



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

No. CO/Pur/Electronics/577-I/3519
Dated: 22.10.2024

REQUEST FOR INVITING QUOTATION

M/s. _____,

_____.

Dear Sir,

SMVDSB invites sealed quotations (on the letter head of the firm) from **reputed manufacturers or their authorized distributors / dealers only** for procurement of following items:

S. No.	Description of Item	Qty.
1.	HP All-in-One Desktop Computer, i-5 processor, 13 th Gen., 8GB/1024GB with wireless keyboard mouse, TFT 27" (White), 3yr. Warranty onsite	01 No.
2.	Canon Pixma G4010 All-in-One Ink Tank Printer Wifi (Warranty – 1 yr onsite)	01 No.
3.	Refrigerator Small (single Door, 45-50 ltr.) (Warranty – 1 yr onsite) Make: LG / Samsung / Voltas / Whirlpool	01 No.

Intended participants may send **their 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. Engineering Store, Banganga, Katra), payment terms, delivery schedule and other conditions of sale **including special discount to SMVDSB.**

Sealed quotations addressed to **Purchase Section, 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 29.10.2024 upto 02:00PM positively.** The quotations received shall be opened on the same day or any other convenient day in presence of representative of the firm who choose to remain present on the occasion.

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

RFIQ – Procurement of IT and Electronic items
NOT TO BE OPENED BEFORE 29.10.2024 upto 02:00PM
RFIQ No.CO/Pur/Electronics/577-I/3519 Dated: 22.10.2024

Terms and Conditions:

- This is just a RFIQ and not a Purchase Order.**
- Donations to Shri Mata Vaishno Devi Shrine Board, Katra are exempted from Income Tax under Section 80-G of the Income Tax Act.
- Rate should be Net inclusive of all taxes**, having special discount to SMVDSB and the same shall be **delivered at Engg. Store, Banganga, Katra within the time period mentioned in the subsequent purchase orders.**
- Send your sealed quotations should reach through Speed Post / Registered Post / reputed courier or be personally handed over to the Purchase Section on or before 29.10.2024 upto 02:00PM positively, quotations after due date and time shall not be accepted.
- The rate should be valid for a period of 30 days from the last date of submission of quotations.**
- The participating firms are advised to quote NET rates (per piece) inclusive of all taxes and F.O.R. Engineering Store, Banganga, Katra. **(Rates excluding GST and Ex-Shop shall not be considered even after opening of the quotation).**
- Kindly quote the rates as per the "UOM (unit of measurement)", requirement & specification of the Shrine Board.

8. 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.
9. The rates should strictly be quoted on the LETTER HEAD as per the specification / UOM / requirement of SMVDSB. Any deviation from the same shall tantamount to rejection of the offer / rates quoted by you.
10. 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.**
11. Any change in the Brand / Make shall outrightly be rejected even after opening of Quotation / issuance of Orders.
12. The participating firms are advised to enclose the authorized manufacturer / distributor / dealers certificate, if any, alongwith the quotation without which the rates shall not be considered even after opening.
13. Warranty Certificate shall be furnished at the time of supply of material. The supplier shall be fully responsible for any manufacturing defects and providing warranty service after sales.
14. The supplier has to mention the price of the material, CGST & SGST separately while raising the bills of supplies.
15. 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.
16. 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.
17. In case the successful bidder is filling GST return on quarterly basis he must file the Invoice Furnishing Facility (IFF) on monthly basis for Bills to Shrine Board.
18. 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 20-30 days.
19. **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 falling which storage charges @2% per day of the total value of the rejected supplied 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.
20. **Penalty:**
 - a. In case the material is not delivered within the delivery period (as mentioned in the PO), 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 equal to 2% of the total value of non supplied material shall be deducted from any pending payment of the supplier.

- c. In case the material is not supplied within a period of 60 days from the date of issuance of PO, 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.

21. **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 Rate Approval / purchase / supply order, the firm shall be debarred from further dealing with SMVDSB for a period of 03 years and the EMD, if any, of the firm shall be forfeited without any communication.

22. The quotation / offer should be filled in 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"}.
23. SMVDSB 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.
24. Shrine Board Reserves the right to cancel the RFIQ without any prior notice.
25. SMVDSB 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.
26. SMVDSB reserves the right to procure the material on Quality Basis.
27. SMVDSB reserves the right to split the demand among one or more firms on the L-1 / approved rates.
28. Standard Terms and Conditions shall also be incorporated in the Rate Approval / Purchase Order to be issued in favour of the successful bidder/firm.
29. Conditional, illegible, ambiguous quotation(s) and quotation(s) received after the stipulated date and time shall be out rightly rejected.

Seal & Signature of the bidder

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

PRICE BID

(on the letter head of the firm)

To,

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

Subject: Quotation for Supply of IT and Electronic items.

Ref. No.: RFIQ no: CO/Pur/Electronics/577-I/3519 dated: 22.10.2024

Sir,

I, _____ representative / proprietor from M/s _____ hereby submit the following rates for the supply of material as per the specification / UOM / requirement of Shrine Board, **Net rates (inclusive of GST and other taxes / charges) F.O.R. Engineering Store, Banganga, Katra:-**

S. No.	Description of Item	Qty.	Make	Net Rate inclusive of all taxes and F.O.R ES, Banganga, Katra	
1	HP All-in-One Desktop Computer, i-5 processor, 13 th Gen., 8GB/1024GB with wireless keyboard mouse, TFT 27" (White), 3yr. Warranty onsite	01 No.	HP		each
2	Canon Pixma G4010 All-in-One Ink Tank Printer Wifi (Warranty – 1 yr onsite)	01 No.	Canon		each
3	Refrigerator Small (single Door, 45-50 ltr.) (Warranty – 1 yr onsite) Make: LG / Samsung / Voltas / Whirlpool	01 No.			each

I affirm that the above quoted rates are inclusive of GST, Other Taxes and F.O.R. Engineering Store, Banganga, Katra and **are valid for a period of 30 days.**

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 sincerely,

Seal and Signature _____

Name of the firm: _____

Contact Person: _____

Contact No.: _____

E-mail: _____

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