



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

No: CO/PUR/NE/01/4896

Dated: 10.09.2024

**Request for Inviting Quotations (RFIQ)**

Shrine Board is interested in purchasing of following item of best quality as per detail given below:-

S. No.	Description of material	Approx. Qty. reqd. in a year.
1.	Coffin(Taboot) Size 6'x14'x21' 12mm plywood box type.	150 Nos.

Interested firms may send their quotation giving full details viz. price, payments terms, delivery schedule and other conditions of sale including special discount for this organization. The quotation addressed to undersigned should reach this office through Registered post, reputed Courier Service or can be personally submitted to this office by or before **19.09.2024** positively. Following particulars must be mentioned on the envelope containing your quotation: -

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**QUOTATION NOT TO BE OPENED BEFORE**

**19.09.2024**

**RFIQ No. Co/Pur/NE/01/4896**

**DATED 10.09.2024**

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**Terms & Conditions: -**

1. This is just a RFIQ and not a Purchase Order.
2. Rate to be quoted should be NET inclusive of GST all taxes, having special discount to SMVDSB and FOR Non-Engineering Store, Banganga and valid for a period of **01 year** from the date of issuance of 1st supply order. The rate approval order is extendable upto another (06) Months on the existing approved rates, terms and conditions, subject to satisfactory supply of aforesaid items as per the sole discretion of the competent authority of SMVDSB.
3. 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-I, 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.
4. The supplier shall file GSTR 1 and 3B 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.
5. The suppliers who opted for QRMP Scheme must opt for invoice Furnishing Facility (IFF) to file their details of outward supplies in first two months of the quarter to pass on the credit to the Shrine Board.
6. 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).
7. The successful firm shall have to deliver the material within a period of 30 days from the date of issuance of supply orders from time to time during the rate contract period.
8. Donations to Shri Mata Vaishno Devi Shrine Board, Katra are exempted from Income Tax under Section 80-G of the Income Tax Act.
9. The supplier shall also have to mention six digits HSN Code of material to be supplied.
10. The approved firm shall have to deposit Earnest Money in the shape of CDR/FDR pledged to FA/CAO, SMVDSB, Katra amounting to Rs. 5,000/- (Rupees Five Thousands) only drawn from any Nationalized / scheduled Bank before placing rate approval order.

11. The quantity mentioned in the format is indicative in nature and can be increased / decreased substantively according to the requirement of SMVDSB.
12. Shrine Board Reserves the right to split the demand among one or more firms.
13. Shrine Board Reserves the right to cancel the RFIQ without any prior notice
14. The material shall be strictly as per the requirement / specifications of Shrine Board.
15. Other standard terms & conditions shall be incorporated in the supply order of successful bidder(S).
16. 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 a period of 20 days from the date of issuance of G.R.
17. The material supplied shall be checked / inspected by the quality cell /inspection team of Shrine Board and if found the supplied items of inferior quality/defective, the same shall be rejected at any stage and is also liable to penalize, as deemed fit by the Competent authority of SMVDSB.
18. 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 to the authority shall be levied.
19. 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.
20. PENALTY: Following penalties shall be imposed after delay beyond the delivery period, subject to acceptance by the Competent authority of SMVDSB:-
  - I. upto 7 days @ 0.5%
  - II. From 8th day to 15th day @ 1%
  - III. From 16th day to 22nd day @ 1.5%
  - IV. From 23rd day to 30th day @ 2% shall be imposed on pending item as per the approved rate/quantity mention in the purchase order of the value of the pending supplies.
  - V. Further delay shall attract penalty @1% every 10th day.
  - VI. 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.
21. The Shrine Board reserves the right to negotiate the quoted rates, terms and conditions with the lowest bidder or any of the other bidders on quality basis to ascertain the suitability of the acceptable offer.
22. Conditional, illegible, ambiguous quotation (s) and quotation (s) received after the stipulated date and time shall be out rightly rejected.

**This issues with approval of the Addl. Chief Executive Officer, SMVDSB.**

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

**Copy to the:-**

1. Addl. Chief Executive Officer SMVDSB, Katra.
2. Master file 3. Concerned file