



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

No. Co/Pur/NE/630/7671

Dated:- 10-01-2025

**Request for inviting Quotations (RFIQ)**

Shrine Board is interested in purchasing of Catering items of following approved Brands / Specification as per detail given below:-

S.No	Item Description	Aprox One Year quantity Required
1	Brown Sugar Sachet reputed brand.	1,20,000 Nos
2	Milk Sachets of reputed Brand such as <b>Nestle (Everyday), Mother Dairy, Amulya Brand etc.</b>	1,20,000 Nos
3	Coffee Sachet of reputed brand such as <b>Nescafe, Brue, CCD etc.</b>	1,20,000 Nos

You are requested to kindly send your quotation, giving full details viz., price, payment terms, delivery schedule and other conditions of sale including special discount for this organization. **The sealed quotation** addressed to undersigned should reach this office through Registered post, Reputed courier or can be personally submitted to this office by or before **17-01-2025 upto 05:00 PM** positively, quotations after due date and time and without samples shall not be accepted. Following particulars must be mentioned on the envelope containing your quotation:

-----  
**QUOTATION**  
**NOT TO BE OPENED BEFORE 17-01-2025**  
**PURCHASE ENQUIRY No: Co/Pur/NE/630/7671 DATE. 10-01-2025**

**Terms and conditions**

1. This is just a RFIQ and not a Purchase Order.
2. Rate should be net inclusive of GST all taxes, having special discount to SMVDSB and FOR Non-Engineering Store, Banganga.
3. The participating firms shall have to submit a copy of Valid License duly issued by the concerned authorities under Food Safety and standard Act-2006 alongwith their quotation certifying that their product is confirming to the regulations laid down under the aforesaid Act.
4. **The supplier shall have to mention the GST No. 01AAETS9822J1ZC of Shri Mata Vaishno Devi Shrine Board Katra while raising their bill of supplies. While filing GSTR-I, the supplier shall classify the supply / Service made to Shrine Board under Business (B to B) Sales. The supplier shall also mention six digit HSN code of the material to be supplied. In case the bidder doesn't upload / mention the bill under B to B, the GST amount levied in the Bill shall not be paid.**
5. **The supplier shall file GSTR 1 and 3B within the 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 tax amount shall be charged and recovered from the defaulting supplier.**
6. **In case of quarterly based GST filling firms, the supplier shall have to transfer their bills (B to B) on monthly bases under Invoice Furnishing Facility (IFF).**
7. The firm will quoted rates on the basis of %age discount on MRP inclusive of all taxes, and F.O.R. Non-Engineering Stores, Banganga (Katra). In case of revision of MRP/Gramage at a subsequent time, the percentage discount shall remain same during the rate approval period.
8. The rates quoted shall remain valid for a period of **One year** from the date of issuance of 1<sup>st</sup> supply order or till the finalization of fresh rate contract. The rate approval order is extendable upto another One Year on the existing approved rates, terms and conditions, subject to satisfactory supply of aforesaid items as per the sole discretion of the competent authority of SMVDSB.
9. The successful firm shall have to deliver the material within a period of 30 days from the date of issuance os supply orders from time to time during the rate contract period.
10. Donations to Shri Mata Vaishno Devi Shrine Board, Katra are exempted from Income Tax under Section 80-G of the Income Tax Act.
11. **The supplier shall also mention six digit HSN code of material to be supplied.**
12. The approved firm shall have to deposit Earnest Money in the shape of CDR/FDR pledged to FA/CAO, SMVDSB, Katra amounting to Rs.10,000/- (Rupees Ten Thousands) only drawn from any Nationalized / scheduled Bank before placing rate approval order.
13. The quantities mentioned in the format are indicative in nature and can be increased / decreased substantively according to the requirement of SMVDSB.

KTO

14. **RIGHT RESERVED BY SMVDSB:**
- a) The Shrine Board reserves the right to split the demand among one or more qualified bidders at the approved rate after culmination of successful RFIQ.
  - b) The Shrine Board reserves the right to reject, accept or prefer any bidder in part or full at any stage if not in conformity to the specifications, terms & conditions mentioned in the RFIQ. Shrine Board also reserves the right to re-invite the Quotations at its sole discretion.
  - c) The Shrine Board reserve the right to negotiate the quoted rates, terms and conditions with the lowest tenderer or any of the other tenderers on quality basis to ascertain the suitability of the acceptable offer.
  - d) **The Competent authority of SMVDB reserves the right to:-**
    - 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 of defaulter supplier.
    - iii) Debarring any defaulter from any further dealing with Shrine Board.
    - iv) Grant of extension with or without imposing penalty, as deemed fit
15. No Advance payment shall be made. The payment shall be made after receipt and proper inspection of each consignment of material at Non-Engineering Store, Banganga Katra within a period of 20 days from the date of issuance of G.R.
16. ***After the successful culmination of RFIQ, if the approved bidders refuses to comply with the rate approval order and subsequently failed to comply the supply orders on account of any reason, the same bidders shall be debarred from further dealing with the Board for a continuous period of 03 years and the stipulated CDR/FDRs of the bidder shall be forfeited.***
17. The material shall be strictly as per Brands / specifications of Shrine Board.
18. **Inspection / Rejection of material:-**
- i. The material supplied shall be checked / inspected by the quality cell /inspecting team of Shrine Board and if found of inferior quality/defective, the same shall be rejected.
  - ii. In case the supplies are rejected, same shall be lifted back by the supplier within 07 days from the date of intimation from this office, failing which the penalty @ 2% of the total value of rejected supplies per day shall be imposed against the supplier for a period of one week which shall be doubled in subsequent weeks 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.
19. **PENALTY:** Following penalties (calculated on the value of unsupplied material) shall be imposed after delay beyond the prescribed delivery period; unless exempted by the Competent authority of SMVDSB after getting convinced about validity of reasons for delay:-
- a. up to 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%.
  - e. After 30 days of delay, the PO shall be deemed to have been cancelled to the extent of unsupplied material and the deficit material shall be procured from alternate sources at risk and cost of vendor.  
**Note:** Despite cancellation of Purchase Order as stated above; for any valid reason, the Competent Authority may grant extension in the delivery period; with or without penalty (the amount of this penalty shall be as per the sole discretion of Competent Authority).
20. The Shrine Board reserves the right to negotiate the quoted rates, terms and conditions with the lowest bidder or any of the other bidders on quality basis to ascertain the suitability of the acceptable offer.
21. Conditional, illegible, ambiguous quotation (s) and quotation (s) received after the stipulated date and time shall be out rightly rejected.

**This issues with the approval of Addl. Chief Executive Officer, SMVDSB.**

**Sd/-**  
**(Dr. Gopal K. Sharma)**  
**Asstt. Chief Executive Officer**

**Copy to the:-**

1. Addl. Chief Executive Officer SMVDSB, for information.
2. Master file / Concerned file.