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

A Multi-State Cooperative Society under the Multi-State Cooperative Societies Act, 2002

NOIDA BRANCH

Office: Noida, Uttar Pradesh

TENDER

For Shifting of Office Assets, Furniture, Goods and Records from NCCF Noida Branch to NCCF Lucknow Branch

Tender No.: NCCF/Noida/Buss./2026-27/233 Date: 29.10.2026

1. Tender Schedule

Particulars	Details
Name of Work	Shifting of Office Assets, Furniture, Goods and Records from Noida to Lucknow
Tendering Authority	NCCF, Noida Branch
Bid System	Two Bid System (Technical & Financial)
Tender Fee	₹500 + GST (Non-refundable)
Security Deposit	Refundable; amount to be specified by NCCF
Last Date of Submission/Opening	11.11.2026 up to 2:00 PM opening of tender 4:00PM.
Inspection of Material & Concern officer	On any working day during office hours, with prior coordination with NCCF Noida Branch **Shri. Sumit Kumar Mobile No. (8368189679-7503335620)**
Destination & Concern officer	NCCF Lucknow, Branch Manger **Shri S.K. Jha Mobile No. (9831115495)**

2. Scope of Work

The selected transporter/service provider shall be responsible for:

1. Packing, loading, transportation, unloading and safe delivery of all office furniture, office equipment, assets, goods, files, documents, records and other materials.
2. Proper packing, labelling and segregation of office records and documents to avoid loss, damage or mixing of files.
3. Providing suitable covered transport vehicles and adequate manpower for loading and unloading.
4. Delivering all materials safely at the designated premises of NCCF Lucknow Branch.
5. Preparing an inventory of materials at the time of loading and obtaining acknowledgment at the time of delivery.
6. Ensuring that no damage, loss or misplacement occurs during shifting. Any loss or damage attributable to the service provider shall be made good by the service provider.

3. Eligibility Conditions

The bidder must fulfil the following conditions:

1. The bidder must possess a valid **GST Registration Certificate.**
2. The bidder must have at least **three (3) years of experience** in transportation, logistics, office shifting or similar works.
3. The bidder must have an annual turnover of at least **₹50 lakh**, supported by audited financial statements or a Chartered Accountant's certificate for the relevant financial years.
4. The bidder must possess or arrange suitable goods transport vehicles, including trucks of approximately **500 cubic feet capacity or as required for the material**, along with adequate manpower.
5. The bidder shall be responsible for obtaining appropriate transit insurance covering the office assets, furniture, goods and records during transportation.
6. The bidder must submit valid PAN, GST registration, experience certificates/work orders and turnover proof along with the tender.
7. The bidder shall comply with all applicable statutory requirements and safety conditions.
8. The Bidder shall submit all relevant and material documents in support of their eligibility.

4. Tender Fee and Security Deposit

1. **Tender Fee:** ₹500 + applicable GST (Non-refundable).
2. **Security Deposit:** ₹20,000 (Refundable), which shall be refunded to the successful bidder after satisfactory completion of the shifting work and delivery of all office assets, furniture, goods, files, documents and records at NCCF Lucknow Branch, subject to adjustment of any recoveries, if applicable.

5. General Terms and Conditions

1. Interested bidders may inspect the office materials on any working day during office hours, with prior coordination with NCCF Noida Branch.
2. The bidder shall quote the complete charges for packing, loading, transportation, unloading, labour, insurance and all other incidental expenses, clearly indicating applicable GST.
3. The selected bidder shall complete the shifting within the period specified by NCCF.
4. The bidder shall ensure the confidentiality and safety of all official files, records and documents.
5. Payment shall be released as per NCCF rules after satisfactory completion of the work and verification of delivery. No advance payment will be released.
6. NCCF reserves the right to accept or reject any or all tenders, wholly or partly, without assigning any reason, subject to applicable rules.
7. Any clarification regarding the tender may be obtained from NCCF Noida Branch during working hours.

6. Submission of Tender

The tender, along with the prescribed tender fee, security deposit and supporting documents, must reach the office of **NCCF Noida Branch on or before 11.11.2026 at 2:00 PM**. Tenders received after the prescribed deadline may not be considered.

The detailed terms and conditions shall be incorporated in the Work Order/ Agreement to be signed with the successful bidder.

for

NCCF OF INDIA LTD. B-4 & 21 Sector-4 NOIDA (UP) 201301

Branch Manager
NCCF Noida Branch