

THE HARYANA STATE COOPERATIVE SUPPLY AND MARKETING FEDERATION LIMITED



CORPORATE OFFICE, SECTOR 5, PANCHKULA HARYANA (INDIA) TEL: 2590520-24, FAX: 2590711 E.Mail: hafed@hry.nic.in Web-site: www.hafed.gov.in

Short term e-tenders/e-auctions notice for purchase of Soyabean Refined Oil.

Hafed invites short term e-tenders for purchase of following edible oil F.O.R. Hafed Oil Mills Rewari and Narnaul as per specifications given at **Annexure-I**:

S	N	Name of Oil	Hafed Oil Mill,		
			F.O.R. at Hafed Oil Mills Rewari and		
			Narnaul		
<u> </u>	1	Soyabean Refined Oil	3,000 quintals		

The tender document containing details for purchase of edible oils, quantity, specifications etc. and other terms & conditions are available on portal https://etenders.hry.nic.in or at Hafed Website www.hafed.gov.in. The parties / bidders can submit their bids through e-tender portal as per dates given in the tender document. All bidders are required to get register on e-tendering portal & obtain Digital Signature from NIC office. Technical & Financial bid will be opened at Hafed Corporate Office, Sector-5, Panchkula (Haryana) and negotiations will be held as Haryana Govt. instructions/guidelines. All the bidders are requested to be present at the time of opening of the tender for negotiations. Hafed reserves the right to accept/reject any/all the tenders or increase/decrease the tendered quantity without assigning any reason whatsoever.

General Manager,
Hafed Oil Mill Rewari/Narnaul

e-Tenders notice and terms and conditions for purchase of Soyabean Refined Oil:

Hafed invites short term e-tenders for purchase of following edible oil F.O.R. Hafed Oil Mills Rewari and Narnaul as per specifications given at **Annexure-I**:

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		F.O.R. at Hafed Oil Mills Rewari and	
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1	Soyabean Refined Oil	3,000 quintals	

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- 1. The payment for Tender Document Fee and Processing Fee shall be made by the bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.
- 2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website https://etenders.hry.nic.in to be eligible to participate in the e-Tender. He/ She will be required to make online payment of required EMD in due course of time. The intended parties fails to pay EMD fee under the stipulated time frame shall not be allowed to submit his/her bids for the respective event/Tenders.
- 3. The interested bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance as given under Key Dates and make payment via RTGS/NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder/agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at https://etenders.hry.nic.in
- 4. The interested bidders shall have to pay mandatorily Processing Fee (under document fee Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.
 The Payment for document fee (Rs.500/-) and Processing Fee (Rs.1000/-) can be made by

eligible bidders online directly through Debit Cards & Internet Banking.

The interested bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance before the expiry date & time of the respective events. And make payment via RTGS/NEFT to the beneficiary account number specified under the online generated challan.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates: **Key Dates**

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S.N.	HAFED Stage	Party Stage	Date & Time			
1		 (i) Downloading of Tender Document / Online Bid Preparation. (ii) Online directly transfer of funds of Rs.1500/- through online directly through Debit Cards & Internet Banking Accounts (Tender document fee Rs.500/-, Processing Fee Rs.1,000/-) and required EMD 	15.12.2020 from 13:00 hrs to 17.12.2020 up to 14:00 hrs			
2	-	Submission of online Bid	15.12.2020 from 13.01 hrs to 18.12.2020 up to 11:00 hrs			
3	Opening of Technical Bid	<u>-</u>	18.12.2020 at 14:00 hrs			
4	Opening of Financial Bid	-	18.12.2020 at 15:00 hrs			

NOTE:

"In case any bidder wants to apply and submit EMD for ONE or MORE ITEMS (except all items) then first he/she click to "Exemption" button and fill the exempted amount then bidder can choose the Items/amount of its EMD for which he/she wants to submit the EMD of offered items. He/she may also upload the details of Items to be quoted in the said tender."

Important Note:

- 1) The bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her Application/bid status will be considered as 'Applications/bids not submitted'.
- 2) Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.

INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING SYSTEM

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on e-Procurement Portal:

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e-Procurement Portal i.e. https://etenders.hry.nic.in Please visit the website for more details.

2. Obtaining a Digital Certificate:

- 2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
- 2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website https://etenders.hry.nic.in
- 2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.
- 2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal https://etenders.hry.nic.in for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.
- 2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).
- 2.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- 2.7 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.
- 2.8 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3. Pre-requisites for online bidding:

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from NIC or downloaded from the home page of the website - https://etenders.hry.nic.in the link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

4. Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at https://etenders.hry.nic.in

5. <u>Download of Tender Documents:</u>

The tender documents can be downloaded free of cost from the e-Procurement portal https://etenders.hry.nic.in

6. Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

- 7. Online Payment of Tender Document Fee, Processing fee & EMD fees & Bid Preparation & Submission (Technical & Commercial/Price Bid):
- 7.1 Online Payment of Tender Document Fee + Processing fee: The online payment for Tender document fee, Processing Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and Processing Fee shall be made by bidders/Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT & OTC. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

7.2 PREPARATION & SUBMISSION OF online APPLICATIONS/BIDS:

- (i) Detailed Tender documents may be downloaded from e-Procurement website https://etenders.hry.nic.in and tender mandatorily be submitted online following the instruction appearing on the screen.
- (ii) Scan copy of Document to be submitted / uploaded for Technical bid under online Technical Envelope. The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF/JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of Technical Envelope.
- (iii) FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)

8. ASSISTANCE TO THE BIDDERS

For queries on Tenders Haryana Portal, Kindly Contact

Note: Bidders are requested to kindly mention the URL of the ortal and Tender ID in the subject shiel emailing any issue along with the contact detail. For any issue/clarification relating to the Tender (s) published kindly contact the repective tender Inviting Authority.

Tel:-0120-4200462,0120-4001002

Mobile:88262-46593

Email:-support.etender@nic.in

For any techincal related queries please call at 24x7 Help Desk number 0120-4001002,0120-4200462,0120-4001005,120-6277787

For support related to Haryana Tenders in addition to help desk you may also contact on email ID eproc.nichry@yahoo.com, Tel:0172-2700275

Timing:

Technical support assistance will be available over telephone Monday to Friday (9:00am to 5:30pm) (Helpdesk Support in team shall not be contracted for online bidding on behalf of the contractors)

Note: Contact e-Procurement helpdesk on or before prior to 4 hours of the scheduled closing date and time of respecive e-tendering event. Also, for queries related to e-

payment of EMD kinldy contact the helpdesk at least two days prior to closing date and time of the respective event.

Intended bidders mandatorily requried to register their quries if there is any pertaining to the online bidding and the single e-Procurment portal at email address:-

https://etenders.hry.nic.in

NOTE:-

- (A) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal https://etenders.hry.nic.in
- (B) For help manual please refer to the 'Home Page' of the e-Procurement website at https://etenders.hry.nic.in, and click on the available link 'How to...?' to download the file.

(Online Payment Guidelines)

Guideline for Online Payments at e-Procurement Portal of Government of Haryana.

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing) & Password. Bidder shall proceed to select the event/Tenders he is interested in. On the respective Department's page in the e-Procurement portal, the Bidder would have following options to make payment for tender document fee + Processing fee & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT or Over The Counter (OTC)

Operative Procedures for Bidder Payments

A) Debit Card

The procedure for paying through Debit Card will be as follows:

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button.
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as "successful" in e-Procurement portal.
- (ix) In case of successful payment, a success message along with unique transaction ID is passed on to e-Procurement system. The e-tendering portal shall store the unique transaction number in its database along with the date and timestamp
- (x) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

B) Net Banking

The procedure for paying through Net Banking will be as follows:

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with "successful" or "failure" message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as "successful" in e-Procurement portal.
- (xi) In case of successful payment, a success message along with unique transaction ID is passed on to e-Procurement system. The e-Procurement portal shall store the unique transaction number in its database along with the date and timestamp.
- (xii) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

C) RTGS/ NEFT

This solution shall also allow the bidder to make the EMD payment via RTGS/NEFT this shall add to the convenience of those bidders who are not conversant to use net banking option to make the transaction.

Using this module, bidder would be able to pay from their existing bank account through RTGS/NEFT. This would offer a wide reach for more than 1,10,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

- 1. To choose the payment of EMD, the bidder clicks on RTGS/NEFT payment option.
- 2. Upon doing so, the e-Procurement portal will redirect the bidder to a page where it will generate a Challan.
- 3. This Challan shall include the beneficiary (virtual) account number and other details like beneficiary IFSC code each.

RTGS / NEFT Payment Procedure

The bidder shall be required to take a print of the challan and make the RTGS / NEFT on the basis of the virtual account number period on the challan. This provision will ensure that number confidential details regarding the bidder or tender are disclosed to the bank while remitting the RTGS/NEFT.

The bidder would remit the fund at least one day in advance to the last day and make the payment via RTGS/NEFT to the beneficiary account number as mention in the challan. SBI Bank shall receive this amount and credit the payment gateway service provider intermediary Department/PSUs Escrow Security Deposit account post validating the first part of the beneficiary account number, i.e., the client code only, In case of validation of client code is not successful, the bank shall return the fund and not credit the Techprocess intermediary Department/PSUs Escrow Security Deposit A/c.

D) Over the Counter (OTC)

This solution shall allow the bidder having account with SBI bank, to make the payment from any CMS enables Branch of SBI Bank in India. Bidders can make the payment via cash (if amount is <=[]49,999), Demand Draft or SBI Bank Cheque.

The procedure for paying through OTC mode is as follows:

- (i) Bidder selects over the counter remittance option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid. The bidder chooses the bank account number for refund of the amount.
- (iii) Bidder clicks on "Continue" Button.
- (iv) The e-Procurement portal displays the details of payment. The Bidders click on "Print_Challan" and print the OTC Challan.
- (v) Bidder submits the OTC Challan at the counter of any designated bank of SBI Bank with Cash/Demand Draft/SBI Bank Cheque (Payment in Cash is allowed upto Rs. 49,999/-).
- (vi) SBI bank verifies the URL (format to be discussed and decided) and amount with e-Procurement portal prior to accepting the payment.
- (vii) On successful verification from e-Procurement portal, SBI bank accepts the payment. In case of failure, SBI bank shall return back the OTC challan and payment to the bidder.
- (viii) SBI bank commits the payment transaction (in case of successful verification from e-Procurement portal) and sends the Bank Transaction number (I-Sure Reference Number) online against the URN and Amount.
- (ix) SBI bank will generate receipt for the payment transaction and issues the same to the bidder.
- (x) The e-Procurement system update the bank transaction number against the URN and Amount based on the details sent by SBI bank online prior to generation of the receipt.
- (xi) The status of the payment will be displayed as "verification successful" in e-Procurement Portal, when the bidder clicks on the verification option in the portal.
- (xii) Bidder would be required to upload the scan copy of receipt as received from SBI Bank as part of proof in next tender portal before submitting the tender.

e-Tenders notice and terms and conditions for purchase of Soyabean Refined Oil:

	Name of Oil	Required	Earnest
No.		quantity	money
1.	Soyabean Refined Oil	3000 Qtls.	Rs. 2,00,000/-

Terms and Conditions of e-Tender:

 The offered rates of edible oil should be exclusive of GST/TCS etc., F.O.R. at Hafed Oil Mills Rewari and Narnaul.

2. Validity of offered / negotiated rates:

The offered / negotiated rates will be valid within **Five (05) working days** from the date of opening of the tender.

Hafed reserve the right to accept / reject any / all the tenders or increased / decreased the tendered quantity keeping in view of the requirement of the Hafed Oil Mills.

3. The supplies will have to be made as per requirement of the Mills i.e. within 10 days from the acceptance of rate by the Tender Committee/supply order. For delaying in supply, penalty @ 1% per week or part thereof shall be imposed subject to maximum of 2% failing which Hafed have the liberty to make purchases from any other source at the risk and cost of the party. However, GM Narnaul/Rewari can extend the delivery period in case of any eventuality.

4. Levies:

In case Govt. increases/decreases the GST during pendency of the rate contract, similar effect will be made on the rates quoted by the tenderer.

5. Payment terms:

a) Sample analysis for all other parameters as per FSSAI requirements will be got done from outside FSSAI/NABL Accredited Lab. after analysis at in-house lab at HOM Rewari/Narnaul as per facility available on receipt of the material.

b) In case of oils without fortification: 90% payment will be released by Hafed Oil Mills, Narnaul/Rewari within 5 working days on the basis of OK test report of in-House Lab at HOM Rewari/Narnaul after receiving the material. Balance 10% payment will be released within 10 days after receipt of OK test report from FSSAI/NABL Accredited Lab. which will be binding on both the parties.

Cash discount of Re. 0.50 per 100/- rupees will be deducted on 100% payment, if 90% payment is made by the mills within 5 working days.

- c) The supplier shall also enclose test report of oil got tested by them along-with the bill.
- e) In case the oils stocks does not meet out the minimum specified limit of the specified parameters as per the test reports got analyzed by Hafed from outside NABL and FSSAI lab, the supplier will be bound to lift it back at his own cost.
- 6. The weighment of the Tanker will be made on Hafed weighbridge and its weight will be final. However, if party disagrees than weighment will be made at second weighbridge and average weight only be taken, if the difference in both the weighbridge weight is not more than 40kg. If it will exceeds 40 Kg, then weight will be made at third weighbridge and average of two closer weighbridges weight will be taken as and that will be acceptable to both i.e. suppliers and Hafed.
- On receipt of the oil in Hafed Oil Mill, Narnaul/Rewari, four samples will be drawn in the presence of committee constituted by HO time to time along with the representative of the party. Out of these four samples one sample will be sent to outside FSSAl/NABL/FareLab approved labs for analysis according to Hafed specifications as per annexure(s) and in case of FFA & PV: single rebate = 1% quality cut of bill amount, double rebate=2% quality cut of bill amount), second sample will be kept by mill for in-house Lab. testing, third as referee sample and fourth sample will be given to the representative of the supplier. In case party is not satisfied with the result of outside lab report then only after written request of party within 3 days of receipt of outside lab report, referee sample will be sent to another FSSAl/NABL/Fare Lab approved labs and average of two closer labs results will be taken as and that will be acceptable to supplier and Hafed. The payment of referee sample will be deducted from supplier account.

The offered rates of edible oil should be included all taxes & on F.O.R. basis at Hafed Oil Mill, Narnaul and Rewari.

9 **Negotiations:**

The negotiations will be held as per Govt. instructions. All the bidders are requested to be present at the time of opening of tender for negotiations.

10 Acceptance of all terms & conditions of tender notice/document:

If the bidder / bidders apply for the tender and uploaded required document in the Technical Bid and submit Financial Bid for the tendered item / quantity, it will be presumed that the bidder/bidders read all the terms & conditions of the tender notice / document and agreed with the same.

11 Refund of EMD:

The EMD amount shall be released within 30 days from the date of completion of supplies of the ordered quantity only after successful execution of supplies order in toto. This EMD shall be forfeited, if the party has not supplied entire ordered quantity of edible oils due to any reason whatsoever. No interest shall be payable by Hafed on the EMD amount deposited by the party.

12 **Arbitration**:

In case of any dispute the matter shall be referred to the Sole Arbitration of the MD, Hafed or his/her nominee, whose decision shall be conclusive and binding on both the parties.

13 **Jurisdiction**: The jurisdiction will be the concerned court at Rewari / Narnaul.

TECHNICAL BID:

Following documents are to be uploaded in the Technical Bid for supply of edible oils:

Sr. No.	Particulars
1	Authority letter for signing all documents on behalf of the company/firm
2	Trading license
3	Copy of the PAN Card
4	Copy of the GST Registration certificate.

FINANCIAL BID:

(FINANCIAL BID WILL BE OPENED OF THOSE BIDDERS WHO WILL QUALIFY IN TECHNICAL BID)

- 1. The offered rates of edible should be excluding of GST / TCS / all other taxes & F.O.R. basis at Hafed Oil Mills Rewari and Narnaul.
- 2. The single F.O.R. rates shall be applicable for both the Hafed Oil Mills. The bids with different rates shall not be accepted.

Sr.		Required	Offered	Offered Rate
No.	Name of edible oil	Quantity	Quantity	(Rs. per quintal
				excluding of
			(in quintals)	GST/ TCS / all other taxes and
				F.O.R. at Hafed
				Oil Mills Rewari
				and Narnaul)
1	Refined Soyabean Oil as per Hafed specifications given at Annexure-I	3,000 qtls.		
	F.O.R. at Hafed Oil Mills Rewari / Narnaul			

Annexure-I

Specification for Hafed Refined Soyabean Oil

Sr.			
No.	Parameter	Value	Acceptable Limit with Rebate
1		3.0 Units Max.	>3 Units to 6 Units – Rs. 20/-
	Colour in 1/4" cell expressed		per Unit PMT, > 6 Double
	as (Y+5R)		Rebate
2	FFA%age by wt. as oleic	0.1 Max.	>0.10% to 0.12% with Single
	acid		Rebate, above 0.12%- Double
			Rebate
3	MIV %age by Wt.	0.1 Max.	
4		1.4650 to	
	Refractive index at 40°c	1.4671	
5			>1 to 3.0 Meq./Kg with Single
	Peroxide value (m.eq/Kg)	1.0 Max.	Rebate, > 3.0 Double Rebate
6	Saponification value	189-195	
7	lodine value	120-140	
8	Un-saponifiable matter		
	%age by wt.	1.0 max.	
9	Flash point °c	250 Min.	
10	Adulteration	Negative	
11	Turbidity	Oil should be	
		clear at 30C	
		when	
		Kept for 24	
		hours	
12	Physical	Clear, free	
		from	
		suspended	
		matter,	
		free from	
		rancidity.	
42			
13	Shelf life	6 months	

Remarks: Shall Pass all FSSAI Specification.