



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

Request for Inviting Quotation

SMVDSB invites sealed quotations (on the letter head of the firm) from **the dealing firms/suppliers** for **Designing, Supply and Installation of Signages of different sizes at Site** as per specifications mentioned in **Annexure**. Interested firms may send their sealed quotations along with relevant documents for the supply of the same giving full details in sealed cover viz. payment terms, delivery schedule and other conditions of sale **including special discount to SMVDSB**.

Sealed quotations addressed to undersigned should reach this office through Speed Post / Registered Post / reputed courier or personally handed over to the Receipt & Dispatch Section, Central Office, Katra Section **on or before 25.11.2024 upto 02:00PM positively**. The quotations received shall be opened by the committee in presence of representative of the firm(s) who may choose to remain present on the occasion.

S. No.	Description of items	Qty.	Location for installation
1	Double side suspended Signage (Size: 6'X2')	02 Nos	01 No each at:
2			➤ Battery Car Stand Bhawan ➤ Y-Junction near X-ray Point Bhawan
3	Double side Projected Signage (Size: 2'X1.5')	03 Nos	01 No each at:
4			➤ Locker No. 2 & 3
5			➤ Bathing Ghat Gents ➤ Bathing Ghat Ladies

Following particulars must be mentioned on the envelope containing quotation.

Quotation- "Supply and Installation of Signages"
NOT TO BE OPENED BEFORE 25.11.2024 upto 03:00PM
RFIQ No.: CO/Pur/Elect/614/3819 dated: 18.11.2024

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, for Designing, Supply and Installation at Site (Rates excluding GST and Ex-Shop shall not be considered even after opening of the quotation).**
4. Participated firm (s) shall quote the rates as per the "UOM (unit of measurement)", requirement & specification of the Shrine Board.
5. The rates should strictly be quoted **on the LETTER HEAD as per price bid format**, specification / UOM / requirement of SMVDSB. No change shall be made in the Price Bid Format enclosed by the bidder. Any deviation from the same shall tantamount to rejection of the offer / rates quoted by you. The quotation / offer should be filled neatly without any cutting/over writing. In case of any cutting / overwriting, the rates shall not be considered. **{“It is advised that the quotation shall be submitted in a computerized typed format”}**
6. The participating firms are advised to quote the rates as per the **Specifications** mentioned in the RFIQ. Any change in the Specification shall out rightly be rejected even after opening of Quotation / issuance of Orders.
7. The successful firm is responsible for designing, supplying & installation of signage's as per the approved rates. Any deviation from the same leads to the rejection of the supplied material debarring from any further dealing with SMVDSB for a period of 03 years.
8. The prospective bidder shall code the total cost to be charged on account of designing, supplying, installation, transport and taxes etc. No, additional amount to be paid over and above the quoted / Negotiated rates.
9. **Delivery / Timeline for Completion of Work:**
 - a. The successful firm shall have to complete the entire job i.e. designing, supply and installation at Site within the timeframe of **15 days (Fifteen days)**. However, early supply / completion of job shall highly be appreciated. No extension in delivery period shall be allowed.
 - b. The successful firm is advised not to wait for last day to deliver the material as the same is urgently required for official use in SMVDSB.

- c. The supplier shall have to mention the GST No. 01AAETS9822J1ZC of (Shri Mata Vaishno Devi Shrine Board) while raising their bill of supplies. While filing GSTR-I, the supplier shall classify the supply / service made to SMVDSB under Business to Business (B to B) Sales.
 - d. The firm shall have to mention the HSN Code while raising the bills of supplies.
 - e. 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.
 - f. 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.
10. **Warranty: The bidder shall provide two (02) year warranty, FOR onsite repair of said Signages during the warranty period without any extra cost to SMVDSB including visiting charges of Technician.**
11. **The terms of payment shall be as under: -**
- a) 90% payment shall be released after the successful completion of work subject to satisfactory report received from the concern unit head.
 - b) Balance 10% Payment shall be released after expiry of warranty Period, subject to satisfactory report received from the concern unit head.
12. **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/not conforming to specifications, 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.
 - b. The rejected material shall have to be lifted by the supplier at his own risk and cost within a week's time failing which storage charges @2% per day of the total value of the rejected supply 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 Job Order shall be deducted from any pending payment of the supplier.
13. **Penalty:**
- a. In case the work is not completed within the stipulated timeframe (as mentioned in the Work Order), 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.
 - b. In case the work is not completed beyond the penalty period, the work order issued shall be deemed to have been cancelled and relevant penalties shall be imposed including forfeiting of EMD submitted by the firm.
14. **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 work 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.
15. **SMVD Shrine Board reserves the right to:**
- a) Cancel the RFIQ without any prior notice.
 - b) Negotiate the quoted rates, terms and conditions with the lowest bidder or any of the other bidder to ascertain the suitability of the acceptable offer.
 - c) Procure the material on Quality Basis.
 - d) Reject, accept or prefer any quotation in part or full without assigning any reason whatsoever at any stage
 - e) Re-invite the quotations at its sole discretion
16. Standard Terms and Conditions shall also be incorporated in the Work Order to be issued in favour of the successful bidder/firm.
17. Conditional, illegible, ambiguous quotation(s) and quotation(s) received after the stipulated date and time shall be out rightly rejected.
18. **One copy of the RFIQ document duly signed and stamped accepting the terms and conditions shall also be enclosed alongwith the offer.**

Sd/-

(Vipan Bhagat, JKAS),
Asstt. Chief Executive Officer

Seal & Signature of the bidder

PRICE BID
(on the letter head of the firm)

The Asstt. Chief Executive Officer (VB),
Shri Mata Vaishno Devi Shrine Board,
Katra.

Subject: Quotation for supply and installation of Signages

RFIQ No. CO/Pur/Elect/614/3819 dated: 18.11.2024

Sir,

I, _____ representative / proprietor of _____ M/s _____ hereby submit my following rate as per the specifications / UOM / requirement of Shrine Board. **NET Rate inclusive of GST, Other taxes / Charges, Design, Supply, Installation and Transportation at site:-**

S. No.	Description of items	Req. Qty.	Specifications	Net Rate in Rs. (for design, supply and installation at site)
1	Double side suspended signage (Size: 6'X2')	02 Nos	Double side Lit Signage (Modular Aluminum extrusions LED Osram / Luceoed Edges lighting 6500k. Hilight SMPS, Magnetic tape on one side of 50 mm Profile and magnetic Strip on the Front Media (Acrylic), MS Kit for suspension. Front Media: 5mm 0/40 Acrylic UV Blockout Printed as per design & Size.	
2	Double side Projected signage (Size: 2'X1.5')	03 Nos		

Notwithstanding anything mentioned in our price bid, we hereby accept all the terms and 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.

Yours sincerely,

Seal & Signature _____

M/s _____

Contact Person: _____

Contact No. _____

E-mail Id: _____

- **Please read all the contents of the RFIQ before the submission of the quotation.**