



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

Central Office, Jammu Road, Katra (J&K – UT) - 182301

No. CO/Pur/Electronics/631/954

Dated: 09.07.2025

## Request for Inviting Quotations (RFIQ)

For and on behalf of Shri Mata Vaishno Devi Shrine Board; through Chief Executive Officer (herein after referred as SMVDSB), offers are hereby invited from OEM / distributors / dealers / suppliers only for furnishing the rates for Supply of following Drums and Tonners of **Xerox Make**:

S. No.	Description of Items	Req. Qty.	Brand
1.	Copy cart of Xerox B-1022	04	Xerox
2.	Drum cartridge for B-7025	02	
3.	Tonner for B-7025	04	
4.	Tonner Xerox work center-5021	05	

### Terms and conditions:

1. **Document to be submitted:**

- i) GST Certificate.
- ii) Authorized OEM / distributor / dealer certificate in respect of XEROX must be submitted along with the quotation:

2. **Last date for submission of sealed quotation:**

By or before **17.07.2025 upto 02:00PM** at Central Office, Katra through Speed Post / Registered Post / reputed courier / by hand.

3. **Validity:** The validity of quotation should be 20 days from the last date prescribed for submission.

4. Quantity mentioned in RFIQ is indicative and can be increased or decreased as per requirement.

5. **Rates:**

- i) The rates should be NET inclusive of GST, loading, unloading, labour charges, toll tax, freight and other taxes / charges / F.O.R. Engineering Store, Banganga.
- ii) The participating firms are advised to quote per piece rates (inclusive of all) (Rates excluding GST and Ex-Shop shall not be considered even after opening of the quotation).

6. **Delivery:** The material shall be delivered within a period of 20 days from the date of issuance of respective Purchase Order. Before participating, the competing firm must ensure that it has the capacity to meet the delivery period criteria. The Shrine Board may or may not extend the delivery period.

7. The conditional, illegible, ambiguous quotation (s) and quotation (s) received after the stipulated date and time shall be out rightly rejected.

8. The material to be supplied strictly should be from the brands / makes / specifications mentioned in the RFIQ. No change in the Brand / Make shall be accepted. Any change in the Brand / Make shall outrightly be rejected. Kindly note that the ISI is not a brand / make of the product.

9. The rates of the firms shall be considered on L-1 basis against each item(s).

10. **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 shall be imposed against the supplier for a period of one week. The penalty amount shall get doubled for each subsequent week and the rejected material in the stores shall be at the risk of the firm. Beyond one month the material shall be auctioned and storage charges shall be recovered from the supplier @2% per day. The amount acquired on account of auctioning shall be deposited to SMVDSB Account.

11. **Penalty:** Following penalties (calculated on the value of unsupplied material) shall be imposed for delay beyond the prescribed delivery period, unless exempted by the competent authority for valid reasons to be brought on record.

- a) upto 7 days @ 0.5%
- b) From 8<sup>th</sup> day to 15<sup>th</sup> day @ 1%
- c) From 16<sup>th</sup> day to 22<sup>nd</sup> day @ 1.5% and
- d) From 23<sup>rd</sup> day to 30<sup>th</sup> day @ 2% shall be imposed on each pending item as per the approved rate/quantity mention in the purchase order of the value of the pending supplies.
- e) After 30 days of delay, the rate approval order / purchase order shall be deemed to have been cancelled to the extent of unsupplied material and the material shall be procured from alternative sources at risk and cost of vendor.

**Note:** Despite cancellation of Purchase Order as stated above; for any valid reason to be brought on record, the Competent Authority may grant extension in the stipulated delivery period; with or without penalty. (Amount to be decided by the Competent Authority).

12. **Force Majeure:**

Any failure or omission to carry out the provisions of the order shall not give rise to any claim by one party against the other, if such failure or omission arises from an "Act of God" which shall include all acts of Natural Calamities such as fire, flood, earthquakes, hurricanes, pandemics or any pestilences or from civil strikes, compliances with any statute or regulations of the Government lock outs and strikes, riots, embargoes or from any other reasons beyond the control of the parties.

13. All disputes arising hereto are subject to Jurisdiction of the Courts of Law at Katra / Reasi.

14. **Payment:**

- a) No Advance payment shall be made
- b) The payment shall be made after receipt and inspection / acceptance of complete material against a Purchase Order, at the Engineering Store, Banganga within a period of 20 days from the date of issuance of GR.

15. **Warranty:**

- a) The warranty shall start from the date of receipt of material at Engineering Store, Banganga, Katra
- b) The successful firm shall be responsible for providing Guarantee / Warranty to SMVDSB on the supplied material. Warranty / Guarantee Certificate shall be furnished at the time of supply of material. The supplier shall be fully responsible for any manufacturing defects and shall provide onsite warranty / guarantee service after sales.

16. **Rights reserved by SMVDSB:** The Competent authority of SMVDB reserves the right:

- a) To cancel/ terminate the RFIQ / Purchase Order during the period of its validity without assigning any reason thereof.
- b) To forfeit the CDR/FDR of defaulter supplier.
- c) Debarring any defaulter firm from any further dealing with Shrine Board for a period of three years.
- d) Grant of extension with or without imposing penalty, as deemed fit.
- e) To split the demand among two or more firms.
- f) To visit the premises of the bidder to verify the production capacity of the bidder / quality of products.
- g) The Board reserves the right to establish reasonability of rates, to negotiate with the L-1 bidder for each item or to bifurcate the Rate Approval / Purchase Order amongst more than one bidder (on L-1/negotiated rates).

17. This is just a RFIQ and not a Purchase Order.

18. The broad terms and conditions have been included. However, other standard terms and conditions of supply may be incorporated in the Rate Approval Order / Purchase Order to be issued in due course.

19. **PROCEDURE FOR SUBMISSION OF BID:**

The firm shall submit the **Price Bid** on their letter head as per **Annexure "A"**, in a sealed envelope super-scribed "**QUOTATION FOR SUPPLY OF Drums and Toners (Xerox Make)**" against **RFIQ No. CO/Pur/Electronics/631/954** dated: **09.07.2025** which shall contain all relevant details along with requisite Earnest Money Deposit. if any.

20. All such offers, along with the terms and conditions duly signed, and enveloped as described above, must be submitted in person in the office of the SMVDSB, Katra by 02:00 PM (1400 hrs) on **17.07.2025**. Alternatively the sealed offer may be sent by Registered Post /Speed Post/ Courier addressed to the office of the Chief Executive Officer, Central Office, Jammu Road, Katra (J&K) - 182301 so as to reach by 02:00 PM (1400 hrs) on **17.07.2025**. The offer(s) received after the due date and time shall not be considered under any circumstance.
21. The quotations shall be opened by the Committee, at the Office of Chief Executive Officer, SMVDSB, Katra in the presence of the bidders who may choose to be present.
22. The Shrine Board shall not be responsible for any postal delay. Any conditional offer or offers which are not appropriately sealed as per the format, as explained above, or offers received after the stipulated date and time, shall not be entertained. Any cutting or overwriting in the Documents will also make the bid liable for rejection.

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

**Seal and Sign. of the firm**

**(Please read all the contents of the RFIQ before the submission of the quotation)**

(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 Drums and Toners (Xerox Make).**

**RFIQ No. CO/Pur/Electronics/ 631/954 dated: 09.07 .2025**

Sir,

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

S. No.	Description of items	Req. Qty.	Brand / Make	Net Rate including GST and F.O.R., Engineering Store, Banganga, Katra
1.	Copy cart of Xerox B-1022	04	Xerox	each
2.	Drum cartridge for B-7025	02		each
3.	Tonner for B-7025	04		each
4.	Tonner Xerox work center-5021	05		each

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.

Seal & Signature \_\_\_\_\_ M/s \_\_\_\_\_

Full Address \_\_\_\_\_ Contact Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_ E-mail ID: \_\_\_\_\_

*\*The price to be quoted / offered on the letter head of the firm only as per the Price Bid format.\**