



On-Line Request for Proposal (e-RFP)
For
Selection of Bidder for Supply of Dietary Items for Corporate café
(Diary)

e-RFP Ref. No.: JKB/CHQ/GD/Dietary-Items-Diary/2025-1363
Dated: 09-04-2025

Issued by:
J&K Bank Ltd.
General Department CHQ
Corporate Headquarters, Srinagar,
M. A. Road Srinagar, 190 001 J&K

DISCLAIMER:

The information contained in this Request for Proposal Document (RFP Document) or subsequently provided to Bidder/s, whether verbally or in documentary form by or on behalf of the J&K Bank or any of their representatives, employees or advisors

(collectively referred to as – Bank Representatives), is provided to Bidder(s) on the terms and conditions set out in this RFP Document and any other terms and conditions subject to which such information is provided. This document shall not be transferred, reproduced or otherwise used for purpose other than for which it is specifically issued.

This RFP Document is not an agreement and is not an offer or invitation by the Bank Representatives to any party other than the entities who are qualified to submit their Proposal (Bidders). The purpose of this RFP Document is to provide the Bidder with information to assist the formulation of their Proposal. This RFP Document does not purport to contain all the information each Bidder may require. This RFP Document may not be appropriate for all persons, and it is not possible for the Bank Representatives, their employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP Document.

The Bank, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this bidding process. The Bank also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The Bidders are expected to examine all instructions, forms, terms and specifications in the bidding Document. Failure to furnish all information required by the bidding Document or to submit a Bid not substantially responsive to the bidding Document in all respect will be at the Bidder's risk and may result in rejection of the Bid.

The Bank Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP Document.

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Schedule of Events:

e-RFP Reference Number	JKB/CHQ/GD/Dietary-Items-Diary/2025-1363 Dated: 09-04-2025
Department Name	General Department Corporate Headquarters
Scope of Work	Supply of Dietary Items for use at Corporate café (Diary
Period of contract	01 Years (can be extended at sole discretion of the J&K Bank).
Mode of Tender Submission	Online
Contact details of issuing department (Name, Designation, Mobile No., Email address for sending any kind of correspondence regarding this RFP)	Mr. Anis Ahmad Wani , Sr.Manager, Incharge General Department Corporate headquarters Srinagar Kashmir-190001 e-mail:anis.wani@jkbmail.com Ph.No. 0194-2502620, Mobile No.7006972227
Tender Type	Open
Tender Document	The details can be downloaded free of cost, from our website https:// www.jkbank.net and https://jkbank.abcpocure.com
Bid Document Availability including changes/amendments, if any to be issued	NIT is available on and can be submitted on Bank's e-Tendering Services Provider's Portal https://jkbank.abcpocure.com /from April 11, 2025 16.00 Hrs. April 18, 2025 17.00 Hrs.
Pre-bid Queries submission Date and Mode	All Clarifications/Queries shall be raised online only through e-Tendering Portal https://jkbank.abcpocure.com / by or before April 15, 2025
Clarifications to pre-bid queries will be provided by the Bank.	All communications regarding points / queries requiring clarifications shall be given online through prescribed e-Tendering Portal on April 17, 2025
Last Date of Submission of RFP	April 18, 2025 17.00 Hrs.
Place of submission of bids	Online
Details of Documents to be Submitted	Tran/UTR No. Proof of Participation Fee Proof of EMD Technical Bid Other documents supporting eligibility criteria etc. as per tender document
Tender Activity Configuration	

Tender / Participation Fees(₹) to be deposited through Transfer/NEFT	<p>₹ 500/- (Rupees Five hundred only) to be deposited through Transfer / NEFT only to below a/c :</p> <p>Account Name: Tender Fee/ Cost Account</p> <p>16-digit Account No :9931530300000001</p> <p>IFSC Code:JAKA0HRDCHQ (0 denotes zero)</p> <p>Bank: The J&K Bank Ltd</p> <p>Branch: Corporate Headquarters</p> <p>MA Road Srinagar J&K - 190001</p> <p>UTR Number / Tran No. & Date may be uploaded as proof on e-Tendering</p>										
EMD Amount (₹) through NEFT	<p>Rs.20,000/- to be deposited through Transfer / NEFT only to below A/c:</p> <p>Account Name: Earnest Money Deposit (EMD)</p> <p>16-digit Account No :9931070690000001</p> <p>IFSC Code:JAKA0HRDCHQ (0 denotes zero)</p> <p>Bank: The J&K Bank Ltd</p> <p>Branch: Corporate Headquarters</p> <p>MA Road Srinagar J&K - 190001</p>										
For e-Tender related Queries	<p><u>Service Provider:</u></p> <p>M/s. E-procurement Technologies Limited</p> <p>(Auction Tiger) , B-705, Wall Street- II, Opp. Orient Club, Ellis Bridge, Near Gujarat College,</p> <p>Ahmedabad- 380006, Gujarat</p>										
	<p><u>Help Desk:</u></p>										
	<table><tr><th>Sr. No</th><th>Name</th></tr><tr><td>1</td><td>Sandhya Vekariya - 6352631968</td></tr><tr><td>2</td><td>Suraj Gupta - 6352632310</td></tr><tr><td>3</td><td>Ijlalaehmad Pathan - 6352631902</td></tr><tr><td>4</td><td>Imran Sodagar - 9328931942</td></tr></table>	Sr. No	Name	1	Sandhya Vekariya - 6352631968	2	Suraj Gupta - 6352632310	3	Ijlalaehmad Pathan - 6352631902	4	Imran Sodagar - 9328931942
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HOW TO SUBMIT THE TENDER:

Instructions to the bidders to submit the bids through Bank's e-Tendering Service Provider's Portal <https://jkbank.abcprocure.com/>:

- a. Bidder should do registration/enrolment via the e-tendering portal <https://jkbank.abcprocure.com/> which is generally free of charge. During the enrolment, the bidders should provide true and correct information.
- b. Bidders need to login to the site through the user ID/ Password chosen during enrolment/Registration.
- c. Bidder need to go through the tender published on the site <https://jkbank.abcprocure.com/> and <https://jkbank.net/> and download the same.
- d. Bidder can use any query before the last date of the response Pre Bid Queries. They should also take notice of any corrigendum if any. Timelines will be communicated accordingly.
- e. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents accordingly.
- f. Bidder should in advance get ready to upload documents in any format permissible.
- g. Bidder should submit the tender fee as specified in the Tender Document itself.
- h. While submitting the bids online, the bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.
- i. The bidder has to upload all the documents as indicated in the tender document.
- j. The bidders are requested to submit the bids through online e-tendering system well before the bid submission end date and time. The Bank shall not be responsible for any sort of delay and difficulties faced during the online submission of bids.
- k. The time settings fixed on the server side and displayed on the tender site shall be valid for all actions of bid requesting, bid submission, bid opening etc. The bidders shall follow these timelines during bid submission.
- l. For any queries, the bidders are requested to contact the concerned as given in the tender document
- m. Bidders have the choice to either apply for all categories separately or choose relevant one only as per their qualifications.
- n. **Technical bid & Financial bid should be uploaded separately otherwise bid will be summarily rejected.**

Annexure-A

SCOPE OF WORK AND TERMS AND CONDITIONS

SCOPE OF WORK

- I. The Jammu and Kashmir Bank Ltd intends to award annual contracts for supply of Dietary items for use in its corporate café located at Corporate Headquarters M.A.Road Srinagar. The Bank is looking for reputed firms/companies having adequate familiarity/experience in the field. Participating firms/companies may furnish their quotes strictly as per relevant Annexure.
- II. The contract will be awarded for a period of One year.

TERMS AND CONDITIONS

1. Earnest Money Deposit (EMD)/Security Deposit:

The bidder is required to submit Earnest Money Deposit of an Amount of Rs.20,000/-

The Security deposit and performance guarantee shall carry no interest. The security deposit of successful bidder shall be retained by the bank as performance guarantee and same shall be refunded to the successful bidder after the expiry of the contract. The bid security of the unsuccessful bidder will be discharged/returned to them within_____ days after finalization and award of contract without any interest.

EMD shall be waived off wherever applicable as per Government of India, Ministry of Finance Guidelines, subject to documents evidencing eligibility.

2. The bidder shall not assign or outsource the works undertaken under this RFP assignment awarded by the Bank.
3. Bidder will, by responding to this RFP deemed to have accepted the terms of the RFP.
4. The Earnest Money deposit (EMD) will be forfeited by the bank:
 - a) In case of breach of any of the terms and conditions of RFP
 - b) Withdraws RFP at any time before the award of the contract
5. All costs and expenses incurred by interested bidders in any way associated with the development, preparation and submission of responses including but not limited to the attendance at meetings, discussions etc. and providing any additional information required by the bank, will be borne entirely and exclusively by the bidder.
6. It is required that bidders observe the highest standard of ethics during procurement and execution of the contract and not to indulge in any corrupt and fraudulent practice. The Bank reserves the right to reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
7. Force Majeure-The selected bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if any to the extent that its delays in performance or other failure to perform its obligation under this contract is the result of an event of force majeure.

For the purpose of this clause, Force Majeure means an event beyond the control of the contractor and not involving the contractors fault or negligence and not foreseeable. Such events may be due to but are not restricted to wars, riots, earthquakes, fire, epidemic, quarantine restrictions, any act of god, act of god of India, trade embargos or any other such cause, which is beyond the reasonable control of the party.

The party claiming benefit of force majeure shall however not be entitled to the same unless it has intimated the other party of the occurrence of such an event within five working days from the occurrence of such force majeure event indicating therein the steps that it is taking or intending to take to mitigate the effect of such force majeure on the performance of his obligation under this agreement and shall continue to perform its obligation under the contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

Notwithstanding above, the decision of the bank shall be final and binding on the contractor regarding termination of contract or otherwise”

8. Bank reserves the right to:
 - a. Reject the proposals received in response to the RFP containing any deviation.
 - b. Extend the time for submission of proposal.
 - c. Modify the RFP document, by an amendment that would be notified on the Bank’s website.
9. Bid validity- the bid shall remain valid for a period of 120 days after the date of opening of bid proposal. In exceptional circumstances, bank may solicit the bidders consent for extension of the bid validity period. When the validity period is extended by the bidder, the same shall be done without any modification to the bid proposal by the bidder”.
10. After the completion of bidding process, the successful bidder will be required to sign an agreement with the bank wherein all the terms and conditions governing the parties will be mentioned.
11. The Bank will be within its rights to ask the bidder to furnish any document at any point of time during technical evaluation and failure on the part of bidder to do so may lead to rejection of his bid.
12. The contract will be awarded for a period of One year (can be extended at the discretion of J&K Bank).
13. The performance of the “service Provider/Bidder” shall be reviewed by the Corporate Café, J&K Bank at periodical interval of 06 months or so and the “service Provider/Bidder” with unsatisfactory performance may be terminated.
14. The rates quoted shall be inclusive of all taxes, surcharges, duties, levies, Octroi, freight, loading, un-loading, packing, and insurance and should be F.O.R. Corporate café, J&K Bank, Srinagar.
15. The supplied items should be of the Standard Quality as per Annexure and subject to the actual weighing, counting, checking etc. by the Management committee on the receipt of these items at corporate café. In the event of supply of a sub-standard or under-weight item by the supplier, not conforming to the

quality/quantity/size/make/brand etc. mentioned in the supply order list, the supplier will be held responsible and same would be purchased from open market on the expenses and cost of supplier. Furthermore a penalty of 10% of the value of the order would be imposed.

18. Prices quoted should be inclusive of taxes, surcharges, delivery and handling charges. The price quoted will remain fixed throughout the contract.
19. Any benefit of company in shape of free items/weight by the company to the public/customer should be given with the item by the supplier and the claim for free cost/weight will not be entertained by bank.
23. Payment Schedule: The “Service Provider” shall submit the bills at the time of delivery of placed orders. The payment shall be done on monthly basis latest by 15th of next month. No advance payment will be made under any circumstances.
24. **Responsibility of the firm/company:**
 - a) Tenders should be filled with neat, legible and correct entries both in figures as well as in words. Alterations, erasers and indistinct figures should be avoided. Any correction in the quoted words by the tenderers shall be made in ink only and shall be signed by the tenderer/authorized person.
 - b) The submission of tender by a tenderer implies that he had read this notice and the terms and conditions of the contract and has made himself/herself aware of the scope and specifications of the work to be done and of the local conditions of the work place.
25. J&K Bank does not bind itself to accept the lower-bid or to give reasons for its decisions. The J&K bank reserves the right to reject any or all of the tenders received without assigning any reason thereof.
26. In case of any dispute between successful bidder and J&K Bank, Bank shall have the right to appoint an arbitrator whose decision shall be final and binding on both the parties.
27. J&K Bank reserves the right to cancel/withdraw the present tender at any stage without assigning any reason thereof.
28. The Courts at Srinagar shall have exclusive jurisdiction.
29. Reverse Auction may be conducted as per discretion of the management committee Corporate Cafe.
30. In order to become eligible, the “Service Providers/Bidders” should have the following qualifications:-
 - a) Registration of ownership
 - b) GST Registration
 - c) FSSAI registration
 - d) Registration/License from authorities viz Municipal Corporation, local bodies.)
 - e) Experience certificate
 - f) IT return for last three years
 - g) Should be profit making entity

Note: -

1. Financial bids of only those bidders whose technical bids are acceptable /qualified will be opened.
2. Tender Fee (non-refundable) of Rs.500 (Five Hundred Only).
3. **Don't upload any document or disclose rates related to Financial Bid in the Technical Bid, otherwise bid will be summarily rejected.**

Annexure-B

Proforma for Technical Bid:

Name of the Work: Limited Tender for supply of Dietary items

S.No	Particulars	Information/document submitted by the bidder
1	Name of the firm/company with FSSAI Registration No. (documentary proof to be attached)	
2	Full address of registered company with Telephone No, email address	
3	Address with Telephone No.	
4	Name(s)of the proprietor/partners with contact telephone numbers	
5	Audited Financials for the last three years i.e. FY-2021-22,2022-23, 2023-24 supported by ITRs (proof to be attached)	
6	GST Registration No/PAN No.	
7	Self-declaration regarding non-blacklisting of the firm/company by any Govt Department. Nor any criminal case is registered against the firm/company (to be furnished on the letter head of the bidding organization)	
8	Details of food Safety and standards Authority of India(copy of certificate to be attached)	
9	Particulars of Earnest Money	

(Signature of the tenderer)

With complete address and Seal

Not to be attached with technical bid section

Annexure C

Performa for Financial bid

Name of the Firm/company: _____

Category “B”(Diary)			
S.No	Name of the commodity	Quality/Brand	Price
1	Cheese	Kashmiri per kg	
2	Loose Curd	per kg	
3	Curd Box	Snowcap/Haleeb/Khyber/Amul 200 g Pack, Or its equivalent***	
		Snowcap/Haleeb/Khyber/Amul 400g Pack, Or its equivalent***	
4	Pouched Milk	1 ltr pack (Snowcap/Haleeb/Khyber, Or its equivalent***	
5	Kashmiri Roti/Chochwor (kandru)	per pc.	
***** Equivalent of the products would be decided & approved by the management committee, Corporate cafe. Which would be binding on all *** (Any other item not listed above may be included in the supply list as and when required and rates for the same would negotiated and approved by the Mgt. Committee Corporate Café.)			

Note: Prices to be quoted including GST

The Bidder states that I/We/it has/have carefully read the terms and conditions of the RFP and by submitting the bid has/have unconditionally accepted the same. The decision of the Bank shall be final and binding on the bidder and the bidder undertake not to contest the same.

Date: _____

Signature of the authorized person

Name: _____

Place: _____

Seal: _____