OFFICE OF THE CHIEF EXECUTIVE OFFICER
SHRI MATA VAISHNO DEVI SHRINE BOARD, KATRA
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No.: CO/Pur/NE/70-III/1548 **Dated: 17.07.2026**

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), offers under two-bid system are hereby invited from manufacturers of reputed brands/distributors /suppliers for the supply of **Refined/Mustard Oil** to Shri Mata Vaishno Devi Shrine Board, Katra, for a period of three months from the date of issuance of 1st Purchase Order.

S. No.	Description of items	Indicative 03 months requirement	Validity of rates
1.	Mustard Oil in 15 Ltr (Tin packing)	3000 Tin	Three Months from the date of issuance of Ist Purchase Order.
2.	Mustard Oil in 01 ltr (Btl packing)	5000 Btl	
3.	Refined Oil in 01 ltr (Btl packing)	1000 Btl	
4.	Refined Oil in 15 ltr (Tin Packing)	2000 Tin	

1. **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 along with requisite Earnest Money Deposit.

Second Part: The Price Bid shall be submitted separately as per **Annexure-A** 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 Refined/Mustard Oil

NOT TO BE OPENED BEFORE 23.07.2026

RFIQ No: CO/Pur/NE/70-III/1548 dated: 17.07.2026

2. All offers, along with a copy of this RFIQ document with each page duly signed towards acceptance of terms and conditions contained therein and enveloped as described above, must be submitted in person in the office of the SMVDSB, Katra by **5:00 PM on 23.07.2026** 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 **5:00 PM on 23.07.2026.** The offer(s) received after the due date and time shall not be considered under any circumstance.
3. 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.

4. **Validity:**
   i) The validity of quotation should be 30 days from the last date of submission.
   ii) The validity of rates shall be three months from the date of issuance of 1st Purchase Order.

5. **Technical Bid (First Part):-**

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(Self attested copy to be attached).
ii) 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 60% of the estimated quantity (documentary proof to be attached). The turnover of the sister concern firms / subsidiaries shall not be considered.
iii) The bidder should have regularly for atleast last 05 years ending 31st March,2026, manufactured/supplied the material mentioned in RFIQ and must have supplied 40% of the estimated quantities during any one of the last 03 year.
iv) The Net Worth of the Bidder as on 31.03.2026 should be positive (duly certificate of Chartered Accountant to be attached).
v) The brand 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.
vi) The average annual turnover of the offered "Brand" during the last three years, ending 31st March 2026 must be in excess of Rs. 200 crore; For the purpose of this clause, the turnover of 'brand' from edible oils segment (and not entire turnover including other business streams) shall only be considered (documentary proof to be attached).
vii) The offered Oil must meet the minimum quality standards as laid down by various statutory agencies like FSSAI, BIS etc (A self attested undertaking on compliance, to be attached).
viii) **Test report(s)** of offered Oil from any Government Lab or any NABL Accredited Private Laboratory (not older than 6 months) shall be essentially submitted.
ix) **EMD:-**Participating firm has to submit Earnest Money Deposit in the shape of CDR/FDR amounting to Rs. 20,000/- (Rupees Twenty 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.

6. **Financial Bid (Second Part):-**

RATES:

i. The rates quoted must be F.O.R. Non Engineering Store, Banganga, Katra inclusive of applicable GST, levies/discounts & all other taxes/costs.

7. **Process of Selection**:

A) The shortlisting of a maximum of 3 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:-

S.No.	Criteria	Max Score	Remarks	Score to be awarded
i)	The average annual turnover of the offered "Brand" during the last three years, ending 31st March. 2025 must be in excess of Rs. 200 crore (below 200 crore not to be considered)	30	200 Cr - 300 Cr 300 Cr - 400 Cr 400 Cr - 500 Cr 500 Cr - 600 Cr More than 600 Cr	10 15 20 25 30
ii)	Presence in More No. of states/UTs of India (less than 5 states/UTs not to be considered)	25	> 5 upto 10 states/UTs > 10 upto 15 states/UTs > 15 upto 20 states/UTs > 20 upto and above states/UTs	10 15 20 25
iii)	"Agmark" certification	10	For RFIQ product	10
iv)	ISO certification	10		10
v)	HACCP Certificate	10		10
vi)	Acceptance for Catering operation of SB (subjective judgement):- The submitted samples of bidders shall be subjected to evaluation for acceptance for end use. This shall be done through a heterogeneous Committee of officers, which shall assign marks based on taste, aroma/ fragrance, pungency and other parameters. Though this shall be a subjective judgment, yet the unanimous decision of the Committee shall be final and non-challengeable. By participating in the RFIQ, the bidders hereby confirms that at a later stage, it would not refute the assigning out of 5 marks (out of total 100 marks) as per such subjective judgement.	15		15
Total Marks				100

C) Price Bids of bidders (not more than 3 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 and to bifurcate the Rate Contract amongst more than one bidder (on L-1/negotiated rates).

8. **General Terms and Conditions:-**

i. The purchase quantities mentioned in the RFIQ are only indicative in nature and may increase / decrease according to actual requirement/pilgrim influx.

ii. No Advance payment shall be made. The payment shall be made after receipt and inspection/ acceptance of material at Non Engineering Store, Banganga.

iii. The successful bidder shall have to mention the GST No. 01AAETS9822J1ZC of Shri Mata Vaishno Devi Shrine Board Katra while raising their bill of supplies. While filing GSTR-I, the successful bidder shall classify the supply / Service made to Shrine Board under Business (B to B) Sales. The successful bidder shall also mention six digit HSN code of the material to be supplied. 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.

iv. 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.

v. "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".

vi. After the successful culmination of RFIQ, if the approved bidder refuses to comply with the rate approval order and subsequently the Purchase orders on account of any reason, the bidding firm(s) shall be debarred from dealing with the Board for a continuous period of 03 years besides forfeiture of EMD/Security deposit.

vii. The rates shall remain valid for a period of three months from the date of issuance of 1st Purchase Order.

viii. 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.

ix. No escalation in the basic rate of item shall be allowed by SMVDSB during currency of Contract. If 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. However no escalation in the basic cost of the item shall be allowed during the currency of the contract.

x. If at any time it is established that successful bidder has sold the items to any other Government /Semi-Government department/ Institutions at a lesser price, the firm shall be liable for reimbursement of the excess rates charged besides imposition of penalty. Also in case the printed rates are lower than quoted rates, then printed rates shall be payable.

xi. The conditional, illegible, ambiguous quotation (s) and quotation (s) received after the stipulated date and time shall be out rightly rejected.

xii. 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.

9. **Penalty:-** 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%
   From 16th day to 22nd day @ 1.5% and
   iii. 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.
   iv. 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).

10. **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.

11. 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.

12. The supplied material shall have to be strictly as per the approved sample/ specifications mentioned at “Annexure-A”.

13. **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.

14. 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.

15. This is just a RFIQ and not a Purchase Order.

16. 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.

Sd/-
(Dr. Gopal K Sharma)
Asstt. Chief Executive Officer

Annexure-"A"

Financial quote
(Bill of Quantities)

(on the letter head of the firm)

M/s _____

S. No.	Description of items	Indicative 03 months requirement	Brand	Rate per tin (inclusive of GST and F.O.R. Katra)
1.	Mustard Oil in 15 Ltr (Tin packing)	3000 Tin		
2.	Mustard Oil in 01 ltr (Btl packing)	5000 Btl		
3.	Refined Oil in 01 ltr (Btl packing)	1000 Btl		
4.	Refined Oil in 15 ltr (Tin Packing)	2000 Tin		

Seal and Sign of the firm