



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

Central Office, Jammu Road, Katra (J&K) - 182301 Fax: +91- 1991-232120 Tel.: +91-1991-232189  
e-mail: nes\_purchase@maavaishnodevi.net, purchase\_sec@maavaishnodevi.net,  
aceog@maavaishnodevi.net

**No.: CO/Pur/NE/11-IV/2053**

**Dated: 29.08.2026**

**Request for Inviting Quotations (RFIQ)**

For and on behalf of the Shri Mata Vaishno Devi Shrine Board; through Chief Executive Officer, SMVDSB (herein after referred as SMVDSB) sealed bids are invited from reputed Manufacturers / Distributors/ Suppliers for the supply of high-quality Hardwood Charcoal (as per specifications in Annexure-"A") over a period of 06 months. Bidders must submit Technical Bid and Price Bid in two separate sealed envelopes along with a 2 Kgs. sample of Hardwood Charcoal intended to be supplied.

**Particular**

Last Date for Submission:  
Opening of Technical Bid:

**Date & Time**

11.09.2026, 3:00 PM  
11.09.2026, 3:30 PM

**Terms and conditions:**

**1. Documents Required (Technical Bid):**

- i) Documentary proof of being in charcoal business for atleast 03 years.
- ii) Self-attested GST Registration Certificate.
- iii) Self-attested PAN Card.
- iv) EMD of Rs. 45,000/- (see Clause 2-I).
- v) Financial Turnover Documents (see Clause 2- II).
- vi) Signed & Stamped Copy of RFIQ towards Acceptance of Terms and Conditions (Clause 2- III).
- vii) Submission of 2 Kgs. sample of Hardwood Charcoal intended to be supplied (Clause 2-IV)

**2. Eligibility & Financial Conditions:**

**I. Earnest Money Deposit (EMD):**

Rs. 45,000/- in the form of CDR/FDR pledged to FA/CAO, SMVDSB, Katra or via NEFT transfer to:

Account No.: 0097010100000706

Type of Account: SB

Bank: Jammu and Kashmir Bank Ltd.

Branch: Main Branch Katra

IFSC Code: JAKA0KATTRA

Title of A/C: Shri Mata Vaishno Devi, Shrine Board.

EMD shall be refunded to all unsuccessful bidders after finalization of Rate Contract and to the successful firm; after the successful completion of Rate Contract.

**II. Financial Turnover Requirement:**

- a) Average annual turnover of bidder in last 3 financial years (ending 31<sup>st</sup> March) must be  $\geq$  Rs. 20.00 lakh (documentary evidence needed).
- b) Turnover of sister concerns / subsidiaries shall not be considered.

III. **Acceptance of Terms:**

All pages of this RFIQ must be signed and stamped by the authorized signatory.

IV. **Sample Submission:**

Each bidder must submit a 2 Kgs. sample of Hardwood Charcoal with bid otherwise bid will be summarily rejected.

VI. **Validity:**

- a) Bid validity: 30 days from last date of submission.
- b) Rate Contract validity: 6 months from date of 1<sup>st</sup> Purchase Order.

VII. **No Escalation of Rates:**

- a) No escalation in basic rate of item allowed during entire contract period.
- b) Any statutory tax change (GST increase/decrease) shall be adjusted proportionately.

3. **Quantities & Specifications**

Refer Annexure – “A” for indicative quantities & specifications. Quantities may get increased or decreased during contract as per actual requirement.

4. **Submission of Bids:** The firm shall submit the bid on their letter head as per the following: -

- Part A: Technical Bid (with all documents as per Clause 1 & 2)
- Part B: Price Bid (Annexure – “A”)  
Both envelopes should be placed inside a single outer envelope superscribed: “BID FOR SUPPLY OF HARDWOOD CHARCOAL AGAINST RFIQ NO. CO/Pur/NE/11-IV/2053 DATED: 29.08.2026”

Submission Mode: (a) In Person: At Receipt and Dispatch Section, Central Office, Katra by 3:00 PM on 11.09.2026.  
(b) By Post: Through Registered / Speed Post / Courier (must reach by due date & time).

5. **Rates**

Rates must be inclusive of GST and all other charges on FOR Non-Engineering Store, Banganga (Katra) basis. Exclusions: None.

6. **Evaluation & Selection**

- Technical bids will be opened first.
- The **price-bids of only such bidders shall be opened who are declared technically qualified and whose samples are approved for further consideration.**
- Final selection shall be made on the basis of lowest competitive rates offered by the shortlist bidders in competition. Further, the SMVDSB reserves the right to negotiate rate with L-1 bidder before considering allotment of Rate Contract.

7. **Specifications & Packaging:** - Hardwood Charcoal shall be of Good Quality, Dry, Big size, Fresh and Free from Dust & Voids in 20-25 kg good quality BOPP Bag Packing. The packaging shall be robust and shall not be in tattered condition. Any wastage on account of poor packaging shall have to borne by the supplier.

8. **Delivery: -**  
The successful bidder shall have to deliver the ordered material within 30 days from the date of each Purchase Order issued from time to time during the rate contract period. It is expected from the successful bidder that they keep sufficient stock for immediate supply of Hardwood Charcoal.
9. The conditional, illegible, ambiguous bid(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 approved sample.

11. **Payment:**

- i) No advance payments.
- ii) Payment shall be made in 20-30 days of receipt of material at NES.

12. **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.

13. **Penalty for Delayed Supply / Non-Supply of ordered material:**

**A) Delayed supplies:**

Following quantum of penalties (calculated on the amount of pending supplies) shall be imposed in case of delay in making the supply of goods vis-à-vis the permissible delivery period: -

- i) Upto 10 days @ 1.00%
- ii) From 11 days to 20 days @ 2%
- iii) From 21 days to 30 days @ 3.00%
- iv) 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 after imposing a penalty of 1% for each 10 days of delay. Further, the imposition of penalty shall be the sole discretion of competent authority who; if satisfied with the reasonableness of the cause of delay, may allow extension even without imposing the penalty.

**B) Non -Supply:**

In case of failure of the approved vendor to make supply of ordered goods against POs issued from time to time during the Rate Contract period, the following penalties (escalated-matrix) may be imposed upon the defaulting vendors at the sole discretion of the Competent Authority:

- i) Failure to supply less than 25% of the goods ordered during the RC period: **2% of the actual value of pending material.**
- ii) Failure to supply more than 25% but less than 50% of the goods ordered during the RC period: **Forfeiture of EMD / Security Deposit.**
- iii) Failure to supply more than 50% of the goods ordered during the RC period: **Forfeiture of EMD / Security Deposit and debarring from participation in Board's competitions for a consecutive period of 2-3 years.**

14. **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) To establish reasonability of rates through own means, to negotiate with the L-1 bidder 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 capacity of the bidder / quality of products.

15. This document is merely a RFIQ and not a confirmed Purchase Order.

16. 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.

17. 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 **11.09.2026**. 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 **11.09.2026**. The offer(s) received after the due date and time shall not be considered under any circumstance.

18. 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 **11.09.2026** 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.

## 19. **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.

## 20. **JURISDICTION:**

a) In case of any disputes arises hereto, the parties to this RFIQ shall adopt the procedure prescribed in clause (e) of Para 7 RIGHTS RESERVED BY SMVDSB. However, on failure of resolution of disputes as per procedure provided/adopted above, the Courts at Jammu, Katra/Reasi alone, shall have the jurisdiction with respect to subject matter of this RFIQ.

### b) **Other Terms and Conditions:**

- i) The bidder shall not be entitled to revoke or withdraw their bids or vary or modify after its submission.
- ii) The bids shall be opened on the same day or any other subsequent day convenient to the authorities in presence of such bidders who may choose to be present at the time of opening.
- iii) The bidders furnishing the CDR/FDR 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 bid submitted shall be cut-rightly rejected.**
- iv) Conditional, illegible, ambiguous bid (s) received after the stipulated date and time shall be out rightly rejected. **Furthermore, no increase in rates (of any sort) shall be entertained by Shrine Board during the rate contract or till the finalization of Fresh Rate Contract.**
- v) The quantities mentioned in the RFIQ Format are indicative in nature and can be **25% increased / decreased** substantially according to requirement from time to time during the currency of contract.
- vi) No increase in rate shall be entertained by the Board during the currency of Rate Contract. However, any change in the taxation by the Govt. shall be considered by the Board and based on the reasonability of the rates, decision shall be taken by the Competent authorities of the Board.
- vii) After the successful culmination of RFIQ, if the approved bidders refused to comply with the rate approval order and subsequently the supply orders on account of any reason, the same firm/firms shall be **debarred from further dealing with the Board for a continuous period of 03 years and the stipulated CDR/FDRs of the firm shall be confiscated.**
- viii) These terms and conditions and any other communication exchanged by the SMVDSB with the Bidder shall form integral part of the Rate Contract / Agreement which will be executed between SMVDSB and the successful Bidder(s).
- ix) The Chief Executive Officer, SMVDSB, reserves the right to terminate the Purchase / Rate Approval order during the period of its validity without assigning any reason thereof.

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

**Queries may be addressed to:**

Asstt. Chief Executive Officer (G), SMVDSB

E-Mail: [aceog@maavaishnodevi.net](mailto:aceog@maavaishnodevi.net), [nes\\_purchase@maavaishnodevi.net](mailto: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: Bids for HARDWOOD CHARCOAL.**

**RFIQ No. No. Co/Pur/NE/11-IV/2053**

**Dated:. 29-08-2026**

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                                                                                                       | Approx. Required Quantity | NET Rate per kg inclusive of GST, other taxes and F.O.R. Non- Engineering Store Banganga Katra |
|--------|----------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------------------------------------------------------------------------------|
| 1.     | Hardwood Charcoal of Good Quality, Dry, Big size, Fresh and Free from Dust & Voids in 25 kg good quality BOPP Bag Packing. | 75,000 Kg                 |                                                                                                |

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 Number:** \_\_\_\_\_

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

**Please read all the contents of the RFIQ before the submission of the bid**