



**National Cooperative Consumer's Federation of India Ltd**  
(Under Ministry of Consumer's Affairs Food & Public Distribution)  
Gov. of India

नेशनल कोऑपरेटिव कंज्यूमर फेडरेशन ऑफ इंडिया लिमिटेड  
(उपभोक्ता मामले खाद्य एवं सार्वजनिक वितरण मंत्रालय ) भारत सरकार

National Co-operative Consumers Federation of India Ltd.

Hauz Khas, New Delhi-110016

NOTICE INVITING TENDER FOR HIRING OF OFFICE PREMISES FOR NATIONAL  
CO-OPERATIVE CONSUMERS FEDERATION OF INDIA LTD.

Ref. No.: NCCF/HO/P&A/2026-27/

Date:

The information contained in this tender document or subsequently provided to intending Bidder(s) whether verbally or in documentary form by or on behalf of National Cooperative Consumers Federation of India Ltd. (NCCF) or any of its employees or officers (referred to as “NCCF Representative”) is provided on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

- (i) No part of this tender and no part of any subsequent correspondence by NCCF, or NCCF Representatives shall be taken either as providing legal, financial or other advice or as establishing a contract or contractual obligations. Contractual obligations would arise only if and when definitive agreements have been approved and executed by the appropriate parties having the authority to enter into and approve such agreements.
- (ii) The tender document has been prepared solely to assist prospective bidders in making their decision for tender. NCCF does not purport this information to be all-inclusive or to contain all the information that prospective bidders may need to consider in order to submit a tender. The data and any other information wherever provided in this tender document is only indicative and neither NCCF, nor NCCF Representatives, will make or will be deemed to have made any current or future representation, promise or warranty, express or implied as to the accuracy, reliability or completeness of the information contained herein or in any document or information, whether written or oral, made available to a bidders, whether or not the aforesaid parties know or should have known of any errors or omissions or were responsible for its inclusion in or omission from this tender documents.
- (iii) Neither NCCF nor NCCF representatives make any claim or give any assurance as to the accuracy or completeness of the information provided in this tender document. Interested bidder(s) are advised to carry out their own investigations and analysis or any information contained or referred to herein or made available at any stage in the tender process. Bidders have to undertake their own studies and provide their tenders.
- (iv) This tender document is provided for information purposes only and upon the express understanding that such parties will use it only for the purpose set forth above. It does not purport to be all-inclusive or contain all the information about the supply in relation to which it is being issued.
- (v) The information and statements made in this tender document have been made in good faith. Interested bidders should rely on their own judgments in participating in this tender.

Any liability is accordingly expressly disclaimed even if any loss or damage is caused by any act or omission on part of the aforesaid, whether negligent or otherwise

- (vi) The tender document has not been filed or approved in any jurisdiction. Recipients of this document should inform themselves of and observe any applicable legal requirements. NCCF makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the tender Document.
- (vii) NCCF reserves the right to reject all or any of the applications submitted in response to this tender at any stage without assigning any reasons whatsoever.
- (viii) All bidders are responsible for all costs incurred by them when evaluating and responding to this document and any negotiation costs incurred by the recipient thereafter. NCCF may in its sole discretion proceed in the matter it deems appropriate which may include deviation from its expected evaluation process after notifying the same, the waiver of any documents and the request for additional information. Unsuccessful application will have no claim whatsoever against neither NCCF nor its employees, officers.
- (ix) NCCF reserves the right to modify, suspend, change or supplement this tender at any stage. Any change to this tender document shall be uploaded on NCCF website <http://NCCFindia.com>
- (x) Mere submission of a tender does not ensure selection of the bidders as Successful bidders.

## INTRODUCTION AND OVERVIEW

### 1. NOTICE INVITING TENDER

**For Hiring of Office Premises for National Co-operative Consumers' Federation of India Ltd. (NCCF), Hauz Khas, New Delhi**

NCCF, a multi-state cooperative society registered under MSCS Act, 2002 as amended in 2023 invites online tenders for hiring office premises located within NCT of Delhi. The premises should offer a minimum net Super Built-up area of 15,000 sq. ft. in a single building approved for office use.

The present draft says minimum 15,000 sq. ft. super built-up area, whereas the operational requirement should be clearly defined in terms of:

- minimum super built-up area;
- area efficiency;
- whether continuous floors are acceptable;
- maximum number of floors;

**Minimum Usable Area:** The premises shall provide a minimum super built-up area of 15,000 sq. ft. and shall have adequate usable/carpet area commensurate with NCCF's operational requirements. The bidder shall clearly disclose carpet area, built-up area and super built-up area along with the methodology/basis of calculation. NCCF shall have the right to physically verify the measurements through its authorised representative/independent agency before finalisation of the premises. In case of material discrepancy between the area declared and the area physically verified, NCCF may reject the offer or suitably revise the rental consideration, without any liability towards the bidder.

#### **Key Details:-**

- **Mode of Submission:** NCCF website & CPP Portal
- **Availability of Tender Documents:** CPP Portal & NCCF website.
- **Contact Person:** General Manager (P&A)
- **Contact No.** -8288067615

### 2. SUBMISSION OF BIDS:-

- a) All bidders are required to submit their bids in a properly sealed and superscribed envelope. The Financial Bid shall be placed in a separate sealed envelope, which

shall be kept inside the main bid envelope along with the Technical Bid and other required documents.

- b) The main envelope shall be clearly superscribed as “**SUBMISSION OF BID FOR HIRING OF OFFICE SPACE FOR NCCF HEAD OFFICE**” and the sealed bid shall be addressed and submitted to:

**The General Manager (P&A)**

**National Cooperative Consumers’ Federation of India Ltd. (NCCF)**

**NCUI Complex-3, August Kranti Marg,**

**Siri Institutional Area, Block-A,**

**Siri Fort Institutional Area, Hauz Khas,**

**New Delhi – 110016**

- c) The bidder shall ensure that the bid is properly sealed, signed and superscribed and reaches the above-mentioned address within the stipulated date and time specified in the tender document.
- d) The Financial Bid shall not be kept open or separately submitted outside the main sealed envelope.
- e) Bids not submitted in the prescribed manner may be liable for rejection as per the terms and conditions of the tender.

### **3. Tender Timeline:**

| <b>Event</b>                                                                       | <b>Date</b>       |
|------------------------------------------------------------------------------------|-------------------|
| Date of Publishing / uploading of Tender document on NCCF’s website and CPP Portal | <b>15.09.2026</b> |
| Last Date for Bid Submission                                                       | <b>22.09.2026</b> |
| Pre-Bid Meeting                                                                    | <b>17.09.2026</b> |
| Opening of Technical Bids                                                          | <b>23.09.2026</b> |
| Opening of Financial Bids                                                          | <b>23.09.2026</b> |

**Note:** Any changes in schedule/content will be published on NCCF’s website.

### **4. Minimum Eligibility Criteria for Bidders:**

- i "The offered premises by the bidders must have adequate provisions for Entry/Exit clauses in accordance with applicable rules, regulations, and building norms governing office spaces."
- ii Offered premises must have at least 15,000 sq. ft. super Built-up area in a single building, approved and suitable for office use.

- iii The bidder shall establish that the premises are legally permissible for use as an office/commercial establishment under the applicable Master Plan, zoning regulations, sanctioned building plan, local municipal/DDA regulations and other applicable laws. The bidder shall obtain and maintain all permissions/NOCs required for such use.
- iv Any conversion charges, misuse charges, regularisation charges, property-related statutory liabilities or penalties attributable to the owner/property shall be borne exclusively by the Lessor.
- v Building should be structurally sound, preferably ready to occupy with partitions, lighting, air-conditioning, and essential office infrastructure
- vi Bare-shell properties may be considered provided the bidder undertakes to furnish and equip the premises (partitions, lighting, HVAC, data cabling, etc.) at their own cost within the time specified in the agreement (As per requirement of NCCF).
- vii Premises should be easily accessible via public transport, preferably near a Metro station.
- viii Adequate water supply, electricity, ventilation, and power backup for essential services must be available.
- ix Functional lifts, parking (preferably ECS compliant), and Provision of toilets, wash basins, provision for persons with disabilities as per the Rights of Persons with Disabilities Act, 2016.
- x Property should be free from legal disputes and insured against natural and manmade hazards.
- xi The offered building must comply with all applicable legal requirements related to fire safety, environmental standards, and security measures. It must be free from any hazards or environmental conditions that may render it unsafe or unsuitable for human occupation.
- xii The building must meet all applicable safety norms, including but not limited to earthquake resistance, flood protection, and other structural safety requirements mandated by law. The property must be comprehensively insured against all types of damages for the entire duration of the lease agreement.
- xiii The Bidder or any of its directors/partners or as the case may be, should have never been blacklisted/debarred/convicted for any offence or violation of any State or Central act or any criminal offence by any State/UT Government or Central Government or PSU or State Cooperative or Court of Law.

- xiv The Bidder shall submit all relevant and material documents in support of the aforesaid eligibility criteria.
- xv Lease Term
  - a) The initial term of the lease shall be discussed and finalized separately with the successful bidder at a later stage.
  - b) Any extension/renewal shall be subject to mutual written agreement, satisfactory performance of the Lessor and approval of the Competent Authority of NCCF. No automatic or vested right of renewal shall accrue in favour of the Lessor.

## **5. Instructions to Bidders:**

- i Bidders must submit their bids in physical mode with the bid mentioned on NCCF website CPP portal, using the prescribed formats.
- ii The financial bid shall clearly indicate the monthly lease rent (exclusive of GST). Applicable GST shall be mentioned as mentioned in the bid. All other applicable taxes, levies, and charges, unless explicitly stated otherwise, shall be the responsibility of the lessor. For centrally maintained buildings, CAM charges must be clearly indicated separately, If any.
- iii Alternatively, NCCF reserves the right to negotiate and finalize a lower escalation rate, with the successful bidder, subject to mutual agreement at the time of execution of the Lease Agreement.
- iv All statutory taxes including property tax shall be borne by the lessor. The lease rent should include routine maintenance and upkeep of common facilities unless otherwise specified. In case of centrally maintained buildings (with CAM charges), the structure of such charges should be clearly indicated separately in the bid.
- v All property tax, municipal tax, land revenue, conversion charges, building-related statutory dues, society charges attributable to ownership and other charges arising from ownership of the premises shall be borne by the Lessor.
- vi CAM charges shall be included in the financial bid as a fixed amount No increase in CAM charges shall be permissible except on the basis of actual increase in statutory/third-party charges and with documentary support. No management fee, administrative fee, sinking fund, capital expenditure, major repair expenditure or similar charge shall be recoverable from NCCF.
- vii The bid shall remain valid for a period of 180 days from the date of opening of the financial bid. No revisions in quoted rent, offered area, or key commercial terms shall be permitted during this period, except were necessitated by mutually agreed written clarifications.
- viii Bids once submitted may be modified/withdrawn before the deadline.

- ix Misleading statements or falsified documents will result in bid rejection and blacklisting.
- x The Lessor shall maintain adequate insurance for the building and structural components throughout the lease period against fire, earthquake, flood, storm and other normally insurable risks. The Lessor shall provide copies of valid insurance policies and renewal receipts to NCCF upon request.
- xi **Title and Encumbrance:**
  - a) The bidder shall submit complete documentary evidence establishing its lawful ownership and right to lease the premises, including registered title deed/conveyance deed, mutation/revenue records, sanctioned building plan, completion/occupancy certificate, property tax records, encumbrance certificate, applicable NOCs and other documents considered necessary by NCCF.
  - b) The bidder shall disclose all mortgages, charges, liens, litigation, acquisition proceedings, notices, attachments, tenancy claims, easements, third-party rights or other encumbrances affecting the property.
  - c) The bidder shall provide an undertaking that the property is free from all encumbrances and that no third party has any right, title, interest or claim that may adversely affect NCCF's peaceful occupation. Any false information provided by the Bidder in this respect shall result in blacklisting.
- xii **Independent Legal Due Diligence:**

NCCF shall be entitled to conduct independent legal and technical due diligence of the offered property through its authorised agency/officer. Selection of a bidder shall remain subject to satisfactory completion of such due diligence.
- xiii **Fire Safety:**
  - a) The premises shall possess a valid Fire Safety Certificate/Fire NOC issued by the competent authority, wherever applicable, covering the entire building and the proposed occupancy/use. All fire-fighting installations, fire alarms, sprinklers, hydrants, emergency exits, evacuation routes, fire pumps and other fire-safety systems shall be functional and maintained throughout the lease period.
  - b) The weightage of the fire safety has been included in the technical part of the bid for which marks shall be given as per criteria mentioned separately.
  - c) Renewal of Fire NOC and compliance with directions of the fire authority shall be the responsibility of the Lessor, except where any requirement arises solely from NCCF's internal installations or activities.
  - d) In case the premises become unusable due to failure of fire-safety compliance attributable to the Lessor, rent shall proportionately abate from the date of

such non-availability and NCCF shall be entitled to terminate the Lease Agreement if the premises are not restored within the stipulated cure period.

xiv **Maintenance and Repairs:-**The Lessor shall be responsible for all structural repairs and major repairs relating to the building, including roof, external walls, structural components, main plumbing systems, main electrical infrastructure, lifts, fire-fighting systems and other common building services during the agreement period of the property.

xv **Representations and Warranties of Lessor:-**The Lessor represents and warrants that

- a) It has full legal authority to lease the premises;
- b) the title is valid and marketable;
- c) the premises are free from undisclosed encumbrances;
- d) there is no undisclosed litigation affecting the premises;
- e) the premises are legally permissible for office use;
- f) all information/documents submitted in the tender are true, complete and accurate;
- g) all statutory approvals submitted to NCCF are genuine and valid; and
- h) there is no material fact which has been suppressed and which may adversely affect NCCF's occupation or use of the premises.

## 6. Bid Submission Requirements:

- i Technical Bid (With scanned documents, declarations, layout plan, approvals, ownership proof, etc.)
- ii Financial Bid in prescribed Annexure format only.

### I. Selection Criteria

#### A. Technical Evaluation Parameters – 70%

| S. No. | Parameter                          | Criteria                    | Marks | Max. Marks |
|--------|------------------------------------|-----------------------------|-------|------------|
| 1      | Ownership of Premises              | Clear registered ownership  | 6     | 6          |
|        |                                    | Minor documentation gaps    | 4     |            |
|        |                                    | POA / shared ownership      | 2     |            |
|        |                                    | Ownership not established   | 0     |            |
| 3      | Occupancy & Completion Certificate | Both certificates available | 4     | 4          |
|        |                                    | One certificate available   | 2     |            |
|        |                                    | Applied / under process     | 1     |            |
|        |                                    | Not available               | 0     |            |

|    |                                        |                                                      |   |   |
|----|----------------------------------------|------------------------------------------------------|---|---|
| 4  | Structural Stability Certification     | Valid certificate                                    | 4 | 4 |
|    |                                        | Near expiry                                          | 2 |   |
|    |                                        | Self / incomplete                                    | 1 |   |
|    |                                        | Not available                                        | 0 |   |
| 5  | Fire Safety Compliance                 | Valid Fire NOC & complete system                     | 5 | 5 |
|    |                                        | NOC under renewal                                    | 3 |   |
|    |                                        | Partial compliance                                   | 1 |   |
|    |                                        | Not compliant                                        | 0 |   |
| 6  | Electrical Safety & Sanctioned Load    | Adequate & certified                                 | 3 | 3 |
|    |                                        | Certification pending                                | 2 |   |
|    |                                        | Temporary / unsafe                                   | 1 |   |
|    |                                        | Unauthorized                                         | 0 |   |
| 7  | Accessibility for PwDs                 | Fully accessible                                     | 4 | 4 |
|    |                                        | Partially accessible                                 | 3 |   |
|    |                                        | Minimal accessibility                                | 2 |   |
|    |                                        | Not accessible                                       | 0 |   |
| 8  | Working Environment & Safety for Women | Secure, CCTV & lighting                              | 3 | 3 |
|    |                                        | Adequate                                             | 2 |   |
|    |                                        | Basic provisions                                     | 1 |   |
|    |                                        | Unsafe                                               | 0 |   |
| 9  | Access & Entry Infrastructure          | Wide & secure entry with separate Executive Entrires | 4 | 4 |
|    |                                        | Common Wide & secure entry                           | 3 |   |
|    |                                        | Congested but usable                                 | 2 |   |
|    |                                        | Poor access                                          | 0 |   |
| 10 | Approach Road Condition                | Wide all-weather road                                | 2 | 2 |
|    |                                        | Motorable average road                               | 1 |   |
|    |                                        | Poor / damaged road                                  | 0 |   |
| 11 | Dedicated Car Parking                  | Parking >15 Vehicle                                  | 3 | 3 |
|    |                                        | 10-15 Vehicle                                        | 2 |   |
|    |                                        | 05-10 Vehicle                                        | 1 |   |
|    |                                        | No parking                                           | 0 |   |
| 12 | Two-Wheeler Parking                    | Parking > 30 Vehicle                                 | 3 | 3 |
|    |                                        | 20-30 Vehicle                                        | 2 |   |
|    |                                        | 10-20 Vehicle                                        | 1 |   |
|    |                                        | No parking                                           | 0 |   |
| 13 | Proximity to Public Transport/Metro    | ≤ 500 m                                              | 5 | 5 |
|    |                                        | 500 m – 1 km                                         | 4 |   |
|    |                                        | > 1 km                                               | 2 |   |
|    |                                        | Poor connectivity                                    | 0 |   |

|             |                                                                                   |                               |   |    |
|-------------|-----------------------------------------------------------------------------------|-------------------------------|---|----|
| 14          | Environmental & Sustainability Measures                                           | Multiple green measures       | 3 | 3  |
|             |                                                                                   | Limited measures              | 2 |    |
|             |                                                                                   | None                          | 0 |    |
| 15          | Litigation-Free Status of Property                                                | No litigation                 | 3 | 3  |
|             |                                                                                   | Past cases resolved           | 2 |    |
|             |                                                                                   | Minor ongoing case            | 1 |    |
|             |                                                                                   | Major litigation              | 0 |    |
| 16          | Area Efficiency (%)<br>Area Efficiency in %<br>= (Carpet Area/Built Up area) x100 | > 90%                         | 7 | 7  |
|             |                                                                                   | 70% – 90%                     | 4 |    |
|             |                                                                                   | 60% – 70%                     | 3 |    |
|             |                                                                                   | 50%-60%                       | 2 |    |
|             |                                                                                   | <50%                          | 0 |    |
| 17          | Suitability of the Building to get ISO Certification                              | Fully Suitable                | 4 | 4  |
|             |                                                                                   | Partially and may be improved | 3 |    |
|             |                                                                                   | Not suitable                  | 0 |    |
| 18          | Proximity to Agriculture/DOCA Ministry                                            | Within 0-10 km                | 7 | 7  |
|             |                                                                                   | Within 10-13 Km               | 5 |    |
|             |                                                                                   | Within 13-16 km               | 2 |    |
|             |                                                                                   | >16 km                        | 0 |    |
| Total Marks |                                                                                   |                               |   | 70 |

#### B. Financial / Cost Evaluation – 30%

- The Financial Score (FS) shall be evaluated out of 30 marks.

C. Final QCBS Marking:- The Final marking of the tender for Technical and Financial shall be done on the basis of following formula as mentioned below:-

$$\text{Technical Score (Q):} \quad Q = \frac{\text{Bidder's Technical Marks}}{\text{Highest Technical Marks}} \times 100$$

$$\text{Financial Score (F):} \quad F = \frac{\text{Lowest Financial Bid}}{\text{Bidder's Financial Bid}} \times 100$$

$$\text{Final Score:} \quad S = (Q \times 0.70) + (F \times 0.30)$$

#### D. FINALIZATION UNDER QCBS:-

- The finalization of the property shall be made on the basis of the highest combined QCBS score obtained by the bidder after evaluation of the Technical and Financial Bids in accordance with the prescribed QCBS criteria and weightages.

- b) The bidder obtaining the highest final QCBS score shall be ranked H-1 and shall be considered for finalization of the property, subject to fulfilment of all eligibility conditions, tender terms and conditions, and approval of the Competent Authority.

**7. Post-QCBS Rate Negotiation and Finalisation:** After determination of the bidder securing the highest QCBS score, the said bidder shall be invited for rate negotiation. The negotiation shall be conducted by a committee constituted with the approval of the Competent Authority and shall focus on rationalisation of Procurement/rental rates, alignment with prevailing market rates, and ensuring financial prudence and long-term viability for NCCF. The final negotiated proposal, along with the recommendations of the committee, shall be submitted to the Competent Authority and the Executive Committee for consideration and approval.

Any post-evaluation negotiation, if considered necessary, shall be undertaken strictly in accordance with NCCF's approved procurement rules/policies and applicable Government guidelines, and shall not result in alteration of the essential scope or evaluation methodology.

**8. Tie-breaker clause:** In case two or more bidders obtain the same final QCBS score, the bidder having the higher Technical Score shall be ranked higher. If the Technical Scores are also identical, the bidder offering the lower evaluated financial cost shall be ranked higher. If still unresolved, the method approved by the Competent Authority shall apply.

## **9. GENERAL TERMS & CONDITIONS**

- (i) These terms and conditions shall form part of the tender submitted to the General Manager, NCCF of India Ltd. All columns in the tender must be duly filled. In case of non-applicability, "NIL" or "Not Applicable" should be indicated.
- (ii) All pages of the tender document must be signed by the property owner or an authorized holder of Power of Attorney. Corrections, if any, must be attested.
- (iii) Bids submitted after the due date and time on the NCCF website and CPP portal shall be rejected. Bids via email, fax shall not be accepted.
- (iv) Offers will be accepted only from:
- (v) Legal owners, or
- (vi) Valid Power of Attorney holders, who hold clear and marketable title, free from encumbrances, legal disputes, or pending dues.
- (vii) Preference will be accorded to properties owned by Government bodies, PSUs, or State Housing Boards.
- (viii) Originals of key documents may be required before lease execution

- (ix) The lessee may install additional generators, equipment, or fittings during the lease period at its own cost. The lessor shall facilitate such installations without imposing additional charges.
- (x) The Lessee reserves the right to make internal alterations, such as partitions or fixtures, as required for office functionality.
- (xi) Bidders shall submit an undertaking on non-judicial stamp paper stating that the offer will not be withdrawn during the validity period.
- (xii) The lessor shall hand over the premises within three months from the bid opening date, or earlier if mutually agreed. Adequate time shall be given to the NCCF to complete fitments/fixtures without obstruction.
- (xiii) . Security deposit shall ordinarily not exceed one month's basic monthly rent and shall be interest-free and refundable. No security deposit exceeding one month's rent shall be accepted.
- (xiv) A refundable security deposit not exceeding one month's rent may be paid by the lessee, subject to adjustment against any pending dues or damages at the end of the lease. The rent shall be payable on a monthly basis at the end of each month. No advance rent shall be paid. The terms regarding the security deposit and rent payment schedule shall be finalized mutually at the time of agreement execution.
- (xv) Rent shall become payable only from the date on which (i) the Lease Agreement has been duly executed, (ii) vacant and peaceful possession of the premises has been handed over to NCCF, (iii) all agreed furnishing/fit-out works have been completed, (iv) statutory approvals/NOCs required for occupation are available, and (v) the premises have been inspected and accepted by NCCF.
- (xvi) The Tender Evaluation Committee, constituted by the Managing Director, NCCF, reserves the right to reject any or all bids without assigning any reason.
- (xvii) **GST/TDS:**
  - a) GST, wherever legally applicable, shall be payable by NCCF only against a valid tax invoice and subject to compliance with applicable GST law. The Lessor shall maintain valid GST registration, wherever required, and shall timely deposit applicable GST and comply with all statutory requirements.
  - b) NCCF shall be entitled to deduct TDS and other statutory deductions as applicable from payments.
  - c) Any loss of input tax credit suffered by NCCF due to default/non-compliance by the Lessor, including failure to upload/file appropriate GST returns or incorrect reporting, shall be recoverable from the Lessor, subject to applicable law.

## **10. Authorized Signatory**

The person signing the tender document should be the duly authorized representative of the bidder and whose signature should be verified, and certificate of authority should be scanned and submitted. The power or authorization or any other document consisting of adequate proof of the ability of the signatory to tender with the firm/company should be scanned and annexed to the tender. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative.

## **11. Corrupt or Fraudulent Practices.**

- (i.) It is expected that the bidders who wish to apply for this TENDER have highest standards of ethics.
- (ii.) NCCF will reject the tender if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this TENDER.
- (iii.) NCCF may declare a bidder ineligible, either indefinitely or for a stated duration, to be awarded or contract if it at any time determines that the bidder is engaged in corrupt and fraudulent practices during the execution of contract.

## **12. GENERAL CONDITIONS**

- (i.) Violation in any terms & conditions of this tender is not allowed.
- (ii.) NCCF reserves the rights to call for any additional information/documents from experienced firm (Proprietorship, Partnership, Private Limited Company, etc) and same shall be submitted by them to NCCF within given time period.
- (iii.) NCCF reserves the right to cancel this tender in totality without assigning any reason.
- (iv.) It may kindly be noted that Government of India or any State Government in India shall not be a party to this transaction.

## **13. Amendment of tender document**

- (i.) At any time prior to the last date for submission of applications, NCCF, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify this tender document by an amendment.
- (ii.) Bidders are advised to keep viewing the NCCF website for any corrigendum/change.
- (iii.) Also, in order to provide prospective applicants reasonable time to take the amendment into account for preparing their tender, NCCF may, at its discretion,

extend the last date for the receipt of tender and/or make other changes in the requirements set out in this tender document.

#### **14. Interpretation of the clauses in the Tender Document**

In case of any ambiguity/ dispute in the interpretation of any of the clauses in this tender document, NCCF's interpretation of the clauses shall be final and binding on all applicants/parties.

#### **15. Integrity Pact (IP)**

Integrity Pact may be an integral part of their in tender document as and when internally finalize in NCCF. Bidders are requested check the NCCF website from time to time for any corrigendum.

#### **16. Applicable Law, Jurisdiction and Dispute Resolution**

- (i.) This tender documents and award of work under this tender document shall be constituted and the legal relation between the parties hereto shall be determined and governed according to the laws of the Republic of India.
- (ii.) All or any dispute arising out or touching upon or in relation to the terms of this tender document including the interpretation and validity of the terms thereto and the respective rights and obligations of the parties shall be settled amicably by mutual discussion/ direct informal negotiation. If the dispute is unable to be settled by mutual discussion/ direct informal negotiation within 30 days from the commencement of such discussion/ negotiation, the same shall be settled through arbitration by way of a sole arbitrator to be appointed mutually by both the parties. The arbitration proceedings shall be governed by the Arbitration and Conciliation Act of 1996 (as amended up to the date) or any statutory amendments / modifications thereof for the time being in the force. The seat & venue of the arbitration shall be at New Delhi, India and language of arbitration shall be English.
- (iii.) There shall be separate legal clauses pursuant to leasing of office space and same shall be incorporated in Agreement. All the terms and conditions shall be dealt as per the Agreement to be executed between NCCF and successful bidder after tender process and terms & conditions of the Agreement shall prevail over the terms & condition of this tender documents.

#### **17. Force Majeure**

- (i.) If the performance of any party to the Contract is prevented, restricted, delayed or interfered by reason of riots, civil commotion, hostilities between nations, fire,

explosion, cyclone, storms, flood, war, revolution, blockage or embargo, any law, order, proclamation, ordinance, demand or requirements of any Government or authority, strikes, shutdowns or labour disputes which are not instigated for the purpose of avoiding obligations herein, or any other circumstances beyond the control of the party affected, then notwithstanding anything here before contained, the party affected shall be excused from its performance to the extent such performance relates to such events, provided that the party so affected uses its best efforts to remove such cause of non-performance and when removed the party shall continue performance with utmost diligence.

- (ii.) The Party which is unable to fulfil its obligations under the contract must within 03 days of occurrence of any of the causes mentioned in this clause inform the other party in writing of the existence or termination of the circumstances preventing the performance of the contract entered pursuant to this Tender.

**18. Indemnification**

The Lessor shall indemnify and keep indemnified NCCF, its officers and employees against all losses, claims, damages, liabilities, penalties, costs and expenses arising out of or in connection with:

- (a) defective or disputed title;
- (b) any third-party claim relating to ownership or possession;
- (c) undisclosed encumbrances;
- (d) violation of building laws, sanctioned plans or land-use requirements attributable to the Lessor;
- (e) non-payment of property-related statutory dues;
- (f) structural defects attributable to the Lessor;
- (g) injury, death or property damage arising from defects in the building or common facilities attributable to the Lessor; and
- (h) any misrepresentation, fraud or suppression of material facts by the Lessor.

**19. Termination:** -NCCF shall have the right to terminate the Lease Agreement in accordance with the notice provisions contained therein in the event of material breach by the Lessor.

NCCF may also terminate the Lease Agreement where:

- (a) the title of the Lessor is found defective;
- (b) the premises cease to be legally permissible for office use;
- (c) mandatory statutory approvals are withdrawn or not renewed;

- (d) the premises become unsafe or unfit for occupation;
- (e) the Lessor materially breaches its obligations and fails to cure the breach within the stipulated period;
- (f) the premises are subjected to attachment, acquisition, demolition or other governmental action materially affecting NCCF's occupation;
- (g) material misrepresentation or suppression of facts is discovered; or
- (h) the premises remain substantially unusable for a prolonged period.

In cases involving fraud, defective title, serious safety concerns or illegality, NCCF shall have the right to terminate with immediate effect, subject to applicable law.

## **20. No Vested Right in Bidder**

Submission of a bid, participation in the tender, technical qualification, opening of the Financial Bid, being ranked H-1 or recommendation for selection shall not create any vested or enforceable right in favour of the Bidder for award or execution of the Lease Agreement.

Finalisation shall remain subject to completion of due diligence and approval of the Competent Authority.

## ANNEXURE I: TECHNICAL BID

| S. No | Criteria                                                                                          | Details to be filled by Bidder | Document Proof (Yes/No) |
|-------|---------------------------------------------------------------------------------------------------|--------------------------------|-------------------------|
| 1     | Name and Address of the Legal Owner(s)                                                            |                                |                         |
| 2     | Contact Details (Phone, Email)                                                                    |                                |                         |
| 3     | Location of the Building and address of Building                                                  |                                |                         |
| 4     | Legal Ownership Document (Title deed / Sale deed / PoA)                                           |                                |                         |
| 5     | Carpet Area offered (sq. ft.)                                                                     |                                |                         |
| 6     | Whether space is in a single independent building or continuous floors in a multi-storey building |                                |                         |
| 7     | Completion Certificate and Occupancy Certificate issued by local authority                        |                                |                         |
| 8     | Copy of approved building plan from Municipal Authority                                           |                                |                         |
| 9     | Whether building is ready to move in with all essential amenities (Y/N)                           |                                |                         |
| 10    | Availability of essential utilities (Water, Electricity, Toilets, Lift, etc.)                     |                                |                         |
| 11    | Availability of Parking (mention ECS capacity)                                                    |                                |                         |
| 12    | Whether centrally air-conditioned (Y/N)                                                           |                                |                         |
| 13    | Fire safety compliance certificate                                                                |                                |                         |
| 14    | Provision for persons with disabilities (PwD)                                                     |                                |                         |
| 15    | Distance from nearest metro station                                                               |                                |                         |
| 16    | Structural Safety/soundness certificate (if available)                                            |                                |                         |
| 17    | Declaration for refundable security deposit (Max one month's rent) & monthly post-paid rental.    |                                |                         |
| 18    | Property Insurance Details (or undertaking to insure)                                             |                                |                         |

|     |                                                        |  |  |
|-----|--------------------------------------------------------|--|--|
| 19  | Whether CAM charges are applicable (if yes, specify)   |  |  |
| 20. | Land Use & Bye-law Compliance                          |  |  |
| 21. | Electrical Safety & Sanctioned Load                    |  |  |
| 22  | Working Environment & Safety for Women                 |  |  |
| 23. | Access & Entry Infrastructure                          |  |  |
| 24  | Approach Road Condition                                |  |  |
| 25  | Dedicated Car Parking                                  |  |  |
| 26. | Two-Wheeler Parking                                    |  |  |
| 27  | Proximity to Public Transport                          |  |  |
| 28  | Environmental & Sustainability Measures                |  |  |
| 29  | Litigation Free Status of Property                     |  |  |
| 30. | Overall Suitability of Accommodation                   |  |  |
| 31  | Furnishing Facilities.                                 |  |  |
| 32  | Area Efficiency (%) = (Carpet Area/Built-up Area) x100 |  |  |
| 33  | Proximity to Ministry as mentioned                     |  |  |
| 34  | ISO Certification                                      |  |  |

**Note:** In addition to the documents specifically mentioned above, the bidder shall submit all necessary and valid supporting documents, certificates, approvals, ownership/title documents and other relevant records required for assessment under the QCBS Technical Evaluation Criteria.

The documents submitted shall be sufficient to substantiate the claims made by the bidder against each parameter of the QCBS marking criteria.

## ANNEXURE –II

(Shall be Furnished by the Firm on their Letter Head)

### UNDERTAKING FOR FURNISHING OF PREMISES

To

The General Manager (P&A)

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

New Delhi

**Subject: Undertaking for furnishing of premises offered for hiring as NCCF Office**

I/We, M/s \_\_\_\_\_, having its registered office/address at \_\_\_\_\_, through its authorized representative Shri/Smt. \_\_\_\_\_, hereby undertake that the property/premises offered by us for hiring by the National Cooperative Consumers' Federation of India Ltd. (NCCF) at:

**Address of Premises:**

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The property shall be made available to NCCF in accordance with the requirements and specifications prescribed in the tender document.

1. I/We confirm that the premises offered for hiring is [Fully Furnished / Partially Furnished / Unfurnished] as on the date of submission of the bid.
2. In case the premises is unfurnished or partially furnished, I/We undertake to provide the required furnishing and allied facilities as specified by NCCF within two (2) months from the date of execution of the agreement.
3. The furnishing shall include, as applicable, office furniture, workstations, Cabins, tables, chairs, Conference Hall, storage facilities, electrical fittings, lighting, partitions, Centralised air-conditioning and other essential facilities required for making the premises suitable for use as an NCCF office, as per the requirements specified in the tender document.

4. I/We confirm that the entire cost of furnishing and allied works shall be borne by us and shall be deemed to have been fully included in the rate quoted in the Financial Bid.
5. No separate payment, reimbursement, compensation or additional claim shall be made against NCCF towards the cost of furnishing, modification, installation or provision of such facilities.
6. I/We further undertake that the quality of furnishing and facilities provided shall be of good and acceptable standard and shall be subject to verification/inspection and acceptance by NCCF before commencement of regular office operations.
7. I/We understand that failure to complete the required furnishing within the stipulated period of two (2) months may be treated as a breach of the terms and conditions of the tender/agreement, and NCCF shall be entitled to take appropriate action as per the provisions of the tender/agreement.
8. I/We certify that the information furnished in this undertaking is true and correct and that we shall abide by all the terms and conditions of the tender document.

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

Signature of Bidder/Authorized Signatory: \_\_\_\_\_

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

Designation: \_\_\_\_\_

Name of Firm/Owner: \_\_\_\_\_

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

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

**FINANCIAL BID****FINANCIAL BID FOR HIRING OFFICE PREMISES BY NCCF, NEW DELHI**

| S.N | Particulars                                                                                                            | Description                                       |
|-----|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| 1   | Name of the Owner / Firm                                                                                               |                                                   |
| 2   | Address of the Premises Offered                                                                                        |                                                   |
| 3   | Total super built-up area offered (In sq. ft.)                                                                         |                                                   |
| 4   | Rate of Monthly Rent per sq. ft. of Super built-up Area (In Rs.)                                                       |                                                   |
| 5   | Proposed Annual Escalation Rate (in %)                                                                                 |                                                   |
| 6   | Security Deposit Quoted (Max one month's rent (in Rs)                                                                  |                                                   |
| 7   | Total Monthly Rent .....(A)                                                                                            |                                                   |
| 8   | GST (%) Applicable .....(B)                                                                                            |                                                   |
| 9   | Total (Incl. GST) .....(C)= (A + B)                                                                                    |                                                   |
| 10  | CAM Charges per month in Rs (If any) ...(D)                                                                            |                                                   |
| 11  | Other, Miscellaneous Charge Per Month,<br>Please Specify<br>E.....<br>F.....<br>G.....<br>H.....<br>Total = I= E+F+G+H | E =<br>F=<br>G=<br>H= _____<br>Total =Rs. ....(I) |

|    |                                                           |  |
|----|-----------------------------------------------------------|--|
| 12 | Total Rent per Month in Rs.....<br>(J) =(C+D+I) in figure |  |
| 13 | Total Rent per Month in Rs.....<br>(J)= (C+D+I) in words  |  |

**Note:**

1. The rate quoted in the Financial Bid shall be considered inclusive of the cost of providing the fully furnished accommodation/premises, as per the requirements specified in the tender document.
2. In case the offered premises is not furnished at the time of submission of the bid, the selected bidder shall furnish the premises within two (2) months from the date of execution of the agreement. The cost of all such furnishing and related works shall be deemed to be included in the quoted rate. No separate payment, reimbursement or additional claim on this account shall be entertained or payable by NCCF.

Seal of the firm \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Name of Proprietor/ Owner of Company \_\_\_\_\_

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

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