



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

Request for Inviting Quotation

M/s _____,

Dear Sir,

Sealed quotations (on the letter head of the firm) are invited from reputed manufacturers / distributors / dealers / suppliers only for furnishing the rates of different IT items as per specifications mentioned at **Annexure "A"**.

You are, as such, requested to kindly send your sealed quotation alongwith relevant documents for 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 including special discount to SMVDSB.

The sealed quotation addressed to the Undersigned should reach this Office through speed post / registered post / reputed Courier or can be handed over to Receipt & Dispatch Section, Central Office, SMVDSB at Katra by or before **26.03.2024 upto 03:00PM**, positively. The quotations shall preferably be opened on the same day or on any other convenient day, in presence of the representative of the firms who choose to remain present.

Following particulars must be mentioned on the envelope containing your quotation:

Quotation- " Supply of IT Items"

NOT TO BE OPENED BEFORE 26.03.2024 (upto 03:00 pm)
RFIQ No. CO/Pur/Electronic/577/5439 Dated: 19.03.2024

Terms and Conditions:-

1. Rates quoted should be net inclusive of all taxes and F.O.R. at Engineering Store, Banganga, Katra and should be **valid for a period of 06 months** from the date of issuance of rate approval order / 1st supply order, further extendable upto another 06 months subject to satisfactory performance of the firm.
2. The R.F.I.Q. shall contain full address, Mobile Number along with alternate contact number, E-mail address of the Bidder (Authorized supplier).
3. The Shrine Board reserve the right to:
 - a) Cancel the R.F.I.Q. without any notice.
 - b) Reject, accept or prefer any quotation in part or full without assigning any reason whatsoever at any stage.
 - c) Re-invite the quotations at its sole discretion.
 - d) Negotiate the quoted rates, terms and conditions with the lowest Bidder or any of the other Bidders who have participated in the RFIQ to ascertain the suitability of the acceptable offer.
 - e) Split the demand among one or more firms.
4. Kindly quote / mention the name of the Brand / Make / Warranty / Guarantee period along with proper specifications offered by you as per technical specifications.
5. The rates should be quoted on the format enclosed with RFIQ and as per the specifications / UOM / requirement.
6. The material to be supplied shall be of original make only. Any deviation shall tantamount to rejection of the supplied material and action under rule shall be initiated.
7. The material shall be strictly as per the requirement / specifications of Shrine Board.
8. On receipt, the material shall be inspected / checked by our Inspection Committee and if found of inferior quality / defective. The same shall 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 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.
9. Conditional, illegible, ambiguous quotation(s) and quotation(s) received after the stipulated date and time shall be out-rightly rejected.

Sd/-

(Vishavjeet Singh, JKAS)
Dy. Chief Executive Officer

PRICE BID
(on the Letter Head of the Firm)

To,

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

Subject: **Quotation for supply of IT Items.**Ref. **CO/Pur/Electronic/577/5439** dated **19.03.2024**

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

S.No.	Description of items	Brand / Make	Initial Qty.	Net Rate of single Unit (in Rupees)
1.	Ethernet Switch 4/5 Port 10/100 Mbps	D-Link / Tplink	10 Nos	
2.	Keyboard USB 3.0 wired, min. 1.5 m cable length	HP/Logitech /Dell	5 Nos	
3.	Mouse USB 3.0 wired, min. 1.5 m cable length	HP/Logitech /Dell	5 Nos	
4	Mouse wireless 2.4 Ghz	HP/Logitech /Dell	5 Nos	
5	Keyboard wireless 2.4 Ghz	HP/Logitech /Dell	5 Nos	
6	Mouse Pad (Antislip base standard)	Lenovo / Logitech	10 Nos	
7	Hard Disk Drive External, Storage 1TB, USB 3.0, 5400 RPM	WD / Seagate / Toshiba	5 Nos	
8	UTP CAT 6 Cable	D-Link / Honeywell	5 Roll	
9	Monitor TFT / LED, 21.5"	HP / Dell	5 Nos	
10	RJ-45 Connector	D-Link / Digisol	2 Boxes (200 Pcs)	
11	Anti-virus with Firewall Protection (E-scan)	E-scan / Quickheal / K7	60 Nos	
12	Pen Drive (32 GB, USB 3.0)	SanDisk / HP	20 Nos	
13	CMOS 3V CR2032 Lithium battery for M/ Board	Panasonic / Maxell	10 Nos	
14	HD DMP Printer	TVSE	4 Nos	
15	Wifi Router Dual Band Frequency 2.4 Ghz / 5 Ghz	D-Link / TpLink	4 Nos	
16	Toner Color 201A for Printer M252 Laserjet	HP	1 Set	
17	Drum Cartridge for Laserjet Neverstop 104A	HP	1 No.	

Notwithstanding anything mentioned in our price bid, we hereby accept all the terms & conditions mentioned in the RFIQ which are being signed in token of my acceptance. We hereby undertake and confirm that I / we have understood the specifications properly and shall supply the material as per the required / higher specifications to SMVDSB.

I further affirm that 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.

Seal & Signature _____

M/s _____

Contact Person: _____

Contact Number: _____

E-mail ID: _____