



भारतीय राष्ट्रीय उपभोक्ता सहकारी संघ मर्यादित

National Cooperative Consumers' Federation of India Ltd.

(Under Ministry of Consumer Affairs, Food & Public Distribution, Govt. of India)

Opp. Speaker House, 320AD, Indira Nagar, Kanke Road, Ranchi – 834008

Phone No. – 9835568568 Email: nccfindia.ran@gmail.com Website: nccf-india.com

NCCF/Ranchi/Buss/2025-26/942

Date :- 09/01/2026

TENDER NOTICE

Introduction

National Cooperative Consumers' Federation of India Ltd. (NCCF), Ranchi Branch, invites sealed tenders from empaneled/non-empaneled business associates for supply of traditional musical instrument as per the specifications and requirements finalized by NCCF , in accordance with **General Financial Rules (GFR), 2017** and other applicable rules.

Note:

1. NCCF Ranchi 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.
2. NCCF Ranchi reserves the right to modify, cancel, suspend, change or supplement this Tender at any stage.
3. Any change to this tender document shall be uploaded on NCCF website <https://nccf-india.com/> applicants are advised to keep viewing the NCCF website for any corrigendum/ change.

Scope of work

The successful vendor shall be responsible for the supply of traditional musical instrument at designated locations in Garhwa Dist. Jharkhand as per the schedule and quality standards prescribed by NCCF.

The Scope of work involves Supply, packing, transportation, and delivery of **Traditional Musical Instruments** conforming strictly to the specifications, quality standards, and quantities prescribed by NCCF, Ranchi Branch.

This tender is issued by NCCF for empanelment and selection of eligible and qualified vendors for supply of traditional musical instrument as per specifications and requirements finalized by NCCF.

Technical Specifications

The traditional musical instrument must adhere to the following technical specifications:

Sl. No.	Name of item	Length	Diameter-L	Diameter-R	Diameter-C	Quality
1	Jhal 03 pair	-	-	-	4.5''	Brass
2	Dafli	-	-	-	-	-
3	Nagara	21''	-	-	22''	Iron Metal with Stick
4	Paejan 03-set	-	-	-	-	-
5	Darkhard-03 set	20''	9''	8''	-	-
6	Manjira	-	-	-	2''	Brass
7	Dolak	20''	9''	6''	-	-
8	Mandar -03	24''	12''	9''	-	-
9	Basuri	-	-	-	-	-
10	Kartal	-	-	-	-	-
11	Trunk (steel) width 3', high – 4' length – 5 ½, Gaze – 22	-	-	-	-	-

Technical Bid:

Sl. No.	Information	Details
1	Name of the Work	Supply of traditional musical instrument
2	Period of Work	Supply the goods within 01 month
3	Last date of submission of Tender	19/01/2026 at 12.00 noon
4	Tender opening Date	19/01/2026 at 12.30 p:m
5	Place of Submission of Tender / Opening of Tender	Office of NCCF, 320AD, Indira Nagar, Kanke Road, Ranchi – 834008, Jharkhand
6	Bid System	Two Bid System 1. Technical Bid 2. Financial Bid
7	Earnest Money Deposit (EMD)	Rs1,00,000.00 (Rs. One lakh only) through RTGS Unsuccessful bidder will be returned EMD within 7 days after getting it from department and successful bidder EMD will be kept without interest till completion of work.

8	Bank Details / Account Details	Name - NATIONAL COOPERATIVE CONSUMERS FEDERATION OF INDIA LTD. Account Number- 1844240526 Name of Bank - Central Bank of India Branch – Kanke Road, Ranchi IFSC Code - CBIN0283072
9	GST Registration Certificate	Self Attested Copy of a valid document must be submitted
10	PAN Card	
11	Adhar Card	
12	Updated GST Return (GSTR 3B)	
13	ITR for last three years (2022-23, 2023-24 & 2024-25)	
14	Audited Balance Sheet of last three year (2022-23, 2023-24 & 2024-25) with UDIN no.	
15	Notarized Affidavit on Rs. 100.00 stamp paper in original for non-engagement in fraudulent corrupt practice, and non-blacklisting in any Govt. / any state	

Terms and Conditions:

1. Selection of the bidder will be made on the basis of maximum margin offered for NCCF and lowest rate quoted.
2. NCCF Shall be at liberty to distribute 40 % of the total tendered quantity of materials amongst other than L1 bidders subject to acceptance of L1 rates by other than L1 bidders and fulfillment of eligibility criteria by them. The Distribution is solely the discretion of NCCF.
3. NCCF shall terminate the empanelment of a Business Associate if they have competed against NCCF in any bid either individually, as a partner or in a Joint Venture.
4. EMD of unsuccessful tender will be refund in one month. No interest will be paid on it.
5. Tender Forms – envelope – A Technical Bid and envelope – B shall be submitted in separate sealed envelope.
6. First preference shall be given to the empaneled Business Associate of Tendering Branch of NCCF. Second preference (in case of absence of valid Business Associate of

Tendering Branch) shall be given to Empaneled Business Associate of other NCCF Branches and Third preference shall be given to Non-Empaneled business Associate.

7. The payment shall be made only after payment being received by NCCF from the concerned department. This is a mandatory and non-negotiable conditions..
8. Supply must be completed within the stipulated period. Delay will attract liquidated damages and plenty.
9. Any rejection at inspection or non-conformance to technical specifications will be replaced by the vendor within 07 days at their own cost.
10. The vendor shall not sub-contract, assign, or transfer the supply order in whole or part.
11. The vendor shall indemnify NCCF against any financial, legal, or reputational loss arising out of non-compliance with the District Social Welfare Office tender terms.
12. NCCF reserves the right to postpone/cancel the tender and accept or reject any bid without assigning any reason.

5Bid Submission Instructions

1. Bid shall be submitted [online/physical] on or before 19/01/2026 at 12.00 Noon
2. Bids received after specified date and time shall be rejected.
3. Late bids shall not be considered under any circumstances.
4. Bidder shall ensure all documents are clear, legible, and properly arranged.
5. Incomplete bids or bids without Bid Security shall be treated as invalid.
6. All pages of tender documents shall be initialed by authorized signatory.
7. Tender documents should bear seal/stamp of firm/organization.
8. Bids with interlineations or alterations should bear initials of authorized signatory.
9. Tender without EMD, shall not be accepted.
10. EMD deposited by the successful bidder may also be treated/considered as security deposit.
11. Such a security deposit shall be refunded interest free after successful execution of the order.
12. If the supplier fails to supply the quantity as per Order & Tender conditions, the security deposit shall be liable to be forfeited and the supplier will be blacklisted.
13. All the data, record, etc should be maintained with confidentiality. There should be no breach of obligation on the part of firm, In case of breach of obligation, appropriate action will be taken against the party
14. The supplier shall not sublet the work to any third party without written consent of the NCCF.
15. At any stage, if it is found that the business associate/proprietor, etc has given incorrect and misleading certificate/information/document(s), NCCF shall free to take suitable action including cancellation of contract, blacklisting of the

applicant, etc.

16. Quantity of the items mentioned above may vary depending upon the requirement.

17. 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.

2.6 Bid Validity and Responsiveness

1. The bidder quoting the lowest rate (L1) will be awarded the tendered quantity as per the terms and conditions of this tender.
2. Only technically compliant bids will be considered for price evaluation.
3. Bid shall remain valid for minimum 90 days from bid opening date
4. Bids not meeting technical and mandatory requirements shall be treated as non-responsive and rejected
5. Procuring authority shall not waive responsiveness requirements
6. Deviation from tender specifications shall result in bid rejection

Eligibility Criteria

1. Empanelled bidders with NCCF may participate; **non-empanelled bidders are also eligible** subject to fulfilment of eligibility and evaluation criteria.
2. Be a legally registered entity (Proprietorship/Partnership/LLP/Company/Cooperative).
3. Have minimum 02 years of experience in supply/manufacture of traditional musical instruments or similar items any Central Government/State Govt./Autonomous Bodies/PSU/any other Central/State Govt. agencies, etc.
4. Audited balance sheet for the last three financial years (2022–23, 2023–24 ,2024–25) duly signed with UDIN.
5. Should have minimum annual turnover of Rs ----- for last 03 years (certified by Chartered Accountant with valid UDIN)
6. Valid GST, PAN, and statutory registrations are mandatory.
7. Vendor must not be blacklisted/debarred by any Government/PSU/Autonomous body, etc (affidavit required).
8. Vendor shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Jharkhand.
9. The vendor must submit all the relevant and material documents in support of their eligibility.

Earnest Money Deposit (EMD)

- Amount Rs. 1,00,000.00 (Rupees One lakh only)

- Mode: DD/Online transfer/Bank Guarantee in favour of National cooperative Consumers Federation of India Ltd
- EMD exemption, if any shall be as per GFR, 2017 Rule and applicable Government Rule.

Security Deposit / Performance Security

- Successful bidder shall submit **Performance Security @ 3–10%** of contract value (as decided by NCCF) within stipulated time (**Comment: Stipulated time to be specified**). The validity will be up to completion of contract including warranty period. NCCF reserves the right to forfeit performance security in case of termination, breach of terms and conditions, non-compliance of instruction issues from NCCF time to time, etc.

Price & Financial Terms

- Prices must be **firm and inclusive** of all taxes, duties, freight, insurance, packing, and forwarding, unless specified otherwise.
- GST shall be quoted separately as applicable.
- No escalation in price shall be allowed during the contract period.

Payment Terms

- 1) Payment shall be released to the successful vendor only after NCCF receives the corresponding payment from the concerned client department for the respective quantity supplied. NCCF will not be liable to make any payment if not received from the department for what so ever reason.
- 2) No advance payment shall be made by NCCF under any circumstances.
- 3) All payments shall be subject to applicable statutory deductions and NCCF's approved service margin.
- 4) Vendor must submit:
 1. Original GST invoice in the name of NCCF Ranchi Branch;
 2. Proof of uploading invoice on GST portal (screenshot/ARN/IRN);
 3. Bank details & PAN copy.
- 5) NCCF shall release payment within 15 working days of receiving payment from the Department, subject to verification. Payment shall be made after inspection, and acceptance of goods, subject to submission of complete documents.
- 6) GST component will be released only if invoice is uploaded correctly and ITC is available.
- 7) Any denial/reversal of ITC due to vendor fault shall be recovered from the vendor's bills/security.
- 8) Final payment subject to reconciliation and fulfilment of replacement/warranty obligations.
- 9) NCCF reserves the right to deduct penalties, damages, replacement costs, or extra procurement costs due to the vendor's default.

10) NCCF reserves the right to withhold payment in case of non-compliance or defective supplies.

Tendering System

- **Single-stage, two-bid system:**
 - **Technical Bid**
 - **Financial Bid**
- Financial bids of only technically qualified bidders shall be opened.

Evaluation Criteria

Selection of vendor shall be made on the basis of lowest evaluated rate (inclusive of GST and transportation) and the highest service margin offered to NCCF, subject to fulfillment of eligibility criteria and technical compliance

NCCF reserves the right to distribute up to 40% of the total quantity among eligible vendors other than the L1 bidder, provided they agree to match the L1 rate and fulfill all eligibility conditions. The distribution is solely the discretion of NCCF.

Preference shall be given in the following order:

- (a) Empaneled Business Associates of the concerned NCCF Branch.
- (b) Empaneled Business Associates of other NCCF Branches.
- (c) Non-empaneled vendors meeting eligibility criteria.”

Delivery Schedule

The supply must be completed within 30 days of issue of work order or as specified by NCCF/Concerned department. Delay in supply will attract liquidated damages imposed by the NCCF.

The terms, conditions, supply schedule, and technical specifications of the product shall be as finalized and adopted by NCCF for this procurement, which shall be acceptable to the bidder.

The vendor shall not assign, transfer, or sublet the work, in full or part, without prior written consent of NCCF.

In case of delay, non-supply, or rejection during inspection, the vendor shall be liable to bear the penalty and replacement costs as imposed by NCCF during that time as per the contract value . The penalty may be -----% of the contract value or as deemed fit to NCCF. Any penalty or deduction imposed on NCCF by the client department due to the vendor's default shall be fully recoverable from the vendor's payment, EMD, or performance security.

Force Majeure

- **Neither party shall be liable for forfeiture of performance due to causes such as natural calamity, riots, war, or any event beyond reasonable control of the parties.**

- The affected party must notify the other party in writing within 7 days of such circumstances.

ARBITRATION

Disputes or differences, if any, arising under the contract, shall be referred to the arbitration of sole-arbitrator to be appointed by the mutual consent of both the parties. The arbitration proceedings shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 (as amended from time to time). The venue and seat of arbitration shall be Ranchi, Jharkhand, India, and the language of arbitration shall be English.

NCCF's Rights

NCCF reserves the right to:-

- Reject all or any bids without assigning any reason.
- To modify, suspend, change or supplement this tender at any stage. Any change to this tender document shall be uploaded on NCCF website <http://NCCF-india.com>.
- 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.
- At any stage, if it is found that the vendor (Proprietorship, Partnership, Private Limited Company, etc) has given incorrect and misleading certificate/information/document(s), NCCF shall free to take suitable action including cancellation of contract, forfeiture of security / Tender security amount, blacklisting of the applicant, etc.
- All 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.
- It may kindly be noted that Government of India or any State Government in India shall not be a party to this transaction.
- NCCF shall be at liberty to postpone / cancel the tender and accept or reject any bid without giving any reason whatsoever.
- NCCF shall terminate the empanelment of a Business Associate if they have competed against NCCF in any bid either individually, as a partner or in a Joint Venture.
- Violation of any terms & conditions of this tender may lead to termination/blacklisting/penalty.

Subletting

- The vendor shall not sublet, subcontract, or assign the contract to any third party.
- Any attempt to subletting shall lead to termination, blacklisting and forfeiture of Security Amount.

.Blacklisting

NCCF reserves the right to blacklist the agency for upto 5 years for:-

- **Fraudulent documents**
- **Non-compliance with laws**
- **Corruption or unethical practices.**
- **Breach of confidentiality, etc.**

Corrupt or Fraudulent Practices.

- **It is expected that the vendors who wish to apply for this tender have highest standards of ethics.**
- **NCCF will reject tender if it determines that the vendor recommended for award has engaged in corrupt or fraudulent practices while competing for this tender.**
- **NCCF may declare an a vendor ineligible, either indefinitely or for a stated duration, to be awarded or contact if it at any time determines that the vendor has engaged in corrupt and fraudulent practices during the execution of contact.**

General Clause

- **Misuse of NCCF name, logo or letter head, etc shall lead to blacklisting including forfeiture of EMD but not limited initiation of legal proceedings..**

Integrity & Anti Corruption Clause:

The supplier shall not engage in any corrupt, fraudulent, collusive, or coercive practices. If such activities are detected, NCCF may cancel the contract immediately and may blacklist the supplier, impose penalty and take legal action as per applicable laws.

Legal & Audit Protection Clause

Submission of false, misleading, fabricated, or suppressed information at any stage of the tender process shall result in one or more of the following actions, at the sole discretion of NCCF:

- **Rejection of the bid;**
- **Termination of the contract, if already awarded;**
- **Forfeiture of Earnest Money Deposit / Performance Security;**
- **Blacklisting / debarring of the bidder;**
- **Recovery of losses or damages suffered by NCCF;**
- **Initiation of appropriate legal action as per applicable laws.**

Such action shall be without prejudice to NCCF's other contractual and statutory rights.

Termination for Default

a) NCCF may terminate the contract, in whole or in part, by issuing a written notice to the supplier, in the event of:

- Persistent delay in supply;
- Repeated quality failures;
- Breach of any material term or condition;
- Insolvency, liquidation, or cessation of business by the supplier.

a) Termination under this clause shall be without prejudice to NCCF's right to recover losses or damages.

Termination for Convenience

NCCF reserves the right to terminate the contract at its discretion, in whole or in part, by giving reasonable written notice, without assigning any reason and without incurring any liability, other than payment for goods duly supplied and accepted up to the date of termination.



Prince K.
09/01/26
(Prince Kumar)
Branch Manager

Vendor Declaration / Affidavit

(To be submitted on ₹100 non-judicial stamp paper, notarized)

AFFIDAVIT

I/We, ----- having office at ----- do hereby solemnly affirm and declare as follows:

1. That I/We have read and understood the terms, conditions, technical specifications, warranty obligations, and penalty provisions of the Assistant Director Social Security Cell, Sahibganj tender dated 26/09/2025 and NCCF tender no. NCCF/Ranchi/GM/2025-26 dated 06/10/2025.

2. That I/We agree to supply the goods strictly in accordance with these terms and conditions and shall be fully responsible for any default, delay, or rejection attributable to us.

3. That I/We hereby undertake to indemnify and hold harmless NCCF against any financial, legal, or reputational loss arising from our non-performance, delayed supply, or quality rejection.

4. That I/We have not been blacklisted or debarred by any government department, public sector undertaking, cooperative institution, or NCCF.

5. That all documents and information submitted by us in the tender are true and correct to the best of our knowledge and belief.

DEPONENT

Verification

Verified at ----- that the contents of the above affidavit are true and correct to the best of my knowledge and belief.

DEPONENT

(Signature with Seal)

Annexure – II

Performance Security Format

(To be submitted on Vendor's Letterhead along with DD/FDR)

PERFORMANCE SECURITY UNDERTAKING

To

The Branch Manager

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

Ranchi Branch

Subject: Performance Security for Tender No. NCCF/Ranchi/GM/2025-26 dated -----

Sir,

In consideration of the NCCF having agreed to award the supply order for [Name of Work] to us, we hereby deposit a Performance Security of 2% of the total bid value (RS ___) in the form of [Demand Draft/FDR No. ___ dated ___ drawn on ___ Bank] in favour of National Cooperative Consumers' Federation of India Ltd., payable at Ranchi.

We understand and agree that:

- 1.This Performance Security shall be valid until completion of warranty period as per the terms of both NCCF and District Social Welfare Office, Sahibganj tenders.
- 2.NCCF shall have the absolute right to forfeit this security, in full or part, for any delay, non-compliance, or quality defect attributable to us.
- 3.This security is in addition to the Earnest Money Deposit (EMD).

Yours faithfully,

[Name & Signature of Authorized Signatory]

[Firm Name]

[Date]

[Seal]

Technical specification

ANNEXURE – III

Financial Bid Format

(To be submitted on Vendor's Letterhead and signed by Authorized Signatory)

Tender No.: NCCF/Ranchi/GM/2025-26

Date:

Name of Work: Supply & Maintenance of Motorized Double Drive Tricycle for PwDs

BIDDER DETAILS

S. No.	Particulars	Details
	Name of Firm / Company	
	Registered Address	
	GST Registration No.	
	PAN No.	
	Contact Person (Name & Designation)	
	Mobile No. / Email ID	

B. Financial Quote

Sl. No.	Item Description	Unit	Quantity	Basic Rate	GST (%)	GST Amount	Total Landed Cost (Rs) incl. GST & Freight	Offered NCCF Margin (%)	Offered NCCF Margin (Rs/unit)	Net Payable to Vendor after Margin (Rs)

C. Declaration by Bidder

I/We hereby declare that:

1. The above rates are inclusive of all taxes, duties, transportation, installation, and warranty obligations.
2. The quoted rates shall remain firm and valid for the contract period.
3. Payment shall be released only after NCCF receives payment from the client department.
4. The selection shall be based on lowest evaluated rate and highest NCCF margin, as per tender terms.
5. All details furnished are true and correct to the best of my knowledge and belief.

Authorized Signatory: _____

Name: _____

Designation: _____

Firm Seal: _____

Date: _____

Place: _____