



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

No: CO/PUR/NE/168/3831

Dated 02 /08/2024

Request for Inviting Quotations (RFIQ)

Shrine Board is intends to finalize rate contract for the Tea Leaves in 01 kg packing of following reputed brands as per detail given below:-

Item Description	Approx. (06) Months Requirement
Tea leaves in 01 kg packing of following brand :- 1. Brooke Bond Taaza 2. Taaza Gold 3. Brooke Bond A-I 4. Tata Agni 5. Nelson 6. Tata Tea Premium Teaveda	8,000 Kgs

Interested firms send their quotation giving full details viz. price, payments terms, delivery schedule and other conditions of sale including special discount for this organization. The quotation addressed to undersigned should reach this office through Registered post, Reputed courier service, through e-mail (nes_purchase@maavaishnodevi.net) or can be personally submitted to this office by or before **12-08-2024** positively. Following particulars must be mentioned on the envelope containing your quotation: -

QUOTATION
NOT TO BE OPENED BEFORE 12 -08- 2024.

RFIQ No. Co/Pur/NE/168/3831

DATED 02 - 08-2024

Terms & Conditions: -

1. The interested vendors may submit their quotation.
2. This is just a RFIQ and not a Purchase Order.
3. Rate to be quoted should be NET inclusive of GST all taxes, having special discount to SMVDSB and FOR Non-Engineering Store, Banganga and valid for a period of 20 days from the last date of receipt of quotation.
4. The successful firm shall have to deliver the material within a period of 15 days from the date of issuance of supply orders from time to time during the rate contract period.
5. Donations to Shri Mata Vaishno Devi Shrine Board, Katra are exempted from Income Tax under Section 80-G of the Income Tax Act.
6. **The rate quoted shall remain valid for a period of Six Month from the date of issuance of Rate Approval Order. The Rate approval order is extendable for another period of (03) Month on the approved rates, terms and conditions, subject to satisfactory supply of aforesaid items as per the sole discretion of the competent authority of SMVDSB.**
7. The supplier shall also mention six digit HSN code of material to be supplied.
8. The participating firm 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 conforming to the regulations laid down under the aforesaid Act.
9. The approved firm shall have to deposit Earnest Money in the form of CDR / FDR pledged to FA/Chief Accounts Officer, SMVDSB, Katra amounting to Rs.15,000/- (Rupees Fifteen Thousand only) or through NEFT which shall be deposited in the official account of SMVDSB Account No. 0235040500001804, IFSC - JAKA0KATTRA ("0" Zero) against for the supply of above referred item drawn from any Nationalized / scheduled Bank having validity of 12 months shall be furnished before placing rate approval order.

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10. The quantities mentioned in the format are indicative in nature and can be increased / decreased substantively according to the requirement of SMVDSB.
11. Shrine Board Reserves the right to split the demand among one or more firms.
12. The material shall be supplied strictly as per approved brand mentioned in the RFIQ.
13. 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.
14. 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 and is also liable to penalize, as deemed fit by the Competent authority of SMVDSB.
15. 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 per day as may be deem fit to the authority shall be levied.
16. Following penalties shall be imposed after delay beyond the delivery period, subject to acceptance by the Competent authority of SMVDSB:-
 - 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. Further delay shall attract additional penalty @1% every 10th day.
 - f. In case of incomplete supply received, an amount equal to 2% of the total value of non-supplied material shall be deducted from the due payment of the supplier.
17. 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.
18. The Competent authority of SMVDB reserves the right:
 - a. to cancel/ terminate the RFIQ / supply 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.
 - d. Grant of extension with or without imposing penalty, as deemed fit.
19. 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.
20. 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 kind information
2. Master file 3. Concerned file