



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/513-I/51

Dated: 07.04.2026

**Request for inviting Quotations (RFIQ)**

On behalf of CEO, SMVDSB, sealed quotation are invited from reputed manufacturers/authorized distributors/dealers/suppliers for furnishing the rates of Trikuta Newsletter mentioned below:-

S. No.	Description of Item	Specifications	Approximate Quantity (Quarterly)
1.	Trikuta Newsletter	Shri Mata Vaishno Devi Shrine Board Trikuta Newsletter containing 08 pages both side printing, Art Paper of 170 GSM thickness (Glossy Finish) in Digital Print.	900 Nos

Interested firms send their quotation to Purchase Section, Central Office, Shri Mata Vaishno Devi Shrine Board, Katra, giving full details viz NET price ( inclusive of GST & other expenses, F.O.R. Non- Engineering Stores, Banganga, Katra, payment terms delivery schedule and other conditions of sale including special discount to SMVDSB. The quotation should reach this office through Registered Post, Reputed Courier or can be personally submitted in the Purchase Section by or before **16.04.2026 upto 05:00 PM** .Quotations received after due date and time and without samples shall not be accepted. Following particulars must be mentioned on the envelope containing your quotation:

**RFIQ- Trikuta Newsletter**

**NOT TO BE OPENED BEFORE 16.04.2026 upto 05:00PM**  
**RFIQ No: Co/Pur/NE/513-I/51**      **DATE: 07.04.2026**

**Terms and Conditions:**

- This is just a RFIQ and not a Purchase Order.**
- Rate should be net inclusive of GST and all taxes, having special discount to SMVDSB and the same shall be delivered at Non-Engineering Store, Banganga, Katra within the period mentioned in the purchase order. **However, Donation to Shri Mata Vaishno Devi Shrine Board, Katra are exempted from income Tax under Section 80-G of the Income Tax Act.**
- The rates quoted shall be NET F.O.R. at Non-Engineering Store, Banganga (Katra) inclusive of GST/other chages.**
- The rates quoted shall remain valid for a period of One year from the date of issuance of 1<sup>st</sup> purchase order or till the finalization of fresh rate contract. The rate approval order is extendable upto another 06month on the same rates, terms and conditions, subject to satisfactory supply of aforesaid items and at the sole discretion of competent authority of SMVDSB.**
- 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-1, 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.

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6. The supplier shall file GSTR 1 and 38 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.
7. 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):
8. After the allotment of the Rate Approval order in favour of the L-1 firm, One sample of Newsletter shall be provided by the firm to Editorial team of Shrine Board for vetting before final printing of required quantity of Newsletter on the approved paper as per the draft provided by Shrine Board.
9. The participating firms shall have to submit a sample of paper as per the GSM mentioned in the enclosed annexure alongwith the sealed quotation without which the offer submitted shall not be considered. Furthermore, rates of only shortlisted sample shall be considered.
10. The L-1/approved firm (s) shall have to deposit Earnest Money in the shape of CDR/FDR pledged to FA/CAO. SMVDSB. Katra amounting to Rs. 2,000/- (Rupees Two Thousand) only drawn on any Nationalized scheduled Bank before the issuance of Rate Approval Order which shall be retained during rate contract period.
11. Your sealed quotations shall reach this office by or before **16.04.2026 upto 05:00 PM, quotations after due date and time shall not be accepted.**
12. The quantities mentioned in the format are indicative in nature and may get increased / decreased even substantially according to the actual requirement of SMVDSB.
13. The material shall be strictly as per the requirement/specifications of Shrine Board.
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 bidder 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 Quotations at its sole discretion.
  - c) The Shrine Board reserve the right to negotiate the quoted rates, terms and conditions with the lowest tendered or any of the other tenders on quality basis to ascertain the suitability of the acceptable offer.
  - d) **The Competent authority of SMVDSB reserves the right to:**
    - (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 from any further dealing with Shrine Board.
    - (iv) Grant of extension with or without imposing penalty, as deemed fit.
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 of 20 days from the date of issuance of G.R.
16. ***No extra payment shall be paid to the firm on account of the escalation in the material cost, transportation/labour charges during the period of contract.***
17. ***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.***
18. **Inspection/Rejection of material:**
  - (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.

- (ii) 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.

19. **PENALTY:** Following penalties (calculated on the value of unsupplied material) shall be imposed after delay beyond the prescribed delivery period, unless exempted by the Competent authority of SMVDSB after getting convinced about validity of reasons for delay-

- a) Upto 7<sup>th</sup>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%.
- e) After 30 days of delay, the PO shall be deemed to have been cancelled to the extent of unsupplied material and the deficit material shall be procured from alternate sources at risk and cost of vendor.

**Note:** Despite cancellation of Purchase Order as stated above, for any valid reason, the Competent Authority may grant extension in the delivery period, with or without penalty (the amount of this penalty shall be as per the sole discretion of Competent Authority)

20. Conditional, illegible, ambiguous quotation (s) and quotation (s) received after the stipulated date and time shall be out rightly rejected.
21. Other Standards, terms and conditions will be incorporate in the supply order of the Successful bidder.

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

**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 supply of Trikuta Newsletter.

RFIQ No. No. Co/Pur/NE/513-II/51

Dated 07-04-2026

Sir,

I, \_\_\_\_\_ representative / proprietor of  
M/s \_\_\_\_\_ hereby submit my following rates for the supply of  
Trikuta Newsletter as per the requirement of Shrine Board, **NET rates inclusive of GST,  
freight, loading unloading, and other taxes / charges F.O.R. Engineering Store,  
Banganga, Katra:-**

S. No.	Description of Item	Approximate Quantity (Quarterly)	Net Rate (inclusive of all taxes) F.O.R NES Banganga Katra.
1.	<b>Trikuta Newsletter:-</b> Shri Mata Vaishno Devi Shrine Board Trikuta Newsletter containing 08 pages both side printing, Art Paper of 170 GSM thickness (Glossy Finish) in Digital Print.	900 Nos	

I further affirm that the above quoted rates are net inclusive of GST, other taxes/ charges and F.O.R. Non-Engineering Stores Banganga, Katra which shall remain valid for a period of one year from the date of issuance of Rate approval order/1<sup>st</sup> purchase order or till the finalization of fresh rates whichever is later.

I further affirm that, I have read and fully understood that the RFIQ notice and agree to abide by all the terms and conditions laid therein, which are being signed in token of my acceptance. 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 &amp; Signature \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Contact No. \_\_\_\_\_

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

Please read all the contents of the RFIQ before the submission