

**POLICY REG. MINIMUM ORDER QUANTITY (MOQ),
LOSS/DAMAGED/EXPIRED/UN-SOLD GOODS IN KPKB**

The policy on the subject cited above is given below :-

1. **MINIMUM ORDER QUANTITY (MOQ)** : It is mandatory to honour every supply order/indent placed by the Master Bhandar anywhere in India irrespective of value and volume of supply order/indent. **(Acceptance letter para No. 12)**

2. **CREDIT NOTE.** Firm should be issue credit note for disposal of damaged/expired items within one months but emphasized that the one month time period will be counted from the date of intimation to the firm by the Master Bhandar.

**CAC dated 7th May 2019, Page No.11 of 15 (Minutes
No.HdClk/CAC/CPC/2019/5671 dated 21.11.2019)**

3. **COMPLAINT OF DEFICIENT/DAMAGED/EXPIRED STORES.** If, any specific case i.e; redressal of any complaint of deficient/damaged/expired stores in the best interest of the consumers, the concerned MBs should send the complete details of that particulars firms or products to headquarters KPKB for taking suitable action.

**CAC dated 18th May 2018, Page No.7 of 10. (Minutes
No.HdClk/CAC/CPC/2018/3193 dated 14th Jun 2018).**

4. A time frame of 03 months has been fixed for the disposal of disputes related to expired/unsold stocks.

**CAC dated 7th May 2019, Page No.7 of 15 (Minutes
No.HdClk/CAC/CPC/2019/5671 dated 21.11.2019)**

5. Items lying un-sold in Canteens for more than 02 months may be returned back to firms to avoid dead stock.

**CAC dated 15th Jan' 2013, Page No.3 of 7 (Minutes No.PA-
CAC/Mtg/CPC/2012/192 dated 30.01.2013)**

6. Canteen in-charge should ensure that the goods/products which are going to be expired in short span not to be accepted from the vendors. If any firm supplies the expired stocks then strict action may be taken against the erring firm.

**CAC dated 9th June 2015, Page No.7 of 7 (Minutes
No.HdClk/CAC/CPC/2015/2313 dated 18.06.2015)**

7. **LOSS OR DAMAGED OF KPKB STORES.** Loss or damages, partially or fully, arising due to any accident (man-made/circumstantial) or natural calamities to KPKB stores may be settled by using the write off powers of irrecoverable losses out of Welfare Fund/ Regimental Fund/Private Fund, vested in different post or delegated to the posts.

(KPKB Order No.HdCik/Policy/CPC/2019/913 dated 27.02.2019)

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