



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

No. CO/Pur/Electronic/518-II/2407
Dated: 16.08.2024

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 different IT items mentioned in the enclosed Annexure.

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, test certificates, IS Certification, 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 **27.08.2024 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 different IT items
NOT TO BE OPENED BEFORE 27.08.2024 upto 02:00PM
RFIQ No.CO/Pur/Electronic/518-II/2407 dated: 16.08.2024

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 time period mentioned in the subsequent purchase orders.
4. The sealed quotations must be submitted by or before 27.08.2024 upto 02:00PM, quotations after due date and time shall not be accepted.
5. The rate should be valid for a period of 20 days from the last date of submission of quotations i.e. 27.08.2024 and shall also be remain valid for a period of six 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. 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.
8. 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.
9. Authorized OEM Manufacturer / Distributor / Dealer / supplier Certificate to be enclosed alongwith the offer.
10. The participating firm shall have to deposit the PSD in the shape of CDR/FDR amounting to Rs. 5,000/- 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 any bid/offer did not enclose Performance Security Deposit 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.

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. 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.
15. The successful firm shall be responsible for providing Guarantee / Warranty to SMVDSB on the supplied material.
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 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 filling 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 after receipt of at Stores, Invoice, requisite documents (if any) and preparation of GR in the concerned section within 20 days.
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 supplied 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.
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. Beyond 60 days, the Purchase Order issued 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.
 - 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.

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/-
(Alok Kumar Maurya, IFS)
Addl. Chief Executive Officer

Seal & Signature of the bidder



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

**Annexure to this office RFIQ issued under endorsement no:
CO/Pur/Electronic/518-II/2407 dated: 16.08.2024**

S. No.	Description of items	Brand / Make required
1	Colour Cart. 126 A (Black)	HP
2	Colour Cart. 126 A (Cyan)	
3	Colour Cart. 126 A (Yellow)	
4	Colour Cart. 126 A (Magenta)	
5	Colour Cart. 119 A (Black)	
6	Colour Cart. 119 A (Cyan)	
7	Colour Cart. 119 A (Yellow)	
8	Colour Cart. 119 A (Magenta)	
9	HP Toner for HP Colour Laserjet Printer 681M - 450A	
10	HP Toner for HP Colour Laserjet Printer 681M - 451A	
11	HP Toner for HP Colour Laserjet Printer 681M - 452A	
12	HP Toner for HP Colour Laserjet Printer 681M - 453A	
13	Drum for HP Laserjet 1000 Never Stop Printer	
14	Drum Cart. 19 A	
15	Drum Cart. 32 A	
16	HP Laserjet Toner 201A (Black only)	
17	Toner for Brother Printer TN 2365	Brother
18	Epson Eco Tank A-3 Printer 14150 Ink Bottle (C13T03Y100)	Epson
19	Epson Eco Tank A-3 Printer 14150 Ink Bottle (C13T03Y298)	
20	Epson Eco Tank A-3 Printer 14150 Ink Bottle (C13T03Y398)	
21	Epson Eco Tank A-3 Printer 14150 Ink Bottle (C13T03Y498)	
22	Thermal Printer (RP 3160 Gold)	TVSE
23	Cartridge for 136 Column Printer	
24	UTP CAT 6 Cable Armoured (305 mtr. Roll)	Honeywell / D-link / Schneider
25	SSD 500 GB (Internal)	Seagate / WD / Toshiba
26	Wireless USB Adaptor "N Series"	Digisol / Tenda
27	Heavy Duty SMPS for Desktop Computer	Iball / Zebronics
28	4 port USB Hub (3.0)	Zebronics / Honeywell / HP / iball / TP Link
29	Cable HDMI to HDMI (2mtr.)	Honeywell / Zebronics / Portronics
30	HDMI Cable (desktop 800G8-i7) DP to HDMI	
31	DP to DP Cable for Desktop Computer	
32	HDMI Cable (desktop 800G8-i7) DP to DP	

**Sd/-
(Alok Kumar Maurya, IFS)
Addl. Chief Executive Officer**

{on the letter head of the firm}

PRICE BID

To,

The Dy. Chief Executive Officer (V),
Shri Mata Vaishno Devi Shrine Board,
Katra.

Subject: Quotation for supply of different types of IT items.

Ref. No.: RFIQ no: CO/Pur/Electronic/518-II/2407 dated: 16.08.2024

PSD Detail: _____

Sir,

I, _____ representative / proprietor from M/s _____
_____ hereby submit my following rates for the supply of material as per the specification / UOM / requirement of Shrine Board, NET rates inclusive of GST, freight, loading / unloading and other taxes / charges F.O.R. Engineering Store, Banganga, Katra:-

S. No.	Description of items	Brand / Make offered	Net rate per pc inclusive of GST and F.O.R., Katra
1	Colour Cart. 126 A (Black)	HP	each
2	Colour Cart. 126 A (Cyan)		each
3	Colour Cart. 126 A (Yellow)		each
4	Colour Cart. 126 A (Magenta)		each
5	Colour Cart. 119 A (Black)		each
6	Colour Cart. 119 A (Cyan)		each
7	Colour Cart. 119 A (Yellow)		each
8	Colour Cart. 119 A (Magenta)		each
9	HP Toner for HP Colour Laserjet Printer 681M - 450A		each
10	HP Toner for HP Colour Laserjet Printer 681M - 451A		each
11	HP Toner for HP Colour Laserjet Printer 681M - 452A		each
12	HP Toner for HP Colour Laserjet Printer 681M - 453A		each
13	Drum for HP Laserjet 1000 Never Stop Printer		each
14	Drum Cart. 19 A		each
15	Drum Cart. 32 A		each
16	HP Laserjet Toner 201A (Black only)		each
17	Toner for Brother Printer TN 2365	Brother	each
18	Epson Eco Tank A-3 Printer 14150 Ink Bottle (C13T03Y100)	Epson	each
19	Epson Eco Tank A-3 Printer 14150 Ink Bottle (C13T03Y298)		each
20	Epson Eco Tank A-3 Printer 14150 Ink Bottle (C13T03Y398)		each
21	Epson Eco Tank A-3 Printer 14150 Ink Bottle (C13T03Y498)		each
22	Thermal Printer (RP 3160 Gold)	TVSE	each
23	Cartridge for 136 Column Printer		each
24	UTP CAT 6 Cable Armoured (305 mtr. Roll)		per roll
25	SSD 500 GB (Internal)		each
26	Wireless USB Adaptor "N Series"		each
27	Heavy Duty SMPS for Desktop Computer		each
28	4 port USB Hub (3.0)		each
29	Cable HDMI to HDMI (2mtr.)		each

30	HDMI Cable (desktop 800G8-i7) DP to HDMI			each
31	DP to DP Cable for Desktop Computer			each
32	HDMI Cable (desktop 800G8-i7) DP to DP			each

I affirm that the above quoted rates are inclusive of GST, Other Taxes and F.O.R. Engineering Store, Banganga, Katra.

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.**