



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

No: CO/PUR/NE/113-I/6231

Dated:- 19.10.2024

**Request for Inviting Quotations (RFIQ)**

The Shrine Board intends to get the Steel Lockers of Cloak Rooms located at different Units repaired on “as is where is” and “as & when needed” during the rate contract the location-wise detail of lockers is given below:-

S. No.	Location	Number of Lockers
1.	Room No. 4, Bhawan	156
2.	Adm. Block, Bhawan	692
3.	Manokamna Bhawan	468
4.	Gouri/Vaishnavi Bhawan	120
5.	Shailputri Bhawan at Adhkuwari	416
6.	Bhagwati Bhawan, Adhkuwari	228
7.	Aashirwad Bhawan, Katra	68
8.	Shakti Bhawan, Katra	220
9.	Durga Bhawan, Bhawan	486
10.	Niharika Complex	48
11.	Parvati Bhawan	1420
<b>Total</b>		<b>4322</b>

The interested firms / persons may quote their rates (to be valid during the Rate Contract period), strictly as per the repair components depicted below:

S. No.	Description of Repair Components	Net offered Rate (Inclusive of all taxes, F.O.R site).
1.	General repair charges per locker without any spare / material component.	XXXXXX
2.	Replacement & fixing of new Door Steel Handles.	XXXX
3.	Replacement and fixing of new Lock Bracket.	XXXX
4.	Replacement and fixing of new Door Steel Hinges (Kabja).	XXXX
5.	Replacement and fixing of new Door / Iron Shutter (14 Gauge Sheet).	XXXX
6.	Replacement and fixing of new Door Steel Kundies.	XXXX
7.	Spray painting of shutters only.	XXXX
8.	Spray painting of complete locker with writing of 'Number'.	XXXX

Interested firms can send their sealed quotations mentioning details viz. Price, Payments terms, Delivery schedule and other conditions of sale including special discount for this organization. The quotation addressed to undersigned should reach this office through Registered post, Reputed courier service, can be personally submitted to this office by or before **29.10.2024** positively. Following particulars should be mentioned on the envelope containing quotation: -

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**QUOTATION NOT TO BE OPENED BEFORE** **29.10.2024**  
**RFIQ No. CO/PUR/NE/113-I/6231** **DATED 19.10.2024**

## Terms & Conditions: -

1. This is just a RFIQ and not a Purchase Order.
2. **The supplier shall have to mention the GST No. 01AAETS9822J1ZC of Shri Mata Vaishno Devi Shrine Board Katra while raising their bill of supplies. While filing GSTR-I, the supplier shall classify the supply / Service made to Shrine Board under Business (B to B) Sales. The supplier shall also mention six digit HSN code of the material to be supplied. In case the bidder doesn't upload / mention the bill under B to B, the GST amount levied in the Bill shall not be paid.**
3. The supplier shall file GSTR 1 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.
4. **The suppliers who opted for QRMP Scheme must opt for invoice Furnishing Facility (IFF) to file their details of outward supplies in first two months of the quarter to pass on the credit to the Shrine Board.**
5. **In case of quarterly based GST filling firms, the supplier shall have to transfer their bills (B to B) on monthly bases under Invoice Furnishing Facility (IFF).**
6. Rate to be quoted should be NET inclusive of GST all taxes, having special discount to SMVDSB and FOR at mentioned locations and valid for a period of **01 year** from the last date of receipt of quotation / from the date of issuance of work order. The work cum rate approval order is extendable upto another (01) year on the existing approved rates, terms and conditions, subject to satisfactory supply of aforesaid items as per the sole discretion of the competent authority of SMVDSB.
7. The successful firm shall have to repair the lockers within a period of 07 days from the date of issuance of intimation letter from time to time during the rate contract period.
8. Donations to Shri Mata Vaishno Devi Shrine Board, Katra are exempted from Income Tax under Section 80-G of the Income Tax Act.
9. The firm shall also have to mention six digits HSN Code of material to be replaced / repair.
10. The approved firm shall have to deposit Earnest Money in the shape of CDR/FDR pledged to FA/CAO, SMVDSB, Katra amounting to Rs. 15,000/- (Rupees Fifteen Thousands) only drawn from any Nationalized / scheduled Bank before placing rate approval order.
11. The quantity mentioned in the format is indicative in nature and can be increased / decreased substantively according to the requirement of SMVDSB.
12. Shrine Board Reserves the right to split the work job among one or more firms.
13. Shrine Board Reserves the right to cancel the RFIQ without any prior notice
14. No Advance payment shall be made. The payment shall be made after satisfactory report regarding repair / maintenance from the concerned Incharge.
15. **SERVICE PERIOD:** The successful firm shall have to provide the services forthwith from the date of issuance of Rate Approval cum Job Order from time to time during the rate contract period on as is where basis is. The material required for carrying out the assignment of repair/maintenance shall be readily available and in sufficient stock of the approved items.
16. The service provided/repair done/maintenance provided shall be checked / inspected by the quality cell /inspecting team of Shrine Board and if found of inferior quality/defective, the same shall be rejected and is also liable to penalize, as deemed fit by the Competent authority of SMVDSB.
17. Following penalties shall be imposed for delay in executing intimated repairs beyond the prescribed period of 07 days after intimation (unless exempted by the competent authority for valid reasons to be brought on record.):
  - a) upto 7 days @ 0.5% of unfinished task value.
  - 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%.
  - e) After 30 days of delay, the job order shall be deemed to have been cancelled to the extent of unexecuted order and the repair shall be got done through alternative means at risk and cost of vendor.

Note: Despite cancellation of Job 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).

18. The Shrine Board reserves the right to negotiate the quoted rates, terms and conditions with the lowest bidder or any of the other bidders on quality basis to ascertain the suitability of the acceptable offer.
19. The Competent authority of SMVDSB reserves the right:
  - i. To cancel/terminate the RFIQ / Job Order during the period of its validity without assigning any reason thereof.
  - ii. To forfeit the CDR/FDR of defaulter supplier.
  - iii. Debarring any defaulter firm from any further dealing with Shrine Board for a period of one year.
  - iv. Grant of extension with or without imposing penalty, as deemed fit.
20. Conditional, illegible, ambiguous quotation (s) and quotation (s) received after the stipulated date and time shall be out rightly rejected.

**This issues with the approval of Addl. Chief Executive Officer, SMVDSB.**

**Sd/-**  
**(Dr. Gopal K. Sharma)**  
**Asstt. Chief Executive Officer**

**Copy to the:-**

1. Addl. Chief Executive Officer SMVDSB, Katra.
2. Master file / Concerned file.