



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/518-II/213

Dated: 23.04.2025

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 reputed manufacturers / distributors / dealers / suppliers only for furnishing the rates for Supply of Misc. IT items as per specifications, Brand and Make mentioned in Annexure-“A”:

Terms and conditions:

1. **Document to be submitted:**

- i) GST Certificate.
- ii) Certification w.r.t. authorized manufacturer / distributor / dealer (if any) must be submitted along with the quotation.
- iii) HP authorized manufacturer / distributor / dealer in respect of “HP Toner Cartridges” must be submitted along with the quotation.

2. The last date for submission of sealed quotation is 30.04.2025 upto 02:00PM at Central Office, Katra.

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 outrightly 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. **Earnest Security Deposit (EMD):**

- a. The participating firm shall have to furnish the **EMD in the shape of CDR/FDR amounting to Rs. 12,000/- (Rupees Twelve Thousand only)** pledged to FA/CAO, SMVDSB payable at Katra along with the offer. The participating firms may also deposit the EMD amount through NEFT/RTGS in the official A/c of Shri Mata Vaishno Devi Shrine Board, Bank Name: The J&K Bank, Account No. Account No. 0235040500001804, IFSC – JAKA0KATTRA (“0” Zero). **EMD in the shape of Demand Draft shall not be accepted. Also, no exemption for non submission of EMD is allowed.**
- b. It shall be noted that if any bidder did not enclose EMD (in original) 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.
- c. The EMD of the successful bidder shall be retained as Security Deposit which shall be released after all contractual obligations are complete. The same can be withheld / forfeited, in full, or in part, in case the supply order is not executed satisfactorily, within the stipulated period.

11. **INSPECTION / LIFTING BACK OF REJECTED SUPPLIES:**

- d. 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.

- e. 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.

12. **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 8th day to 15th day @ 1%
- c) From 16th day to 22nd day @ 1.5% and
- d) From 23rd day to 30th 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).

13. **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.

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

15. **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.

16. **Warranty (if any):**

- a) The successful firm shall provide warranty of atleast 1 year on all the items.
- b) The warranty shall start from the date of receipt of material at Engineering Store, Banganga, Katra
- c) 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.

17. **Rights reserved by SMVDSB:** The Competent authority of SMVDSB 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).
18. This is just a RFIQ and not a Purchase Order.
19. 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.
20. **PROCEDURE FOR SUBMISSION OF BID:**
The firm shall submit the **Price Bid** on their letter head as per **Annexure “B”**, in a sealed envelope super-scribed **“QUOTATION FOR SUPPLY OF Misc. IT items”** against **RFIQ No. CO/Pur/Electronics/518-II/213** dated: **23.04.2025** which shall contain all relevant details along with requisite Earnest Money Deposit, if any.
21. 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 **30.04.2025**. 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 **30.04.2025**. The offer(s) received after the due date and time shall not be considered under any circumstance.
22. 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.
23. 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)



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

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

**Annexure – “A” to this office RFIQ No. CO/Pur/Electronics/518-II/213 dated:
23.04.2025**

S. No.	Description of material	Req. Qty	Brand / Make
1.	Internal Hard Disk SSD 250 GB	05 Nos.	Seagate / WD / Toshiba
2.	HP Toner (BCYM) for 681M CF Printer	02 set	HP
3.	HP Colour Cart. 215A for Printer M183fw	02 set	
4.	Cartridge DR-2365 Black for Brother (MFP) Printer	02 Nos.	Brother
5.	24 port manageable switch with 4 SFP ports	02 Nos.	D-Link / Digisol / Cisco / Netgear
6.	Dot Matrix Printer 24 port 132 column (with 01 extra Cartridge)	01 No.	TVSE / EPSON
7.	Printer Cart. for TVSE 136 Col. DMP	20 Nos.	TVSE

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

* Authorized manufacturer / distributor / dealer in respect of “HP Toner Cartridges” must be submitted along with 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 Misc. IT items.**RFIQ No. **CO/Pur/Electronics/518-II/213**dated: **30.04.2025**

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 and installation charges at Site (in case of ACs only):-

S. No.	Description of items	Req. Qty.	Offered Brand / Make	Warranty / Guarantee period	Net Rate including GST and FOR, Engineering Store, Banganga, Katra
1.	Internal Hard Disk SSD 250 GB	05 Nos.			each
2.	HP Toner (BCYM) for 681M CF Printer	02 set	HP		each
3.	HP Colour Cart. 215A for Printer M183fw	02 set	HP		each
4.	Cartridge DR-2365 Black for Brother (MFP) Printer	02 Nos.	Brother		each
5.	24 port manageable switch with 4 SFP ports	02 Nos.			each
6.	Dot Matrix Printer 24 port 132 column (with 01 extra Cartridge)	01 No.			each
7.	Printer Cart. for TVSE 136 Col. DMP	20 Nos.	TVSE		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.