



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

No. CO/Pur/NE/513/5519

Dated: 28.09.2024

REQUEST FOR INVITING QUOTATION

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

S.No.	Description of item	Specification	Approximate Quantity (Quarterly)
1.	Trikuta Newsletter	Shri Mata Vaishno Devi Shrine Board Trikuta Newsletter containing 8 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 taxes, F.O.R. Non Engineering Store, Banganga, Katra, payment terms, delivery schedule and other conditions of sale including special discount to SMVDSB. The quotation should reach this office through Speed post, Registered post, Reputed courier service or can be personally submitted to this office by or before **08.10.2024 upto 05:00PM** positively. Following particulars must be mentioned on the envelope containing your quotation: -

RFIQ – Trikuta Newsletter
NOT TO BE OPENED BEFORE 08.10.2024 upto 05:00PM
RFIQ No. CO/Pur/NE/513/5519 Dated: 28.09.2024

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 One Year from the date of issuance of Supply Order or till finalization of fresh rate contract. The rate approval order is extendable upto 06 month on the existing approved rate, terms and conditions, subject to satisfactory supply of aforesaid item as per the sole discretion of the competent authority of SMVDSB.**
5. The supplier shall also mention six digit HSN code of material to be supplied.
6. After the allotment of Rate Approval Order in favour of the approved/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 Newsletters on the approved paper as per the draft provided by Shrine Board.
7. The participating firms shall have to **submit a sample of paper as per the GSM mentioned in the enclosed annexure** along with the sealed quotation without which the offer submitted shall not be considered. Furthermore, rates of only shortlisted sample shall be considered.
8. **The L-1/approved firm(s) shall have to deposit EMD in the shape of CDR/FDR pledged to FA/CAO, Shrine Board amounting to Rs. 2,000/- before the issuance of Rate Approval Order which shall be retained during rate contract period.**
9. Your sealed quotations shall reach this office by or before **08.10.2024 upto 05:00PM**, quotations after due date and time shall not be accepted.
10. The quantities mentioned in the format are indicative in nature and can be increased / decreased substantively according to the requirement of SMVDSB.

11. The material shall be strictly as per the requirement / specifications of Shrine Board
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. **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) 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)
19. The Competent authority of SMVDB reserves the right to:-
 - i) To cancel/ terminate the supply order during the period of its validity without assigning any reason thereof.
 - ii) Debarring any defaulter from any further dealing with Shrine Board.
20. 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.
21. Conditional, illegible, ambiguous quotation (s) and quotation (s) received after the stipulated date and time shall be out rightly rejected.
22. Other standards, terms and conditions will be incorporate in the Supply order of the successful bidder.

Sd/-

(Alok Kumar Maurya)IFS
Addl. Chief Executive Officer

Seal & Signature of the bidder