



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

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No.: CO/Pur/NE/168/2176

Dated: 04.10.2025

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 of reputed brands/distributors /suppliers for the supply of **Besan (30 Kg packing per Bag) and meeting specifications mentioned in Annexure-A over a period of One Year (extendable by another One Year through mutual consent)**. The indicative quantities to be procured are as mentioned below:-

S. No.	Description of items	Indicative Annual requirement
1.	Besan	700 Qtls

1. **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-1 along with requisite Earnest Money Deposit.

Second Part: The Price Bid shall be submitted separately as per **Annexure-B** 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:

<p>RFIQ for Supply of Besan</p> <p>NOT TO BE OPENED BEFORE 14.10.2025</p> <p>RFIQ No: CO/Pur/NE/168/2176 dated: 04.10.2025</p>
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2. 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 3:00 PM (1500 hrs) on 14.10.2025. Alternatively the sealed offer may be sent by Registered Post /Speed Post/ Courier addressed to the office of the Chief Executive Officer, Central Office, Jammu Road, Katra (J&K) - 182301 so as to reach by 3:00 PM (1500 hrs) on 14.10.2025. The offer(s) received after the due date and time shall not be considered under any circumstance.

3. 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.

4. **Validity:**

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

5. **Technical Bid (First Part):-**

Participating firm shall meet following minimum criteria for participation in the RFIQ:

- i) Valid License duly issued by the concerned authorities under Food Safety and Standards Act-2006.(Self attested copy to be attach).
- ii) The average annual financial turnover of the "The Bidder" during the last three years, ending 31st March of the previous year should be above 80% of the estimated quantity (documentary proof to be attached). The turnover of the sister concern firms / subsidiaries shall not be considered.
- iii) The Net Worth of the Bidder as on 31.03.2025 should be positive (duly certified by a Chartered Accountant).
- iv) The brand to be offered must have presence in at-least 05 or more States / UTs. If the prospective bidder is not the original brand holder but a dealer / distributor, it has to submit distributor / dealership certificate issued by brand holder, besides proof of presence of offered brand in at least 5 or more States / UTs.
- v) Test report(s) of Besan to be offered from any NABL Accredited laboratory (Not older than 6 months).
- vi) Self attested undertaking by the firm/participant as per Annexure "C" with respect to meeting prescribed specification defined in Annexure-"A".
- vii) **EMD:-**Participating firm has to submit Earnest Money Deposit in the shape of CDR/FDR amounting to Rs. 3,35,000/- (Rupees Three Lakh Thirty Five Thousand only) pledged to FA/CAO, SMVDSB, Katra or transfer the amount through NEFT in the official account of SMVDSB Account No. 0235040500001804, IFSC - JAKA0KATTRA ("0" Zero). The EMD shall be returned to all un-successful bidders after the issuance of Purchase Order and the EMD of the successful bidder (s) shall be released after expiry of contract period subject to satisfactory supply.
- viii) **Submission of Samples:-**The prospective bidder shall have to submit sample of Besan in 2 Kg packing alongwith quotation without which the quotations shall be out rightly rejected.

6. **Financial Bid (Second Part):-**

RATES:

- i. The Rates should be quoted at the prevailing GST Rate without which the bid shall be rejected.
- ii. The rates quoted must be F.O.R. Non Engineering Store, Banganga, Katra inclusive of GST, levies/discounts & other taxes.

7. **Process of Selection:**

- A) The shortlisting of upto 5 top bidders shall be done in the Technical stage and the 'Price-bids' of only shortlisted bidders shall be considered for competition. The Price-bids of bidders who are not shortlisted (even though meeting the Minimum Technical Eligibility Criteria) shall not be considered.
- B) The shortlisting of bidders shall be done based on their score on a scale of 100 marks, distributed as under:-

S.No.	Criteria	Max Score	Remarks	Score to be awarded
i)	Annual Turnover of brand (below 100 crore not to be considered)	40	>100 Cr. up to 200 Cr. >200 Cr. up to 300 Cr. >300 Cr. up to 400 Cr. >400 Cr. and above	10 20 30 40
ii)	Presence in More No. of states/UTs of India (less than 5 states/UTs not to be considered)	40	> 5 upto 10 states/UTs > 10 upto 15 states/UTs > 15 upto 20 states/UTs > 20 upto and above states/UTs	10 20 30 40
iii)	"Agmark" certification	05	For RFIQ product	5
iv)	ISO certification	05		5
v)	<u>Taste:</u> The samples submitted by bidder shall be adjudged for taste (subjective judgment) by a committee of officers of SMVDSB, which shall award marks on a scale of 10 based on its collective wisdom. The committee's decision in this regard shall be final, non-challengeable and binding on bidders.	10		10
Total Marks				100

- C) The Price Bids of bidders (not more than 5 bidders) short-listed as per the method specified at 'B' above shall only be opened and selection of brand/bidder shall be done on L-1 rates (out of short-listed bidders only).
- D) The Board reserves the right to establish reasonability of rates, to negotiate with the L-1 bidder for each item or to bifurcate the Rate Contract amongst more than one bidder (on L-1/negotiated rates).

8. **General Terms and Conditions:-**

- i. The annual purchase quantities mentioned in the format are indicative in nature and may increase / decrease according to actual requirement.
- ii. No Advance payment shall be made. The payment shall be made after receipt and inspection/ acceptance of complete material at Non Engineering Store, Banganga.
- iii. The successful bidder 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 successful bidder shall classify the supply / Service made to Shrine Board under Business (B to B) Sales. The successful bidder shall also mention six digit HSN code of the material to be supplied. In case the successful bidder doesn't upload / mention the bill under B to B, the GST amount levied in the Bill shall not be paid.
- iv. The successful bidder 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.
- v. "In case the successful bidder is filling GST returns on quarterly basis he must file the Invoice Furnishing Facility (IFF) on monthly basis for Bills to Shrine Board".
- vi. After the successful culmination of RFIQ, if the approved bidder refused to comply with the rate approval order and subsequently the Purchase orders on account of any reason, the same firm(s) shall be debarred from further dealing with the Board for a continuous period of 03 years and forfeiture of EMD/Security deposit.
- vii. The rates remain valid for a period of One Year from the date of issuance of 1st Purchase Order or till the finalization of fresh rate contract, whichever is later. The contract shall be further extendable for another One Year on same rates, terms and conditions, subject to satisfactory and sole description of the Competent authority of SMVDSB.
- viii. The supplier will have to supply the material against the Purchase orders issued by this office from time to time during the rate approval period or till the finalization of Fresh Rate Contract whichever is later.
- ix. No escalation in the basic rate of item shall be allowed by SMVDSB during currency of Contract. If the rate of GST is increased/ decreased or a new tax is introduced or an existing tax is abolished or any change in interpretation or application of any tax occurs in the course of performance/evaluation of contract, which was or will be assessed on the bidder in connection with the performance of the contract, an equitable adjustment of the contract price shall be made to fully take into account any such change by addition to the contract price or deduction there from as the case may be. However no escalation in the basic cost of the item shall be allowed during the currency of the contract.
- x. If at any time it is established that successful bidder has sold the items to any other Government /Semi-Government department/ Institutions at a lesser price, the firm shall be liable for reimbursement of the excess rates charged besides imposition of penalty. Also in case the printed rates are lower than quoted rates, then printed rates shall be payable.
- xi. The financial quotation will be considered of only those firms who meet the technical criteria w.r.t. requisite documents and whose sample is approved.
- xii. The conditional, illegible, ambiguous quotation (s) and quotation (s) received after the stipulated date and time shall be out rightly rejected.
- xiii. 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.

9. **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.

- i. upto 7 days @ 0.5%
- ii. From 8th day to 15th day @ 1%
From 16th day to 22nd day @ 1.5% and
- iii. 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.
- iv. 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).

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 and Jammu. The Arbitration proceeding shall be conducted as per "The Arbitration and Conciliation Act, 1996.

12. The supplied material shall have to be strictly as per the approved sample/specifications mentioned at "Annexure-A".

13. **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. The Board reserve the right to get the supplied material tested from any recognized laboratory at any time during validity of rate contract. In case of samples put to testing getting rejected, the vendor shall have to lift back entire material from various end-use locations of Shrine Board at its entire cost. The cost of testing in such a case shall also be debited to the vendor.
- iii. 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.

14. 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 of defaulter supplier.
 - iii. Debarring any defaulter firm from any further dealing with Shrine Board for a period of one year.
 - iv. Grant of extension with or without imposing penalty, as deemed fit.
 - v. To split the demand among two or more firms.
 - vi. To visit the premises of the bidder to verify the production capacity of the bidder.
15. This is just a RFIQ and not a Purchase Order.
16. The broad terms and conditions has been included but not limited to the other standards, terms and conditions of contract/supply which shall be incorporated in the Purchase Order.

Sd/-
(Alok Kumar Maurya)IFS
Addl. Chief Executive Officer
S. M. V. D. Shrine Board, Katra

Annexure – “A”

The firms must comply with BIS/FSSAI standards alongwith certificate of Analysis(COA) for each batch conforming it meets latest specified quality and safety standard norms as amended from time to time as specified below:-

S.No.	Characteristic	Requirement
1.	Moisture% by mass (not more than)	12.0
2.	Total ash(on dry weight basis)	3.0
3.	Acid insoluble (ash on dry weight basis) % Not more than	0.1
4.	Protein (on dry basis),% by mass	20.0

Annexure-"B"

**Financial quote
(Bill of Quantities)**

(on the letter head of the firm)

M/s _____

S. No.	Description of items	Approx. Indicative Qty. required for 1 year	Brand	Rate per Qtl. (inclusive of GST and F.O.R. Katra)
1.	Besan	700 Qtls		

Seal and Sign of the firm

UNDERTAKING

It is certified that the Besan offered by us are in 100% compliance to the specifications prescribed in the RFIQ No. CO/Pur/NE/168/2176 dated 04.10.2025. Further, our firm shall supply the same product as offered by us, if we emerge as "successful bidder".

Seal and signatures of the bidder