



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

Request for Inviting Quotation (RFIQ)

Dear Sir / Madam,

The Shrine Board intends to procure **Dairy Whitener Milk Powder and Skimmed Milk Powder (in HDPE Packing)** of following brands (over a period of 03 months) from manufacturers / authorized distributors / dealers, as per detail mentioned below:

Particulars	Minimum Specifications	Tentative Quantity (in Kg)	Brands
Dairy Whitener Milk Powder	As per Latest BIS Standards Fat Content: 16% or more	30,000	i. Amulya ii. Mother Dairy
Skimmed Milk Powder	As per Latest BIS Standards Fat Content: Max. 1.5%	6,000	iii. Nestle iv. Verka

The sealed quotations of interested firms; complete in all respects and addressed to Asstt. Chief Executive Officer (G), SMVDSB in the prescribed format (Annexure "A") should reach this office by or before **17.03.2026** upto 3:00 PM positively.

The received quotations shall be opened in the presence of such bidders who choose to remain present. Any bid(s) received after the due date shall not be entertained under any circumstances and the same shall be out rightly rejected without any further communication.

The envelope containing the quotation should be super scribed with the following words:

<u>QUOTATION</u>
RFIQ No.: CO/Pur/NE/21-IV/4226
Dated: 11.03.2026
NOT TO BE OPENED BEFORE: 17.03.2026

The Terms and Conditions governing this RFIQ are as under:

- 1) This is only a RFIQ and not a Purchase Order / Rate Approval Order.
- 2) **Documents to be submitted alongwith offer:**
 - i. Copy of Valid License issued by Food Safety and Standards Authority of India.
 - ii. Copy of Earnest Money Deposit (please refer condition No. 6)
 - iii. GST Certificate.
 - iv. Authorized distributor / dealer certificate issued by the brand-holding company (applicable in case the bidder is distributor / dealers of the approved brand-holder).

3) **Validity:**

- i. The validity of quotation should be 20 days from the last date prescribed for submission.
- ii. The period of currency of Rate Contract shall be 03 months from the date of issuance of 1st Purchase Order. The Rate approval order may be extended by another 03 months on the same rates, terms and conditions, subject to satisfactory supply during currency of contract and mutual consent of buyer / seller.

4) Conditional bids shall be out rightly rejected.

5) The rates quoted must be F.O.R. Non-Engineering Store, Banganga (Katra) and inclusive of taxes / costs.

6) The participating bidder(s) must submit Earnest Money Deposit in the shape of CDR/FDR amounting to **Rs. 50,000/- (Rupees Fifty 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 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.

7) **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.

8) The purchase quantities mentioned in the format are indicative in nature and may increase / decrease according to actual requirement during the period of Contract.

9) **Quality / Specifications:**

The supplied material shall have to meet the minimum standards outlined in the RFIQ document (i.e. Latest BIS Standards). While a self-declaration of compliance shall be accepted for considering the bid, yet the Shrine Board reserves the right to insist for Lab Test Report of any NABL accredited Laboratory. In case the successful bidder / vendor is not able to provide the NABL Lab Test report, the Board may get Lab Test done at its own and debit cost to the bidder / vendor. All consequences in case of failing of supply in the Lab-Testing shall be to the bidder's scope.

10) **Inspection/Rejection of the material:**

- i. The material to be supplied must have a minimum remaining shelf life (till due date of expiry) of 6-9 months, failing which supply could be rejected.
- ii. The supplied material shall be checked / inspected by the quality cell /inspection team of Shrine Board. If found of inferior quality/defective, the same shall be rejected.
- iii. Further, 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.

- iv. 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 @ 0.5% 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 penalty charges till lifting of material by the successful auctioneer shall be recovered from the supplier.

11) **Payment Terms:**

- i. **No Advance payment shall be made.**
- ii. **The payment shall be made after the supply of material and acceptance of the same by the Non-Engineering Store, within a period of 15 days from the date of issuance of G. R.**

12) **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 justified reasons to be brought on record.

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

13) **Rights reserved by SMVDSB:**

- 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 three year.
- iv. Grant of extension with or without imposing penalty, as deemed fit.
- v. To split the demand among two or more firms at the same rate.
- vi. To visit the premises of the bidder to verify the production / handling capacity of the bidder / quality of products.

14) **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.

15) **Jurisdiction:**

All disputes arising hereto are subject to Jurisdiction of the Courts of Law at Katra

/ Reasi.

- 16) 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.

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

No.: CO/Pur/NE/21-IV/4226
Dated: 11.03.2026

(On the letter head of the firm)

PRICE BID

To,

The Asstt. Chief Executive Officer (G),
Shri Mata Vaishno Devi Shrine Board, Katra.Subject: **Quotation for the supply of Dairy Whitener Milk Powder and Skimmed Milk Powder.**

RFIQ No: CO/Pur/NE/21-IV/4226

Dated: 11.03.2026

Sir,

I, _____ representative / proprietor from M/s _____ hereby submit my rates as per the specifications / Brand / requirement of Shrine Board. The rates are **net inclusive of GST and all other costs such as loading, unloading, labour charges, toll tax and other taxes / charges and F.O.R. Non-Engineering Store, Banganga, Katra:**

Description of Item	Brand offered	HDPE Packing (in Kg)	Fat Content (in %age)	Net rates inclusive of GST & all other costs
Dairy Whitener Milk Powder				per kg
Skimmed Milk Powder				per 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 deliver the material as per the required specifications, brand 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.

Yours faithfully,

Seal & Signature _____ M/s _____

Full Address _____

Contact Person: _____ Contact No: _____

E-mail Id: _____

***The price to be quoted / offered on the letter head of the firm only as per the price bid format. ***