



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

No.CO/Pur/Electronics/111-V/2106

Dated: 03.11.2025

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 OEMs / distributors / dealers only for furnishing the rates for Supply of Photocopier Machines as per the Specifications, Brands / Makes mentioned in **Annexure-“A”**.

Terms and conditions:

1. Documents (mandatory) to be submitted:

- i) GST Certificate.
- ii) OEM or its authorized Distributor / Dealer Certificate in respect of Rycocera, Canon and Xerox must be submitted along with the quotation.

2. The last date for submission of sealed quotations is 11.11.2025 upto 3:00 PM

3. The validity of quotation should be 20 days from the last date prescribed for submission.
3. Quantity mentioned in RFIQ is indicative and can be increased or decreased as per requirement.
4. **Before submitting the quotation, the participating firms shall ensure that sufficient stock is available with them.**

5. Rates:

- i) The rates should be NET inclusive of GST, loading, unloading, 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. The rates of the firms shall be considered on L-1 basis.

7. The rate should be valid for a period of 30 days from the last date of submission of quotations i.e. **11.11.2025**.

8. Earnest Money Deposit:

- a) The participating firm shall have to furnish the EMD in the shape of CDR/FDR amounting to **Rs. 6,000/- (Rupees Six Thousand only)** pledged to FA/CAO, SMVDSB payable at Katra alongwith the offer. The participating firms may also deposit the EMD amount through NEFT/RTGS in the official A/c of Shri Mata Vaishno Devi Charitable Society Branch HDFC Bank Katra, Account No. **50100417566279, IFSC – HDFC0002344** 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 successful bidder will be released after completion of Warranty / Guarantee period. The same can be withheld / forfeited, in full, or in part, in case the supply order is not executed satisfactorily, within the stipulated period.
 - d) The EMD of the unsuccessful bidders shall be released after the award of work to the successful bidder.
9. The conditional, illegible, ambiguous quotation (s) and quotation (s) received after the stipulated date and time shall be out rightly rejected.

10. The material to be supplied should strictly 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 outrightly be rejected.

11. **Delivery:**

The material shall be delivered within 20 days from the date of issuance of 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.

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, 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, failing 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.

13. **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 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).

14. **Warranty:**

a) The successful firm shall provide atleast one year warranty on the photocopier

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 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.

15. **Payment Terms:**

No Advance payment shall be made. 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. 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.

17. Rights reserved by SMVDSB:

The Competent authority of SMVDB reserves the right:

- i. To cancel/ terminate the RFIQ / Purchase Order / Rate Approval Contract during the period of its validity without assigning any reason thereof.
- ii. To forfeit the CDR/FDR / Security Deposit of defaulter supplier.
- iii. To debar defaulter firm from any further dealing with Shrine Board for a period of three years.
- iv. To grant extension with or without imposing penalty, as deemed fit.
- v. To visit the premises of the bidder to verify the production capacity of the bidder / quality of products.

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 Purchase Order to be issued in due course.

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

21. Procedure for submission of Bid:

Bidders are required to submit their bids under 2 bid system with Cover-I (Technical Bid) and Cover-II (Price Bid).

A. Cover-I (Technical Bid) This cover shall contain: -

- (i) EMD (original) in shape of CDR / FDR pledged to FA/ Chief Accounts Officer, SMVDCS or in case of online transfer, screen shot depicting UTR No. must be enclosed.
- (ii) OEM or its authorized Distributor / Dealer Certificate of the of Ryocera, Canon and Xerox.
- (iii) Copy of GST certificate
- (iv) RFIQ Document containing **Instructions and Terms & Conditions, duly signed** on each leaf by the bidder.

B. Cover II (Price Bid):

- (i) The bidder(s) shall have to quote rates on their letter head(s) only **as per Annexure-B.**
- (ii) The price bid should be absolute and unconditional.
- (iii) Conditional bids shall be rejected.
- (iv) The price bids of only such bidders shall be opened, who qualify in the technical stage.

C. Both the sealed covers (Technical Bid & Price Bid) shall further be put in a 3rd envelope duly sealed & super-scribed "Quotation for Supply of Photocopier Machine**" against **RFIQ No. CO/Pur/Electronics/111-V/2106 dated:03.11.2025.****

22. All such offers must be submitted in person in the office of the SMVDSB, Katra by 3:00 PM (1500 hrs) on **11.11.2025**. Alternatively the sealed offers may be sent by Registered Post /Speed Post/ Courier addressed to the office of the Asstt. Chief Executive Officer(VB), Central Office, Jammu Road, Katra (J&K) - 182301 so as to reach by 3:00

PM (1500 hrs) on **11.11.2025**. The offer(s) received after the due date and time shall not be considered under any circumstance.

23. The quotations shall be opened by the Committee, at Central Office, SMVDSB, Katra in the presence of the bidders who may choose to remain present.
24. SMVDSB reserves the right to split the demand among one or more firms on the L-1 / approved rates.
25. 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, Katra**

Annexure – “A”

RFIQ No.: CO/Pur/Electronics/111-V/2106 Dated:03.11.2025

Description of item	Specifications	Req. Qty	Brand / Make
Photocopier Machine	Main Function - Copy, Print, Scan, Fax	05 nos.	Kyocera, Canon, Xerox
	Writing Method - Semiconductor Laser		
	Print Speed (A4) (Mono) - 40 ppm		
	Scanning Speed (A4) 300dpi (Mono/Color)		
	Simplex - 40/23 ipm & Duplex - 32/16 ipm		
	Paper Capacity: Standard - 250 sheets (Cassette) + 100 sheets (MPT) - Maximum - 850 sheets (Main Unit + 250 sheets PF-1100 x 2 + MPT)		
	Paper Size: Cassette - Min. A6R - Max. A4 (Legal), Option - Min. A6R - Max. A4 (Legal) , MPT - Min. 70mm x 148mm - Max. A4 (Legal)		
	Paper Weight: Cassette - 60 - 163 g/m2, Option - 60 - 163 g/m2, MPT - 60 - 163 g/m2		
	Paper Weight: Cassette - 60 - 163 g/m2, Option - 60 - 163 g/m2, MPT - 60 - 163 g/m2		
	Duplex Printing: Paper size: A5R - A4/Legal; Paper weight: 60 - 163 g/m2		
	Output Capacity: Max. 150 sheets face-down		
	Control Panel 5 lines LCD (128 x 64 dot)		
	Document Processor Standard (Max 50 sheets one-path duplex scanning Type)		
	Dimension (W x D x H) (Main Unit) 475mm x 412mm x 437mm		
	Power Consumption (Standard configuration):		
	Copy/Print Mode 661W		
	Stand-by Mode 21W		
	Energy Saver 1W		
	Copy Functions (Standard)		
Copy Size Min AGR- Max A4 (Legal): Resolution 600 x 600 dpi			
Print Functions (Standard): Resolution 600 x 600 dpi, Fast 1200, Fine 1200, Supported Protocol NetBEUI, FTP, Port 9100. LPR, IPP, IPP over SSL, WSD Print. Apple Bonjour Psec, SNMPv3, IEEE802.1x. IPP over SSL/TLS, HTTP over SSL/TLS, FTP over SSL/TLS, SMTP over SSL/TLS, POP3 over SSL/TLS, Enhanced WSD over SSL/TLS Operating System Supported Windows 10 & 11 (64 bit & 32 bit) Interface: USB high speed, Ethernet & Wireless			
Scan Functions (Standard): Color Selection-Full Color: Grayscale, Black & White Resolution 600dpi, 400dpi, 300dpi, 200dpi, 200x400dpi. 200x100dpi File Format TIFF, JPEG, XPS, PDF (MMR/JPG/High-compression PDF), PDF/A, Encrypted PDF Image Type Mode-Text, Photo, Text + Photo, Light text + Fine line, OCR (mono) Transmission Type - Scan to SMB, Scan to E-mail: Scan to FTP or FTP over SSL, Scan to DF5, Scan to USB, TWAIN Scan, WSD Scan, WIA			

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

Annexure – “B”

(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 Photocopier Machine

RFIQ No. CO/Pur/Electronics/111-V dated: 03.11.2025

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	Make Offered	Warranty Offered	Net Rate FOR Katra & inclusive of GST
1.	Photocopier Machine	05 nos.			Per No.

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 / Number: _____ E-mail ID: _____

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