



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

No. CO/Pur/NE/Misc/603/3776

Dated: 07-02-2026

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 are hereby invited from Vendors / Manufacturers / Distributors / Suppliers for the supply of **Miscellaneous Items** of reputed brands as per the specifications mentioned over a period of 01 year:-

S. No.	Description of material	Annual Qty. (approx.)
1.	Garbage Poly bag 100 Kgs capacity (36"x42") (Good Quality)	5000 Kgs
2.	Apron (Good Quality with Shrine Board Logo- Maroon Colour)	600 Nos
3.	Paper Napkin (Superior Quality 2 ply 33x33 cm) each pkt. containing 50 pieces	5000 Pkts.
4.	Cup & Saucer Porcelain / Ceramic (Each set containing 6 pieces)	200 Sets
5.	Glass Tumbler (Branded)	2500 Nos.
6.	Toilet Roll (Good Quality)	4000 rolls
7.	Plastic Seva	500 kgs
8.	Bio Bag 10 Kgs. capacity black (for Small Dustbin)	1500 kg
9.	Rubber Band Big Size 500 Gms each Pkt. (Good Quality)	200 Kgs
10.	Rubber Band Small Size 500 Gms each Pkt. (Good Quality)	200 Kgs
11.	Brush Flat 15" Long with 6½ Brush (Cello/Milton/Supreme/Nilkamal/Vectus/Aristo)	950 Nos.
12.	Glass Borosil Big Size (Each set containing 6 Pieces)	100 Sets
13.	Glass Borosil Medium Size (Each set containing 6 Pieces)	200 Sets
14.	Juice Glass Borosil (Each set containing 6 Pieces)	70 Sets
15.	Cell Pencil AA Duracell/Eveready / Nippo / Philips / Panasonic	3000 Nos.
16.	Cell Remote AAA Duracell / Eveready / Nippo / Philips / Panasonic	2500 Nos
17.	Cell Medium Duracell / Eveready / Nippo / Philips / Panasonic	500 Nos
18.	Cell Big Size Duracell / Eveready / Nippo / Philips / Panasonic	500 Nos
19.	Tea Flask 1 Ltr. Capacity (Milton / Eagle Brand)	50 Nos.
20.	Air Wick Machine	200 Nos.
21.	Refill for Air Wick Machine	400 bottles
22.	Shaving Blade (Gillette / Topaz Brand)	2000 Pkts.
23.	Cypermethrin 25%	500 Ltrs.
24.	Tea Container 10 Ltr. SS	20 Nos.
25.	Tea Container 20 Ltr. SS	20 Nos.
26.	Plastic Chair (Nilkamal / Cello / Supreme)	500 Nos.

Terms and conditions:

1. **Documents to be submitted alongwith offer:**

The interested bidder(s) may submit their offers alongwith following supporting documents:

- i) Authorized Dealer / Distributors Certificate (if any).
- ii) GST Certificate.
- iii) List of items to be offered.

2. **Submission of Samples:**

- I. The prospective bidders shall have to submit sample of each item mentioned at S.No. 1 to 11 and 26.
- II. The prospective bidders shall visit the Non-Engineering Store to witness the samples of other items including items at S. No. 24 & 25.

- III. The prospective bidders shall quote the items as per Best Quality / Brands / Specifications.
- IV. 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.
- V. The committee of SMVDSB may seek sample of any item if desired so.

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. 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.

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 MISCELLANEOUS ITEMS AGAINST RFIQ NO. CO/Pur/NE/Misc/603/3776 Dated: 07.02.2026**" which shall contain all relevant technical details along with requisite Earnest Money Deposit.

RFIQ for Supply of MISCELLANEOUS ITEMS
NOT TO BE OPENED BEFORE 17.02.2026
RFIQ No: CO/Pur/NE/Misc/603/3776 dated: 07.02.2026

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.) **17.02.2026**. 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 **17.02.2026**. 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 **17.02.2026** 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 Miscellaneous Items.

RFIQ No. Co/Pur/NE/Misc/603/3776

Dated:- 07-02-2026

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.	Garbage Poly bag 100 Kgs capacity (36"x42") (Good Quality)	
2.	Apron (Good Quality with Shrine Board Logo- Maroon Colour)	
3.	Paper Napkin (Superior Quality 2 ply 33x33 cm) each pkt. containing 50 pieces	
4.	Cup & Saucer Porcelain / Ceramic (Each set containing 6 pieces)	
5.	Glass Tumbler (Branded)	
6.	Toilet Roll (Good Quality)	
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8.	Bio Bag 10 Kgs. capacity black (for Small Dustbin)	
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11.	Brush Flat 15" Long with 6½ Brush ((Cello/Milton/Supreme/Nilkamal/Vectus/Aristo)	
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15.	Cell Pencil AA Duracell/Eveready / Nippo / Philips / Panasonic	
16.	Cell Remote AAA Duracell / Eveready / Nippo / Philips / Panasonic	
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23.	Cypermethrin 25%	
24.	Tea Container 10 Ltr. SS	
25.	Tea Container 20 Ltr. SS	
26.	Plastic Chair (Nilkamal / Cello / Supreme)	

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