

### Short Tender Notice

National Cooperative Consumers' Federation of India Ltd (NCCF) Indore Branch, invites tenders from Empanelled Business Associates for following REPAIRING work and SUPPLY of Office furniture and equipment at NCCF Indore office in 2 Bids(Technical & Financial). Non Empanelled Bidders may participate in bidding process but they will have to get themselves empanelled with concerned NCCF branch by applying within one week of submission of bids, along with all necessary documents for empanelment. Preference for work will however be given to L1 and acceptance of all terms & conditions. Documents & specifications pertains to the tender may be collected from the concerned branch at below mentioned address:-

1. Name of work-Repairing work and supply of Office furniture in Indore branch
2. Tender Number-NCCF/Indore/2023-24/01 Date-26-07-23
3. Estimated value of work-1091367.00
- 4- EMD-Rs.22000.00 (to be deposited online or by DD in favour of NCCF, Bhopal payable at Bhopal
- 5-Date and Time of Start of Submitting Tender Bids-26.07.2023 (3.00 PM)
- 6-Date and time when submission of bids is over-01.08.2023(3.00PM)
- 7-Date and time of Opening of Technical bids-01.08.2023 (4.00PM)
- 8-Address of submission of bids- 13-14,Old IDA Building, Jawahar Marg,Indore

#### Note-

1- The bids submitted shall consist of all pages of Tender document of Client Department and "NCCF Construction Guidelines Oct 20" signed on each page by Authorised Signatory with Seal of Firm, along with documents in support of eligibility criteria as per NCCF"Construction Guidelines",issued in Oct 20.All the documents shall be closed and sealed in an envelope labeled as"Technical Bid".Financial bid shall be submitted in a Separate sealed Envelope and must have "Financial Bid" written on the envelope. Both the sealed envelopes of bids shall be enclosed in a bigger sealed envelope which must have following words written on it. Bids for-(Name of Work)\_\_\_\_\_ and must have Seal and Signature (Of Authorized Signatory) along with date of submission on the main Envelope.

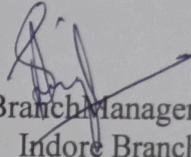
2- All the bidders will be bound to accept the Tender Conditions of Client Department along with NCCF's Tender conditions/ guidelines .Non-compliance of this shall result in to treating the tender as invalid. An affidavit duly signed by authorized signatory of firm on Rs. 100 valid stamp paper shall be submitted along with Tender Documents in support of this.The affidavit must consist of the following-

"We Accept all the Tender Conditions of \_\_\_\_\_ (Name of the Client Department) and "NCCF Construction Guidelines issued in Oct 2020" in regards to Tender No. \_\_\_\_\_ For \_\_\_\_\_ (Name of work)"

3 - The Bid shall be accompanied by a covering letter in support of submission of bid duly signed by the authorized Signatory of the bidding firm (Power of Attorney to be enclosed), addressed to Concerned Branch Manager of NCCF and containing Name of work, Tender No, Date, Name of signatory and firm. Non compliance shall result into tender being treated as invalid.

4- The bidder shall give a declaration that they have not been black listed by any Central or State Government Department/PSU/ Autonomous body etc.

5- The bidder shall also enclose a list of their ongoing Government works with Cost of work, Amount of work pending, Date of award of work, Name and address of Engineer In-charge /Department etc duly signed and stamped for assessment of liability.

  
Branch Manager  
Indore Branch

**NCCF  
HO  
DELHI**

Ref. No: NCCF/HO/BUS/2020-21/

Date: 29<sup>th</sup> Sep, 2020

To,  
The All Branch Managers  
NCCF

Sub: - **System Improvement Measures for Construction Works/Projects taken up by NCCF.**

- Ref: - 1. CVC letter no. IE/2017-18/ENE/359415 dated 06.10.2017 and letter no. 07-18-Z-08-ESW- 21/452611 dated 17.06.2020
2. NCCF business guidelines clause 6.28-guidelines for Housing/Building construction projects.

In ref to above following guidelines are being issued for System Improvement, Ensuring Quality, Proper Supervision and Transparency for Construction Works/ Projects. Immediate compliance shall be ensured by all NCCF Units.

- 1- All steel to be used on project sites for Reinforcement or any other activity shall only be from BIS Approved Primary Producers using Iron Ore as Raw Material such as SAIL, RIPL, TISCO, JINDAL, ESSAR, JSW makes only.
- 2- Cement shall only be used from reputed manufactures having BIS approval such as ACC, Ultra Tech, Shree Cement, Ambuja, Jaypee, CCI, JK Cement only.
- 3 Each project site must have Test lab for Concrete Strength testing .Concrete Cubes must be tested for strength regularly and kept at site with records in Testing Register to be maintained at site as per standard Testing procedures. Soil Testing must have been done for preparation of Structural Drawings etc.
- 4 Branch Manager shall ensure that sample Test of Cement, Concrete , Steel, Electric wires, Electric switches to be got down from NABL Accredited Test Labs and records shall be maintained.
- 5- All Electrical items to be provided on site shall be BIS approved . The items

shall be of Standard make such as Crompton Greaves (P) , Havells, Philips, Bajaj, Schneider , Siemens, Anchor (Switches only) , Legrand ( Switches only). L & T, Wipro NW (Switches, bulb only), Orpat ( Switches only) , Simon( Switches only) , GM Modular( Switches only), ABB, Finolex (For cables only), KEI (For cables only) , Polycab (For cables only), CCI (For cables only) , Gloster (For cables only), Universal ( For cables only), Voltas ( AC and Refrigerator only) , HPL, Blue Star (AC only), LG (For Acs , Refrigerator only), Career (Ac only), Exide ( For Battery), Eveready ( For Battery) , Amar Raja ( For Battery), HBL Power ( For Battery only). For Lifts/ Escalators- KONE, Schindlers, Otis, Thyssenkrupp and Hitachi only. The PVC pipe for underground wiring shall be of Medium grade BIS approved. Solar panels shall be from MNRE approved makes only.

6- Sieve Tests to be performed as per standard procedure by NCCF Supervisor/ Chartered Engineer/ PMC for every batch of aggregate/crushed stone/ sand received at site and record to be maintained in Daily Progress Book ( DPB) and Test Record Register.

7- Receipt of every Batch/ Truckload of construction material such as cement, steel, aggregate, sand etc to be witnessed and certified by NCCF Supervisor/ Chartered Engineer/ PMC and record to be maintained in Daily Progress Book ( DPB) and Material Register..

8- Pipes for water supply, Electrical Earthing etc shall be as per specification of vendor and shall be BIS approved only.

9- Business Associate shall provide an Information Board at site having minimum size of 3x2 ft firmly Fixed in the ground throughout the project construction stage. The Board must have following information-

**NATIONAL COOPERATIVE CONSUMERS' FEDERATION OF INDIA LTD (NCCF)**

- |  |                        |
|--|------------------------|
| 1-Name of Project-                                     |                        |
| 2-Sanctioned Cost-                                     |                        |
| 3-Name of Owner Department-                            |                        |
| 4-Name of Contractor-                                  |                        |
| 5-Date of Start of Project-                            | 6- Date of Completion- |
| 7- Name and Phone No of NCCF Project (Branch) Manager- |                        |
| 8-Name and Address of NCCF Branch-                     |                        |

10- NCCF Supervisor/ Chartered Engineer/ PMC shall daily update the DPB (Daily Progress Book) and must record the activity carried out on site, Number of Labour available and working, Details of any Material received at Site (Material shall be kept in the custody of Business Associate and shall not be allowed to be



Anil Bhattacharya  
Advocate  
223, Lawyer's Chambers  
Delhi High Court  
New Delhi - 110003  
E-mail No. D/310/1900

taken away from the site for any reason without the permission of NCCF Supervisor). No material shall be used at site which is as not been Certified/Inspected by NCCF Supervisor/ Chartered Engineer/ PMC. The DPB shall be Signed Daily by the NCCF Supervisor/PMC/Chartered Engineer on Site in the Evening when the working hours are over. NCCF Engineer/ Branch Manager / Senior officers during site visit shall Counter Sign the Site Progress Register and Supervisors DPB and must record their observations of site/ any shortcomings/ any Corrective measures to be adopted etc.

**PROFORMA FOR DAILY PROGRESS BOOK-**

**NCCF CONSTRUCTION SITE DAILY PROGRESS BOOK**

DATE.....  
PROJECT SITE....  
NAME OF SUPERVISOR/JE/Engineer

- 1-Number of Labour Available on site and working...
- 2-No of Masons working...
- 3-Details of Activity Carried out during the Day

4-Details of Material Received at Site

Signatures of Supervisor/ JE/Engineer

11- The Business Associate eligible for any Construction project shall have an experience of satisfactory completion of similar Nature of single work (minimum 90% complete) which must be of value equal to 25% or more or 2 works each of 20% or more of total value (minimum 90% complete) of the Estimated cost of the project in last 5 years either of any Government/PSU/Government Organization, Municipal Corporation/Reputed Builders/Pvt. Ltd. Companies etc. The completion certificate shall be issued by the Executive Engineer rank officer of the Department concerned in case of Government Department. In case of experience from Private Organizations, sufficient proof of work order and payments received by the bidder for the said work (Form 26 AS etc) must also be provided besides completion certificate from the authorized signatory of the client.

Amu Bnattacharya  
Advocate  
223, Lawyer's Chambers  
Delhi High Court  
New Delhi - 110003  
En. No. D/310/135

12- For all the works, offer shall be invited from the bidders as per the existing guidelines by issuing NIT on NCCF website. In case the bidder is an empanelled vendor then single bid may be considered and in case of non-empanelled bidders a minimum of 2 valid bids must have been received otherwise the tender shall be retendered for at least one more time.

13- In case of joint ventures, the major partner must have atleast 60% of the desired experience (eligibility criteria) and other partner must have atleast 20% of the required experience. Combined experience of all the JV partners shall not be less than 100% of the required experience. There must not be more than 3 JV partners for a particular work.

14- All the Offers/Tenders for all the works of NCCF (construction or other) shall be invited through NCCF website as approved in NCCF Business Guidelines. The minimum period of NIT shall be 2 weeks and in special conditions lesser period may be allowed depending on the time allowed by the client department for submission of tender etc. Reasons for lesser time shall be clearly recorded by the concerned Branch Managers in the tender cases.

15- The non-empanelled bidders bidding for any Work/Job of NCCF shall submit an EMD by way of DD, Online Payment equal to an amount of 2% of tender value upto Rs. 50Lakhs and 1% for the tender value above 50Lakhs with a minimum amount of Rs. 1Lakh or as per the requirement of client in case specified by client. The EMD of successful tenders shall be convertible to Performance Guarantee (P.G.). The successful bidder (Empanelled and non-empanelled both for construction works) shall deposit P.G. in the form of Bank Guarantee/FDR/DD equivalent to an amount of 2.5% of the accepted tender value in case of empanelled vendors and 5% in case of non-empanelled vendors. Besides P.G., an amount equal to 5% of every running and final bill shall be kept as Security Deposit (S.D.) money by NCCF, as a security for trouble free services and shall be paid to the vendor 50% after six months of completion of the work, and balance 50% after 12 months of completion without any interest. In case of withdrawal of offer by the lowest bidder after opening of the financial bid, the EMD shall be forfeited by NCCF. In case of Substandard Performance of the project, if the vendor does not sets it right in the notified period, NCCF shall have the right to get it rectified from other sources and the cost shall be adjusted against the S.D. money. The Demand Draft of EMD of successful bidder shall be got encashed by NCCF. No interest shall be paid at the time of Refund/Payback.

16- In case of non-performance, delay in execution or substandard quality of the project the penalty in the form of liquidated damages (L.D.) at the rate of 0.5% per week on the balance Work/Defective Work till rectification shall be levied by NCCF to a maximum amount of 10% of the agreement value.

Anju Bhattacharya  
Advocate  
223, Lawyer's Chamber  
Delhi High Court  
New Delhi - 110001  
En. No. D/2107

17- Concerned Branch Manager shall be the Controlling/Executing officer of the project and shall be responsible for the successful completion of the entire project.

18- The Empanelment of all Business Associates (including Construction Projects etc.) shall be done as per existing clause no. 2.2.5 of Business Guidelines. The Empanelment fees shall be refundable and as under-

Category of Branch	Amount (Rs.)
A	50,000.00
B	25,000.00
C	15,000.00

The Performance of all Empanelled Business Associates shall be reviewed after every 2 years and Business Associates who have not taken part in Business Activities such as participation in Tenders etc. shall be delisted. The margin for all construction works shall be 6%.

This issues with the approval of MD, NCCF.

Copy to:

MD, NCCF- For Kind information please

CVO-For Kind information please

DM (A&F) - For information and implementation please



(Shaukat Ali)  
General Manager(C)

Vetted  
18/10/2022

Anil Bnattacharya  
Advocate  
223, Lawyer's Chambers  
Delhi High Court  
New Delhi - 110003  
Tel. No. D/310/1982