



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

## Request for Inviting Quotation

M/s \_\_\_\_\_,  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

Sealed quotations (on the letter head of the firm) are invited from reputed manufacturers / distributors / dealers / suppliers only for furnishing the rates of different IT items as per specifications mentioned at **Annexure "A"**.

You are, as such, requested to kindly send your sealed quotation alongwith relevant documents for 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 including special discount to SMVDSB.

The sealed quotation addressed to the Undersigned should reach this Office through speed post / registered post / reputed Courier or can be handed over to Receipt & Dispatch Section, Central Office, SMVDSB at Katra by or before **30.05.2024 upto 03:00PM**, positively. The quotations shall preferably be opened on the same day or on any other convenient day, in presence of the representative of the firms who choose to remain present.

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

### Quotation- "Supply of IT Items"

**NOT TO BE OPENED BEFORE 30.05.2024 (upto 03:00 pm)**  
**RFIQ No. CO/Pur/Electronic/518-I/ 797 Dated: 21.05.2024**

### **Terms and Conditions:-**

1. Rates quoted should be net inclusive of all taxes and F.O.R. at Engineering Store, Banganga, Katra and should be **valid for a period of 06 months** from the date of issuance of rate approval order, further extendable upto another 06 months subject to satisfactory performance of the firm.
2. The R.F.I.Q. shall contain full address, Mobile Number along with alternate contact number, E-mail address of the Bidder (Authorized supplier).
3. The Shrine Board reserve 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.
4. Kindly quote / mention the name of the Brand / Make / Warranty / Guarantee period along with proper specifications offered by you as per technical specifications.
5. The rates should be quoted on the format enclosed with RFIQ and strictly as per the specifications / UOM / requirement.
6. No advance payment shall be made. The payment shall be made after receipt and proper inspection of complete material at Engineering Store, Banganga, Katra and after 20 days from the date of issuance of G.R.
7. No extra payment shall be made to the firm on account of escalation in the material cost, transportation / labour charges during the period of contract.

8. On receipt, the material shall be inspected / checked by our Inspection Committee and if found of inferior quality / defective. The same shall 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 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.
9. 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.
10. **The successful bidder(s) shall have to furnish Performance Security Deposit (PSD) equivalent to 5% of the allotted value in the shape of FDR/CDR/TDR of any nationalized / Scheduled Bank duly pledged to FA/CAO, SMVDSB, Katra which shall be released after the expiry of rate approval contract subject to the satisfactory performance report of the firm received from Engineering Store, Banganga.**
11. Conditional, illegible, ambiguous quotation(s) and quotation(s) received after the stipulated date and time shall be out-rightly rejected.

**Sd/-**  
**(Vishavjeet Singh, JKAS)**  
**Dy. Chief Executive Officer**

**PRICE BID**  
**(on the Letter Head of the Firm)**

To,

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

Subject: **Quotation for supply of IT Items.**Ref. **CO/Pur/Electronic/518-I/797** dated **21.05.2024**

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	Brand / Make	Initial Qty.	Net Rate of single Unit (in Rupees)
1.	Toner Cart. 30 A	Softelic Technology	20	
2.	Toner Cart. 18 A	/ Premium / Desmart	20	
3.	Toner Cart. 103 A	/ Prodod / AEPL /	20	
4.	Printer Toner Cart. 337 (for Canon MF 244 DW)	Bluestick / Impression	05	
5.	Colour Cart. 126 A (Set)	HP	02	
6.	Colour Cart. 119 A (Set)	HP	02	
7.	HP Toner for HP Colour Laserjet Printer 681M (450A, 451A, 452A, 453A)	HP	02	
8.	Drum for HP Laserjet 1000 Never Stop Printer	HP	02	
9.	Toner for Brother Printer TN 2365	Brother	05	
10.	Printer Cart. TVSE 945 HD	TVSE	30	
11.	Epson Eco Tank A-3 Printer 14150 Ink Bottles set (C13T03Y100, C13T03Y298, C13T03Y398, C13T03Y498)	Epson	02	
12.	Drum Cart. 19 A	HP	02	
13.	Drum Cart. 32 A	HP	02	
14.	Fargo HDP Colour Ribbon YMCK (084511) for HDP 5600 ID card Printer	Fargo	03	
15.	Fargo HDP TTE Over laminate (082615) for HDP 5600 ID card Printer	Fargo	05	
16.	Fargo HDP Re- Transfer Films (084500) for HDP 5600 ID card Printer	Fargo	03	
17.	Ultra Card HID CR-79/ CR-80 Cards for HDP 5600 ID card Printer	Fargo	1500	
18.	UTP Cat 6 Cable (305 Mtrs roll)	(Honeywell/ D-Link)	03	
19.	UTP Cat 6 Cable Armoured (305 Mtrs roll)	(Honeywell/Schneider / D-Link)	02	
20.	Pen Drive 64 GB	(SanDisk/HP)	20	
21.	SSD Internal Hard Disk 500 GB	(Seagate / WD / Toshiba)	10	
22.	UPS 1 KVA	Microtek / Numeric	10	
23.	Air Blower		05	
24.	Un manageable Switch	8 Ports	D-link / Cisco /	05
		16 Ports	Netgear	05
25.	24 Ports Manageable Switch with 4 SFP Ports	HP / Aruba / Netgear / Digisol	03	

26	HDMI cable (desktop 800G8-i7) DP to HDMI	Brand: Black	20	
27	RAM 4 GB (DDR3)		10	
28	Wireless USB Adaptor N series	Digi-sol / Tenda	10	
29	Wireless Keyboard and Mouse (Combo)	HP / Logitech	05	
30	Wireless Router	Tenda / TP-Link / D-Link	05	
31	Heavy Duty SMPS for Desktop Computer	i-Ball	10	
32	DP to DP cable for desktop computer	Brand: Black	10	
33	USB A to USB B cable for Printer		10	
34	4 Port USB Hub	i-ball / TP Link / Portronics	05	
35	External Hard Disk 1 TB	Seagate / WD / Toshiba	05	
36	Laserjet Printer Mono 1008a	HP	05	

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 Number: \_\_\_\_\_

E-mail ID: \_\_\_\_\_