



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

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No.: CO/Pur/NE/368/6280

Dated: 22 .10.2024

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 **Spices (Masala items) without Onion & Garlic in 500 gm to 1 kg packing and meeting specifications mentioned in Annexure-A over a period of 6 months (extendable by another 6 months through mutual consent)**. The indicative quantities to be procured are as mentioned below:-

S. No.	Description of items	Indicative Annual requirement (in Kgs)
1.	Zeera Whole	5000
2.	Dhania Powder	3200
3.	Rai Whole	1200
4.	Ginger Powder	1000
5.	Sambhar Masala	1000
6.	Elachi Sabaj	500
7.	Moti Elachi Cardamom Big whole	400
8.	Tej Patta	200

Terms and conditions:

1. The interested bidder(s) shall have to submit their offer alongwith following supporting documents:
 - i) Copy of Valid License under Food Safety and Standards Act-2006.
 - ii) CA attested documents to establish turnover/ net worth.
 - iii) Documents establishing presence of the brand in at-least 05 or more States / UTs.
 - iv) Test report(s) of spices to be offered from any NABL Accredited laboratory (Not older than 6 months).
 - v) Self attested undertaking by the firm/participant as per Annexure "C" with respect to meeting prescribed specification defined in Annexure-"A".
2. **Submission of Samples**

The prospective bidder shall have to submit sample of Spices alongwith quotation without which the quotations shall be out rightly rejected. Minimum sample size shall be 50 gms for each item (upto 10 gms in case of Elaichi Sabaz).

3. **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 06 (Six) months from the date of issuance of Rate Approval 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.
4. **Rates:**

The rates quoted must be F.O.R. Non Engineering Store, Banganga (Katra) and inclusive of GST/ all other taxes / costs.
5. **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.
6. **Minimum Eligibility Criteria:**

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.
 - ii) Annual Turnover of the brand-holding company must be in excess of Rs. 100 crores (CA attested document required).
 - iii) The bidder must have positive net worth duly certified by a Chartered Accountant.
 - iv) The brand of spices 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.
7. Participating firm has to 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 Purchase Order and the EMD of the successful bidder (s) shall be released after expiry of contract period subject to satisfactory supply.
8. 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.
9. The conditional, illegible, ambiguous quotation (s) and quotation (s) received after the stipulated date and time shall be out rightly rejected.

10. **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:-

Sr. 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 at least 4 out of 8 items put to tender	5
iv)	ISO certification	-	For at least 4 out of 8 items put to tender	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
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).
11. 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.
12. The annual purchase quantities mentioned in the format are indicative in nature and may increase / decrease according to actual requirement.
13. The supplied material shall have to be strictly as per the approved sample/specifications.

14. **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.
15. 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%
 - 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).

16. **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.
17. 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.

18. No Advance payment shall be made. The payment shall be made after receipt and inspection/ acceptance of complete material at Non Engineering Store, Banganga.
19. The board reserves the right to get the supplied material tested from any authorized lab (if required) to ascertain compliance of supplied material to the approved specifications.
20. 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.
21. This is just a RFIQ and not a Purchase Order.
22. 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.

23. **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-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:

RFIQ for Supply of Spices	
NOT TO BE OPENED BEFORE 05.11.2024	
RFIQ No: CO/Pur/NE/368/6280	dated: 22.10.2024

24. 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 **05.11.2024**. 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 **05.11.2024**. The offer(s) received after the

due date and time shall not be considered under any circumstance.

25. 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 Tender Committee, on **05.11.2024** at 3:30 PM at the Office of 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: aceog@maavaishnodevi.net, nes_purchase@maavaishnodevi.net

Contact No. 9906019466

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

Annexure – “A”

The common quality parameters of Spices are detailed as below:-

1. **Coriander (Dhania)** powder means the powder obtained by grinding clean, sound, dried mature fruits of *Coriandrum sativum* L. It shall be in the form of rough or fine powder. It shall have typical aroma and shall be free from mustiness. It shall be free from mould, living and dead insects, insect fragments, rodent contamination; the powder shall be free from added colour, starch, bleach or preservative. It shall conform to the following standards:—

S. No.	Parameter	Limit
1	Moisture	Not more than 9.0 percent by weight
2	Volatile oil content on dry basis	Not less than 0.09 percent by v/w
3	Total ash on dry basis	Not more than 7.0 percent by weight
4	Ash insoluble in dilute HCl on dry basis.	Not more than 1.5 percent by weight

2. **Sambar Masala:** Grade designation and definition of quality of Sambar Masala

S. No	Grade Designation	Moisture content percent by mass (Max.)	Crude fibre on dry weight basis, percent by mass (Max.)	Acide insoluble Ash on dry weight basis percent by mass (Max.)	Volatile oil percent V/M on dry basis (Min.)	Non-Volatile Ether Extract on dry weight basis, percent by mass (Min.)	Salt as Na Cl on dry weight basis, percent by mass (Max.)
1.	Special Grade	8.0	15.0	1.0	0.50	12.0	5.0
2.	Standard Grade	10.0	25.0	1.5	0.20	8.0	10.0

Grade Designation and General Characteristics: Special grade and Standard Grade:

- a) Shall be obtained by grinding clean, dry and wholesome spices and condiments.
- b) May contain add starch, pulses, edible oil and edible common salt.
- c) Shall have fresh and pleasant characteristics taste and flavor associated with the product.
- d) Shall be free from rancid taste, musty odour, dirt, visible mould growth insect infestations add colorings matter and preservatives other than common salt.
- e) Shall contain not less than 85% and 80% total species and condiment for special and standard grade respectively.

Safety Standards:

The product:

- (a) Shall conform to the limits for aflatoxins, metallic contaminants pesticide residue and any other requirements as laid down under the mandatory provision of the Prevention of Food Adulteration Act. Rules, 1954.
- (b) Shall also conform to the microbiological requirements as laid down below:

S. No.	Parameters	Range
1.	Total viable count	10 ⁶ per gram (maximum)
2.	Moulds	10 ⁴ per gram (maximum)
3.	E. Coli	10 ³ per gram (maximum)
4.	Salmonella	Not detectable in 25 gm of the sample

3. **Zeera Whole Cumin (Safed Zeera) whole.-** means the dried mature seeds of *Cuminumcyminum* L. of the Apiaceae family. It shall have characteristic colour, aroma and flavour. It shall be free from live insects, any foreign odour or flavour and mustiness. It shall be free from added colour and harmful substances.

It shall conform to the following requirements, namely:

S. No.	Requirements	Limits
1	Moisture content, percent by mass (maximum)	10.0
2	Total ash, percent by mass on dry basis (maximum)	12.0
3	Acid insoluble ash, percent by mass on dry basis (maximum)	4.0
4	Volatile oil content, ml/100g, on dry basis (minimum)	1.5
5	Extraneous vegetable matter content, percent by (maximum)	3
6	Foreign matter content, percent by mass (maximum)	0.5
7	Mouldy seeds, percent by mass (maximum)	1.0
8	Proportion of damaged/defective fruits, percent by (maximum)	5.0
9	Broken, percent by mass (maximum)	3.0
10	Dead insects, insect fragments, rodent contamination , percent by mass (maximum)	0.5
11	Insect-damaged matter, percent by mass (maximum)	1.0
12	Animal excreta (mg/kg) , (maximum)	1.0
13	Uric Acid , mg/kg on dry basis (maximum)	100

4. **Cardamom (Chhoti Elaichi) Whole** means the dried capsules of nearly ripe fruits of *Elettaria cardamomum* L. Maton Var. *Minuscule* Burkill. The capsules may be light green to brown or pale cream to white when bleached with sulphur dioxide. It shall have characteristic flavour free from any foreign odour, mustiness or rancidity. It shall be free from mould, living and dead insects, insect fragments, rodent contamination. Thrip marks alone should not lead to the conclusion that the capsules have been infested with insects. The product shall be free from added colouring matter and other harmful substances.

It shall conform to the following standards:

S. No.	Parameters	Range
(i)	Extraneous matter	Not more than 1.0 percent by weight
(ii)	Empty and malformed capsules by count	Not more than 3.0 percent by count
(iii)	Immature and shrivelled capsules	Not more than 3.0 percent by weight
(iv)	Moisture	Not more than 13.0 percent by weight
(v)	Total ash on dry basis	Not more than 9.5 percent by weight
(vi)	Volatile oil content on dry basis	Not less than 3.5 percent by v/w
(vii)	Insect damaged matter	Not more than 1.0 percent by weight

5. **Dried Ginger (Sonth, Dried Adrak) Powder** means the powder obtained by grinding rhizome of office *Zingiber officinale* Roscoe. It shall have characteristic taste and flavor free from musty odour or rancid or bitter taste. It shall be free from mould, living and dead insects, insect fragments and rodent contamination. The powder shall be free from added colouring matter. It shall conform to the following standards:

S. No.	Parameter	Range
(i)	Moisture	Not more than 12.00 percent by weight
(ii)	Total ash on dry basis	
	(a) Unbleached	Not more than 8.0 percent by weight
	(b) Bleached	Not more than 12.0 percent by weight
(iii)	Calcium as Calcium oxide on dry basis:	
	(a) Unbleached	Not more than 1.1 percent by weight
	(b) Bleached	Not more than 2.5 percent by weight
(iv)	Volatile oil content on dry basis	Not less than 1.0 percent by weight
(v)	Water soluble ash on dry basis	Not less than 1.7 percent by weight
(vi)	Acid insoluble ash on dry basis	Not more than 1.0 percent by weight
(vii)	Alcohol (90% v/w) soluble extract on dry basis	Not less than 5.1 percent by weight
(viii)	Cold water soluble extract on dry basis	Not less than 10.9 percent

6. **Mustard (Rai, Sarson) whole** means the dried, clean mature seeds of one or more of the plants of *Brassica alba*. (L). Boiss (Safed rai), *Brassica compestris* L.var, *dichotoma* (Kali Sarson), *Brassica Compestris*, L. Var, yellow Sarson, Syn, *Brassica compestris* L, var *glauca* (Pili Sarson), *Brassica, compestris* L. Var. *toria* (Toria), *Barassica juncea*, (L). Coss et Czern (Rai, Lotni) and *Brassica nigra* (L); Koch (Benarasi rai). It shall be free from mould, living and dead insects, insect fragments, rodent contamination. The product shall be free from the seeds of *Argemone Maxicana* L, any other harmful substances and added colouring matter.

It shall conform to the following standards:

S. No.	Parameter	Range
(i)	Extraneous matter	Not more than 2.0 percent by weight
(ii)	Damaged or Shrivelled seeds	Not more than 2.0 percent by weight
(iii)	Moisture	Not more than 10.0 percent by weight
(iv)	Total ash on dry basis	Not more than 6.5 percent by weight
(v)	Ash insoluble in dilute HCl on dry basis	Not more than 1.0 percent by weight
(vi)	Non volatile ether extract on dry basis	Not less than 28.0 percent by weight
(vii)	Volatile oil content on dry basis	Not less than 0.3 percent by v/w
viii)	Insect damaged matter	Not more than 1.0 percent by weight
(ix)	Allyl iso thiocyanate (m/m) on dry basis	
	(a) <i>B nigra</i>	Not less than 1.0 percent by weight
	(b) <i>B Juncea</i>	Not less than 0.7 percent by weight
(x)	P-hydroxybenzyliso-thiocyanate(m/m) on dry basis in <i>sinapist alba</i>	Not less than 2.3 percent by weight
(xi)	<i>Argemone</i> seeds	Absent

7. **Moti Elaichi Large Cardamom (Badi Elaichi) whole** means the dried nearly ripe fruit (capsule) of *Amomum subulatum* Roxb. The capsule shall have characteristic flavour free from foreign odour, mustiness and rancidity. It shall be free from mould, living and dead insects, insect fragments, rodent contamination. The product shall be free from added colouring matter and any harmful substance.

It shall conform to the following standards:—

S. No.	Parameter	Range
(i)	Extraneous matter	Not more than 1.0 percent by weight
(ii)	Empty and malformed capsules by count	Not more than 2.0 percent by count
(iii)	Immature and shrivelled capsules	Not more than 2.0 percent by weight
(iv)	Moisture	Not more than 12.0 percent by weight
(v)	Ash insoluble in dilute HCl on dry basis.	Not more than 2.0 percent by weight
(vi)	Total ash on dry basis	Not more than 8.0 percent by weight
(vii)	Volatile oil content of seeds on dry basis	Not less than 1.0 percent by v/w.
(viii)	Insect damaged matter	Insect damaged matter

8. **TEJPAT.**- "Tejpata" means the dried leaves of the tree *Cinnamomum tamala*, Nees and Ebermof family *lauraceae*, which shall have characteristic aroma and shall be clean and free from musty odour, off-flavor, mould growth, insect infestation, rodent contamination and other impurities except to the extent as per the requirements given below. It shall be free from admixture of leaves other than Tejpata.

It shall conform to the following requirements, namely:-

S.No	Characteristics	Requirements
(i)	Moisture content, per cent. by mass, on dry basis (<i>Maximum</i>)	10.0
(ii)	Extraneous matter, per cent. by mass, on dry basis (<i>Maximum</i>)	1.0
(iii)	Shrivelled and discoloured leaves, per cent. by mass, on dry basis (<i>Maximum</i>)	10.0
(iv)	Cut and broken leaves, per cent. by mass, on dry basis (<i>Maximum</i>)	20.0
(v)	Insect bored and diseased leaves, per cent. by mass, on dry basis (<i>Maximum</i>)	10.0
(vi)	Twigs, leafstalk, per cent. by mass, on dry basis (<i>Maximum</i>)	5.0
(vii)	Volatile oil content, (ml/100g) on dry basis (<i>Minimum</i>)	0.5
(viii)	Uric acid, mg/kg, on dry basis (<i>Maximum</i>)	100.0

**Financial quote
(Bill of Quantities)**

(on the letter head of the firm)

M/s _____

S. No.	Description of items	Approx. Indicative Qty. required for 03 months (in Kgs))	Variety	Rate per Kg (inclusive of GST and F.O.R. Katra)
1.	Zeera Whole	1250		
2.	Dhania Powder	800		
3.	Rai Whole	300		
4.	Ginger Powder	250		
5.	Sambhar Masala	250		
6.	Elachi Sabaj	125		
7.	Moti Elachi Cardamom Big whole	100		
8.	Taj Patta	50		

Seal and Sign of the firm

UNDERTAKING

It is certified that the spices offered by us are in 100% compliance to the specifications prescribed in the RFIQ No. CO/Pur/NE/368/6280 DT: 22.10.2024. Further, our firm shall supply the same product as offered by us, if we emerge as "successful bidder".

Seal and signatures of the bidder