



**OFFICE OF THE CHIEF EXECUTIVE OFFICER
SHRI MATAVAISHNODEVISHRINEBOARD, KATRA**

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No.: CO/Pur/NE/212-I/2745

Dated: 27.10.2026

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), the offers under two-bid system are hereby invited from manufacturers of approved Brands/ Distributors / Suppliers for the supply of **Biscuits / Cookies** (of approved brands only as depicted in the table below) over a period of **01 year from the date of issuance of 1st Supply Order or till the finalization of fresh Rate Contract** whichever is later. The rate Contract shall be extendable by another 01 year subject to satisfaction of the Competent Authority and the mutual consent of buyer / seller. The indicative quantities to be procured on annual basis are as mentioned below:-

S.No.	Approved Brands of Biscuits/ cookies	Approximate Annual Purchase Volume
1.	Britannia	15,00,000 Packets
2.	Patanjali	
3.	Parle-G	
4.	Cremica	
5.	Cadbury	
6.	Sunfeast	
7.	McVitie’s	
8.	Unibic	
9.	Bonn	
Special Note: The offers for biscuits having MRP in the range of Rs. 5/- to Rs. 30/- per packet shall only be considered.		

1. **Procedure for submission of Bid**: The bidders shall be required to submit their bids in the Purchase Section of Shrine Board in a 'Two-Bid' format explained below, before the prescribed last date/ time prescribed for bid submission:

(i) **First Part**: The first Part shall comprise the following:

- **Bidder's details / essential documents**: A sealed envelope super-scribed "**TECHNICAL BID**" which shall contain all relevant technical details / documents mentioned in Clause 5(A &B) along with requisite Earnest Money Deposit (EMD).
- **Samples**: The samples of the offered products (atleast **02 packets** of each of the biscuit varieties offered) shall have to be submitted along with the Technical Bid. In the absence of samples as stated, the bids of bidders shall not be considered any further.

(ii) **Second Part**: The Price Bid shall be submitted as per **Annexure-‘A’** in a separate

sealed **envelope** super-scribed “**PRICE BID**”. The rates quoted must be:

- Inclusive of all taxes/ costs.
- F.O.R. Non Engineering Store, Banganga, Katra.
- Must envisage a single uniform discount for various varieties offered to the Shrine Board. Offers making different discounts for different varieties of biscuits shall not be considered and shall be rejected outrightly.

(iii) Both the above envelopes separately sealed and super-scribed **TECHNICAL BID** and **PRICE BID** respectively, shall be placed in a third sealed envelope super-scribed with following words:

<p style="text-align: center;">RFIQ for Supply of Biscuits / Cookies NOT TO BE OPENED BEFORE 09.11.2026 Ref RFIQ No: CO/Pur/NE/212-I/2745 dated: 27.10.2026</p>

2. The offers enveloped as described above, must be submitted in the Non Engineering Purchase Section, SMVDSB, Central Office, Katra by or before 3:00 PM of **09.11.2026**. Alternatively, the sealed offer may also be sent through Registered Post /Speed Post/ Courier addressed to office of the Chief Executive Officer, Central Office, Jammu Road, Katra (J&K) - 182301 so as to reach by or before the prescribed last date / time. The offer(s) received after the due date and time shall not be considered under any circumstance. The Shrine Board shall not be responsible for any postal delay as well.
3. Any conditional offers 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 **09.11.2026** at 3:30 PM or any other convenient date in Office of Asstt. Chief Executive Officer, SMVDSB, Katra in the presence of such 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.
4. **Bid Validity:**
 - (i) The minimum validity of bids shall be 60 days from the last date prescribed for the bid submission.
 - (ii) The period of currency of Rate Contract shall be 01 year from the date of issuance of 1st Supply Order or till the finalization of fresh Rate Contract whichever is later. The rate Contract shall be extendable by another 01year subject to satisfactory performance of Competent Authority and the mutual consent of buyer / seller.
5. **Eligibility / Technical Bid Documents:** The bidders must meet following minimum criteria for participation / submit following relevant and reliable documents in support:
 - i) PAN and G.S.T. certificate (Self-attested copies)
 - ii) Copy of valid FSSAI License (self-attested copy).
 - iii) In case the bidder is not the principal manufacturing company, it shall compulsorily have to be a distributorship/ authorized dealer (certificate issued by

principal company to be attached).

- iv) The average annual financial turnover of the “The Bidder” during the last three years, ending 31st March, 2026 of the previous year should be above Rs. 1.00 crore (certificate of Chartered Accountant with UDIN No. or any other reliable documentary proof to be attached). The turnover of sister concerns / subsidiaries shall not be considered.
- v) The Net Worth of the Bidder as on 31.03.2026 should be positive (certificate of Chartered Accountant with UDIN No. or any other reliable documentary proof to be attached).
- vi) **EMD:-**
 - a) The bidder has to submit Earnest Money Deposit amounting to Rs. 50,000/- (Rupees Fifty Thousand Only). The EMDs of un-successful bidders shall be released upon culmination of RFIQ i.e. after the issuance of Rate Contract(s) to successful bidder(s). The EMD of the successful bidder(s) shall be released after expiry of rate contract period subject to satisfactory discharge of contractual obligations.
 - b) The EMD can be deposited in the shape of CDR / TDR / FDR of any Nationalized / Scheduled Bank and must be pledged to the FA & CAO, SMVDSB. The original copy of EMD shall have to be deposited along with other prescribed documents as part of sealed Technical Bid. Without the EMD, the bids shall not be considered.
 - c) Alternatively, the may also transfer the amount on account of EMD in online mode in following account of the Shrine Board:

Account No.	: <u>0097010100000706</u>
Type of Account	: <u>SB</u>
Banker	: <u>Jammu & Kashmir Bank Ltd.</u>
Branch	: <u>Main Branch, Katra</u>
IFSC Code	: <u>JAKA0KATTRA</u>
 - d) In the case of online transfer of EMD amount, the following shall be compulsorily adhered to (without which bids shall not be considered):
 - The print-copy of screenshot of transfer shall have to be submitted (as part of technical bid envelop) in the Purchase Section prior to the specified date of opening of Technical Bids.
 - The full details of the Bank Account from which the transactions have been made shall have to written on the body of the Transaction Screenshot.
 - The transaction to the account specified at ‘c’ above shall only be accepted. The transactions made to any other account of Shrine Board shall be treated as failure to deposit the prescribed EMD.
- vii) A print copy of this RFIQ document with each page signed by the bidder in token of acceptance of the terms and conditions mentioned in the RFIQ.

6. **Selection Process:** Notwithstanding the rights reserved by the Shrine Board, the following process shall be adopted for the selection of products / bidders against this RFIQ:

Step-1: The Technical Evaluation of bidders shall be carried out first on the basis of scrutiny of submitted documents prescribed in the RFIQ. On the basis of above, bidders shall be shortlisted for considering them in the further competition.

Step-2: After short listing on the basis of submitted documents, the evaluation of samples of the shortlisted bidders shall be undertaken to ascertain general suitability of product to the intended end-use. This shall be done as a subjective judgment by a committee of officers of the Shrine Board. The products which are not found suitable shall be dropped even if the bidder meets the other technical criteria. The subjective judgment of the committee shall be final, unquestionable and binding upon the bidders. By participating in the RFIQ, the bidder hereby confirms that this clause is acceptable to the bidder. Further, the Price-bids of bidders who are not shortlisted shall not be considered.

Step-3: Price Bids of short-listed bidders shall only be opened and evaluated.

Step-4 (Final Selection): The final selection of brands / varieties offered by bidder shall not be only on the basis of uniform discount alone but based on overall satisfaction of evaluation committee. competent authority about the acceptability of samples and the reasonability of discounts offered in accordance with market positioning of brands.

7. **General Terms and Conditions:**

- (i) The bidders to specifically note that during the currency of Rate Contract with the selected bidder:
- While upward / downward change of MRP of the approved products shall be allowed, approved uniform discount percentage on MRP shall however not be revised downwards in any case.
 - The requests for addition of a variety of biscuit of the same brand within the currency of the Rate Contract shall be considered subject to the following:
 - ✓ Each new additional variety shall be introduced only against dropping of an existing approved variety of biscuit i.e. the total no. of approved varieties of a brand shall remain static.
 - ✓ Before allowing introduction of any new (replacement) variety of biscuits of a particular brand, the Shrine Board reserves the right to convince itself about the suitability of the new offered variety in the context of end use. The judgment of Shrine Board in this regard shall be final and binding and not questionable.
- (ii) The Competent authority of SMVDB reserves the right to:
- Establish reasonability of rates or to negotiate the offered rates with the bidders.
 - To allot Rate Contracts to as many brands as it deems appropriate.
 - Cancel the RFIQ or to terminate the Rate Contract / Purchase Order(s) anytime during their validity; without assigning any reason.
 - Addition / deletion / interpretation of any of the clause(s) of this RFIQ.
 - To forfeit the CDR/FDR of defaulting bidders / vendors.
 - Debarring any defaulter firm from any further dealing with Shrine Board for a specified period.
 - Grant of extension with or without imposing penalty.
 - To get the supplied material tested from any recognized laboratory at any

time during validity of rate contract. In the case of samples (drawn from supplies) 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.

8. **Payment:** After receipt and inspection/ acceptance of material at Non Engineering Store, Banganga (approximately after 20 days of supply).

9. **GST Compliance:**

- (i) The successful bidder shall have to mention GST No. 01AAETS9822J1ZC of Shri Mata Vaishno Devi Shrine Board and the six digit HSN code of the material to be supplied while raising their bill of supplies.
- (ii) While filing GSTR-I, the successful bidder shall classify the supply/Service made to Shrine Board under Business (B to B) Sales. 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.
- (iii) 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.
- (iv) "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".
- (v) The supplier will have to supply the material against the Purchase orders issued by this office immediately as also from time to time during the rate approval period.
- (vi) If during the RC period, 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.

10. **Delivery Period:** 10 to 15 days from the date of each Purchase Order against the Rate Contract. 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.

11. **Penalty for Delayed Supply / Non-Supply of ordered material:**

A) Delayed supplies:

Following quantum of penalties (calculated on the amount of pending supplies) shall be imposed in case of delay in making the supply of goods vis-à-vis the permissible delivery period:-

- i. Upto 10 days @ 1.00%
- ii. From 11 days to 20 days @ 2%
- iii. From 21 days to 30 days @ 3.00%
- iv. 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 after

imposing a penalty of 1% for each 10 days of delay. Further, the imposition of penalty shall be the sole discretion of competent authority who; if satisfied with the reasonableness of the cause of delay, may allow extension even without imposing the penalty.

B) Non -Supply:

In case of failure of the approved vendor to make supply of ordered goods against POs issued from time to time during the Rate Contract period, the following penalties (escalated-matrix) may be imposed upon the defaulting vendors at the sole discretion of the Competent Authority:

- i. Failure to supply less than 25% of the goods ordered during the RC period: 2% of the actual value of pending material.
- ii. Failure to supply more than 25% but less than 50% of the goods ordered during the RC period: Forfeiture of EMD / Security Deposit.
- iii. Failure to supply more than 50% of the goods ordered during the RC period: Forfeiture of EMD / Security Deposit and debarring from participation in Board's competitions for a consecutive period of 2-3 years.

12. Inspection/Rejection of the material:

- (i) Each consignment of material supplied shall be checked/inspected and If found of inferior quality/defective, the same shall be rejected outrightly.
- (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.

13. Indicative Quantities: The annual quantity mentioned in the RFIQ relates to overall anticipated consumption of all varieties / brands of biscuits. This quantity is merely indicative in nature and may actually increase /decrease according to actual requirement/pilgrim influx. No claims in this regard shall be entertained at a later date.

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. Arbitration: Any of the parties may apply to the Chief Executive Officer of Shri Mata Vaishno Devi Shrine Board for appointment of the Arbitrator in the event of any dispute /difference. On receipt of such request, it shall be lawful for the Chief Executive Officer to appoint an Arbitrator to adjudicate upon the dispute / differences. The Arbitrator so appointed shall enter upon reference and decide the dispute in accordance with the applicable Laws / Acts. Arbitration & Conciliation Act, 1996 (with latest amendments). The place of such arbitration shall be Jammu / Katra.

16. Dispute Resolution All disputes arising hereto are subject to Jurisdiction of the Courts

of Law at Katra, Reasi and Jammu.

17. This is just a RFIQ and not a Rate Contract / Purchase Order and does not create rights of any kind to the participating bidders.
18. The broad Terms and Conditions have been included but not limited to the other standards, Terms and Conditions of Contract/Supply which shall be incorporated in the Rate Contract / Purchase Orders issued in the due course.

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

Financial Quote
(on the letter head of the bidder)

M/s _____

Brand of Biscuits Offered	Varieties of Biscuits Offered	MRP per packet (Rs.)	Offered Percentage of discount on MRP

Seal and Sign of the firm