



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

Central Office, Jammu Road, Katra (J&K) - 182301

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e-mail: nes_purchase@maavaishnodevi.net, purchase_sec@maavaishnodevi.net,
aceog@maavaishnodevi.net

No.: CO/Pur/NE/312-VII/3624

Dated: 28.01.2026

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 are hereby invited from Printers /distributors /suppliers for the supply of **Printed Stationery Items** of reputed brands as per the specifications mentioned over a period of 01 year:-

S.No.	Description of items	Approx. Quantity
1.	Bill Book with GST Bill Book with GST No. Paper Printing as per approved matter 100 Bills in each Book with perforation on 1st. page duplicate plain paper with numbering only from ----- onward (total 400 Bills in each Book) Book binding paper and matter to be printed as per approved sample.	100 Nos.
2.	Clock Room Token Books. Size 22 cm x 26 cm 100 leaves in duplicate, 400 cash memo in each Book, 1st copy in Red Colour & 2nd copy in Yellow colour, Printing Book, Binding, Numbering, Printing single side (above 60 GSM)	200 Nos.
3.	Goods Receipt Book Size 31 cm x 19 cm, Both side Gatta book binding 100 leaves in duplicate, 1st copy in red colour and 2nd copy in black colour perforated, single side printing and numbering (paper of 100 GSM)	100 Nos.
4.	Instruction pad for guest arrangements Size 10.5 cm x 13 cm containing 100 leaves in each pad, pad binding, numbering and printing single side, as per sample (Sr. No. _____ to onwards.) (paper of 60 GSM)	200 Nos.
5.	Priority slip (to be issued from Sub Divisional Magistrate Office Bhawan) Size 13 cm x 11 cm containing 100 leaves in each pad with S.No._____, pad binding, single side Gatta, single side printing in yellow / blue / red colour (49 GMS or above) as per the approved text	1,00,000 slip
6.	Service Book Size 31 cm x 19 cm, 18 leaves each book. Book binding both side Gatta, cover printing of JK ledger paper above 100 GSM, printing as per sample	200 Nos.
7.	Cloth Line Envelope Yellow Big Size Good Quality	10,000 Nos.

Terms and conditions:

- Documents to be submitted alongwith offer:**
The interested bidder(s) may submit their offers alongwith following supporting documents:
 - Authorized Dealer / Distributors certificate (if any).
 - GST Certificate.
 - List of items to be offered.
- Submission of Samples**
The prospective bidders shall have to submit sample of each Printed Stationery items alongwith quotation or submit a self attested certification that the items quoted are as per approved samples lying at NES Banganga; 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:**

- i) The validity of quotation should be 30 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 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 **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. Successful bidders shall submit warranty / guarantee certificate where ever applicable at the time of delivery.

7. **EMD:-** Participating firm has to submit Earnest Money Deposit in the shape of CDR/FDR amounting to Rs. 3,500/- (Rupees Three Thousand and Five Hundred 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.

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 supplied material shall have to be strictly as per the brand/specifications. The quantities may get increased or decreased during contract as per actual requirement.

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.
- ii. The Board reserves the right to get the supplied material tested from any recognized laboratory at any time during validity of rate contract. In case of samples put to testing getting rejected, the vendor shall have to lift back entire material from various end-use locations of Shrine Board at its entire cost. The cost of testing in such a case shall also be debited to the vendor.
- iii. 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:**
- i. To cancel/ terminate the RFIQ / Purchase Order during the period of its validity without assigning any reason thereof.
 - ii. To forfeit the CDR/FDR of defaulter supplier.
 - iii. Debarring any defaulter firm from any further dealing with Shrine Board for a period of three year.
 - iv. Grant of extension with or without imposing penalty, as deemed fit.
 - v. The Board reserves the right to establish reasonability of rates, to negotiate with the L-1 bidder for each item or to bifurcate the Rate Contract amongst more than one bidder (on L-1/negotiated rates).
 - vi. 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 on their letter head in the annexure as "A", in a sealed envelope super-scribed "**QUOTATION FOR SUPPLY OF PRINTED STATIONERY ITEMS AGAINST RFIQ NO. CO/Pur/NE/312-VII/3624 DATED: 28.01.2026**" which shall contain all relevant technical details along with requisite Earnest Money Deposit.

<p style="text-align: center;">RFIQ for Supply of PRINTED STATIONERY ITEMS</p> <p style="text-align: center;">NOT TO BE OPENED BEFORE 07.02.2026</p> <p style="text-align: center;">RFIQ No: CO/Pur/NE/312-VII/3624 dated: 28.01.2026</p>

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) **07.02.2026**. 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 **07.02.2026**. 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 **07.02.2026** 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 Printed Stationery Items.**RFIQ No. Co/Pur/NE/312-VII/3624****Dated:-28-01-2026**

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

S.No.	Description of items	NET Rate per unit inclusive of GST, other taxes and F.O.R. Non- Engineering Store Banganga Katra
1.	Bill Book with GST Bill Book with GST No. Paper Printing as per approved matter 100 Bills in each Book with perforation on 1st. page duplicate plain paper with numbering only from ----- onward (total 400 Bills in each Book) Book binding paper and matter to be printed as per approved sample.	
2.	Clock Room Token Books. Size 22 cm x26 cm 100 leaves in duplicate, 400 cash memo in each Book, 1st copy in Red Colour & 2nd copy in Yellow colour, Printing Book, Binding, Numbering, Printing single side (above 60 GSM)	
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7.	Cloth Line Envelope Yellow Big Size Good 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 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 of the quotation