



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

Request for Inviting Quotation

SMVDSB invites sealed quotations (on the letter head of the firm) from **reputed manufacturers / distributors / dealers only** for **Supply of Electric Kettles** as per specifications mentioned in **Annexure "A"**. Interested firms may send their sealed quotations 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. Engineering Store, Banganga, Katra), payment terms, delivery schedule and other conditions of sale **including special discount to SMVDSB**.

Sealed quotations addressed to undersigned should reach this office through Speed Post / Registered Post / reputed courier or personally handed over to the Receipt & Dispatch Section, Central Office, Katra Section **on or before 16.11.2024 upto 02:00PM positively**. The quotations received shall be opened by the committee in presence of representative of the firm(s) who may choose to remain present on the occasion.

Following particulars must be mentioned on the envelope containing quotation.

R.F.I.Q.- "Electric Kettles"

NOT TO BE OPENED BEFORE 16.11.2024 (upto 03:00 pm)
RFIQ No. CO/Pur/Elect/451-V/3715 Dated: 09.11.2024

Terms and Conditions:-

1. This is just a RFIQ and not a Purchase Order.
2. Donations to Shri Mata Vaishno Devi Shrine Board, Katra are exempted from Income Tax under Section 80-G of the Income Tax Act.
3. **Rates should be Net inclusive of all taxes**, having special discount to SMVDSB & F.O.R. Engg. Store, Banganga, Katra and shall remain valid for a period of One (01) Year from the date of issuance of Rate Approval Order (Rates excluding GST and Ex-Shop shall not be considered even after opening of the quotation).
4. **Earnest Security Deposit (EMD):**
 - a. The participating firm shall have to furnish the EMD in the shape of CDR/FDR amounting to **Rs. 5,000/- (Rupees Five Thousand only)** pledged to FA/CAO, SMVDSB payable at Katra alongwith the offer. The participating firms may also deposit the EMD amount through NEFT/RTGS in the official A/c of Shri Mata Vaishno Devi Shrine Board, Bank Name: The J&K Bank, Account No. Account No. 0235040500001804, IFSC – JAKA0KATTRA ("0" Zero). EMD in the shape of Demand Draft shall not be accepted. **Also, no exemption for non submission of EMD is allowed.**
 - b. It shall be noted that if any bidder did not enclose EMD (in original) of stipulated amount or furnish CDR/FDR of an amount less than the stipulated amount as mentioned, the bid/offer submitted by the firm shall be rejected outrightly and the rates of the said firm shall not be considered even after opening.
 - c. The EMD of the successful bidder shall be retained as Security Deposit which shall be released after all contractual obligations by the supplier is over. The same can be withheld / forfeited, in full, or in part, in case the work order is not executed satisfactorily, within the stipulated time period.
5. Participated firm (s) shall quote the rates as per the "UOM (unit of measurement)", requirement & specification of the Shrine Board.

6. No escalation in the basic rate of item shall be allowed by SMVDSB during currency of Contract. If the rate of GST is increased/ decreased or a new tax is introduced or an existing tax is abolished or any change in interpretation or application of any tax occurs in the course of performance/evaluation of contract, which was or will be assessed on the bidder in connection with the performance of the contract, an equitable adjustment of the contract price shall be made to fully take into account any such change by addition to the contract price or deduction there from as the case may be.
7. The rates should strictly be quoted **on the LETTER HEAD as per price bid format**, specification / UOM / requirement of SMVDSB. No change shall be made in the Price Bid Format enclosed by the bidder. Any deviation from the same shall tantamount to rejection of the offer / rates quoted by you. The quotation / offer should be filled neatly without any cutting/over writing. In case of any cutting / overwriting, the rates shall not be considered. **{“It is advised that the quotation shall be submitted in a computerized typed format”}**
8. The participating firms are advised to quote the rates as per the brand / make mentioned in the RFIQ. **No change of brand / make shall be entertained even after opening of quotations.** Any change in the Brand / Make shall outrightly be rejected even after opening of Quotation / issuance of Orders.
9. The successful firm is responsible for supplying genuine / original quality material to SMVDSB. Any deviation from the same leads to the rejection of the supplied material alongwith forfeiting of EMD and debarring from any further dealing with SMVDSB for a period of 03 years.
10. **Before submitting the quotation, the participating firms shall ensure that stock is available with them.**
11. **Delivery:**
 - a. The successful firm shall have to supply the material with 15 days from the date of issuance of Purchase Order. However, early supply / completion of job shall highly be appreciated. No extension in delivery period shall be allowed.
 - b. The successful firm is advised not to wait for last day to deliver the material as the same is urgently required for official use in SMVDSB.
 - c. The supplier shall have to mention the GST No. 01AAETS9822J1ZC of (Shri Mata Vaishno Devi Shrine Board) while raising their bill of supplies. While filing GSTR-I, the supplier shall classify the supply / service made to SMVDSB under Business to Business (B to B) Sales.
 - d. The firm shall have to mention the HSN Code while raising the bills of supplies.
 - e. The supplier shall file GSTR-I and 3B within 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 the tax amount shall be charged and recovered from the defaulting supplier.
 - f. The supplier who opted for QRMP scheme must opt for Invoice Furnishing Facility (IFF) to file their details of outward supplied in first two months of the quarter to pass on the credit to the Shrine Board.
12. **Warranty: The firm shall provide Warranty / Guarantee Certificates, as applicable, of the material supplied at the time of delivery.**
13. No Advance payment shall be made. The payment shall be processed after receipt of material, Invoice, requisite documents and preparation of GR at ES, Banganga and thereafter shall be released through Accounts Wing within 20 days.
14. **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/not conforming to specifications, 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.
 - 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 of the total value of the rejected supply as may be deem fit to the authority shall be levied.
 - c. Beyond one month the material shall be auctioned without any communication and storage charges @2% per day of the total value of the Purchase /Supply Order shall be deducted from any pending payment of the supplier.

15. **Penalty:**

- a. In case the material is not supplied within the stipulated timeframe (as mentioned in the Work Order), the supplier is liable to penalty for the delay i.e. i) upto 07 days @ 0.5% ii) from 8th day upto 15th day @ 1% iii) from 16th day upto 22nd day @ 1.5% and iv) from 23rd day to 30th day @ 2% shall be imposed on each pending item as per the approved rate/quantity mention in the PO of the value of the pending supplies.
- b. In case of incomplete supply, an amount of 2% of the total value of work shall be deducted from the due payment of the supplier.
- c. In case the material is not supplied beyond the penalty period, the purchase order issued shall be deemed to have been cancelled and relevant penalties shall be imposed including forfeiting of EMD submitted by the firm.

16. **Debarring**

If the successful bidder / supplier / firm fails to comply with the terms and conditions of the RFIQ after successful culmination of the RFIQ and placing of purchase / work order, the firm shall be debarred from further dealing with SMVDSB for a period of 03 years and the EMD/Security Deposit, if any, of the firm shall be forfeited without any communication.

17. **SMVD Shrine Board reserves the right to:**

- a) Cancel the R.F.I.Q. without any notice.
 - b) Reject, accept or prefer any quotation in part or full without assigning any reason whatsoever at any stage.
 - c) Re-invite the quotations at its sole discretion.
 - d) Negotiate the quoted rates, terms and conditions with the lowest Bidder or any of the other Bidders who have participated in the RFIQ to ascertain the suitability of the acceptable offer.
 - e) Split the demand among one or more firms.
18. Standard Terms and Conditions shall also be incorporated in the Purchase Order to be issued in favour of the successful bidder/firm.
19. Conditional, illegible, ambiguous quotation(s) and quotation(s) received after the stipulated date and time shall be out rightly rejected.
20. **One copy of the RFIQ document duly signed and stamped accepting the terms and conditions shall also be enclosed alongwith the offer.**

Sd/-

(Vipan Bhagat, JKAS),
Asstt. Chief Executive Officer

Seal & Signature of the bidder

PRICE BID
(on the Letter Head of the Firm)

To,

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

Subject: **Quotation for supply of Electric Kettles.**Ref. **CO/Pur/Electric/451-IV/3715** dated **09.11.2024**

I, _____ representative / proprietor of
M/s _____ hereby submit my following rates as
per specification / UOM / / requirement of Shrine Board, Net inclusive of GST, freight,
loading / unloading and other taxes / charges F.O.R. Engineering Store, Banganga,
Katra:

S. No.	Description of items	Initial Qty.	Approx. Quantity for one (01) year	Brands	Net Rate per Unit (FOR, Engineering Store, Banganga, Katra.)
1.	Electric Kettle 1.5 ltrs. (Wide Mouth with Stainless Steel interior) Warranty: as applicable	11	200	Philips / Havells / Bajaj	

Notwithstanding anything mentioned in our price bid, we hereby accept all the terms & 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 No. _____

E-mail ID: _____

- **Kindly read all the contents of the RFIQ before the submission of the quotation.**