



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 or their authorized distributors / dealers only for seeking rates of Ceiling / Wall Mounting / Exhaust Fans of different ratings as per Annexure "A"**. Intended participants may send **their sealed quotations** along with relevant documents 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 hand over to the Receipt & Dispatch Section, Central Office, Katra Section **on or before 08.02.2025 upto 03:00PM 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 your quotation:

Quotation- "Ceiling / Wall Mounting / Exhaust Fans of different ratings"

**NOT TO BE OPENED BEFORE 08.02.2025 (upto 03:00 pm)
RFIQ No. CO/Pur/Elect/552-II/ 4531 Dated: 30.01.2025**

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 and F.O.R. Engg. Store, Banganga, Katra (Rates excluding GST and Ex-Shop shall not be considered even after opening of the quotation). The rates should remain valid for a period of **06 Months** from the last date of issuance of Rate Approval Order, further extendable for another 03 months subject to satisfactory performance and on the sole discretion of SMVDSB.
4. **Earnest Security Deposit (EMD):**
 - a. The participating firm shall have to furnish the EMD in the shape of CDR/FDR amounting to **Rs. 34,000/- (Rupees Thirty Four 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 are over. The same can be withheld / forfeited, in full, or in part, in case the supply order is not executed satisfactorily, within the stipulated 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.
10. The participating firms are advised to enclose the authorized manufacturer / distributor / dealers certificate, if any, alongwith the quotation.
11. **Before submitting the quotation, the participating firms shall ensure that sufficient stock is available with them.**
12. **Delivery:**
 - a. The successful firm shall have to deliver the material at Engineering Store, Banganga, Katra, J&K (UT) – 182301 within stipulated period as mentioned in the Purchase Orders. However, early supply shall highly be appreciated. No extension in delivery period shall be allowed.
 - b. The successful firm is advised not wait for last day to deliver the material as the same are urgently required for official use in SMVDSB.
 - c. The supplier shall have to mention either the GST No. 01AAETS9822J1ZC of (Shri Mata Vaishno Devi Shrine Board) **or** GST No. 01ABIAS9784P1ZK (Shri Mata Vaishno Devi Charitable Society, Katra) as mentioned in the Purchase Order while raising their bill of supplies.
 - d. While filing GSTR-I, the supplier shall classify the supply / service made to SMVDSB under Business to Business (B to B) Sales.
 - e. The firm shall have to mention the HSN Code while raising the bills of supplies.
 - f. 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.
 - g. 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.
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. **Warranty:** The successful firm shall be responsible for providing Guarantee / Warranty, as applicable, to SMVDSB on the supplied material. Warranty Certificate shall be furnished at the time of supply of material. The supplier shall be fully responsible for any manufacturing defects and shall provide warranty service after sales. The warranty shall start from the date of receipt of material at Engineering Store, Banganga, Katra.

15. 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 deemed 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.

16. 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 the stipulated 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.

17. Debarring

If the successful bidder / supplier / firm fail to comply with the terms and conditions of the RFIQ after successful culmination of the RFIQ and placing of purchase 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.

18. 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.
19. Shrine Board Reserves the right to
 - a) Cancel the RFIQ without any prior notice.
 - b) 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.
 - c) Procure the material on Quality Basis.
 - d) Split the demand among one or more firms on the L-1 / approved rates.
20. Standard Terms and Conditions shall also be incorporated in the Rate Approval / Purchase Order to be issued in favour of the successful bidder/firm.
21. Conditional, illegible, ambiguous quotation(s) and quotation(s) received after the stipulated date and time shall be out rightly rejected.
22. **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 Ceiling / Wall Mounting / Exhaust Fans of different ratings.**Ref. **CO/Pur/Elect/552-II4531/** dated **08.01.2025**

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 and other
taxes / charges F.O.R. Engineering Store, Banganga, Katra:

| S.No. | Description of Item | Tentative Quantity in Nos (6 months) | Brand / Make Offered | NET Rate per Unit (Inclusive of all F.O.R. Engg. Store, Banganga, Katra, |
|-------|--|--------------------------------------|----------------------|--|
| 1. | Ceiling Fan (48") Make: Crompton / Usha / Havell's / Orient | 350 | | |
| 2. | Exhaust Fan 18" Iron Body Heavy Duty Make: Crompton / Usha / Havell's / Orient | 50 | | |
| 3. | Exhaust Fan 12" Iron Body Heavy Duty Make: Crompton / Usha / Havell's / Orient | 200 | | |
| 4. | Exhaust Fan 9" Iron Body Lighty Duty Make: Crompton / Usha / Havell's / Orient | 150 | | |
| 5. | Exhaust Fan 10" Plastic Body with louvers Make: Crompton / Usha / Havell's / Orient | 170 | | |
| 6. | Wall Mounted Fans Make: Crompton / Usha / Havell's / Orient | 170 | | |

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: _____

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