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

No.CO/Pur/Electronics/518-II/1481 **Dated: 29.07.2026**

<u>Request for Inviting Quotations (RFIQ)</u>

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 or their authorized distributors / dealers only for furnishing the rates for IT items as per the Specifications mentioned in **<u>Annexure-“A”</u>**.

<u>Terms and conditions:</u>

1. **<u>Documents (mandatory) to be submitted:</u>**
   i) GST Certificate.
   ii) OEM or its authorized Distributor / Dealer Certificate of respective brands item must be enclosed.
2. **<u>The last date for submission of sealed quotations is 05.08.2026 upto 3:00 PM.</u>**
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. **The participating bidder must ensure that only one quotation is submitted against a single PAN, irrespective of the number of GST registrations held. Any bidder found submitting more than one quotation against the same PAN shall be liable for rejection of bid and subsequently, debar from future dealings with SMVDSB for a period of three (03) years including forfeiture of EMD.**
5. **<u>Earnest Money Deposit (EMD):</u>**
   i. Earnest Money Deposit in the shape of **CDR / FDR / TDR** amounting to Rs. **5,000/- (Rupees Five Thousand only)** of any Nationalized / Scheduled Bank duly pledged to the FA & CAO, SMVDSB must be enclosed with the quotation.
   ii. Alternatively, the bidders may also transfer the required amount on account of EMD in online mode (**IMPS / NEFT / RTGS**) in the following account of the Shrine Board:

Account No.:	**0097010100000706**
Type of Account:	SB
Banker:	Jammu and Kashmir Bank Ltd.
Branch:	Main Branch Katra
IFSC Code:	JAKA0KATTRA
Title of Account:	Shri Mata Vaishno Devi Shrine Board

   iii. In case of online transfer, the print-copies of screenshots of transaction must be enclosed with the quotation. In addition, the full details of the Bank Account from which the transaction has been made shall have to be written on the body of the Transaction Screenshot. The transaction to the account specified above shall only be accepted. **The transaction made to any other account of Shrine Board shall be treated as failure to deposit the prescribed EMD.**
   iv. Furnishing of EMD for an amount less that the stipulated amount mentioned in the RFIQ quoting the exemption as Small Scale Industries or any other reason shall not be entertained and the quotation / offer submitted by the firm shall be rejected out-rightly. The quotation will be considered of only those firms who had submitted requisite EMD.
   v. The EMD of the successful bidders shall be released after successful delivery by the firm.

vi. The EMD of the unsuccessful bidders shall be released after the award of work to the successful bidder.

6. **Before submitting the quotation, the participating firms shall ensure that sufficient stock is available with them.**
7. **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).
8. **The rates of the firms shall be considered on L-1 basis against each item(s).**
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 4 days @ 0.5%
    b) From 5th day to 6th day @ 1%
    c) From 7th day to 8th day @ 1.5% and
    d) From 9th day to 10th 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 10 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 warranty on the item as stipulated below.
    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 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 establish reasonability of rates, to negotiate with the L-1 bidder for each item or to bifurcate the 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 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:**
    The bidders are required to submit their quotations on their letter head as per Annexure “B” (Price Bid), in a sealed envelope super-scribed “**Quotation for Supply of IT items”** against **RFIQ No. CO/Pur/Electronics/518-II/1481 dated: 29.07.2026** which shall contain all relevant details / documents viz. GST certificate, RFIQ documents, etc
22. All such offers must be submitted in person in the office of the SMVDSB, Katra by 3:00 PM (1500 hrs) on **05.08.2026**. 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 **05.08.2026**. 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. 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)

Annexure – "A"

RFIQ No.: CO/Pur/Electronics/518-II/1481

dated: 29.07.2026

S. No.	Description of Item	Req. Qty (in Nos.)	Specification / Brand	Warranty period
1.	**HP/Dell Monitor**	01 no.	**Screen size:** 23.8 inches (60.45 cm) or above **Resolution**: Full HD (1920 x 1080 pixels) **Panel Type:** IPS or VA (In-Plane Switching or Vertical Alignment) **Aspect Ratio:** 16:9 (standard widescreen) **Brightness:** Typical 250 to 300 nits **Viewing Angles:** 178 degrees horizontal and vertical **Response time:** Typically 5 milliseconds (ms) **Input Ports:** HDMI or DP and VGA **Make: Dell / HP**	01 year onsite
2.	**Brother DCP-T830DW** Ink Tank Printer	01 no.	• **Specifications** **Core Functions:** Print, Scan, Copy (No Fax) **Print Speed:** Up to **30 ppm** Mono / **26 ppm** Color (Fast Mode) **Laser Comparable Speed:** 17.0 ipm Monochrome / 16.5 ipm Color **Print Resolution:** Up to 1200 x 6000 dpi **Duplexing:** Automatic 2-sided Printing (Up to A4/Letter) **Display Panel:** 1-Line LCD Screen (16 Characters) **Internal Memory: 128 MB RAM** • **Media handling capacity** **Main Paper Cassette**: Enclosed **150-sheet** capacity tray protecting paper from dust. **Multi-Purpose Tray**: Rear **80-sheet** bypass slot for thick cardstock up to 300 gsm. **Auto Document Feeder**: Top-mounted **20-sheet** ADF for automated scanning/copying. **Paper Sizes Supported**: A4, Letter, Legal, India-Legal, Folio, Executive, Photo, Envelopes. • **Interfaces and digital workflow** **Network Connections**: Built-in **Dual-Band Wi-Fi**, **Ethernet LAN (10Base-T/100Base-TX)**, Wi-Fi Direct, and Hi-Speed USB 2.0. **Scanner Glass**: Optical resolution up to 1200 x 2400 dpi flatbed.	01 year onsite
3.	**Laptop**	01 no.	Processor: Intel Core Ultra 7 255h Memory: 16 GB DDR5 5600Mhz Storage: 512 GB SSD M.2 PCle NVMe Display: 15.6 Non touch, FHD, 60Hz, WVA, Antiglare 300 nits Operating System: Win 11 Home Single Language Video Card: Intel Graphics Colour Platinum Silver **Make: Dell**	01 year onsite

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 IT items.**

RFIQ No. **CO/Pur/Electronics/518-II/1481 dated: 29.07.2026**

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 Material	Req. Qty. (In nos.)	Warranty Period	Make Offered	Net Rate FOR Katra & inclusive of GST	
1.	**HP/Dell Monitor**	01 no.				Per no.
2.	**Brother DCP-T830DW** Ink Tank Printer	01 no.				Per no.
3.	**Laptop**	01 no.				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.****