



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

No. CO/Pur/NE/70-III/9279  
Dated: - 08.02.2024

**REQUEST FOR INVITING QUOTATION**

Sir,

Shrine Board is interested in purchasing of **Mustard Oil in 15 Ltr(Tin packing)** of following approved brands as per details given below:-

S.No.	Item Description	Brands	UOM	Requirement (in Nos.)
1.	Mustard Oil in 15 Ltr (Tin packing)	i. Fortune ii. Nature Fresh iii. P. Mark iv. Dhara v. Reliance vi. Fresh & Pure vii. Patanjali viii. Mahakosh.	Tin(15 Ltr)	500

Interested firms send their quotation giving full details viz. price, payments terms, delivery schedule and other conditions of sale including special discount for this organization. The quotation addressed to undersigned should reach this office through speed post, Registered post, Reputed courier service or can be personally submitted to this office by or before **13.02.2024 upto 05:00PM** positively. Following particulars must be mentioned on the envelope containing your quotation:-

**RFIQ- Mustard Oil**

**NOT TO BE OPENED BEFORE 13.02.2024 upto 05:00PM**  
RFIQ No. CO/Pur/NE/70-III/9279 Dated: 08.02.2024

**Terms & Conditions: -**

1. This is only an enquiry and not a purchase order.
2. Quantity mentioned is indicative in nature.
3. The rate quoted shall remain valid of a period of **07 days** from the last date of the submission of quotation.
4. The rates quoted shall be net **FOR Non-Engineering Store, Banganga (Katra)** inclusive of GST/other charges.
5. The successful firm shall have to deliver the ordered material within a period of 20 days from the date of issuance of supply order.
6. **PENALTY:**Following penalties shall be imposed after delay beyond the delivery period, subject to acceptance by the Competent authority of SMVDSB:-
  - a) upto 7 days @ 0.5%
  - b) From 8<sup>th</sup> day to 15<sup>th</sup> day @ 1%
  - c) From 16<sup>th</sup> day to 22<sup>nd</sup> day @ 1.5% and
  - d) From 23<sup>rd</sup> day to 30<sup>th</sup> 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.
  - e) Further delay shall attract penalty @1% every 10<sup>th</sup> day.

- f) In case of incomplete supply received, an amount equal to 2% of the total value of non-supplied material shall be deducted from the due payment of the supplier.
7. The Competent authority of SMVDB reserves the right to:-
- i. To cancel/ terminate the supply order during the period of its validity without assigning any reason thereof.
  - ii. Debarring any defaulter from any further dealing with Shrine Board.
8. Donations to Shri Mata Vaishno Devi Shrine Board, Katra are Exempted from Income Tax under Section 80-G of the Income Tax Act.
9. Other standards, terms and conditions will be incorporate in the Supply order of the successful bidder.

**Sd/-**  
**(Vishavjeet Singh) JKAS**  
**Dy. Chief Executive Officer**

**Copy to the:-**

1. Addl. Chief Executive Officer, SMVDSB for kind information
2. Master file / Concerned file