



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

No. CO/Pur/Electronic/518-II/3311

Dated: 07.10.2024

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 **14.10.2024 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 14.10.2024 upto 02:00PM
RFIQ No.CO/Pur/Electronic/518-II/331 dated: 07.10.2024

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 14.10.2024 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. 14.10.2024 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, if any, 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. 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 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 **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 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/-
(Vipan Bhagat, JKAS)
Asstt. 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/3311 dated: 07.10.2024**

S. No.	Description of Items	Brand / Make	
1.	Tonner Cartridge 88A	Softelic Technologies / Premium / Desmart / Pordot / AEPL / Blue-stick / Impression	
2.	Tonner Cartridge 12A		
3.	Tonner Cartridge 79A		
4.	Tonner Cartridge 35A		
5.	Tonner Cartridge 166A		
6.	Tonner Cartridge 110A		
7.	Ink Bottles GT51XL (Black) for HP Wireless Ink Tank 419	HP	
8.	Ink Bottles GT52 (Yellow) for HP Wireless Ink Tank 419		
9.	Ink Bottles GT52 (Cyan) for HP Wireless Ink Tank 419		
10.	Ink Bottles GT52 (Magenta) for HP Wireless Ink Tank 419		
11.	Ink Cartridge (932XL Black) for HP 7612 Officejet Printer		
12.	Ink Cartridge (933 Cyan) for HP 7612 Officejet Printer		
13.	Ink Cartridge (933 Magenta) for HP 7612 Officejet Printer		
14.	Ink Cartridge (933 Yellow) for HP 7612 Officejet Printer		
15.	Tonner 201A Black for HP Laserjet Printer M252dw		
16.	Tonner 201A Cyan for HP Laserjet Printer M252dw		
17.	Tonner 201A Yellow for HP Laserjet Printer M252dw		
18.	Tonner 201A Magenta for HP Laserjet Printer M252dw		
19.	Tonner 204A Black for HP Laserjet Printer M154nw		
20.	Tonner 204A Cyan for HP Laserjet Printer M154nw		
21.	Tonner 204A Yellow for HP Laserjet Printer M154nw		
22.	Tonner 204A Magenta for HP Laserjet Printer M154nw		
23.	Drum Cartridge 104A for HP LaserJet Printer		
24.	Tonner Cartridge 126A Black (for HP LaserJet Pro CP1025)		
25.	Tonner Cartridge 126A Cyan (for HP LaserJet Pro CP1025)		
26.	Tonner Cartridge 126A Magenta (for HP LaserJet Pro CP1025)		
27.	Tonner Cartridge 126A Yellow (for HP LaserJet Pro CP1025)		
28.	Tonner 93A for HP Laserjet Pro M-706N		
29.	Drum Cat. for Xerox 5020		XEROX
30.	Toner Cat. for Xerox 5020		
31.	Drum Cat. for Xerox 5021		
32.	Toner Cat. for Xerox 5021		
33.	Drum Cat. for Xerox 7025		
34.	Tonner Cat. for Xerox 7025		
35.	Drum Cat. for Xerox B-1022		
36.	Tonner Cat. for Xerox B-1022		
37.	Ink Bottles (BTD60BK – Black) for DCP-T80 DW Ink Tank Printer	Brother	
38.	Ink Bottles (BT5000C – Cyan) for DCP-T80 DW Ink Tank Printer		
39.	Ink Bottles (BT5000Y – Yellow) for DCP-T80 DW Ink Tank Printer		
40.	Ink Bottles (BT5000M – Magenta) for DCP-T80 DW Ink Tank Printer		
41.	UTP Cat 6 Cable (305 M roll)	Honeywell/ D-Link	
42.	Anivirus total protection with Firewall Protection	Quick Heal / E-Scan	
43.	Hard Disk Drive External 1TB, USB 3.0 540 RPM	Seagate / Toshiba / WD	
44.	Internal SSD 1TB, USB 3.0 540 RPM		
45.	Pan Drive 32GB, USB 3.0	Sandisk / HP / Toshiba / i-best	
46.	Mouse USB 3.0 wired M050	HP / DELL	
47.	Keyboard USB3.0 wired, KB 216		
48.	Mouse Wireless 2.4 Ghz		
49.	Keyboard Wireless 2.4 Ghz		
50.	CMOS 3V CR 2032 Lithum Battery for M/Board	Panasonic / Maxwell	
51.	Wifi Router Dual Bank Frequency 2.4 GHz / 5 GHz	TP-Link / Tenda / D-Link /	
52.	Ethernet Switch 5 port 10/100 Mbps	Digisol	
53.	RJ-45 connector	Digisol / D-Link	
54.	Monitor TFT / LED 21.5"	HP	
55.	LAN Crimping Tool	Superior Quality	
56.	LAN Tester		
57.	Mouse Pad (Antiskid)		
58.	HD DMP Printer		

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

{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 different types of IT items.

Ref. No.: RFIQ no: CO/Pur/Electronic/518-II/3311 dated: 07.10.2024

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

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.	Tonner Cartridge 88A		each
2.	Tonner Cartridge 12A		each
3.	Tonner Cartridge 79A		each
4.	Tonner Cartridge 35A		each
5.	Tonner Cartridge 166A		each
6.	Tonner Cartridge 110A		each
7.	Ink Bottles GT51XL (Black) for HP Wireless Ink Tank 419		each
8.	Ink Bottles GT52 (Yellow) for HP Wireless Ink Tank 419		each
9.	Ink Bottles GT52 (Cyan) for HP Wireless Ink Tank 419		each
10.	Ink Bottles GT52 (Magenta) for HP Wireless Ink Tank 419		each
11.	Ink Cartridge (932XL Black) for HP 7612 Office jet Printer		each
12.	Ink Cartridge (933 Cyan) for HP 7612 Officejet Printer		each
13.	Ink Cartridge (933 Magenta) for HP 7612 Officejet Printer		each
14.	Ink Cartridge (933 Yellow) for HP 7612 Officejet Printer		each
15.	Tonner 201A Black for HP Laserjet Printer M252dw		each
16.	Tonner 201A Cyan for HP Laserjet Printer M252dw		each
17.	Tonner 201A Yellow for HP Laserjet Printer M252dw	HP	each
18.	Tonner 201A Magenta for HP Laserjet Printer M252dw		each
19.	Tonner 204A Black for HP Laserjet Printer M154nw		each
20.	Tonner 204A Cyan for HP Laserjet Printer M154nw		each
21.	Tonner 204A Yellow for HP Laserjet Printer M154nw		each
22.	Tonner 204A Magenta for HP Laserjet Printer M154nw		each
23.	Drum Cartridge 104A for HP LaserJet Printer		each
24.	Tonner Cartridge 126A Black (for HP LaserJet Pro CP1025)		each
25.	Tonner Cartridge 126A Cyan (for HP LaserJet Pro CP1025)		each
26.	Tonner Cartridge 126A Magenta (for HP LaserJet Pro CP1025)		each
27.	Tonner Cartridge 126A Yellow (for HP LaserJet Pro CP1025)		each
28.	Tonner 93A for HP Laserjet Pro M-706N		each

29.	Drum Cat. for Xerox 5020	XEROX		each
30.	Toner Cat. for Xerox 5020			each
31.	Drum Cat. for Xerox 5021			each
32.	Toner Cat. for Xerox 5021			each
33.	Drum Cat. for Xerox 7025			each
34.	Tonner Cat. for Xerox 7025			each
35.	Drum Cat. for Xerox B-1022			each
36.	Tonner Cat. for Xerox B-1022			each
37.	Ink Bottles (BTD60BK – Black) for DCP-T80 DW Ink Tank Printer)	Brother		each
38.	Ink Bottles (BT5000C – Cyan) for DCP-T80 DW Ink Tank Printer)			each
39.	Ink Bottles (BT5000Y – Yellow) for DCP-T80 DW Ink Tank Printer)			each
40.	Ink Bottles (BT5000M – Magenta) for DCP-T80 DW Ink Tank Printer)			each
41.	UTP Cat 6 Cable (305 M roll)			each
42.	Anitvirus total protection with Firewall Protection			each
43.	Hard Disk Drive External 1TB, USB 3.0 540 RPM			each
44.	Internal SSD 1TB, USB 3.0 540 RPM			each
45.	Pan Drive 32GB, USB 3.0			each
46.	Mouse USB 3.0 wired M050			each
47.	Keyboard USB3.0 wired, KB 216			each
48.	Mouse Wireless 2.4 Ghz			each
49.	Keyboard Wireless 2.4 GHz			each
50.	CMOS 3V CR 2032 Lithum Battery for M/Board			each
51.	Wifi Router Dual Bank Frequency 2.4 GHz / 5 GHz			each
52.	Ethernet Switch 5 port 10/100 Mbps			each
53.	RJ-45 connector			each
54.	Monitor TFT / LED 21.5"	HP		each
55.	LAN Crimping Tool			each
56.	LAN Tester			each
57.	Mouse Pad (Antiskid)			each
58.	HD DMP Printer			each

I affirm that the above quoted rates are inclusive of GST, Other Taxes and F.O.R. Engineering Store, Banganga, Katra which shall be valid for a period of 20 days from the last date of submission of quotations i.e. 14.10.2024 and also be remain valid for a period of six 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.