

**National Co-operative Consumers Federation of India Ltd.**  
NCCF Head Office-NCUI Complex, 3 Siri Institutional Area Hauz Khas New Delhi-110016

**NOTICE INVITING QUOTATIONS FROM REPUTED SURVEYORS**

Sealed quotations are invited from surveyors to undertake survey, inspection, sampling and analysis of Pulses, Oil, Grains and Onion and other commodities to be procured/supplied by NCCF at storage/delivery point's approx.in Urban and Rural Areas. Last date for submission of sealed quotation is 19/10/2023 up to 3:00 PM.

Sd/-

**Assistant Manager (Engg)**

**QUOTATIONS FROM SURVEYORS FOR APPOINTMENT OF SURVEYORS for  
Survey, inspection, sampling and analysis of Pulses, Grains in Country.**

---

Sealed quotations are invited from empanelled surveyors to survey, inspection, sampling and analysis of Urban and Rural Areas for Pulses, and Grains in Country.

Reputed surveyors are required to submit their sealed quotation NCCF Head Office-NCUI Complex, 3 Siri Institutional Area Hauz Khas New Delhi-110016, e-mail [business@nccf-india.com](mailto:business@nccf-india.com) to 19.10.2023 at 3.00 PM along with a demand draft of Rs. 50,000/- (Rupees Fifty Thousand Only) in favour of NCCF payable at Delhi onwards earnest money deposit should be submitted/dropped in the quotation box on or before 19.10.2023. The quotations will be opened at 3.30 pm on the same day in the presence of authorized representatives of surveyors present at NCCF Head Office-NCUI Complex, 3 Siri Institutional Area Hauz Khas New Delhi-110016.

Quotation documents submitted incomplete in any respect and without EMD shall be summarily rejected. Further NCCF reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Sd/-

**Assistant Manager (Engg)**

## **1. DUTIES AND RESPONSIBILITIES OF SURVEYOR**

- (a) The surveyor shall deploy required number of competent technically qualified staff with proper equipment at storage/delivery point in time as required by NCCF.
- (b) The technical staff of the surveyor will inspect the stock, draw the random samples of pulses, and Grains from the designated godowns/field/Mandi and analyse the sample in accordance with prescribed FSSAI/BIS quality specifications and submit the test reports immediately to NCCF Branches.
- (c) No information shall be shared, published displayed and passed on to any party by the Surveyor or its employees without intimation and consent of NCCF.
- (d) The Surveyor shall be fully responsible for the samples analyzed and test reports submitted to NCCF. In case any of such test reports submitted by the surveyor found to be defective, the entire responsibility for the same shall devolve on the surveyor.
- (e) The Surveyor shall intimate the names, designations, qualifications, experience and the contact numbers of its technical staff to be deployed at storage/delivery point to NCCF for better coordination so that work does not suffer.
- (f) Surveyor shall depute at least one technical staff at storage/delivery point nominated by NCCF and will provide additional number of surveyors at storage/delivery point depending upon the requirement. In case of failure of the surveyor to provide the required number of technical staff with proper equipment's at storage/delivery point as required by NCCF, a penalty of Rs. 500/- per day per manpower will be imposed. In such default, NCCF reserves the right to hire the services of other empanelled surveyors at the cost and consequences of the appointed surveyor.
- (g) The appointed surveyors must not assign the work in full or part to other firm or company or individual.

## **2. TERMS & CONDITIONS**

Quotation documents complete in all respect along with requisite with Rs. 50,000.00 deposit must be submitted in the prescribed application form (enclosed herewith) at NCCF Head office ,3 Siri Institutional Area Hauz Khas New Delhi-110016 .The sealed envelope must be super scribed "**QUOTATIONS FROM SURVEYORS FOR Undertake survey, inspection, sampling and analysis of Pulses and, Grains, Onions ETC.**

**RTGS/NEFT in the following account:-**

<b>Name of Beneficiary</b>	<b>MD NCCF</b>
<b>Account Number</b>	<b>34827894847</b>
<b>Name of Bank</b>	<b>State of Bank of India</b>
<b>Address of the Bank</b>	<b>Asian Games Vill. Complex NCUI, 3 Siri Institutional Area, August Kranti Marg New Delhi-110016 IFSC CODE-SBIN0007407</b>

Quotation received after due date and time will be rejected.

- 1) No eraser, cuttings, overwriting and correcting fluid in the quotation will be accepted.
- 2) Quotation documents submitted incomplete in any respect and without EMD shall be summarily rejected. Further, NCCF reserves the right to accept or reject any or all quotations without assigning any reason thereof.
- 3) The professional fees/charges should be quoted on per man-day basis both in figures and words. Lab analysis charges for testing as per FSSAI/BIS norms for Pulses and Grains if any, are to be mentioned separately.
- 4) The rates/charges quoted should be exclusive of all taxes, levies etc. Service tax, if applicable, should be mentioned clearly in the bid.
- 5) The offer must have a validity of 60 days from the date of submission of quotation documents.
- 6) During the currency of the agreement, no escalation in professional fees or charges will be allowed except for statutory charges.
- 7) The address given by the surveyor in the quotation documents shall be considered to be the proper and complete business address of the surveyor and any correspondence sent to such address will be deemed to have been delivered to the surveyor.
- 8) The earnest money deposit will be refunded to the unsuccessful parties within one month of finalization of quotation. NCCF will not pay any interest on the EMD.
- 9) Earnest money to the successful bidder will be refunded without interest only after successful and satisfactory completion of the assigned job.
- 10) The payment (subject to TDS and other statutory deductions as applicable) will be released by NCCF within 30 days of receipt of bills along with prescribed documents including attendance sheet, inspection/quality reports or any other document as may be asked for by NCCF from the Surveyor. NCCF shall retain 10% of the amount from each running bill, which shall be released after satisfactory completion of procurement operation.
- 11) The attendance of surveyor should tally with the date of sample collected in presence and duly certified by the respective Branch Manager
- 13) The terms and conditions of the quotation documents will form part of the agreement to be executed between NCCF and successful bidder.
- 14) Each page of the quotation documents must be signed by the authorized signatory of the bidder in token of acceptance of the terms and conditions of the quotation documents.
- 15) The time period validity of agreement will be one year and extendable for one year on same term & condition successfully and satisfactory work performance.

**Eligibility Conditions:-**

- a) Surveyor's agency should have required experience in assaying /inspecting and testing of exported /imported stock of Pulses/Food Grains /Agricultural commodities. Surveyor agency is required to submit copy of job order as supporting documents.
- b) The Surveyor agency shall not be under a declaration of ineligibility of ineligibility for corrupt or fraudulent practices as on date of submission of bid and also not blacklisted or under litigation by any State/Central/UTs Government at the time of submission of application. Surveyor Agency has to provide a self-declaration in this regard.
- c) The surveyor agency should have positive net worth at the time of submission of application. The Chartered Accountant Certificate has to submit in this regard.

**3. FOREFEITURE OF SECURITY/EARNEST MONEY**

In case the surveyor fails to fulfil its contractual obligation in any way, NCCF will forfeit the entire earnest money deposit.

**4. TERMINATION**

In case the performance of the surveyor is not found to be satisfactory during the currency of the agreement, NCCF can prematurely terminate the agreement after giving 15 days' notice.

**5. Period of engagement of the surveyor agency**

The agreement to execute between NCCF and Surveyor Agency for a period of One (01) year, may be mutually extended for another one year on the same terms and conditions subject to at satisfaction of NCCF. NCCF reserves the right to terminate the agreement in case of unsatisfactory performance of the surveyor agency.

**QUOTATION FOR APPOINTMENT OF SURVEYOR**

**(TO BE SUBMITTED ON LETTER HEAD)**

Date: - \_\_\_\_\_

From: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To,

General Manager  
(Commercial)  
NCCF of India Limited.  
3 Siri Institutional Area Hauz Khas  
New Delhi-110016

SUB: QUOTATION FOR APPOINTMENT OF SURVEYOR

Dear Sir,

Please refer to your letter no. \_\_\_\_\_ dated \_\_\_\_\_ and notice on NCCF Website inviting quotations for survey, inspection, sampling and analysis of Pulses and Grains as per prescribed FSSAI/BIS at storage/delivery point/Mandi. We are pleased to quote our rates per man per day and Lab Analysis charges per sample for the said job as per the followings:-

1. At storage/delivery point/Mandi only \_\_\_\_\_  
(Rs. in words) \_\_\_\_\_  
The surveyor charges will be paid by NCCF.
2. Lab Analysis for FSSAI Testing charges Rs \_\_\_\_\_ per sample

We have gone through the terms and conditions of the quotation documents and we hereby accept the same.

We are enclosing herewith Rs. \_\_\_\_\_ towards earnest money deposit vide DD No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ in favour of NCCF payable at \_\_\_\_\_ Along with signed copy terms & conditions.

Thanking you,

Yours faithfully,

(Authorized Signatory)  
(Name & complete address of the renderer along with seal)

### Certificate Regarding Number of Technical Employees

Certified that M/s \_\_\_\_\_ having its Registered Office at \_\_\_\_\_ is having technical manpower for assaying of agricultural commodities on roll as on (dd/mm/yyyy) as specified in table below.

Designation	Profile	No. of employees on roll
Team leader	MSc (Agri/Chemistry) with at least 05 years' experience	
Senior Analyst	MSc (Agri/Chemistry) with at least 03 years of experience	
Samplers & Assayers	Graduate in any field with minimum 1 year of experience in sampling and assaying of Agri Commodities.	

This certificate is issued based on documentary evidences and audited Accounts produced to me and copies of which are available with me which I shall be able to produce if required by the NCCF. The certificate is true and correct to the best of my knowledge and belief.

Signature:	
Name of the person signing:	
Designation:	Company Secretary/Chartered Accountant
Name of the firm:	
Registration No./Membership No.	
Address	
Email address:	
Contact Numbers:	

Date:

Place:

### Certificate Regarding branch offices in India

Certified that M/s \_\_\_\_\_ having its Registered Office at \_\_\_\_\_  
 \_\_\_\_\_ has following branch offices in India as on date:

S No.	State	Branch office location
1		
2		
3		
4		
5		

This certificate is issued based on documentary evidences produced to me and copies of which are available with me which I shall be able to produce if required by the NCCF. The certificate is true and correct to the best of my knowledge and belief.

Signature:	
Name of the person signing:	
Designation:	Company Secretary/Chartered Accountant
Name of the firm:	
Registration No./Membership No.	
Address	
Email address:	
Contact Numbers:	

Date:



