



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

Bid Enquiry

(Bid No: GEM/2025/B/6095250 dated: 28.03.2025)

Shri Mata Vaishno Devi Shrine Board is interested to enter into **Annual Maintenance Contract of 41 Nos. Xerox Photocopiers installed at different locations of SMVDSB enroute to Bhawan**. The detail of the different Photocopiers along with Model, DOI, locations is enclosed as **Annexure "A"**.

Prospective bidders are as such requested to kindly quote the rate for the same giving full details including special discount for this organization.

Terms and Conditions:

1. This is just a enquiry 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. The participating firms are advised to quote NET rates including taxes, spares, services, installation charges at respective SITE. (Rates excluding GST and Ex-Shop shall not be considered even after opening of the bid).
4. The selection of vendor will be finalized on L-1 bid basis.
5. OEM / Authorized Distributor / Dealer Certificate must be enclosed alongwith the offer without which the same shall be rejected even after opening of the bid.
6. Bid Specific Manufacturer Authorization Letter is required. Additionally, Compliance on Technical specification is required on OEM letter Head.
7. The successful firm is responsible for replacing the spares with genuine / original quality material to SMVDSB. Any deviation from the same leads to the rejection of the supplied material alongwith forfeiting of EMD, if any, and debarring from any further dealing with SMVDSB.
8. Any old parts or sub-assemblies that are replaced with new ones shall become the property of the Shrine Board. These replaced parts shall be handed over or deposited with the concerned wing for proper disposal or further use.
9. The successful firm shall depute a Service Engineer or Technician, as applicable, once a month at regular intervals, i.e. 12 visits per year. These visits shall be conducted during normal working hours to inspect and provide necessary maintenance services, ensuring the proper functioning of all machines.
10. In addition to the routine visits, the successful firm shall ensure that a Service Engineer or Technician is available on call. The firm shall promptly depute the Service Engineer or Technician upon receiving intimation via phone or written communication from this office to address the issue. This request must be attended on priority, ensuring swift resolution of any concerns or technical difficulties.
11. 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 the case may be while raising their bill of supplies.
12. While filing GSTR-I, the supplier shall classify the supply / service made to SMVDSB under Business to Business (B to B) Sales.
13. The firm shall have to mention the HSN Code while raising the bills of supplies.
14. 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.
15. 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.
16. The Annual Maintenance Contract (AMC) for the photocopiers shall commence from the date of issuance of the order. However, for photocopiers that are under warranty, the AMC will begin only after the expiry of the warranty period.
17. The maintenance for all photocopiers is for a period of one year and shall conclude on the same date, irrespective of the individual start dates of the maintenance periods.
18. The firm shall be liable for any loss caused to the machine due to bad workmanship of the Engineer / Technician deputed by the company.

19. **Earnest Security Deposit (EMD):**

- a. 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. 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.

20. **Penalty @ 2% of the total value of the order shall be imposed:**

- a. In case of failure to depute Service Engineer / Technician within the stipulated period.
- b. In case of non compliance of the terms and conditions.

21. **Payment Terms:**

- a. 50% payment shall be released after six months from the date of issuance of job order, subject to satisfactory receipt of work done report from the concerned unit(s)
- b. Balance 50% shall be released after one year from the date of issuance of job order, subject to satisfactory receipt of work done report from the concerned unit(s).

22. **Debarring**

If the successful bidder / supplier / firm fails to comply with the terms and conditions after successful culmination of the Bid and placing of 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.

23. SMVDSB reserves the right to reject, accept or prefer any bid in part or full without assigning any reason whatsoever at any stage.
24. Shrine Board also reserves the right to re-invite the quotations at its sole discretion.
25. Shrine Board Reserves the right to cancel the enquiry without any prior notice.
26. Conditional, illegible, ambiguous quotation(s) and quotation(s) received after the stipulated date and time shall be outrightly rejected.
27. **One copy of Buyer's ATC duly signed and stamped accepting the terms and conditions shall also be uploaded / enclosed alongwith the offer.**

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

No: CO/Pur/Electronics/640/5094

Dated: 26.03.2025

(Seal & Signature of the participating firm)



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

Annexure – “A”

Detail of the Photocopiers alongwith Model No., locations and Date of Installation

S. No.	Model No.	Serial No.	Location	DOI	Warranty
1.	wc 5021	3331990514	O/o Chief Administrative Officer, SMVD Hospital	07.10.15	--
2.	wc 5021	3331167362	O/o Addl. CEO, CO, Katra	03.06.14	--
3.	B7025	3390575598	HRD Section, Central Office,	06.11.17	--
4.	B1022	3430425560	PA TO Jt. CEO, CO, Katra	02.05.23	--
5.	B1022	3435376346	PA to CEO, CO, Katra	27.11.21	--
6.	B1022	3435393119	HRD Section, CO, Katra	30.04.19	--
7.	WC 5020	3313345032	Legal Section, CO, Katra	35.01.11	--
8.	WC 5021	3331169446	Revenue Section, CO, Katra	05.07.14	--
9.	WC 5021	3331962622	Adm & Operation Section	24.11.15	--
10.	WC 5020	3313326305	Trikuta Bahwan, Katra	30.11.09	--
11.	WC 5021	3332005161	Sanitation Section, CO, Katra	12.12.16	--
12.	WC 5021	3331210276	O/o Director, SMVD Sports Complex, Katra	11.01.16	--
13.	WC 5020	3313417190	Spiritual Growth Centre, Katra	22.11.11	--
14.	WC 5020	3313417246	Library, SGC, Katra	22.11.11	--
15.	WC 5021	3331979049	Civil Wing (Project), Ashirwad Complex, Katra	15.12.14	--
16.	WC 5021	3332001310	Transport Section, Niharika Complex, Katra	07.02.17	--
17.	WC 5021	3332004769	Civil Section, Niharika Complex, Katra	16.05.16	--
18.	B1022	3430562087	Project Wing, CO, Katra	27.05.24	--
19.	B7035	3390715365	IT Section, CO, Katra	18.10.19	--
20.	B1022	3430419314	Acctt. Section, CO, Katra	01.01.19	--
21.	B1022	3430430725	Forest Section, CO, Katra	30.04.19	--
22.	B1022	3430416943	Accounts Section, Bhawan	01.08.19	--
23.	WC 5021	3332013156	Engineering Store, Banganga, Katra	29.04.17	--
24.	B1022	3430420428	Banganga, Office	08.01.20	--
25.	WC 5021	3332014454	Sub Store, Siar Dabri	16.10.18	26.05.2025
26.	B1022	3430562303	Serli Helipad, Katra	27.05.24	26.05.2025
27.	B1022	3430561820	Online Section, Niharika Complex	27.05.24	26.05.2025
28.	WC 5021	3332001603	SMVD College of Nursing – Library	15.04.16	--
29.	WC 5021	3332007857	SMVD College of Nursing – Main Office	31.08.16	--
30.	B7030	3390701836	SMVD College of Nursing – Main Office	13.08.18	--
31.	B1022	3435388972	SMVDIME, Kakryal	05.05.24	04.05.2025
32.	WC 5021	3331169268	Vaishnavi Dham, Jammu	17.06.14	--
33.	WC 5020	3313404748	Gauri Bhawan, Bhawan	36.03.12	--
34.	WC 5021	3331999228	O/o Manager, Adhkumari	24.03.16	--
35.	WC 5021	3332005218	Manokamana Bhawan phase-2	01.04.18	--
36.	WC 5021	3332007806	Bharion Ji	13.12.16	--
37.	WC 5021	3332016104	Adm. Block, Bhawan	27.10.17	--
38.	B1022	3435392040	Durga Bhawan Store	06.02.23	--
39.	B1022	3435391949	O/o SDM, Bhawan	02.05.23	--
40.	B1022	3430563830	Room No. 04, Bhawan	07.06.24	06.06.2025
41.	B1022	3430563822	O/o Manager, Sanjichatt	07.06.24	06.06.2025

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

(Seal & Signature of the participating firm)