



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

No.CO/Pur/Civil/19/500/4075
Dated: 23.12.2023

REQUEST FOR INVITING QUOTATION

M/s. _____,

_____.

Dear Sir,

SMVDSB invites sealed quotations (**on the letter head of the firm**) from reputed firms for furnishing the rates for the preparation of Digital Signature Certificates (Class – 3, Combo) for the officers/officials of SMVDSB.

S. No.	Description
1.	Digital Signature Certificate, Class – 3 Combo (Signature & Encryption) with Token Key

You are 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. Engineering Store, Banganga, Katra), payment terms, Catalogues / Cat No., delivery schedule and other conditions of sale **including special discount to SMVDSB.**

Your sealed quotations 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 02.01.2024 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 – Digital Signature Certificates
NOT TO BE OPENED BEFORE 02.01.2024 upto 02:00PM
RFIQ No: CO/Pur/Civil/19/500/4075 dated: 23.12.2023

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. **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.**
4. You are requested to send your sealed quotations **by or before 02.01.2024 upto 02:00PM**, quotations after due date and time shall not be accepted.
5. The quotation shall remain valid for a period of 30 days from the last day of submission.
6. **The rate shall remain valid for a period of six (06) months from the date of issuance of Rate Approval / 1st Purchase Order or till the finalization of fresh rates whichever is later.**
7. 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 price 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.

8. 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.
9. 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).
10. Kindly quote your rates as per the “UOM (unit of measurement)”, requirement & specification of the Shrine Board.
11. The participating firm shall have to mention name of the Licensed Certifying Authority accredited by the Ministry of Electronics and Information Technology, India alongwith the offered rates without fail.
12. The participating firm shall have to enclose the authorized distributor / dealer certificate, if any, without fail.
13. The supplier has to mention the price of the material, CGST & SGST separately while raising the bills of supplies.
14. 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.
15. 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.
16. 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.
17. No Advance payment shall be made. The payment shall be released through Accounts Section, SMVDSB after receipt of GR, Invoice and requisite documents in the concerned section within 20 days.
18. **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.
19. **Penalty:**
 - a. In case the material is not delivered within the delivery period, 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. Further delay shall attract an additional penalty @1% every 10th day.
 - 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.
20. **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.

21. 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.
22. Shrine Board Reserves the right to cancel the RFIQ without any prior notice.
23. **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.**
24. **SMVDSB reserves the right to procure the material on Quality Basis.**
25. **SMVDSB reserves the right to split the demand among one or more firms on the L-1 / approved rates.**
26. **Standard Terms and Conditions shall also be incorporated in the PO to be issued in favour of the successful bidder/firm.**
27. 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/-
(Vishavjeet Singh, JKAS)
Dy. Chief Executive Officer**

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 Preparation and Supply of Digital Signatures.

Ref. No.: RFIQ no: CO/Pur/Civil/19/500/4075 Dated: 23.12.2022

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:-

Description of Item	Approx. Req. Qty.	Net Rate inclusive of GST and other taxes F.O.R. Engg. Store, Banganga, Katra.	
Digital Signature Certificate, Class – 3 Combo (Signature & Encryption) with Token Key	As per the requirement of SB during the rate contract period or till the finalization of fresh rates whichever is later		each
		validity: _____	
		Certifying authority: _____	

I affirm that the above quoted rates are inclusive of GST, Other Taxes and F.O.R. Engineering Store, Banganga, Katra and **for a period of six (06) months from the date of issuance of Rate Approval / 1st Purchase 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 sincerely,

Seal and Signature _____

Name of the firm: _____

Contact Person: _____

Contact No.: _____

E-mail: _____