



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

No.CO/Pur/Civil/2024/238/3917
Dated: 23.11.2024

REQUEST FOR INVITING QUOTATION

Sealed quotations (**on the letter head of the firm**) are invited from **reputed manufacturers / distributors / dealers / suppliers only** for furnishing the rates in respect of the Misc. Civil Material mentioned in the enclosed Annexure:

Prospective bidders are requested to kindly send their quotation along with relevant documents for the supply of the same giving full details in sealed cover viz. **Net price (inclusive of GST / taxes, unloading and F.O.R. Engineering Store, Banganga, Katra)**, payment terms, delivery schedule and other conditions of sale **including special discount to SMVDSB.**

Sealed quotations addressed to **Asstt. CEO (VB), 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 02.12.2024 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 –Misc. Civil Material
NOT TO BE OPENED BEFORE 02.12.2024 upto 02:00PM
RFIQ No: CO/Pur/Civil/2024/238 / 3917 dated: 23.11.2024

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. **Rates 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 order.**
4. The rates shall remain valid for a period of 45 days from the date of issuance of 1st Purchase order.
5. Prospective bidders are requested to send their sealed quotations by or before **02 .12.2024 upto 02:00 PM,** quotations after due date and time shall not be accepted.
6. The prospective bidder shall have to **submit the authorized manufacturer / distributor / dealer certificate**(if any) along with the quotation.
7. No extra payment shall be made to the firm on account of the escalation in the material cost, transportation / labour charges during the period of contract.
8. **THE RATES SHOULD STRICTLY BE QUOTED ON THE LETTER HEAD AS PER THE SPECIFICATION / UOM / REQUIREMENT OF SMVDSB. ANY DEVIATION FROM THE SAME SHALL TANTAMOUNT TO REJECTION OF THE OFFER / RATES QUOTED.**
9. The participating firms are advised to quote **NET rates (inclusive of all taxes/GST, Unloading and FOR Engineering Store, Banganga, Katra. (Rates excluding GST and Ex-Shop shall not be considered even after opening of the quotation).**
10. **Kindly quote your rates as per the “UOM (unit of measurement)”, requirement & specification of the Shrine Board.**
11. The material to be supplied should be from the brands / make / specifications mentioned in the RFIQ. No change in the Brand / Make shall be accepted. Any change in the Brand / Make shall out rightly be rejected.
12. The supplier has to mention the price of the material, CGST & SGST separately, while raising the bills of supplies.

Seal & Signature of the bidder

13. 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.
14. 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.
15. In case the successful bidder is filling GST return on quarterly basis, they must file the Invoice Furnishing Facility (IFF) on monthly basis for Bills to Shrine Board.
16. The payment shall be made after receipt and proper inspection of the material within a period of 20 days from the date of issuance of GR.
17. **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. Random samples shall be tested from any consignment/ lot by the Shrine Board & if found of inferior quality or not as per the specification mentioned in the Supply Order, the same will be rejected and the firm has to lift the rejected material at their own risk and cost.
 - c. 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 deemed fit to the authority shall be levied.
 - d. 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.
18. **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 mentioned in the PO of the value of the pending supplies.
 - 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.
19. **Debarring**

If the successful firm fails to comply with the terms and conditions of the RFIQ after successful culmination of the RFIQ and placing of Purchase Order, the firm shall be debarred from further dealing with SMVDSB for a period of 03 years.
20. 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.
21. Shrine Board Reserves the right to cancel the RFIQ without any prior notice.
22. **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.**
23. **SMVDSB reserves the right to procure the material on Quality Basis.**
24. **SMVDSB reserves the right to split the demand among two or more firms on the L-1 / approved rates.**

Seal & Signature of the bidder

25. **Standard Terms and Conditions shall also be incorporated in the PO to be issued in favour of the successful bidder/firm.**
26. 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
S.M.V.D. Shrine Board, Katra**

Seal & Signature of the bidder

***Please read terms & conditions carefully before submitting the quotation**

Annexure to this office RFIQ issued under endorsement no: CO/Pur/Civil/2024/238/3917

dated: 23.11.2024

S.No.	Description of items	Req. Qty.	Tentative Qty. for 45 days	Req. Brands/ Make
1	Daddu Hinges	10 sets	30 sets	Superior Quality / Heavy Duty
2	Fancy Handle 4"	20 Nos.	40 Nos.	
3	Hitex Solution	05 ltrs.	20 ltrs.	
4	Mica Sheet (colour-White) 4'X 8' (thickness-1mm)	12 Sheets	30 Sheets	Century, Merino, Greenlam, Sunmica
5	Mica Sheet (colour-Wooden Shade)4'X 8' (thickness-1mm)	05 Sheets	30 Sheets	
6	Cloth Hook (6 pins)	100 Nos.	200 Nos.	Superior Quality / Heavy Duty
7	Glass self	6 Nos.	30 Nos.	
8	Pvc Gatti 1/2"	6 Pkts	30Pkts	
9	Paper Roll Stand	01 Nos.	50 Nos.	

**Sd/-
(Vipan Bhagat) JKAS
Asstt. Chief Executive Officer
S.M.V.D. Shrine Board, Katra**

Seal & Signature of the bidder

PRICE BID
(on the letter head of the firm)

To, **The Asstt. Chief Executive Officer**
Shri Mata Vaishno Devi Shrine Board
Katra.

Subject: Quotation for Supply of Misc. Civil Material
Ref. No.: RFIQ no: CO/Pur/Civil/2024/238/3917 Dated: 23 .11 .2024

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

S.N o.	Description of items	Req. Brands/ Make	Brand / Make offer	NET Rate (inclusive of GST freight, loading, unloading, toll tax and other taxes / charges) F.O.R. Engg. Store, Banganga, Katra
1	Daddu Hinges	Superior Quality / Heavy Duty		Per set
2	Fancy Handle 4"			Per pc
3	Hitex Solution			Per ltr
4	Mica Sheet (colour- White) 4'X 8' (thickness- 1mm)	Century, Merino, Greenlam, Sunmica		Per sheet
5	Mica Sheet (colour- Wooden Shade)4'X 8' (thickness-1mm)			Per sheet
6	Cloth Hook (6 pins)	Superior Quality / Heavy Duty		Per pc.
7	Glass self			Per pc
8	Pvc Gatti 1/2"			Per pkt.
9	Paper Roll Stand			Per pc

I affirm that the above quoted rates are inclusive of GST / other Taxes, unloading & F.O.R. Engg. 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 sincerely,

Seal and Signature _____

Name of the firm: _____

Contact Person: _____

Contact No.: _____

E-mail: _____

Full Address of the firm: _____
