



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

No. CO/Pur/NE/312-V/51
Dated: 02.04.2024

REQUEST FOR INVITING QUOTATION

M/s. _____,

Sir,

On behalf of CEO, SMVDSB, sealed quotations are invited from **reputed manufacturers / authorized distributors / dealers / suppliers** for furnishing the rates of Non-Printed Stationery items mentioned in enclosed Annexure.

As such requested to kindly send **your sealed quotation** along with relevant documents for the supply of the same giving full details in sealed cover viz. NET price (inclusive of GST & other taxes, F.O.R. Non-Engineering Store, Banganga, Katra), payment terms, delivery schedule and other conditions of sale **including special discount to SMVDSB.**

Your sealed quotations along with two samples of each items addressed to **Dy. Chief Executive Officer (V), Shri Mata Vaishno Devi Shrine Board, Central Office, Katra** should reach through Speed Post / Registered Post / reputed courier or be personally handed over to the Purchase Section **on or before 10.04.2024 upto 05:00PM positively.**

Following particulars must be mentioned on the envelope containing your quotation:-

RFIQ – Non-Printed Stationery
NOT TO BE OPENED BEFORE 10.04.2024 upto 05:00PM
RFIQ No. CO/Pur/NE/312-V/51 Dated: 02.04.2024

Terms and Conditions:

1. **This is just a RFIQ and not a Purchase Order.**
2. Rate should be NET inclusive of 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 Supply Order. **However, Donations to Shri Mata Vaishno Devi Shrine Board, Katra are exempted from Income Tax under Section 80-G of the Income Tax Act.**
3. **The rates quoted shall be NET F.O.R Non-Engg. Stores, Banganga (Katra) inclusive of GST / other charges.**
4. The rates quoted shall remain valid for a period of 01 Year from the date of issuance of 1st supply order or till the finalization of fresh rate contract whichever is earlier.
5. The supplier shall also mention six digit HSN code of material to be supplied.
6. The participating firms shall have to submit **Two samples of each items** alongwith the sealed quotation without which the offer submitted shall not be considered. Furthermore, rates of only shortlisted samples shall be considered.
7. **The approved firm(s) shall have to deposit EMD in the shape of CDR/FDR pledged to FA/CAO, Shrine Board amounting to Rs. 10,000/- which shall be retained during rate contract period.**
8. Your sealed quotations shall reach this office by or before **10.04.2024 upto 05:00PM**, quotations after due date and time shall not be accepted.
9. The quantities mentioned in the format are indicative in nature and can be increased / decreased substantively according to the requirement of SMVDSB.
10. The successful firm shall have to deliver the ordered material within a period of 20 days from the date of issuance of supply order.

11. **PENALTY:**Following penalties shall be imposed after delay beyond the delivery period, subject to acceptance by the Competent authority of SMVDSB:-
- 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) Further delay shall attract penalty @1% every 10th day.
 - f) 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.
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. No Advance payment shall be made. The payment shall be made after receipt and proper inspection of complete material at Non-Engineering Store, Banganga Katra and after 20 days from the date of issuance of G.R.
 16. No extra payment shall be made to the firm on account of the escalation in the material cost, transportation / labour charges during the period of contract.
 17. 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.
 18. The Shrine Board reserves the right to reject, accept or prefer any quotation in part or full without assigning any reason whatsoever at any stage. Shrine Board also reserves the right to re-invite the quotations at its sole discretion.
 19. The Shrine Board reserves the right to negotiate the quoted rates, terms and conditions with the lowest bidder or any of the other bidder on quality basis to ascertain the suitability of the acceptable offer.
 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 shall be incorporated in the supply order.

Seal & Signature of the bidder

Sd/-
(Vishavjeet Singh)JKAS
Dy. Chief Executive officer

Annexure to this RFIQ No. Co/Pur/NE/312-V/51 dated: 02.04.2024

| S. No. | Name of Items | Required Qty. (Approx.) |
|--------|------------------------------------|-------------------------|
| 1 | Awl | 200 Nos. |
| 2 | Ball Pen Blue | 3000 Nos. |
| 3 | Ball Pen Red | 500 Nos. |
| 4 | Calculator Superior | 400 Nos. |
| 5 | Card Holder for I/Card | 1000 Nos. |
| 6 | CD Marker Pen | 50 Nos. |
| 7 | Cello Tape | 1000 Nos. |
| 8 | Cloth Envelope Yellow Big | 2000 Nos. |
| 9 | Cloth Envelope Yellow Medium | 2000 Nos. |
| 10 | Cloth Envelope Yellow Small | 2000 Nos. |
| 11 | Clump File Full Swing | 100 Nos. |
| 12 | Copier Paper A3 | 40 Ream |
| 13 | Copier Paper Legal | 20 Ream |
| 14 | Dak Pad | 200 Nos. |
| 15 | Damper | 200 Nos. |
| 16 | Duplicate Paper | 100 Ream |
| 17 | File Flap | 600 Nos. |
| 18 | Flag Strips Small different colors | 400 Nos. |
| 19 | Florescent Pen | 400 Nos. |
| 20 | Glossary Paper for I-card | 50 Pkts |
| 21 | Glu Stick | 400 Nos. |
| 22 | Jotter Pen Reynold | 2000 Nos. |
| 23 | Line Yard for I-Card | 2000 Nos. |
| 24 | Marker/Luxor Pen | 500 Nos. |
| 25 | Note Pad (10 pages) | 1000 Nos. |
| 26 | Packing Tape (Brown) | 1000 Nos. |
| 27 | Paper Pins | 200 Pkts |
| 28 | Paper Weight | 100 Nos. |
| 29 | Pen Stand- Medium/superior quality | 20 Nos. |
| 30 | Pencil (Natraj) | 500 Nos. |
| 31 | Pilot Pen Ink (Red, Blue, Black) | 200 Nos. |
| 32 | Pilot Pen V5 (Red / Blue/Black) | 1000 Nos. |
| 33 | Pilot Pen V7 (Red / Blue/Black) | 400 Nos. |
| 34 | Pin Container | 200 Nos. |
| 35 | Plastic Scale | 200 Nos. |
| 36 | Punching Machine(Kangaroo) | 100 Nos. |
| 37 | Refill Big | 2000 Nos |
| 38 | Refill Jotter | 2000 Nos |
| 39 | Scissor Medium | 100 Nos |
| 40 | Short Hand Book | 200 Nos |
| 41 | Stamp Pad Big | 400 Pad |
| 42 | Stapler Big(Kangaroo) | 100 Nos |
| 43 | Stapler Pin Big(Kangaroo) | 400 Nos |
| 44 | Stapler Pin Small(Kangaroo) | 2000 Pkts |
| 45 | Stapler Small(Kangaroo) | 200 Nos |
| 46 | Sticking Pad | 600 Nos |
| 47 | Tag Big | 20000 Nos |
| 48 | Transparent Packing Tape 2" | 400 Nos |
| 49 | White Fluid Pen | 400 Nos |
| 50 | Writing Pad Small | 800 Nos |
| 51 | Ball Pen Ordinary | 2000 Nos |
| 52 | Carbon Paper-Blue(Kores) | 200 Pkt |

| | | |
|----|------------------------------------------|-----------|
| 53 | Copier Paper A4 | 2000 Ream |
| 54 | Eraser | 200 Nos. |
| 55 | File Tray | 50 Nos. |
| 56 | Gum | 200 Btls |
| 57 | Paper Clips | 100 Nos. |
| 58 | Pilot Pen-05(Red, Blue, Black) | 300 Nos. |
| 59 | Pilot Pen-V10(Red/Black/Blue) | 200 Nos. |
| 60 | Puncture Single Hole | 20 Nos. |
| 61 | Push Pin | 20 Nos. |
| 62 | Rulled Paper | 50 Ream |
| 63 | Sealing Wax | 50 Nos. |
| 64 | Sharpener | 200 Nos. |
| 65 | Transparent File Folder | 500 Nos. |
| 66 | Uni-Ball Pen(Eye) | 200 Nos. |
| 67 | White Board Marker Pen Different Colours | 200 Nos. |
| 68 | Spico Large (24 to 38 mm) | 600 Nos. |
| 69 | Spico Medium (18 to 24 mm) | 600 Nos. |
| 70 | Spico Small (10 to 18 mm) | 600 Nos. |

Sd/-
(Vishavjeet Singh)JKAS
Dy. Chief Executive officer



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

PRICE BID

(on the letter head of the firm)

To,

The Dy. Chief Executive Officer (V),
Shri Mata Vaishno Devi Shrine Board,
Katra.

Subject: **Quotation for the Supply of Non-Printed Stationery items**

Ref. No.: RFIQ no: CO/Pur/NE/312-V/51

Dated: 02.04.2024

Sir,

I, _____ representative / proprietor from M/s _____ hereby submit my following rate for the supply of **Non-Printed Stationery items** as per the requirement of Shrine Board, **NET rates inclusive of GST, freight, loading, unloading, toll tax and other taxes / charges F.O.R. Non-Engineering Store, Banganga, Katra:-**

| S.No. | Description of item | Required Quantity (Approx) | Net Rate (inclusive of all taxes) F.O.R. NES, Banganga, Katra |
|-------|------------------------------------|----------------------------|---------------------------------------------------------------|
| 1 | Awl | 200 Nos. | |
| 2 | Ball Pen Blue | 3000 Nos. | |
| 3 | Ball Pen Red | 500 Nos. | |
| 4 | Calculator Superior | 400 Nos. | |
| 5 | Card Holder for I/Card | 1000 Nos. | |
| 6 | CD Marker Pen | 50 Nos. | |
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| 36 | Punching Machine(Kangaroo) | 100 Nos. | |

| | | | |
|----|------------------------------------------|-----------|--|
| 37 | Refill Big | 2000 Nos | |
| 38 | Refill Jotter | 2000 Nos | |
| 39 | Scissor Medium | 100 Nos | |
| 40 | Short Hand Book | 200 Nos | |
| 41 | Stamp Pad Big | 400 Pad | |
| 42 | Stapler Big(Kangaroo) | 100 Nos | |
| 43 | Stapler Pin Big(Kangaroo) | 400 Nos | |
| 44 | Stapler Pin Small(Kangaroo) | 2000 Pkts | |
| 45 | Stapler Small(Kangaroo) | 200 Nos | |
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| 68 | Spico Large (24 to 38 mm) | 600 Nos. | |
| 69 | Spico Medium (18 to 24 mm) | 600 Nos. | |
| 70 | Spico Small (10 to 18 mm) | 600 Nos. | |

I affirm that the above quoted rates are inclusive of GST, Other Taxes / Charges and F.O.R. Non-Engineering Store, Banganga, Katra which shall remain valid for a period of One year from the date of issuance of Rate Approval cum Supply Order or till the finalization of fresh rates whichever is later.

I further affirm that I have read and fully understood 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.

Yours faithfully,

Seal & Signature _____

M/s _____

Contact Person: _____

Contact No: _____

E-mail Id: _____

***Please read terms and conditions before submitting the quotation**