



# भारतीय राष्ट्रीय उपभोक्ता सहकारी संघ मर्यादित NATIONAL CO-OPERATIVE CONSUMERS' FEDERATION OF INDIA LTD.

(उपभोक्ता मामले, खाद्य एवं सार्वजनिक वितरण मंत्रालय, भारत सरकार)

शाखा कार्यालय: डी-79, विज्ञानपुरी, महानगर एक्सटेंशन, लखनऊ-226006

Branch Office: D-79, Vigyanpuri, Mahanagar Extension, Lucknow-226006

Ph.: 0522-4955937, 4072415 E-mail: nccflko@gmail.com

NCCF/LKO/Const./2021-22/ 359

Dated :- 22.12.2021

Email Id. - [nccflko@gmail.com](mailto:nccflko@gmail.com)

Mob No.- 9893270235

## Tender Notice

National Cooperative Consumer Federation of India Ltd. NCCF Lucknow Branch invites offer/rates for following proposed work for Fire Fighting work at the premises of Veer Bahadur Singh Purvanchal University, Jaunpur, Uttar Pradesh. Approximate value of the work is Rs. 10.56 Crore.

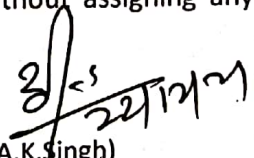
Empanelled business associates who are willing to execute above work on EPC mode may submit their offer/rates to Lucknow branch office latest by 27.12.2021 upto 12.00 noon. The interested business associates may visit the site if required.

Based on accepted rates, margin offered to NCCF by the bidder may be submitted in sealed cover along with supporting documents signed on each page. Minimum reserved margin rates are 4.0% The offer of the bidder offering highest margin shall be considered subject to fulfilling other conditions as per system improvement measured for NCCF works dated 29.09.2020.

Non-empanelled bidders may also be submit their offer/rates, but they will have to get themselves empanelled with NCCF Lucknow Branch by applying within one week of submission of offer along with all necessary documents for empanelment. Preference will be given to the empanelled business associate. Conditional bid will not be considered.

NCCF reserves the right to reject any or all the proposals/rates received without assigning any reasons at any time.

Encl:- As above.

  
(A.K. Singh)  
Regional Manager

Place: Lucknow

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

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Anju Bhattacharya  
Advocate  
223, Lawyer's Chamber  
Delhi High Court

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-

<b>NATIONAL COOPERATIVE CONSUMERS' FEDERATION OF INDIA LTD (NCCF)</b>	
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

Adv. Binattary  
Advocate  
223, Lawyer's Chambers  
Delhi High Court  
New Delhi - 110003  
En. No. D/310/1982

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-**

<b>NCCF CONSTRUCTION SITE DAILY PROGRESS BOOK</b>	
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.

*[Handwritten Signature]*  
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Engr. Enattacharya  
Advocate  
223, Lawyer's Chambers  
Delhi High Court  
New Delhi - 110003  
Engr. No. 0131011582

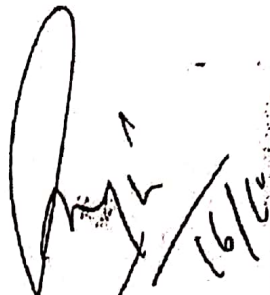
12- For all the works, offer shall be invited from the bidders as per the existing guidelines by issuing NIT on NCCF website. In case the bidder is an empanelled vendor then single bid may be considered and in case of non-empanelled bidders a minimum of 2 valid bids must have been received otherwise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



Anil D. Bhattacharya  
Advocate  
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Delhi High Court  
New Delhi - 110002  
En. No. 1073/10/1988

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.

(Shaukat Ali)  
General Manager(C)

Copy to:

- MD, NCCF- For Kind information please
- CVO-For Kind information please
- DM (A&F) - For information and implementation please

Advocate  
23, Lawyer's Chambers  
Delhi High Court  
New Delhi - 110003  
No. D/310/1982

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**PROCEDURE FOR FINALIZATION OF WORKS TENDERS**  
**RECEIVED IN TWO BID SYSTEM.**

(A)

- (i) Open the technical bid on the scheduled date and time.
- (ii) At least 2 of the Committee Members shall be present at the time of opening of the technical bid and they must sign on each page in red ink along with the date.
- (iii) The copy of the Experience Certificate submitted by the bidder shall be sent for verification from the issuing authority.
- (iv) The Demand Drafts submitted along with the bid shall be got verified from the bank concerned for genuineness.
- (v) After receipt of the verification of Experience Certificate the Tender Committee shall evaluate the technical bid as per the tender conditions.
- (vi) The accepting authority (Branch Manager or any other senior officer nominated) shall Accept/Review/Reject the recommendations of the Tender Committee.
- (vii) After acceptance of the technical bid the date of opening of financial bid shall be decided and all the technically qualified bidders shall be informed. If possible status of technically qualified bidders shall be displayed on website.

(D)

- (i) On the decided date, the financial bid shall be opened in presence of all Committee Members alongwith the presence of any bidders / or their representatives. The Committee shall sign all the documents of the financial bid in red ink alongwith the date. The bidders attendance alongwith sign shall be taken on separate register.
- (ii) A comparative statement of the rates quoted by the various bidders shall be prepared and the position of Lowest, Second Lowest and Third Lowest etc. (L1, L2 and L3 etc.) shall be defined.
- (iii) The Committee shall put up the comparative statement alongwith their recommendation to the accepting authority for acceptance.
- (iv) Accepting Authority if finds it acceptable, shall accept it otherwise he may ask the Tender Committee to reconsider alongwith specific instructions.
- (v) After the acceptance on recommendations of financial committee, the Branch Manager shall write to Head Office/Finance for provision of funds as advised earlier by Head Office.
- (vi) On receipt of the letter from Head Office Finance regarding availability of funds, the Letter Of Acceptance (LOA) shall be then issued to the L1 bidder.
- (vii) The agreement with the bidder shall be signed on Rs. 100/- stamp paper in the contract agreement format issued by Head Office within the prescribed time after issue of LOA and one copy shall be sent to Head Office Finance.



**TENDER COMMITTEE FINANCIAL BID EVALUATION**

OFFICE.....

DATE

- 1-NIT NO-.....
- 2-TENDER NO.-.....
- 3-NAME OF WORK-.....
- 4-DATE OF ACCEPTANCE OF TECHNICAL BID.....

NAME OF FIRM.	ESTIMATED COST OF THE WORK (In Rs)	TOTAL AMOUNT QUOTED BY THE FIRM ( In Rs)	% ABOVE / BELOW THEN THE ESTIMATED COST	COMPARISON OF RATES ENCLOSED ( YES/NO)	POSITION OF THE FIRM ( L1, L2, L3 etc)

**DISCUSSION AND JUSTIFICATION**

**RECOMMENDATIONS**

**(COORDINATOR)**  
NAME AND SIGN

**(FINANCE MEMBER)**  
NAME AND SIGN

**(THIRD MEMBER)**  
NAME AND SIGN

RECOMMENDATIONS OF TENDER COMMITTEE ACCEPTED/ NOT ACCEPTED

**ACCEPTING AUTHORITY**  
**(NAME AND SIGNATURE WITH DATE)**

**TENDER COMMITTEE TECHNICAL BID EVALUATION**  
OFFICE.....

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DATE

- 1-NIT NO-.....
- 2-TENDER NO-.....
- 3-NAME OF WORK-.....
- 4-DATE OF TENDER OPENING-.....
- 5-TENDER OPENED BY-
  - (i)
  - (ii)

NAME OF FIRM.	EMD AMOUNT DEPOSITED (Rs)	EMD DEPOSIT DETAILS (DD No./NEFT DETAILS/RTGS DETAILS ETC)	TENDER COST DEPOSITED WITH DETAILS (AMOUNT WITH RECEIPT NO.)	TECHNICAL CREDENTIALS SUBMITTED (YES/NO)	TURN OVER OF THE FIRM IN LAKH RUPEES.	TECHNICALLY ELIGIBLE/ NOT ELIGIBLE

**REASONS FOR NON ELIGIBILITY OF FIRMS (Attach Extra Sheets)**

**RECOMMENDATIONS**

(COORDINATOR)  
NAME AND SIGN

(FINANCE MEMBER)  
NAME AND SIGN

(THIRD MEMBER)  
NAME AND SIGN

RECOMMENDATIONS OF TENDER COMMITTEE ACCEPTED/NOT ACCEPTED

ACCEPTING AUTHORITY  
(NAME AND SIGNATURE WITH DATE)

# LETTER OF ACCEPTANCE

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date:

Sub: Acceptance of your offer submitted for the work of \_\_\_\_\_  
\_\_\_\_\_ vide your Letter No. \_\_\_\_\_  
Dated \_\_\_\_\_.

This is to inform you that your above referred offer for EPC Mode/ Non EPC  
Mode submitted in reference to Tender Notice No. \_\_\_\_\_  
Dated \_\_\_\_\_ has been accepted by the client.  
M/s \_\_\_\_\_.

The total cost of accepted offer is Rs. \_\_\_\_\_. The rates as  
approved are enclosed herewith for your acceptance.

You are requested to start the work at site immediately. You are also  
requested to present yourself in the office of undersigned with a performance  
deposit of 5% of the accepted tender value by D/D Bank Guarantee in F/o  
Managing Director, NCCF within 15 days to sign the contract agreement, and  
thereafter with an interest of 12% per annum on the security deposit amount upto  
a period of 30 days. The letter of acceptance shall however be acknowledged by  
you immediately and it shall be treated as contract agreement till the formal  
contract agreement is signed. However, no payment shall be released till a formal  
contract agreement is signed.

In case of EPC mode all the bills submitted by you for payment shall be  
submitted through the Junior Engineer/Engineer of the consultant and also  
Supervision/Quality Checks shall be carried out by the Engineers of the consultant.  
The bills submitted thereby shall be verified by the Engineer of NCCF both for  
correctness, Quality & Quantity of the work executed at site, based on which  
payment shall be released by the undersigned.

In case of Non EPC mode, supervision measurement and bill processing etc. shall be done by Engineer of NCCF.

Date of completion of work shall be \_\_\_\_\_ from the date of Acceptance of this letter.

**Sign. of Contractor  
(With Seal)**

\_\_\_\_\_  
**(Branch Manager NCCF  
\_\_\_\_\_ Branch)**