



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

No. CO/Pur/Electronics/534-I/4768
Dated: 25.02.2025

REQUEST FOR INVITING QUOTATION

SMVDSB invites sealed quotations (on the letter head of the firm) from OEM / Authorized distributors / dealers only for supply of following Photocopier:

S. No.	Description of items	Qty.
1.	Versalink C7120 Colour Photocopier, Make: XEROX	01 No.
2.	Versalink B7125, Mono Photocopier, Make: XEROX	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 personally hand over to the Purchase Section **on or before 03.03.2025 upto 02:00PM 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:-

RFIQ – Supply of XEROX Photocopiers
NOT TO BE OPENED BEFORE 03.03.2025 upto 02:00PM
RFIQ No. CO/Pur/Electronics/534-I/4768 Dated: 25.02.2025

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.**
- Before submitting the quotation, the participating firms shall ensure that sufficient stock is available with them.**
- The participated firms (s) shall send sealed quotations through Speed Post / Registered Post / reputed courier or be personally handed over to the Purchase Section **on or before 03.03.2025 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).**
- The participating firm shall also have to quote the rate with “Buy Back offer”**
- Earnest Security Deposit (EMD):**
 - The participating firm shall have to furnish the **EMD in the shape of CDR/FDR amounting to Rs. 15,000/- (Rupees Fifteen 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. 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 complete. The same can be withheld / forfeited, in full, or in part, in case the supply order is not executed satisfactorily, within the stipulated period
10. Participated firm (s) shall quote the rates as per the “UOM (unit of measurement)”, Brand / Make & specification of the Shrine Board.
 11. 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.
 12. The rates should strictly be quoted **on the LETTER HEAD as per price bid format**, specification / UOM / requirement of SMVDSB. Any deviation from the same shall tantamount to rejection of the offer / rates quoted by you.
 13. The offer of only those bidders shall be accepted who submits the bid as per the brand / make mentioned in the RFIQ. Other make/brands are liable to be rejected and Shrine Board reserves the right to reject the offer/bid without any further correspondence.
 14. 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.
 15. 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.**
 16. **The participating firms are also advised to quote the rate on buy back basis. The existing photocopier (Make: XEROX, Model: 5020, Qty: 01 No.) to be considered on Buy Back basis.**
 17. **OEM / Authorized Distributor / Dealer Certificate must be enclosed alongwith the offer without which the same shall be rejected even after opening.**
 18. **Delivery:**
 - a. The successful firm shall have to deliver the material at Engineering Store, Banganga, Katra, J&K (UT) – 182301 within a period of **20 days from the date of issuance of PO**. 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.
 - h. The supplier has to mention the price of the material, CGST & SGST separately while raising the bills of supplies.
19. No Advance payment shall be made. The payment shall be released through Accounts Section, SMVDSB within 20 days after receipt of ordered material alongwith Invoice, requisite documents (if any) within the delivery period at Engineering Store, Banganga.
20. **Warranty:**
- a. The warranty shall start from the date of receipt of material at Engineering Store, Banganga, Katra.
 - b. The successful firm shall be responsible for providing Guarantee / Warranty 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 onsite warranty / guarantee service after sales.

21. **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 falling which storage charges @2% per day of the total value of the rejected supply 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.

22. **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.

23. **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 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.

24. 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”}**.
25. SMVDSB reserves the right to procurement the photocopiers on Buy Back Offers.
26. 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.
27. Shrine Board Reserves the right to cancel the RFIQ without any prior notice.
28. 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.
29. SMVDSB reserves the right to procure the material on Quality Basis.
30. SMVDSB reserves the right to split the demand among one or more firms on the L-1 / approved rates.
31. Standard Terms and Conditions shall also be incorporated in the Purchase Order to be issued in favour of the successful bidder/firm.
32. Conditional, illegible, ambiguous quotation(s) and quotation(s) received after the stipulated date and time shall be out rightly rejected.
33. **One copy of the RFIQ document duly signed and stamped accepting the terms and conditions shall also be enclosed alongwith the offer.**

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 Xerox Make Photocopiers.

Ref. No.: RFIQ no: CO/Pur/Electronics/534-I/4768 dated: 25.02.2025

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.	Net Rate inclusive of all taxes and F.O.R ES, Banganga, Katra	
			Without Buy Back	With Buy Back
1.	Photocopier, <u>Make: XEROX</u> Model: Versalink C7120 Colour Photocopier	01 No.		each
2.	Photocopier, <u>Make: XEROX</u> Model: B7125	01 No.		each

I affirm that the above quoted rates are inclusive of GST, Other Taxes and F.O.R. Engineering Store, Banganga, Katra. The rate should be valid for a period of 30 days from the last date of submission of quotation.

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.
- Before submitting the quotation, the participating firms shall ensure that sufficient stock is available with them.
- OEM / Authorized Distributor / Dealer Certificate must be enclosed alongwith the offer without which the same shall be rejected even after opening.