



**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, aceog@maavaishnodevi.net

No.: CO/Pur/NE/615-II/3979

Dated: 20.02.2026

Request for Inviting Quotations (RFIQ)

For and on behalf of Shri Mata Vaishno Devi Shrine Board; through Chief Executive Officer (herein after referred as SMVDSB), offers are hereby invited from the publishers / firms registered with the Federation of Publishers & Book-Sellers association of India for supply of Medical Journals for the SMVDIME, Medical College, Kakryal (Katra), J&K annexed as Annexure-A.

Terms and conditions:

1. **Document to be submitted:**

- a) The firm should be registered with the Federation of Publishers & Book-Sellers Association of India (documentary proof).
- b) Minimum of two (02) work / supply orders of having supplied Books / Journals to any Government Medical College / Hospitals.
- c) Average Annual turnover of the firm should be more than **Rs. 10 Lakh** for the last three financial years (**2022-23, 2023-24 & 2024-25**) as per the annual audited balance sheet and profit & loss account of the relevant period duly authenticated by a Chartered Accountant (The turnover of the sister concern firms / subsidiaries shall not be considered by Shrine Board). Further, in case the final accounts i.e. Profit & Loss, Balance Sheet for FY- 2024-25 is under audit process, the bidder may attach the P&L, Balance Sheet for F. Y. 2020-21.
- d) The firm must attach a self-declaration about his Net Worth being positive in the last three financial years.
- e) The firm should be an Income Tax Payee (ATR of last three financial years to be attached).
- f) Copy of Earnest Money Deposit amounting to Rs. 10,000/-.
- g) Pan card
- h) Publishers' Distributer Certificate / Authorized Dealership Certificate.
- i) **Declaration Certificate:** Declaration Certificate that no case is pending with the police / court against the firm / firm / company / Agency and not been suspended / blacklisted by any PSU / Government Department / Financial Institution / Court etc. (**as per annexure B**).
- j) **No Deviation Certificate:** - No Deviation Certificate as per format enclosed at **Annexure – C**.

2. **Validity:**

The validity of quotation should be 45 days from the last date prescribed for submission.

3. **Rates:**

The rates should be NET inclusive of GST / **taxes / costs and F.O.R. site (Medical College, Kakryal)**.

4. **Delivery:**

The successful firm has to execute all the supplies within the stipulated time frame (75 days in case of Foreign Journals and 30 days in case of Indian Journals) from the issue of each Supply Order.

5. **Earnest Money Deposit (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 Accounts Officer, SMVDCS, Katra or transferred in the official account of Shri Mata Vaishno Devi Charitable Society, Branch J&K Bank Katra in Account No. 50100417566279, IFSC – HDFC0002344 (in IFSC Code “0” stands for Zero). The EMD shall be returned to all un-successful firm after the issuance of Purchase Order. However, the EMD of the successful firm(s) shall be retained as Security Deposit till the entire supply.
6. Furnishing of EMD for an amount less than the stipulated amount mentioned in the RFIQ quoting the exemption as Small-Scale Industries or any other reason shall not be entertained and the quotation / offer submitted by the firm shall be rejected outrightly.
7. The quotation will be considered of only those firms who had submitted requisite EMD.
8. **Release of EMD of successful bidder:**
EMD will be released after all contractual obligations by the supplier are over. The same can be withheld / forfeited, in full, or in part, in case the supply order is not executed satisfactorily, within the stipulated period as per the terms & conditions.
9. The conditional, illegible, ambiguous quotation(s) and quotation(s) received after the stipulated date and time shall be out rightly rejected.
10. The conditional, illegible, ambiguous quotation(s) and quotation(s) received after the stipulated date and time shall be out rightly rejected.
11. The Board reserves the right to establish reasonability of rates, to negotiate with the L-1 firm for each item or to bifurcate the Purchase Order amongst more than one firm (on L-1/negotiated rates).
12. The rates of the firms shall be considered on L-1 basis against each journal.
13. Any changes/corrigendum/extension of closing / opening dates in respect of this RFIQ shall be issued through **SMVDSB's website only** and no **press notification will be issued in this regard. The bidder(s) are therefore requested to regularly visit SMVDSB's website** for updates.
14. The quantity of items mentioned in Annexure-A may increase / decrease while placing the order.
15. In case of rejection of the bid(s) due to incomplete information or not meeting the terms & conditions mentioned in RFIQ, the competent authority's decision will be final and the party shall not be entitled to any compensation for non-issue of work.
16. In case any document attached is found forged/tampered, the bidder (s) is likely to face legal action under rules including forfeiture of their earnest money and debaring to participate in the future dealing with SMVDSB for a period of 03 years.
17. No banned journal(s) should be supplied even if the same is ordered and if any such journal is supplied, it would be forfeited.

18. Damaged journals or journals with missing pages shall under no circumstances be accepted by SMVDSB and should be taken back by the successful bidder even after they have been stamped for accessioning at its own expenses.
19. The latest paperback editions should always be supplied unless otherwise mentioned. Indian reprints/editions, if available should be supplied. Librarian of SMVDIME Medical College should be consulted beforehand if successful bidder intends to supply hardback editions, if the ordered paperback edition is not available.
20. Only Paper Back edition would be supplied, wherever available. If "Paper Back editions are not supplied a certificate would be submitted stating that "No paperback edition for the journal(s) [mentioned name of title(s)] is/are available." **The Journals must be of latest edition.**
21. **The bill must mention the following:**
 - i. The latest edition/ordered edition of the journals have been supplied. No "Remaindered" title is supplied.
 - ii. Ref. No & Date/ ISBN/ Author/ Title/ Publisher/ Currency / Qty / Price / Gross / Dis. (%) / Net Amount.
 - iii. The bill must contain the item number of the order against the title supplied.
22. **Inspection / lifting back of rejected supplies:**
 - i. The supplied Journals shall be checked / inspected by the team nominated by the authorities and if found defective or not as desired, the same shall be rejected.
 - ii. The rejected material shall have to be lifted by the supplier at his own risk and cost within a week's time, failing which storage charges per day as may be deemed fit shall be levied.
 - iii. In case 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.
23. **Rights reserved by SMVDSB:**

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 EMD of defaulter supplier.
 - iii. Debarring any defaulter firm from any further dealing with Shrine Board for a period of three years.
 - iv. Grant of extension with or without imposing penalty, as deemed fit.
 - v. To split the demand among two or more firms.
24. **Penalty:**

Following penalties shall be imposed for delay beyond the prescribed delivery period, subject to acceptance by the Competent authority of SMVDSB: -

 - a) upto 7 days @ 0.5%
 - b) From 8th day to 15th day @ 1%
 - c) From 16th day to 22nd day @ 1.5% and

- d) 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.
- e) In case of incomplete supply received, an amount equal to 2% of the total value of non-supplied material shall be deducted from the due payment of the supplier.

25. **Payment:**

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 Engineering Store, Banganga within a period of 20 days from the date of issuance of GR.

26. **Debarring:**

In case, the order is not supplied even after the lapse of penalty period of 30 days, the purchase order deemed to have been cancelled and the firm shall be debarred from any further dealing with SMVDSB for a continuous period of 03 years alongwith the forfeiture of EMD.

27. All disputes arising hereto are subject to Jurisdiction of the Courts of Law at Katra / Reasi.

28. This is just a RFIQ and not a Purchase Order.

29. The broad terms and conditions have been included. However, other standard terms and conditions of supply may be incorporated in the Purchase Order to be issued in due course.

30. **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.

31. **Procedure for submission of Bid:**

Bidders are required to submit their bids under a **Two-Bid System**, comprising:

- **Cover-I: Technical Bid**
- **Cover-II: Price Bid**

A. Cover-I (Technical Bid):

The technical bid shall include all supporting documents as per Clause 1 of this RFIQ document.

B. Cover-II (Price Bid):

- The **Price Bid** must be submitted as per Annexure "A".
- The Price Bid must be **absolute and unconditional**.
- **Conditional bids** shall be **summarily rejected**.
- The **Price Bid will only be opened** for bidders who have qualified in the **technical bid evaluation**.
- Rate must be **quoted strictly as per the prescribed format** without any deviation.

C. Submission Method:

- Both the **Technical Bid (Cover-I)** and the **Price Bid (Cover-II)** must be **sealed in separate envelopes superscribed as “quotation for the supply of Medical Journals for the SMVDIME, Medical College, Kakryal against RFIQ No. CO/Pur/NE/615-II/3979 dated 20.02.2026”**, and submitted **in-person** at the office of **SMVDSB, Katra** by **3:00 PM (1500 hrs) on 02.03.2026** or sent via **Registered Post / Speed Post / Courier** addressed to:

**Asstt. Chief Executive Officer (G)
Shri Mata Vaishno Devi Shrine Board
Central Office, Jammu Road, Katra (J&K)-182301**

- **Bids received after the due date and time will not be considered** under any circumstances.
32. 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 **02.03.2026**. 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 **02.03.2026**. The offer(s) received after the due date and time shall not be considered under any circumstance.
33. The quotations shall be opened by the Committee constituted, at the Office of Chief Executive Officer, SMVDSB, Katra in the presence of the firms who may choose to be present.
34. The Shrine Board shall not be responsible for any postal delay. Any conditional offer OR offers which are not appropriately sealed as per the 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.

**Sd/-
Dr. Gopal K Sharma
Asstt. Chief Executive Officer**

Seal and Sign of the firm

Please read terms & conditions carefully before submitting the quotation

(On the letter head of the firm)PRICE BID

To,

The Asstt. Chief Executive Officer (G),
Shri Mata Vaishno Devi Shrine Board, Katra.

Subject: Quotation for Supply of JOURNALS of latest edition i.e. 2026-27

RFIQ No: CO/Pur/NE/615-II/3979 Dated: 20.02.2026

Sir,

I, _____ representative / proprietor from M/s _____ hereby submit my following rates as per the UOM / requirement of Shrine Board, **NET rates inclusive of GST and other taxes / charges, FOR Non- Engineering Store, Banganga / Medical College, Kakryal:**

S. No	Department	Particulars	No of copies required	Net rate per Unit inclusive of GST and F.O.R. Medical College
1	Anatomy	National Journal of Clinical Anatomy	01	
2	Pharmacology	IJPP (Indian Journal of Physiology and Pharmacology)	01	
3	Pharmacology	Annual review of Pharmacology and Toxicology	01	
4	Pharmacology	Clinical pharmacology & therapeutics	01	
5	Pharmacology	Indian journal of pharmacology	01	
6	Pharmacology	Journal of Pharmacology & Pharmacotherapeutics	01	
7	Physiology	Journal of Applied Physiology	01	
8	Physiology	The journal of physiology	01	
9	Physiology	Annual review of physiology	01	
10	Biochemistry	Indian Journal of Clinical Biochemistry	01	
11	Biochemistry	Indian journal of medical biochemistry	01	
12	Biochemistry	International Journal of Clinical Biochemistry & Research	01	
13	Biochemistry	Indian Journal of Biochemistry and Biophysics	01	
14	Pathology	Indian Journal of Pathology and Oncology	01	
15	Pathology	ACTA Cytologica	01	
16	Pathology	Asian journal of transfusion science	01	
17	Pathology	Indian journal of pathology and microbiology	01	
18	Microbiology	International Journal of Medical Microbiology and Tropical Disease	01	
19	Microbiology	Indian Journal of Microbiology	01	
20	Forensic Medicine	Elsevier Journal of Forensic and Legal Medicine	01	
21	Forensic Medicine	Journal of Indian Academy Forensic Medicine (2023-24)	01	
22	Forensic Medicine	Journal of Punjab Academy of Forensic Medicine	01	

		and Toxicology		
23	Forensic Medicine	ACS Publisher, Medico-Legal Update, (2023-24)	01	
24	Community Medicine	Bulletin of WHO	01	
25	Community Medicine	Indian Journal of Community Medicine	01	
26	Community Medicine	Indian Journal of Public Health	01	
27	Community Medicine	Indian journal of medical research	01	
28	Dermatology	Indian Journal of Dermatology	01	
29	Dermatology	Indian Dermatology online journal	01	
30	Dermatology	Indian Journal of Pediatric Dermatology	01	
31	Dermatology	Journal of Cutaneous and Aesthetic Surgery	01	
32	Psychiatry	Journal of Clinical Psychiatry	01	
33	Psychiatry	Indian Journal of Social Psychiatry	01	
34	Psychiatry	Indian Journal of Psychological Medicine	01	
35	Psychiatry	Indian journal of psychiatry	01	
36	Paediatric	Indian Pediatric	01	
37	Paediatric	Clinics in Perinatology	01	
38	Surgery	The American Journal of Surgery	01	
39	Surgery	Journal of Minimal Access Surgery	01	
40	Surgery	Indian journal of surgery	01	
41	Surgery	Surgical Clinics of North America	01	
42	Orthopaedics	Journal of Bone and Joint Surgery (JBJS) American/British	01	
43	Orthopaedics	Journal of Injury	01	
44	Orthopaedics	Arthroscopy: the journal of arthroscopy and related surgery	01	
45	Orthopaedics	Orthopaedic Clinical of North America	01	
46	ENT	Journal of Laryngology and Otology	01	
47	ENT	Otology and neurology	01	
48	ENT	Indian journal of otolaryngology and head & neck surgery	01	
49	Ophthalmology	American Journal Ophthalmology	01	
50	Ophthalmology	Survey of Ophthalmology	01	
51	Ophthalmology	British Journal of Ophthalmology	01	
52	Ophthalmology	Indian journal of ophthalmology	01	
53	Obstetrics and Gynaecology	Indian Journal of Obstetrics and Gynaecology	01	
54	Obstetrics and Gynaecology	American Journal of Obstetrics and Gynaecology (AJOG)	01	
55	Obstetrics and Gynaecology	Journal of human reproductive sciences	01	
56	Obstetrics and Gynaecology	The Journal of Obstetrics and Gynaecology of India	01	
57	Radiology	Seminars in Ultrasound/CT/MRI	01	
58	Radiology	Indian Journal of Radiology and Imaging	01	
59	Radiology	EJR European Journal of Radiology	01	
60	Anaesthesia	Indian Journal of Anaesthesia	01	
61	Anaesthesia	Journal of Anaesthesiology and Clinical	01	

		Pharmacology		
62	Anaesthesia	Journal of Anaesthesia	01	
63	Transfusion medicine	Global journal of transfusion medicine	01	
64	Transfusion medicine	Indian journal of haematology & blood transfusion	01	
65	Transfusion medicine	Transfusion medicine reviews	01	
66	Pediatric	Paediatrics in Review	01	
67	Hospital administration	Journal of Academy of Hospital Administration	01	
68	Medicine	Journal of the Association of the Physician of India	01	

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 deliver the material as per the required 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.

Yours faithfully,

Seal & Signature _____ M/s _____

Full Address _____ Contact Person: _____

Contact No: _____ E-mail Id: _____

***The price to be quoted / offered on the letter head of the firm only as per the price bid format. ***

(ON THE LETTER HEAD OF THE FIRM)

DECLARATION

I / We hereby declare that no case is pending with the police / court against the bidder / firm / company (Agency). Also, I / We have not been suspended / blacklisted by any PSU / Government Department / Financial Institution / Court etc.

Seal and Signature of the bidder

Place:

Date:

(ON THE LETTER HEAD OF THE FIRM)

NO DEVIATION CERTIFICATE

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions mentioned in the RFIQ. I/We hereby undertake and confirm that we have understood the requirement properly and shall supply the journals to SMVDIME.

Seal and Signature of the bidder

Place:
Date: