



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

No. CO/Pur/Electronic/631/4384
Dated: 16.01.2025

REQUEST FOR INVITING QUOTATION

Sealed quotations (on the letter head of the firm) are invited from **reputed manufacturers / distributors / dealers / suppliers** for furnishing the rates of following Drums and Tonners of **XEROX Make**:

S. No.	Description of item	Required Qty. for six months (approx.)	Amount of EMD
1.	Drum Cat. for Xerox 5020	06 Nos.	Rs. 10,000/- (Rupees Ten Thousand only) pledged to FA/CAO, SMVDSB
2.	Toner Cat. for Xerox 5020	15 Nos.	
3.	Drum Cat. for Xerox 5021	07 Nos.	
4.	Toner Cat. for Xerox 5021	20 Nos.	
5.	Drum Cat. for Xerox B-1022/1025	06 Nos.	
6.	Tonner Cat. for Xerox B-1022/1025	15 Nos.	
7.	Drum Cat. for Xerox 7025	10 Nos.	
8.	Tonner Cat. for Xerox 7025	25 Nos.	
9.	Drum Cat. for Xerox 7125	05 Nos.	
10.	Tonner Cat. for Xerox 7125	10 Nos.	

The intended firms 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, Warranty / Guarantee Certificate, Authorized OEM Manufacturer / Distributor / Dealer Certificate, delivery schedule and other conditions of sale including special discount to SMVDSB.

Sealed quotations addressed to 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 **23.01.2025 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 for Supply of Drums and Toners (Xerox Make)
NOT TO BE OPENED BEFORE 23.01.2025 upto 02:00PM
RFIQ No.: CO/Pur/Electronic/631/4384 dated: 16.01.2025

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. 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 delivery period mentioned in the subsequent purchase orders.
4. **The sealed quotations must be submitted by or before 23.01.2025 upto 02:00PM, quotations after due date and time shall not be accepted.**
5. The rate should be valid for a period of 30 days from the last date of submission of quotations i.e. 23.01.2025 and shall also be remain **valid for a period of six (06) months from the date of issuance of Rate Approval Order.**
6. 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).**
7. Quantity mentioned is indicative in nature and may increase or decrease as per requirement of SMVDSB during the Rate Contract Period.
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 / make / requirement of SMVDSB. Any deviation from the same shall tantamount to rejection of the offer / rates quoted by you.
10. **The participating firm shall have to deposit the Performance Security Deposit (PSD) in the shape of CDR/FDR amounting to Rs. 10,000/- (Rupees Ten Thousand only) pledged to FA/CAO, SMVDSB payable at Katra alongwith the offer without which the offer / quotation shall not be considered even after opening.**
11. It shall be noted that if the participated firm did not enclose PSD of stipulated amount or furnish PSD of an amount less than the stipulated amount as mentioned, the bid/offer submitted by the firm shall be outrightly rejected and the rates of the said firm shall not be considered even after opening. No exemption for non submission of PSD is allowed.
12. Hard copy of the PSD (**in original**) shall be enclosed with the offer without which the same not be considered even after opening of rates.
13. PSD will be released after all contractual obligations by the supplier 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.
14. **Authorized OEM Manufacturer / Distributor / Dealer Certificate must be enclosed alongwith the offer without which the same shall be rejected even after opening.**
15. The successful firm shall be **responsible for providing Guarantee / Warranty** of the supplied material to SMVDSB during the Rate Contract Period.
16. 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 PSD and debarring from any further dealing with SMVDSB.**
17. The supplier has to mention the price of the material, CGST & SGST separately while raising the bills of supplies.
18. The supplier shall have to mention the GST No. (01AAETS9822J1ZC) of SMVDSB or GST No. (01ABIAS9784P1ZK) of Shri Mata Vaishno Devi Charitable Society 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.
19. 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.
20. In case the successful bidder is filing GST return on quarterly basis he must file the Invoice Furnishing Facility (IFF) on monthly basis for Bills to Shrine Board.
21. 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.
22. **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 supplies 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.

23. **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. Beyond 60 days (from the date of issuance), the Purchase Order shall be deemed to have been cancelled and relevant penalties as deemed appropriate by the authorities shall be imposed including forfeiture of EMD, if any, and the firm shall be debarred for a period of 3 years from any further dealing with SMVDSB.
- c. 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.

24. **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.

25. 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.
26. Shrine Board Reserves the right to cancel the RFIQ without any prior notice.
27. 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.
28. SMVDSB reserves the right to procure the material on Quality Basis.
29. SMVDSB reserves the right to split the demand among one or more firms on the L-1 / approved rates.
30. SMVDSB reserves the right to procure the item wise material on L-1 rates.
31. Standard Terms and Conditions shall also be incorporated in the PO 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.**

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

Seal & Signature of the bidder

{on the letter head of the firm}

PRICE BID

To,

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

Subject: Quotation for Supply of Drums and Toners (Xerox Make).

Ref. No.: RFIQ no: CO/Pur/Electronic/631/4384 dated: 16.01.2025

**PSD Detail: Amount: Rs. 10,000/-, Name of the Bank: _____ EMD ref. No. :
_____ Dated: _____**

Sir,

I, _____ representative / proprietor from M/s _____
_____ hereby submit the following rates for the supply of Drums and Tonner
of Xerox Make:-

S. No.	Description of items	Brand / Make offered	Net rate per pc inclusive of GST and F.O.R., Engineering Store, Banganga, Katra
1.	Drum Cat. for Xerox 5020	XEROX	each
2.	Toner Cat. for Xerox 5020		each
3.	Drum Cat. for Xerox 5021		each
4.	Toner Cat. for Xerox 5021		each
5.	Drum Cat. for Xerox B-1022/1025		each
6.	Tonner Cat. for Xerox B-1022/1025		each
7.	Drum Cat. for Xerox 7025		each
8.	Tonner Cat. for Xerox 7025		each
9.	Drum Cat. for Xerox 7125		each
10.	Tonner Cat. for Xerox 7125		each

I affirm that the above quoted rates are Net, inclusive of GST, Other Taxes and F.O.R. Engineering Store, Banganga, Katra which shall be valid for a period of 30 days from the last date of submission of quotations i.e. __.01.2025 and shall also be remain **valid for a period of six (06) months from the date of issuance of Rate Approval Order.**

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 faithfully,

Seal & Signature: _____

M/s _____

Contact Person: _____

Contact No: _____

e-mail: _____

- **Kindly read all the terms and conditions of the RFIQ document before submission.**