

“EXPRESSION OF INTEREST” (EOI) Ref. No. NCCF /EOI/2026-27/2905



NATIONAL CO-OPERATIVE CONSUMERS' FEDERATION OF INDIA LTD. (NCCF)

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FROM  
INTERESETED AND ELIGIBLE SURVEYORS' AGENCY FOR EMPANELMENT TO CONDUCT  
SURVEYS, INSPECTIONS, AND ANALYSIS OF PULSES, OILSEEDS, GRAINS, ONIONS, AND  
OTHER COMMODITIES IN INDIA**

Head Office  
National Cooperative Consumers' Federation of India Limited (NCCF of  
India Ltd)  
NCUI Complex,  
3, Siri Institutional Area, August  
Kranti Marg,  
Hauz Khas, New Delhi – 110016  
Email : [pss@nccf-india.com](mailto:pss@nccf-india.com)

**EOI FOR THE EMPANELMENT OF SURVEYORS**

EOI Submission Schedule	
Activity	Date
Date of EOI Notice	13.04.2026
Last Date for Submission	05.05.2026 & 1:00 PM
EOI Mode	NCCF Website and CPP Portal
Documents Submission Mode	Hard copy of all documents has to be submitted at NCCF Head Office, New Delhi

## **NOTICE INVITING EXPRESSION OF INTEREST FOR EMPANELMENT AS SURVEYORS'** **AGENCY**

The National Cooperative Consumers' Federation of India Ltd. (NCCF) invites Expressions of Interest (EOI) from interested, reputed and eligible surveyors for empanelment to conduct surveys, inspections, and analysis of pulses, oilseeds, grains, onions, and other commodities. These activities will be carried out at various storage and delivery points across urban and rural areas for procurement and disposal purposes.

### **About NCCF**

The National Cooperative Consumers' Federation of India (NCCF) is dedicated to promoting consumer rights and ensuring the highest standards of quality in the procurement and distribution of grains and oilseeds. To maintain transparency and quality in its operations, NCCF is seeking to empanel competent Grain Surveyor Agencies. These agencies will be responsible for the meticulous inspection of procured grains and oilseeds, ensuring they meet NCCF's stringent quality standards.

### **Objective**

NCCF aims to empanel Surveyor Agencies that exhibit excellence in inspection services. We are looking for agencies that demonstrate expertise in grain and oilseed quality assessment, possess a thorough understanding of industry standards, and have a proven track record of reliability and accuracy in their work.

### **Application for EOI**

For the empanelment of agencies, NCCF hereby issues this Notice for Expression of Interest (EOI). Interested agencies are required to submit their applications within the specified timeframe along with the requisite participation fee.

### **Eligibility Criteria**

Prospective Surveyor Agencies must meet the following criteria:

#### **Technical Expertise:**

The surveyor agencies must have at least 3 years of experience in conducting inspections, sampling, and analyzing agricultural commodities, with a preference for applicants who have a minimum of 2 years of relevant experience in government sectors.

1. **NABL accredited testing and analytical laboratory:** The agency should have at least one NABL accredited testing and analytical laboratory in India & FSSAI certification under the Agri Food Category (optional)
2. **Personnel:** The agency must have a qualified team of experts, including quality controllers, scientific sampling professionals and laboratory technicians with experience in agricultural commodity inspection, sampling, and sample analysis.
3. **Infrastructure and Facilities:** The surveyor agencies must demonstrate adequate infrastructure, including modern sampling equipment, laboratory facilities accredited by NABL or equivalent, and transportation vehicles suitable for sample collection and transportation.

4. **Financial Stability:** The surveyor agencies must have a positive net worth and a minimum average annual turnover of Rs. 5 crores in the last three financial years, supported by audited by CA financial statements.
5. **Legal Compliance:** The surveyor agencies must provide a declaration that they are not under any investigation or litigation by any regulatory authority or government body related to fraudulent practices or professional misconduct.
6. **Ethical Standards:** The surveyor agencies must adhere to high ethical standards and provide a code of conduct or ethics policy governing their operations, ensuring impartiality, integrity, and confidentiality in all dealings with NCCF.
7. **References and Track Record:** The surveyor agencies must provide references from at least two clients who have utilized their services for similar assignments in the last two years, along with contact details for verification.

### Responsibilities of Surveyor

- The Agency shall deploy the required number of competent, technically qualified Assayers and Quality Controller staff with proper equipment at procurement, storage, and delivery points as informed by NCCF.
- The technical staff shall be well trained and possess a B.Sc. in Agriculture (Hons.) from an ICAR-recognized/accredited institute or university with a minimum of one year of experience in survey methods, scientific sampling, quality assessment, and data analysis in agricultural commodities.
- Alternatively, the Surveyor employing graduates with a diploma/certificate in scientific sampling, quality checking, quality control, or quality assurance with at least one year of relevant experience, or graduates with two years of sampling, assaying of pulses, grains, oilseeds, onion and testing experience in a reputed company or Government institution shall also be eligible.
- The surveyor agency shall provide proper sampling and assaying training to assayers/surveyors prior to deployment at procurement centres / storage points during procurement operations, with prior written intimation to NCCF. The Surveyor Agency shall also extend such training to representatives of SLA and PACS.
- The Agency shall intimate in writing the names, designations, qualifications, experience, contact numbers, and specimen signatures of its technical staff in advance to NCCF's concerned Branches / Regional Head for effective coordination.
- At least one technical staff shall be deployed at each procurement centre / warehouse or at both procurement and warehouse points as identified by NCCF, with additional staff deployed as per operational requirements.
- All staff must be equipped with smartphones capable of using the Surveyor App for assaying stocks of pulses, oilseeds, grains, onions, and other notified commodities.
- In case of failure to deploy the required manpower with proper equipment, a penalty of Rs. 2,000/- per day per manpower or 50% of per-day manpower charges (whichever is higher) shall be imposed. In such cases, NCCF reserves the right to engage other qualified agencies.
- 90% payment shall be released after completion of Season, and the remaining 10% shall be retained by NCCF for a period of 12 months as security.
- If the samples are tested by Auditor/ Ministry in future and are found not meeting the prescribed FAQ standards, the entire responsibility and liability shall rest with the Warehouse and the Surveyor Agency.
- The technical staff shall inspect stocks of pulses, oilseeds, grains, onions, and other notified commodities; draw random composite samples (minimum 10% of total bags per truck/lot or as per the actual requirement); analyze samples as per prescribed FAQ / Government of India / FSSAI quality specifications; and submit test reports immediately for acceptance or rejection of stocks.
- In case of copra, the agency shall draw a minimum of 2% random samples from each lot offered by SLS at designated godowns and ensure 100% weighment at the designated warehouse at the time of storage in NCCF's name.
- The Assayer/Surveyor shall record complete details including commodity particulars, warehouse information, procuring agency, farmer's name, bag numbers, and relevant codes.
- Survey reports shall be uploaded on the NCCF-designated e-portal with a digital signature, clearly indicating accepted and rejected stocks on a warehouse-wise basis. Personal details of surveyors shall be used by NCCF for creation of portal login credentials.
- The Agency shall submit daily digital reports in real time to NCCF, including truck-wise, lot-wise, and warehouse-wise inspection details, samples drawn, analyses conducted, and reasons for rejection, wherever applicable. Proper records of all reports shall be maintained.
- Regular and thorough inspections of procurement, storage, and delivery points shall be conducted to ensure compliance with prescribed quality standards and regulations, and any discrepancies,

damages, or quality issues shall be promptly reported to NCCF in writing along with corrective recommendations.

- The Agency and its personnel shall maintain strict confidentiality and shall not share, publish, display, or disclose any information to third parties without prior written consent of NCCF.
- The Agency shall be fully accountable for the accuracy of sampling, analysis, and test reports. Any faulty or incorrect reports shall render the Agency fully responsible for consequential losses.
- In the event of any default, NCCF shall have the right to recover the monetary value of losses from the Agency's security deposit and/or submitted bills.
- The Agency shall not transfer or subcontract the work, in whole or in part, to any other entity. Any violation shall lead to blacklisting by NCCF, initiation of legal action, and recovery of costs of inferior stock, if any.
- The Agency shall fully cooperate with NCCF and authorized representatives during audits, inspections, investigations, and reviews, and shall participate in meetings as required to provide technical inputs.
- The Agency shall notify NCCF of any changes in personnel, equipment, or procedures that may affect service quality or reliability.
- The Agency shall adhere to all health and safety protocols during survey, inspection, and sampling activities, ensuring personnel safety and product integrity.
- The Agency shall ensure payment to deployed personnel in accordance with the Minimum Wages Act of the concerned State and comply with all applicable statutory requirements.
- Any surveyor appointed by NCCF shall not undertake similar scope of work for the similar operation for the procuring society of NCCF concurrently.
- Regular inspection of filled-in storage structures on fortnightly basis has to be undertaken by the surveyor which will amount to minimum two inspections in a month and will continue till the product is evacuated which could be up to six months from the date of storage. During the inspections, upon examination, if the storage has started emitting foul smell, turning of onion will have to be carried out in the presence of the surveyor to remove rotten, damaged and sprouted bulbs. For inspection of filled in storage, the inspector will randomly draw minimum 10% of composite samples and analyse the same according to SOP provided by DoCA.
- As per requirement of NCCF, the Surveyor will certify the dumping of onion as per the provisions of SOP in his presence.
- No information shall be shared, published displayed and passed on to any party by the Surveyor or its employees without intimation and written consent of NCCF.
- The surveyor will send daily report covering farmer wise wise-lot-wise inspection done, samples drawn, samples analysed, test reports indicating lot-wise results to CONCERN BRANCH through e-mail (scanned copy of test report duly signed by the authorized representative). In cases where surveyors reject the stocks, reasons thereof may be indicated in the test report. Surveyor shall keep proper record of such daily reports at its end.
- Test reports must be forwarded to CONCERN BRANCH at NCCF, in case of any default, NCCF reserves the right to deduct 10% from the total bill submitted by the surveyor or the loss if any whichever is higher at the time of final settlement. SOP for procurement are attached for perusal, which also contain quality test parameters.
- In case of onion disposal, the surveyor shall be deployed at both loading and unloading points. Tentative locations will be intimated in advance; however, in case of urgent requirements, the surveyor shall reach the designated point within a maximum of 5 hours.
- If the surveyor fails to reach the loading or unloading point on time, a penalty of ₹10,000 per day per instance shall be levied.
- In the case of onion, the quality parameters shall be provided at the time of agreement or prior to the commencement of the procurement season.
- As per requirement of NCCF, the Surveyor will certify the dumping of onion as per the provisions/law/ of SOP in his presence.
- Other terms and condition related to onion as per the SOP shared by DoCA and instruction issued by NCCF time to time.

## **Terms & Conditions**

- Quotations submitted after the due date and time will be rejected outrightly-
- The rates/charges quoted should be exclusive of all taxes, with applicable service tax clearly mentioned.
- No escalation in professional fees or charges will be allowed during the agreement period except for statutory charges.
- Earnest money deposit will be refunded to unsuccessful bidders within one month of finalizing

quotations and technical evaluation without interest.

- Successful bidders are required to deposit a security amount of ₹20 lakh.
- Payment will be released within 30 days of receipt of proper bills along with all relevant and material documents, subject to TDS and other deductions as applicable after completion of the procurement season.
- Attendance of surveyors must match sample collection dates, certified by respective Branch Managers.
- The terms and conditions outlined in the quotation documents will form part of the agreement between NCCF and the successful bidder.
- The agreement period will initially be one year, extendable for another year based on satisfactory performance.
- Surveying agency should have at least one own NABL&FSSAI accredited testing and analytical laboratory in India.
- Surveying agency shall have accreditation under NABL/ISO 17025 and FSSAI certification for Agri food category/Items own Lab.
- **Confidentiality:** The surveyor shall maintain strict confidentiality regarding all information obtained or accessed in the course of performing services under this agreement and shall not disclose such information to any third party without the prior written consent of NCCF, except as required by law.
- **Forfeiture of Security/Earnest Money:** Failure to fulfill contractual obligations may result in forfeiture of the entire earnest money deposit provided by the surveyor.

### **1. Penalties, Risk Purchase & Blacklisting**

The agency shall adhere strictly to the terms & conditions of the EOI and supply the ordered quantity to the consignees within the stipulated time period.

Non-performing agencies shall be penalized with strict actions including financial penalty, risk purchase, forfeiture of Security Deposit, or blacklisting/debarring from participation in NCCF's future tenders/EOIs.

In case of failure to perform contractual obligations within the specified period, NCCF reserves the right to cancel the work orders and allot the same to other agency at the risk and cost of the agency. The differential cost, if any, shall be recovered from the delinquent agency's pending payments/other dues. If recoveries exceed pending payments, NCCF may initiate legal proceedings to recover the balance.

If the agency fails to deploy assayers within the prescribed period, the Security Deposit shall be forfeited. The agency may also be debarred/blacklisted for a minimum period of two (2) years from participating in NCCF tenders/EOIs.

### **2. Force Majeure**

Events such as natural calamities, war, strikes, epidemics, or riots which are beyond the control of the supplier shall be accepted as valid grounds for extension of delivery period.

### **3. Arbitration and Jurisdiction**

If any dispute(s), controversy, difference(s) or claim(s) of any kind or nature whatsoever arises between the parties hereto out of or in connection with the construction, interpretation, effect and implication of any provision of this EOI or any contract entered into pursuant to this EOI and/ or the performance of any obligations whatsoever under this EOI, including the rights or liabilities of the parties, or any claim or demand of any party or any question regarding its existence, validity or termination arising out of or in connection with this EOI /contract ("Dispute"), the Parties shall use all reasonable endeavors to resolve the matter amicably. A notice notifying such dispute ("Dispute Notice") shall be issued by either Party containing the description of the claim/ dispute/ difference and the grounds for the same. Both the parties promptly, mutually and in good faith, shall endeavor and make all efforts to amicably settle the dispute withing 30 days of the receipt of the Dispute Notice by the other party.

1. If the Parties fail to reach an amicable resolution of the dispute within a period of thirty (30) days from the Date of receipt of the Dispute Notice, either Party to the Dispute may thereafter within 30 days, issue a notice invoking arbitration ("Arbitration Notice"), to the other party in writing. The Dispute shall be resolved by arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996, or any statutory amendment/ modification thereof. The dispute shall be referred to a tribunal consisting of a sole arbitrator to be mutually appointed by both parties. The contract entered upon pursuant to this EOI shall be governed by the Laws of India currently in force. The arbitration proceedings shall be held in accordance with the provisions of Arbitration and Conciliation Act, 1996 and the rules made thereunder. The arbitration proceedings shall be held in the English language, and the venue and seat of the arbitration shall be at New Delhi. Subject to the arbitration mechanism, the courts at New Delhi shall have the

- exclusive jurisdiction over any disputes relating to the subject matter of this EOI.
2. The arbitrators shall have the power to grant any legal or equitable remedy or relief available under Law, including injunctive relief (whether interim and/or final) and specific performance and any measures ordered by the arbitrators may be specifically enforced by any court of competent jurisdiction.
  3. Any award of the arbitral tribunal, as the case may be, pursuant to this arbitration clause shall be in writing and shall be final, conclusive, and binding upon the Parties, and the Parties shall be entitled (but not obliged) to enter judgment thereon in any one or more of the highest courts having jurisdiction.
  4. During the course of any arbitration under this clause except for the matters under dispute, the Parties shall continue to exercise their remaining respective rights and fulfil their remaining respective obligations under this Contract entered pursuant to this EOI.
  5. Nothing contained in this Clause shall prevent the NCCF from seeking interim injunctive relief against the Bidders or any other parties connected and past due amounts in the courts having necessary jurisdiction over the other Party.

#### **4. Integrity Pact**

The bidder shall sign an Integrity Pact (Annexure ii) with NCCF to ensure fair business practices, transparency, and avoidance of collusion or corrupt practices in the bidding and assaying process.

#### **5. No Subletting Clause**

The successful bidder shall not assign, transfer, or sublet the contract or any part thereof to any third party without the prior written approval of NCCF. Any attempt to do so shall result in immediate termination of the contract, forfeiture of EMD/Security Deposit, and blacklisting of the supplier.

#### **General Terms & Conditions**

- The bidder shall carefully study the conditions, specifications, and technical requirements. In case of any doubt regarding the meaning of any term or clause, the bidder shall seek clarification from NCCF before submitting the bid.
- No bidder who is not registered under GST shall be eligible to participate. The GST number must be quoted and a valid GST certificate enclosed along with the registration certificate. The supplier shall also comply with all other statutory requirements such as TDS, Income Tax, PF, and ESI as applicable.
- The successful bidder shall not assign, transfer, or sublet the contract or any part thereof to any third party without prior written approval of NCCF. Any violation shall invite termination, forfeiture of Security Deposit, and blacklisting.
- Bidders must ensure that each page of the EOI document is duly signed and stamped by the authorized signatory, in token of acceptance of all terms and conditions. The signed EOI document must be submitted with the technical bid.
- NCCF reserves the right to accept, reject, or modify any or all bids, wholly or partly, without assigning any reason. The issuance of this EOI does not commit NCCF to award a contract.
- Non-performance shall invite strict action, including imposition of financial penalty, forfeiture of Security Deposit, blacklisting/debarring from NCCF's future tenders/EOIs for a minimum period of two years. NCCF reserves the right to initiate legal action to recover losses incurred due to default.
- The terms and conditions of this EOI document shall form an integral part of the order/contract issued to successful bidders.
- NCCF reserves the right to accept or reject any or all applications without assigning any reason thereof. This issue of this EOI document does not in any way commit or otherwise obliges NCCF to proceed with all or any part of EOI process. The EOI is not the subject of any process of contract or contractual obligations between NCCF and prospective Suppliers.
- The bidder shall not sublet the contract awarded to it.
- At the time of submission of the EOI, it is to be ensured by the bidder that each page of this EOIs document has been signed and stamped. The terms & conditions must be signed and stamped. Otherwise, bid will not be accepted.
- If any bidder imposes condition(s), which is in addition to or in conflict with the conditions mentioned herein, his EOI is liable to be summarily rejected. In any case none of such condition(s) will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of EOI issued by concerned NCCF.

#### **Fraud, Misrepresentation & Forgery**

If at any stage during evaluation or execution of the contract, it is found that the bidder has submitted forged documents, false certificates, incorrect information, or misrepresented facts, the following actions shall be taken by NCCF:

- a) The bid shall be summarily rejected and no further correspondence entertained.
- b) EMD and/or Security Deposit shall be forfeited in full.
- c) The bidder shall be blacklisted/debarred from participating in NCCF tenders/EOIs for a minimum period of Two (2) years.
- d) NCCF reserves the right to initiate civil and/or criminal proceedings as deemed fit.

### **Liquidated Damages (LD) for Delay**

Timely delivery is the essence of this contract. In the event of delay in assaying beyond the stipulated time, NCCF shall be entitled to recover Liquidated Damages (LD) at the rate of 1% of the undelivered value per week or part thereof, subject to a maximum of 10% of the contract value.

The recovery of LD shall be without prejudice to other remedies available to NCCF, including risk purchase, forfeiture of Security Deposit, and blacklisting.

### **Indemnity**

The agency shall indemnify and keep indemnified NCCF, its employees, and officers against all claims, losses, damages, demands, actions, costs, charges, and expenses arising out of:

- a) Any breach of statutory laws (GST, labour laws, etc.) by the supplier.
- b) Any defect in the quality, packing, or specifications of the supplied bags.
- c) Any third-party claims arising from injury, damage, or loss caused due to defective supplies. This indemnity shall survive the completion or termination of the contract.

### **Participation Fee and EMD: -**

- Quotation documents must be complete and accompanied by an earnest money deposit of Rs. 100,000/- (Rupees One Lakh Only) in favor of NCCF, to be submitted/dropped in the quotation box by **05<sup>th</sup> May 2026 till 1 PM**. The EMD amount must be submitted via online mode (RTGS/NEFT) only.
- All the participants have to submit a non-refundable fee of Rs. 2360/- (Rs. 2000 Fee + 18 % GST) in favor of MD NCCF in the mode of RTGS/NEFT with the following bank details:

Name of Beneficiary	:	<b>MD, NCCF</b>
Account No.	:	<b>34827894847</b>
IFSC Code	:	<b>SBIN0007407</b>
Name of Bank	:	<b>State Bank of India</b>
Address of Bank	:	<b>Asian Games Village NCUI, 3 Siri Institutional Area, August Kranti Marg, New Delhi</b>

### **Instructions for Submission of EOI**

1. Documents Required:
  - Expression of Interest for Empanelment with NCCF (On letter Head duly signed & stamped).
  - General Information of the Applicant.
  - Power of Attorney for signing the Expression of Interest.
  - Undertaking.
  - Documents certifying Applicant's legal status/ Certificate of incorporation/registration (duly certified/notarized).
  - Latest Projects Done with Government Agreement and work order copy
  - Audited financial statements and CA certificate for the last 3 years

### **2. Submission Guidelines:**

- All documents must be duly signed and stamped.
- The copy of original documents should be securely packed in an envelope and dispatched to the

NCCF Head Office at the following address:

**National Cooperative Consumers' Federation of India Limited**

NCUI Complex, 3 Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi – 110016

Email: [pss@nccf-india.com](mailto:pss@nccf-india.com)

Phone: +91-11 – 41006852/41008679/49537637

- EOI complete in all respect with all supporting documents having page number on each document, should be deposited in NCCF Head Office at New Delhi to latest by **24<sup>th</sup> April 2026 at 1.00 PM.**
- On the envelope, please mention “EXPRESSION OF INTEREST (EOI) FROM QUALIFIED SURVEYORS FOR EMPANELMENT TO CONDUCT SURVEYS, INSPECTIONS, AND ANALYSES OF PULSES, OILSEEDS, GRAINS, ONIONS, AND OTHER COMMODITIES IN INDIA” and Name of the Applicant.
- The duly filled-in EOI, along with all relevant documents, must be submitted in a sealed envelope clearly superscribed: “Expression of Interest for Empanelment of Surveyor Agencies” and addressed to: NCCF Head Office Delhi
- The **Technical and Financial EOI documents** shall be submitted in **separate** envelopes.
- These Technical and Financial EOI must have proper indexing at the top, indicating page numbers.
- The pages should be properly aligned in accordance with the page number.
- Any EOI offer received after the prescribed time schedule shall not be accepted.

**Note: NCCF reserves the right to accept or reject any application for the EOI at its sole discretion, without providing any explanation or justification to the applicant.**

**All the documents mentioned in the document checklist must be submitted separately with proper indexing, along with a list of the documents that have been submitted by you.**

**Document checklist:**

- a) EOI stamp and signature of authorized representative
- b) General Information
- c) Power of Attorney
- d) Undertaking
- e) Legal Status/ Incorporation Certificate
- f) Location & Address of NABL and FSSAI (optional) Accredited Lab
- g) Certifications related to quality inspection, if any (NABL, FSSAI (optional), GAFTA, ISO, BIS etc.)
- h) Last 3-years Audit Report (with turnover report) CA Certified **containing UDIN Mandatory**
- i) NABL/ISO 17025 and FSSAI certificates own lab certificate and another certificate as per eligibility
- j) Experience Certificate and details of experience work order and agreement copy
- k) Valid GST, PAN no, Incorporation Certificate (Memorandum), EPF & ESI registration, last 3-year Balance sheet along with Notes to accounts etc. must submitted compulsory.
- l)
- m) FSSAI Certificate (Food Safety and Standards Authority of India) and FSSAI Testing Experience Central Government/ State Government work project any one customer in any financial year with details in last three years.
- n) Any other relevant and material document

**3. SELECTION PROCESS**

- a) Quality Certification only NABL and FSSAI Approved Lab can participate
- b) Operational Strength & Qualified Manpower
- c) Pan-India Presence
- d) Financial statements and turn over certificate along with UDIN. (Last three years)
- e) Experience with Central Government /State Government of survey and inspection and FSSAI testing

Agencies that meet the minimum qualifying score of **60%** will be shortlisted for further discussions.

#### 4. CRITERIA OF EVALUTION

The criteria for evaluation of **Technical Proposal** for Empanelment are given as under:

The Technical Proposal for Empanelment will be evaluated based on Applicant's experience, its understanding, its survey capabilities and competence, and the strength and experience of the Key Personnel.

Only those Applicants whose Technical Proposals get a score of **48 (Forty-Eight)** marks or more out of 80 (eighty) shall qualify for further consideration and shall be ranked from highest to the lowest based on their technical score. The self-certified (with company stamp) included as supporting documents with the Technical Proposal

The scoring criteria to be used for evaluation shall be as follows:

#### 5. Evaluation Criteria:

Technical Evaluation Criteria	Sub- Points	Max. Marks
Quality Certification	a) National Accreditation Board for Testing and Calibration Laboratories (NABL) <ol style="list-style-type: none"> <li>1. 1 NABL LAB - <b>15 Marks (Must Need)</b></li> <li>2. 2 NABL LAB - <b>20 Marks</b></li> </ol> b) GAFTA certificate - <b>05 Marks</b> c) ISO 9001(Quality Management Systems) – <b>05 Marks</b> d) BIS Certificate - <b>05 Marks</b>	<b>35</b>
Operational Strength & Qualified Manpower	<b>1. Key Personnel Capacity details with State wise capacity</b> Total Number of Manpower Capacity <ol style="list-style-type: none"> <li>a) Below 30 – <b>0 Marks</b></li> <li>b) 30 to 50- <b>05 Marks</b></li> <li>c) 50 to 100 –<b>10 Marks</b></li> <li>d) Above 100 - <b>15 Marks</b></li> </ol> <b>2.Total Number of Key Personnel with BSc or MSc</b> <ol style="list-style-type: none"> <li>a) 11 to 30 – <b>05 Marks</b></li> <li>b) Above 30 - <b>10 Marks</b></li> </ol>	<b>25</b>
Work Experience	<b>1. Central Government/ State Government work project order of total of 1 crore throughout one financial year with details</b> <ol style="list-style-type: none"> <li>a) below 1 CR – <b>0 Marks</b></li> <li>b) 1 Cr to 2 Cr - <b>5 Marks</b></li> <li>c) 2 Cr Above - <b>10 marks</b></li> </ol>	<b>10</b>
Financial	<ul style="list-style-type: none"> <li>• Total Revenues from survey, sampling and analyzing during the 3 (three) financial years <b>FY 2022-23, FY 2023-24 and FY 2024-25</b> <ol style="list-style-type: none"> <li>a) Below 2 Crores -<b>0 Marks</b></li> <li>b) Rs. 2- 5 crores - <b>5 Marks</b></li> <li>c) Rs. 5—10 crores - <b>7 Marks</b></li> <li>d) Above 10 Crores - <b>10 Marks</b></li> </ol> </li> </ul>	<b>10</b>
<b>Total</b>		<b>80</b>

## 6. Award of work

- (a) On verification of documents submitted by the interested parties, NCCF will finalize the list of successful parties for empanelment.
- (b) Intimation regarding selection of party and validity of empanelment will be sent by NCCF on the business address of the party or through e-mail.
- (c) Successful parties will be informed regarding empanelment.

## Work Schedule

Empaneled Surveyor Agencies will be required to adhere to a strict schedule during the procurement seasons. Timely and accurate inspection reports are critical to NCCF's operations, and selected agencies must demonstrate their ability to meet deadlines without compromising on quality.

**NCCF invites all eligible and interested agencies to submit their Expression of Interest and join us in ensuring the highest standards of quality and transparency in the procurement of grains, pulses, oilseeds, onion etc.**

For further details or inquiries, please contact us at [pss@nccf-india.com](mailto:pss@nccf-india.com) .

**This notification serves as an invitation to qualified agencies to express their interest in contributing to the quality assurance processes of NCCF. We look forward to your participation and support.**

## Important Dates & Time

Particulars	Date & Time
<b>Date of Publishing / uploading of /EOIs documents on NCCF's Website</b>	<b>13.04.2026</b>
<b>Last Date for Submission of EOI</b>	<b>05.05.2026</b>
<b>Date of opening of EOI</b>	<b>Intimate via email</b>

## Undertaking for Participation

To,

The Managing Director,

National Cooperative Consumers' Federation (NCCF),

August Kranti Marg, Hauz Khas, New Delhi

**Subject: Undertaking for Participation of Survey and Inspection of Procured Crops and Disposal of Crops**

Dear Sir/Madam,

We, \_\_\_\_\_, having our registered office at \_\_\_\_\_, do hereby solemnly affirm and declare as follows:

**Non-Blacklist Confirmation:** Our agency has never been blacklisted by any government, semi government, or private organization.

**Unfair Practices:** We have never been involved in any unfair practices or unethical conduct.

**Anti-Bribery Compliance:** Our agency has never been involved in any bribery or corruption activities.

**Criminal Record:** We have no criminal record, and no criminal proceedings are pending against our agency or any of its directors/partners/employees.

**Legal Proceedings:** Our agency is not currently involved in any legal proceedings that could adversely affect our ability to perform the tasks outlined in this /EOIs.

**Financial Stability:** Our agency is financially stable and has not been declared insolvent or bankrupt.

**Regulatory Compliance:** We comply with all applicable laws, regulations, and standards relevant to our industry.

**Performance Assurance:** We assure that all work performed will meet the highest quality standards and will be completed within the stipulated timeframes.

**Non-Collusion:** We have not engaged in any collusive practice with any other bidders or parties related to this work.

**Conflict of Interest:** There is no conflict of interest that would prevent us from performing our duties objectively and efficiently under this /EOIs.

We understand that if any information provided in this undertaking is found to be false or misleading, NCCF reserves the right to reject our application or terminate any agreement made with us.

We are fully aware that NCCF reserves the right to accept or reject any application for the EOI at its sole discretion without providing any explanation or justification to the applicant.

We declare that all the information provided herein is true and correct to the best of our knowledge and belief.

Yours faithfully,

(Signature)

(Name of the Authorized Signatory)

(Designation)

(Name of the Agency)

(Contact no)

(Date)

**Note: This undertaking must be printed on the agency's official letterhead and duly signed & stamped by an authorized representative.**

**Certificate Regarding Number of Technical Employees**

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

Designation	Profile	No. of employees
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 evidence and audited Accounts produced to me and copies of which are available to 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

:

**Power of Attorney**

To,

The Managing Director,  
National Cooperative Consumers' Federation (NCCF),  
August Kranti Marg, Hauz Khas, New Delhi

We, ..... (Name of the Agency), a company incorporated under the laws of..... [Country/State], having our registered office at.....  
..... [Address], do hereby appoint and constitute..... [Name of the Authorized Representative], .....[Designation] of .....[Agency Name], and presently residing at.....  
..... [Address], as our true and lawful Attorney to act in our name and on our behalf in connection with the following:

1. To represent us in all matters concerning the survey and inspection of procured crops and the disposal of crops.
2. To sign, execute, and submit any and all documents, forms, affidavits, undertakings, and agreements required in connection with the said work.
3. To interact, liaise, and communicate with the officials of NCCF and any other relevant authorities or entities.
4. To make any declarations or statements necessary or required in the course of the process.
5. To accept and sign any agreements or contracts arising from the acceptance of our EOI.
6. To perform any other act, deed, or thing that is necessary or expedient for the purposes of the EOI mentioned above.

We hereby agree to ratify and confirm all acts, deeds, and things lawfully done by our said Attorney pursuant to the powers hereinabove mentioned.

IN WITNESS WHEREOF, we have executed this Power of Attorney on this ..... [Date] day of ..... [Month],.....[Year].

For [Name of the Agency]:

\_\_\_\_\_

[Signature]

[Name of the Authorized Signatory]

[Designation]

[Agency Name]

[Address]

[Contact Information]

Witnesses:

1. \_\_\_\_\_

[Signature of Witness 1]

[Name of Witness 1]

[Address]

[Contact Information]

2. \_\_\_\_\_

[Signature of Witness 2]

[Name of Witness 2]

[Address]

[Contact Information]

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Accepted by:

\_\_\_\_\_

[Signature of Attorney]

[Name of the Authorized Representative] [Designation]

[Agency Name]

[Address]

[Contact Information]

This document should be notarized and signed in the presence of two witnesses to ensure its legal validity.

**GENERAL INFORMATION OF THE APPLICANT**

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

**Note:-(To be signed and submitted by the Applicant's authorized signatory on the letter head of the Applicant)**

**Details of The Applicant**

- a. Name \_\_\_\_\_
- b. Legal Status (Proprietorship/ Private/ LLC/ Partnership) \_\_\_\_\_
- c. Country of incorporation \_\_\_\_\_
- d. Address of the corporate headquarters (if any) in India \_\_\_\_\_
- e. Year of Incorporation \_\_\_\_\_
- f. PAN No. \_\_\_\_\_
- g. GST Details \_\_\_\_\_

**Details of individual (s) who will serve as the point of contact / communication for NCCF within the Company:**

- a. Name \_\_\_\_\_
- b. Designation \_\_\_\_\_
- c. Company \_\_\_\_\_
- d. Address \_\_\_\_\_
- e. contact no. \_\_\_\_\_
- f. Email \_\_\_\_\_

**States in which the applicant is willing to undertake work**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Sign & Stamp

Name of Authorized Signatory

For & On Behalf Of  
(Name Of Applicant)

Designation

Place

**APPLICATION FORM FOR TECHNICAL PROPOSAL**  
**(TO BE SUBMITTED IN SEPARATE ENVELOPE WITH APPLICABLE ANNEXURES)**

Please tick the criteria that the agency fulfills along with Authorized Representative certified (with company stamp) supporting documents as Annexures with supporting Documents

Technical Evaluation Criteria	Weightage	Sub- Points	Document Yes/NO	Supporting Document Pag no.
Quality Certification	50	a) National Accreditation Board for Testing and Calibration Laboratories (NABL)		
		1. 1 NABL LAB - <b>15 Marks (Must Need own Lab)</b>		
		2. 2 NABL LAB - <b>20 Marks</b>		
		b) FSSAI Certificate (Food Safety and Standards Authority of India) - <b>15 Marks (optional)</b>		
		c) GAFTA certificate - <b>05 Marks</b>		
		d) ISO 9001(Quality Management Systems) – <b>05 Marks</b>		
		e) BIS Certificate - <b>05 Marks</b>		
Operational Strength & Qualified Manpower	25	<b>1. Key Personnel Capacity details with State wise capacity</b>		
		Total Number of Manpower Capacity		
		a) Below 30 – <b>0 Marks</b>		
		b) 30 to 50- <b>05 Marks</b>		
		c) 50 to 100 – <b>10 Marks</b>		
		d) Above 100 - <b>15 Marks</b>		
		<b>2.Total Number of Key Personnel with BSc or MSc</b>		
		a) 11 to 30 – <b>05 Marks</b>		
		b) Above 30 - <b>10 Marks</b>		

<b>Work Experience</b>	15	1. Central Government/ State Government work project any one customer Field survey, sampling and analyzing the samples survey in any one financial year in last three financial years with details <b>(Please provide in excel sheet along with supporting documents)</b>		
		a) below 1 CR – <b>0 Marks</b>		
		b) 1 Cr to 2 Cr - <b>5 Marks</b>		
		c) 2 Cr Above - <b>10 marks</b>		
		2.FSSAI Testing Experience Central Government/ State Government work project any one customer in any one financial year (2022-23,2023-24, 2024-25) with details <b>(optional)</b>		
		a) Below 50 lac – <b>0 Marks</b>		
		b) 50 lacs to 1 Cr – <b>3 Marks</b>		
		c) Above 1 Cr - <b>5 Marks</b>		
<b>Financial</b>	10	Total turnover from survey, sampling and analyzing during the 3 (three) financial years <b>FY 2022-23, FY 2023-24 and FY 2024-25</b>		
		a) Below 2 Crores - <b>0 Marks</b>		
		b) Rs. 2- 5 crores - <b>5 Marks</b>		
		c) Rs. 5—10 crores - <b>7 Marks</b>		
		d) Above 10 Crores - <b>10 Marks</b>		
<b>Total</b>	<b>100</b>			

Self-Declaration (No Blacklisting / No Litigation)  
(On Bidder's Letterhead)

I/We, M/s \_\_\_\_\_, hereby declare that:

We have not been blacklisted or debarred by any State Government, Central Government, PSU, Cooperative, or NCCF at any time.

We are not involved in any ongoing litigation, arbitration, or dispute with NCCF.

All information and documents submitted with this bid are true and correct.

In case of any misrepresentation or suppression of facts, NCCF may reject our bid, forfeit our EMD/Security, and blacklist us without notice.

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

Place: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

Seal: \_\_\_\_\_

**QUALITY SPECIFICATION OF ONION**

**General characteristics:**

Onion shall be clean, dry (at-least first two skins and stem should be completely dry), well-formed and uniform in shape, size and colour true to its varietal characteristics. Onion shall be well cured, fully matured, reasonably firm with tough clinging outer skin and closed neck. Onion shall be free from moisture, defects, disease, decay, injury, sun burn, dry sun scald, sprouting and discoloration or staining. Onion shall not be double or split. Onion shall not have rooting, bottle neck and seed stem. Onion shall be free from foreign smell and/or taste. Onion shall be free from cut/crack and any type of damage caused by mechanically or other means. Onion shall be sound and free from decay, smut, rotting, insect infestation and diseases like neck rot and bacterial soft rot.

**Grades**

The size requirement for Grade A shall be as follow:

**Size**

<b>VARIANTS</b>	<b>GRADE-A (Dia. in mm)</b>
<b>Onion</b>	45-65

To,  
General Manager  
(Business) NCCF of India  
Limited  
3 Siri Institutional Area, Hauz Khas  
New Delhi-110016

SUB: Financial Bid of Expression of Interest for Empanelment (EOI) of Successfully Technical Qualified Surveyor Agencies

Dear Sir,

Please refer to your letter no. \_\_\_\_\_ dated \_\_\_\_\_ and notice on NCCF Website inviting quotations for survey, inspection, sampling, and analysis of pulses, oilseeds, grains, onions, and other commodities. as per prescribed NABL/ FSSAI standards at storage/delivery point/Mandi. We are pleased to quote our rates per man per day, and lab analysis charges of FSSAI Testing as per sample for the said job as follows:

S.no.	Description	Quote Rates	Rs in word
1	Physical Verification at Mandies/Warehouse/Delivery Point per man per day		
2	Quality Testing of Import Pulses or other requirements as per FSSAI Specification norms sample draw from 200 MT		

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

Yours faithfully,

(Authorized

Signatory)

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

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We apologize for any inconvenience caused and appreciate your understanding.

Issued by:

General Manager (Business)

National Cooperative Consumers 'Federation of India Ltd.  
(NCCF) (Contact  
Information]

**Annexure – ii: Integrity Pact**

(To be signed by Bidder and NCCF at time of agreement)

Between **NCCF** (hereinafter referred to as the “Principal”) and M/s \_\_\_\_\_  
(hereinafter referred to as the “Bidder/Contractor”).

Both parties agree to uphold highest standards of transparency, fairness, and ethics in procurement.

1. The principal commits that no employee will demand or accept any undue advantage from the Bidder.
2. The Bidder commits not to offer, directly or indirectly, any bribe, commission, or advantage.
3. The Bidder declares that it has not entered into any cartel or anti-competitive agreement with other bidders.
4. Any violation of this pact shall lead to cancellation of contract, forfeiture of EMD/SD, and blacklisting.
5. Disputes under this pact shall be settled by arbitration in accordance with the Arbitration & Conciliation Act, 1996.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2025 at \_\_\_\_\_. For

NCCF: \_\_\_\_\_

For Bidder: \_\_\_\_\_

(Seal & Signature of Authorized Signatory)

**Annexure – iii: Format for CA Certificate (Turnover & Net Worth)**

(On CA's Letterhead with Seal)

This is to certify that M/s \_\_\_\_\_ (PAN: \_\_\_\_\_) has achieved the following turnover in last three financial years:

- FY 2022-23: Rs \_\_\_\_\_ crore
- FY 2023-24: Rs \_\_\_\_\_ crore
- FY 2024-25: Rs \_\_\_\_\_ crore

Cumulative Turnover: Rs \_\_\_\_\_ crore ( $\geq$  Rs 50 cr for manufacturers/suppliers, Rs 30 crore for brokers/traders)

We also certify that the firm is financially sound and solvent to undertake large volume supply contracts.

CA Name: \_\_\_\_\_

Membership No.: \_\_\_\_\_

UDIN: \_\_\_\_\_

(Signature & Seal of Chartered Accountant)