



**OFFICE OF THE CHIEF EXECUTIVE OFFICER  
SHRI MATA VAISHNO DEVI SHRINE BOARD, KATRA**

Office, Jammu Road, Katra (J&K) - 182301 Fax: +91- 1991-232120 Tel.: +91-1991- 232189  
e-mail: [nes\\_purchase@maavaishnodevi.net](mailto:nes_purchase@maavaishnodevi.net), [purchase\\_sec@maavaishnodevi.net](mailto:purchase_sec@maavaishnodevi.net),  
[aceog@maavaishnodevi.net](mailto:aceog@maavaishnodevi.net)

**No.: CO/Pur/NE/168/753**

**Dated: 25.05.2026**

**Request for Inviting Quotations (RFIQ)**

For and on behalf of the Shri Mata Vaishno Devi Shrine Board; through Chief Executive Officer (herein after referred as SMVDSB), offers under two bid system are hereby invited from manufacturers/authorized distributors/dealers/suppliers for supply of Tea Leaves in 01 Kg packing of following reputed brands for a period of **06 Months** as per detail given below:

<b>Item Description</b>	<b>Indicative Quantity (06 Months approx.)</b>
<b>Tea leaves in 01 Kg packing of following brands:-</b>  1. Brooke Bond Taaza 2. Taaza Gold 3. Brooke Bond A-I 4. Tata Agni 5. Nelson 6. Tata Tea Premium Treveda	<b>8000 Kgs</b>

**Terms and conditions:**

**1. Documents to be submitted alongwith offer:**

The interested bidder(s) may submit their offers alongwith following supporting documents:

- i. Copy of Valid License issued by Food Safety and Standards Authority of India.
- ii. Copy of Earnest Money Deposit (please refer condition No. 5)
- iii. GST Certificate.
- iv. Authorized distributor / dealer certificate, if any.

**2. Validity:**

- i) The validity of quotation should be 45 days from the last date prescribed for submission.
- ii) The period of currency of rate contract shall be 06 Months from the date of issuance of 1<sup>st</sup> Purchase Order. The Rate approval order may be extended by another 06 Months on the same rates, terms and conditions, subject to satisfactory supply during currency of contract and mutual consent of buyer / seller.

3. **Rates:**  
The rates quoted must be F.O.R. Non Engineering Store, Banganga (Katra) and inclusive of GST/ all other taxes / costs.
4. **Delivery :**  
The delivery period shall be **20 days** from the issuance of each 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.  
**Note:** After the expiry of prescribed delivery period, the pending material may or may not be accepted. In case of non-acceptance of material, this order (to the extent of undelivered quantity), shall be deemed to be cancelled automatically without any further correspondence with the vendor. However, for any justified reasons (to be brought on record), it is decided by the Shrine Board to accept the delayed supply of material, suitable penalty may be imposed on the vendor.
5. **EMD:**  
The participating bidder(s) must submit Earnest Money Deposit in the shape of CDR/FDR amounting to Rs. 30,000/- (Rupees Thirty Thousand Only) pledged to FA/CAO, SMVDSB, Katra. The bidders may also transfer the required amount of EMD through online mode (IMPS/NEFT/RTGS) to Account No. 0097010100000706, IFSC Code: JAKAOKATTRA ("0" Zero). The EMD shall be returned to all un-successful bidders after the issuance of Rate Contract Order. However, the EMD of the successful bidder (s) shall be retained as Security Deposit and released after expiry of contract period subject to satisfactory supply.
6. The quotation will be considered of only those firms who had submitted requisite EMD.
7. The conditional, illegible, ambiguous quotation (s) and quotation (s) received after the stipulated date and time shall be out rightly rejected.
8. The supplied material shall have to be strictly as per the brand mentioned above.
9. **Inspection/Rejection of the material:-**
  - i. The material supplied shall be checked / inspected by the quality cell /inspection team of Shrine Board. 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 by this office, failing which penalty @ 2% of total value of rejected supplies 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.
10. **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.

11. All disputes arising hereto are subject to Jurisdiction of the Courts of Law at Katra / Reasi.
12. No Advance payment shall be made. The payment shall be made after receipt and inspection/ acceptance of complete material against a Purchase Order, at the Non Engineering Store, Banganga within 20 days from issuance of GR.
13. **The Competent authority of SMVDB 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 year.
  - 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.
14. This is just a RFIQ and not a Purchase Order.
15. The broad terms and conditions have been included. However, other standard terms and conditions of contract/supply may be incorporated in the Rate Contract and Purchase Orders to be issued in due course.
16. **Procedure for submission of Bid:**

The firm shall submit the Bid in Two Bid format:

**First Part:** In a sealed envelope super-scribed “**TECHNICAL BID**” which shall contain all relevant technical details as per clause Clause-1 along with requisite Earnest Money Deposit.

**Second Part:** The Price Bid shall be submitted separately as per **Annexure-A** in a separate sealed envelope super-scribed “**PRICE BID**”. Both the covers separately sealed and super-scribed **TECHNICAL BID** and **PRICE BID**, respectively, shall be placed in a third sealed envelope super-scribed (in CAPITALS) as follows:

<b>RFIQ for Supply of Tea Leaves</b>	
<b>NOT TO BE OPENED BEFORE 29.05.2026</b>	
<b>RFIQ No: CO/Pur/NE/168/753</b>	<b>dated: 25.05.2026</b>

17. 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 **29.05.2026**. Alternatively the sealed offer may be sent by registered Post /Speed Post/ Courier addressed to the office of the Asstt. Chief Executive Officer, Central Office, Jammu Road, Katra (J&K) - 182301 so as to reach by **29.05.2026**. The offer(s) received after the due date and time shall not be considered under any circumstance.
18. The Shrine Board shall not be responsible for any postal delay. Any conditional offer OR offers which are not appropriately sealed in the two-bid 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. The Technical

Bids shall be opened by the Committee, on **29.05.2026** at the Office of Asstt. Chief Executive Officer, SMVDSB, Katra in the presence of the bidders who may choose to be present. The date of opening of Price Bids shall be intimated only to the eligible short-listed bidders after evaluation of the Technical Bids.

**Queries may be addressed to:**

Asstt. Chief Executive Officer (G), SMVDSB  
E-Mail: [nes\\_purchase@maavaishnodevi.net](mailto:nes_purchase@maavaishnodevi.net)

**Sd/-**  
**(Dr. Gopal K Sharma),**  
**Asstt. Chief Executive Officer**  
**SMVD Shrine Board, Katra**

**Seal and Signature of the firm**

**PRICE BID**  
(on the letter head of the firm)

To,

The Asstt. Chief Executive Officer (G),  
Shri Mata Vaishno Devi Shrine Board,  
Katra.

Subject: Quotation for Tea Leaves.

RFIQ No. No. Co/Pur/NE/168/753

Dated: 25.05.2026

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 , installation charges and other taxes / charges F.O.R. Engineering Store, Banganga, Katra:-

S. No.	Description of items	Brand Offered	Indicative Quantity (for 06 Months)	NET Rate inclusive of GST, other taxes and F.O.R. Non- Engineering Store Banganga Katra
1.	Tea Leaves (in 01 Kg packing)		8000 Kg	

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 &amp; Signature \_\_\_\_\_

M/s \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact umber: \_\_\_\_\_

E-mail ID: \_\_\_\_\_

Please read all the contents of the RFIQ before the submission