrs.	
3.	Drain Cleaner Liquid	600 Ltrs.	

I further affirm that I have read and fully understood the RFIQ notice and agree to abide by all terms and conditions laid in the RFIQ, which are being signed in token of my acceptance. In case, I fail to abide-by the conditions or to carry on the contract to the entire satisfaction of the Shrine Board. I will be liable to the penalties under rules mentioned in the terms and conditions.

Yours faithfully,

Signature \_\_\_\_\_

M/s \_\_\_\_\_

Name of the Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact No: \_\_\_\_\_

E-mail: \_\_\_\_\_