



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

Central Office, Katra (J&K-UT) – 182301.
e-mail: purchase_sec@maavaishnodevi.net

No.: CO/Pur/Civil/25/238-I/1463

Dated: 12.09.2025

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 firms dealing in the trade for furnishing the rates of following Aluminum Ladder:

S. No.	Description of item	Specification	Fully Extended Height	Req Qty
01	Aluminum Double Side Self Supporting A Type Ladder	As per Annexure – “A”	06 ft	3 nos.
02			12 ft	2 nos.
03			15 ft	2 nos.

Terms and conditions:

1. This is just a RFIQ and not a Purchase Order.
2. **Validity:** The validity of quotation should be 20 days from the last date prescribed for submission.
3. **Rates:** The rates should be NET inclusive of GST, loading, unloading, labour charges, toll tax and other taxes / charges and F.O.R. Engineering Store, Banganga.
4. The conditional, illegible, ambiguous quotation (s) and quotation (s) received after the stipulated date and time shall be out rightly rejected.
5. **Delivery:** The delivery period shall be **15 days** from the issuance of 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. The rates of the firms shall be considered on L-1 basis against each item(s).
7. The participating firms are advised to quote NET rates (per no) inclusive of all taxes, charges and F.O.R. Engineering Store, Banganga, Katra. (Rates excluding GST and Ex-Shop shall not be considered even after opening of the quotation).
8. The material to be supplied should be as per specifications mentioned in the RFIQ.
9. **INSPECTION / LIFTING BACK OF REJECTED SUPPLIES:**
 - a. On receipt, the material shall be inspected / checked by our Inspection Committee and if found of inferior quality/defective, the same will be rejected and the Board shall be at liberty to have the same procured from open market at the risk & cost of the supplier whereby the original supplier shall be liable to pay the extra cost, if any, involved in the process. The Competent Authority, however, may accept the replaced material within the delivery period if it conforms to the approved specifications.
 - b. 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 @ 2% 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.
10. **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.

- 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. 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).

11. **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.
12. **Jurisdiction:** All disputes arising hereto are subject to Jurisdiction of the Courts of Law at Katra / Reasi.
13. **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.
14. **Rights reserved by SMVDSB:** The Competent authority of SMVDSB reserves the right:
 - i. To cancel / terminate the RFIQ / Purchase Order during the period of its validity without assigning any reason thereof.
 - ii. Grant of extension with or without imposing penalty, as deemed fit.
 - iii. To visit the premises of the bidder to verify the production capacity of the bidder / quality of products.
15. **Debarring:** In case the material is not supplied even after the lapse of penalty period, the purchase order deemed to have been cancelled and the firm shall be debarred from any further dealing with SMVDSB for a period of 03 years.
16. In case of incomplete supply, an amount equal to 2% of the total value of non supplied material shall be deducted from any pending payment of the supplier.
17. 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.
18. **Others**
 - a. The supplier shall have to mention the GST No. (01AAETS9822J1ZC) of SMVDSB while raising their bill of supplies. While filling GSTR-I, the supplier shall classify the supply / service made to Shrine Board under Business to Business (B to B) Sales. The successful bidder shall also mention six digit HSN code of the material to be supplied. In case the successful bidder doesn't upload / mention the bill under B to B, the GST amount levied in the bill shall not be paid.
 - b. The supplier shall file GSTR1 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.
 - c. In case the successful bidder is filling GST return on quarterly basis, they must file the Invoice Furnishing Facility (IFF) on monthly basis for Bills to Shrine Board.

19. Procedure for submission of Bid:

The firm shall submit the Price Bid on their letter head as per Annexure "B", in a sealed envelope super-scribed **"QUOTATION FOR SUPPLY OF ALUMINUM LADDERS AGAINST RFIQ NO. CO/Pur/Civil/25/238-I/1463 DATED: 12.09.2025"** which shall contain all relevant details.

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) on **19.09.2025**. 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 **19.09.2025**. The offer(s) received after the due date and time shall not be considered under any circumstance.

21. The quotations shall be opened by the Committee, at the Office of Chief Executive Officer, SMVDSB, Katra in the presence of the bidders who may choose to be present.

22. 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/-
(Vipan Bhagat), JKAS
Asstt. Chief Executive Officer

Seal and Sign of the firm

Please read terms and conditions before submitting the quotation.

Picture for Reference purpose:



Annexure – “A”

S. No.	Description of item	Fully Extended Height	Specification
01	Aluminum Double Side Self Supporting A Type Ladder	06 ft	<ul style="list-style-type: none">• Both side steps• Plat form size (LxW): Minimum 300 mm x 250 mm• Step width: Minimum 2.5 inches• Material: Aluminum• Surface Finish: Anodized• Maximum Load Capacity: 160 Kg.• Folding Mechanism: Yes• Feature: Anti Skid Rubber Feet, Weather Resistant, Anti Skid Step
02		12 ft	
03		15 ft	

Sd/-
(Vipan Bhagat), JKAS
Asstt. Chief Executive Officer

(On the letter head of the firm)

PRICE BID

To,

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

Subject: Quotation for the Procurement of Aluminum Ladders

RFIQ No: CO/Pur/Civil/25/238-I/1463

Dated: 12.09.2025

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, loading / unloading, toll tax and other taxes / charges F.O.R. Engineering Store, Banganga, Katra:-**

S. No.	Description of Item	Req. Qty.	Fully Extended Height	Net rates inclusive of GST, loading, unloading, labour charges, toll tax and other taxes / charges and F.O.R ES, Banganga, Katra.	
1	Aluminum Double	03 nos.	06 ft		per no.
2	Side Self Supporting	02 nos.	12 ft		per no.
3	A Type Ladder	02 nos.	15 ft		per no.

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.

Yours faithfully,

Seal & Signature _____ M/s _____

Contact Person: _____ Contact No: _____

Full Address: _____ E-mail Id: _____

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