

**NATIONAL COOPERATIVE CONSUMERS' FEDERATION OF INDIA
LIMITED (NCCF)**

3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi - 110016

Website: www.nccf-india.com

INVITATION FOR EXPRESSION OF INTEREST (EOI)

Empanelment of Experienced Export Agencies/Partners for Export of Different Commodities

NCCF invites applications from eligible and experienced agencies/export partners having capability for end-to-end export business generation, sourcing through reliable domestic suppliers, export logistics, documentation, and supply execution.

EOI Notice

NCCF proposes to prepare a panel of experienced export agencies/partners for export of different commodities, including consumable commodities/ components/ materials/ instruments/oils/ equipment's/electronics/perishable and any other commodities as may be identified/notified by NCCF/ approved by DGFT from time to time. Agencies having reliable foreign buyers and reliable domestic supplier/ established vendor networks, and having capability to manage and provide sustainable supply chain management / having expertise in export and import business, are invited to submit their Expression of Interest.

The selected agencies shall associate with NCCF for generating export orders from foreign/international countries and arranging supplies from domestic vendors/suppliers in accordance with buyer requirements meeting their specifications as per applicable Indian laws pertaining to foreign trade, along with importing country regulations & requirement, and adhering to instructions issued by NCCF time to time.

EOI Summary

Particular	Details
Name of work	Empanelment of experienced export agencies/partners for export of foreign trade (Export/Import).
Nature of engagement	Panel/empanelment for export business generation and end-to-end execution support.
Eligible applicants	Exporters, trade marketing associates, export facilitation agencies, merchant exporters, companies, LLPs, partnership firms, cooperative societies, or other eligible entities having export capability.
Commodity coverage	Consumable commodities/ components/ materials/ instruments/oils/ equipment's/electronics/perishable as may be identified/notified/ approved by

	NCCF from time to time.
Period of empanelment	Two years from date of empanelment, extendable by NCCF based on requirement and satisfactory performance.
Application mode	Offline submission in sealed envelope
Last date	18.06.2026 up to 03:00 PM
Contact	Mr. Avinash Kumar - 7004845681 Mr. Deepak Singh Negi - 9818939498

1. Background and Objective

NCCF is a national level cooperative organization engaged in procurement, supply, distribution, and trade of various commodities. NCCF intends to strengthen export activities by associating with competent agencies having practical experience in international trade, buyer development, commodity sourcing, quality control, export documentation, logistics, and payment realization.

The objective of this EOI is to identify and empanel agencies that can support NCCF in generating export orders from reliable foreign buyers and fulfilling such orders through reliable domestic suppliers/vendors in a transparent, compliant, and time-bound manner.

2. Scope of Work

- a) Identify foreign markets, reliable foreign buyers/importers, distributors, institutional buyers, and government/private buyers for commodities approved by NCCF.
- b) Generate confirmed business leads, letters of intent, purchase enquiries, or export orders from abroad and submit the same to NCCF for examination and approval.
- c) Assist NCCF in commercial discussions, pricing, delivery terms, payment terms, Incoterms, quality specifications, packaging, and shipment schedule.
- d) Identify reliable domestic suppliers/vendors/manufacturers/FPOs/cooperatives/traders capable of supplying the required quantity and quality.
- e) Arrange sourcing, aggregation, grading, quality inspection, testing, packing, marking, labeling, inland transportation, warehousing, port handling, and shipment coordination.
- f) Ensure complete export documentation including commercial invoice, packing list, shipping bill, bill of lading/airway bill, certificate of origin, inspection certificate, insurance, phytosanitary/health/fumigation certificate, and other documents wherever applicable.
- g) Ensure compliance with DGFT, Customs, FSSAI, APEDA/Commodity Board, Plant Quarantine, Legal Metrology, GST, foreign exchange, importing-country standards, and any other statutory requirements.
- h) Coordinate timely delivery to the buyer or destination as per order terms and provide regular written updates to NCCF.
- i) Assist in payment realization, claim handling, buyer/supplier communication, post-shipment documentation, and closure of the transaction.

3. Technical Requirements

- a) The applicant shall have working knowledge of HS codes, export policy, restricted/prohibited item requirements, and applicable licensing/registration requirements for the relevant commodity.
- b) The applicant shall be capable of arranging commodity-wise quality specifications, sampling, NABL or equivalent testing, third-party inspection, pre-shipment inspection, and certification wherever required.
- c) The applicant shall have arrangements for compliant packing, labeling, barcoding/QR coding, palletization/container stuffing, fumigation, cold-chain or temperature-controlled logistics wherever required by the commodity.
- d) The applicant shall maintain traceability of domestic suppliers, source of goods, batch/lot details, inspection reports, shipment documents, and buyer communication.
- e) The applicant shall have experienced personnel or consultants for export documentation, customs clearance, freight forwarding, shipping line/CHA coordination, and international trade compliance.
- f) The applicant shall verify the authenticity, financial standing, and transaction history of foreign buyers and domestic suppliers to the extent commercially possible and submit supporting information to NCCF.
- g) The applicant shall submit a commodity-wise business plan indicating target countries, likely buyers, domestic sourcing points, expected quantity/value, shipment plan, and risk mitigation measures.

4. Eligibility Criteria

- a) The applicant must be a registered legal entity in India, such as a company, LLP, partnership firm, proprietorship concern, cooperative society, or any other entity permitted under law.
- b) The applicant must possess valid PAN, GST registration, Importer Exporter Code (IEC), bank account in the name of the entity, and other statutory registrations applicable to its business.
- c) The applicant must possess or be able to arrange FSSAI/APEDA/RCMC/Commodity Board/Plant Quarantine or other registration/certification wherever applicable to the commodity.
- d) The applicant should have at least three years of experience in export, international trade, commodity trading, export marketing, or export facilitation. NCCF may relax this requirement for cooperative institutions or entities with strong buyer orders and credible execution capability.
- e) The applicant shall have reliable foreign buyers or established overseas market linkages. Details of buyers/importers, countries, commodities, and past/current business leads shall be submitted.
- f) The applicant shall have reliable domestic supplier/vendor network for sourcing commodities in required quantity and quality. Details of suppliers/vendors, locations, commodities, capacity, and relationship proof shall be submitted.
- g) The applicant should have adequate financial capacity to execute export orders and shall submit audited financial statements/CA certificate for the last three financial years, or such period as applicable.
- h) The applicant should not have been blacklisted, debarred, or banned by any Government department, PSU, cooperative organization, financial institution, or statutory authority.
- i) The applicant should not be involved in any major litigation, insolvency, liquidation, or proceedings that may materially affect its ability to perform the assignment.

5. Documents to be Submitted

- a) Application form duly filled, signed, and stamped by the authorized signatory.
- b) Company/firm profile with details of promoters/directors/partners and authorized representative.
- c) Certificate of incorporation/registration/partnership deed/LLP agreement/cooperative registration, as applicable.
- d) PAN, GST registration, IEC, cancelled cheque/bank details, and address proof.
- e) FSSAI/APEDA/RCMC/Commodity Board/Plant Quarantine/other licenses or registrations, wherever applicable.
- f) Details and documentary proof of export experience, including export orders, invoices, shipping bills, bills of lading, bank realization certificates, or equivalent documents.
- g) Details of reliable foreign buyers/importers and buyer pipeline, with supporting documents wherever available.
- h) Details of reliable domestic suppliers/vendors, with capacity, commodity coverage, location, and supporting documents wherever available.
- i) Audited financial statements for the last three financial years and CA certificate for turnover/net worth.
- j) Self-declaration regarding non-blacklisting, no major litigation, no insolvency/liquidation, and correctness of information.
- k) Commodity-wise export business proposal and implementation plan.
- l) Any other relevant and material document required by NCCF at the time of scrutiny.

6. Evaluation, Marking and Shortlisting

Applications shall first be screened for mandatory eligibility and completeness of documents. Only applications meeting the mandatory requirements shall be taken up for technical evaluation. NCCF may seek clarifications, additional documents, buyer/supplier verification, or presentation from applicants at any stage.

6.1 Technical Evaluation Matrix

Sl. No.	Evaluation Parameter	Marks
1	Past export/international trade experience, including commodity relevance and export documentation experience.	20
2	Reliable foreign buyer network, confirmed enquiries/order pipeline, market access, and ability to generate export business.	20
3	Reliable domestic supplier/vendor network, sourcing capacity, traceability, and ability to meet quantity/quality requirements.	15
4	End-to-end execution capability: procurement, quality testing, packing, logistics, CHA/freight, customs, shipment, and delivery.	10
5	Financial strength, turnover, net worth, banking conduct, and capacity to handle export transaction value.	10
6	Quality assurance and compliance capability, including	10

	FSSAI/APEDA/RCMC/Plant Quarantine/importing-country standards wherever applicable.	
7	Past work with Government/PSU/cooperative institutions/NCCF /DFSC-I export partners or similar institutional trade assignments.	5
8	Business proposal, commodity-wise plan, risk mitigation, reporting mechanism, and presentation to NCCF, if called.	5
9	TEC Committee	5
	Total	100

6.2 Minimum Qualifying Marks and Selection

- a) Minimum qualifying score shall be 70 marks out of 100. NCCF may revise the qualifying score depending on the number and quality of applications received.
- b) The applicant should secure at least 50 per cent marks in the foreign buyer network parameter and at least 50 per cent marks in the domestic supplier/vendor network parameter.
- c) Applicants may be empaneled commodity-wise, region-wise, country-wise, or category-wise depending on their capability and NCCF's requirement.
- d) In case of large number of eligible applicants, NCCF may shortlist only the highest scoring applicants or may create categories such as A, B, and C panel based on marks.
- e) In case of tie, preference may be given in the following order: higher marks in foreign buyer network, higher marks in export experience, higher marks in domestic supplier network, higher average turnover, and thereafter decision of the Evaluation Committee.
- f) Empanelment shall not confer any right to receive work order. Actual assignment shall be made case to case, based on export opportunity, commercial suitability, commodity requirement, buyer/supplier verification, and approval of competent authority.

7. Work Allocation and Commercial Arrangement

- a) After empanelment, NCCF may seek commodity-wise/country-wise offers or business proposals from empaneled agencies.
- b) Commercial terms, margin, service charge, payment terms, risk sharing, performance security, documentation responsibility, and execution timeline shall be finalized separately for each export transaction.
- c) No agency shall represent, commit, negotiate finally, sign, or bind NCCF with any foreign buyer, domestic supplier, logistics provider, or other third party without prior written authorization from NCCF.
- d) NCCF may invite financial/commercial offers from empaneled agencies for specific opportunities and may select the agency on quality-cum-cost, L1, buyer-confirmed business, or any other suitable method as decided by NCCF.
- e) NCCF reserves the right to deal directly with any buyer/supplier or to assign work to more than one empaneled agency for the same or different commodities.
- f) All quantities mentioned in any export transaction, purchase order, supply arrangement, or export contract shall be treated as approximate and may increase or decrease by up to **25% (plus or**

minus twenty-five percent) at the sole discretion of NCCF based on buyer requirements, operational exigencies, market conditions, availability of commodities, logistics considerations, or directions of the competent authority. The empaneled agency shall not be entitled to any compensation, claim, or revision of commercial terms solely on account of such variation in quantity.

8. Reporting and Monitoring

- a) The agency shall nominate a nodal officer for Export/a nodal officer for Import, for coordination with NCCF.
- b) The agency shall submit weekly status reports covering buyer development, confirmed leads, supplier status, procurement progress, quality inspection, shipment planning, documentation, payment realization, and risk issues.
- c) NCCF may inspect supplier premises, warehouses, packing units, shipment points, and documents directly or through nominated representatives.
- d) The agency shall maintain complete records of buyer communication, supplier details, quality reports, shipment documents, invoices, and payment documents and shall provide the same to NCCF whenever required.

9. Performance Security, Penalty and Default

- a) NCCF may require performance security, bank guarantee, security deposit, EMD, or other financial safeguard for specific export orders as per transaction value and risk profile.
- b) If the agency fails to perform its obligations, submits false information, causes delay, provides unreliable buyer/supplier details, violates statutory requirements, or causes loss to NCCF, NCCF may impose penalty, recover losses, suspend/de-empanel the agency, forfeit applicable security, and/or blacklist the agency as per applicable rules.
- c) In case of failure in supply, quality, documentation, shipment, or payment coordination attributable to the agency, NCCF may arrange execution through alternate sources at the risk and cost of the defaulting agency, wherever applicable.
- d) Repeated non-performance, more than two material failures in assigned transactions, or any fraud/misrepresentation may result in termination of empanelment and further action.

10. Indemnification

The agency shall indemnify and keep indemnified NCCF, FSC/concerned division, their officers, employees, representatives, and nominees from and against all claims, losses, damages, penalties, costs, liabilities, proceedings, demands, and expenses arising out of or in connection with:

- a) quality failure, adulteration, contamination, shortage, wrong packing, wrong labeling, delayed supply, or non-conforming goods;
- b) false, incorrect, or misleading buyer/supplier information submitted by the agency;
- c) default by domestic suppliers, logistics providers, CHA, freight forwarders, inspection agencies, or any third party engaged or coordinated by the agency;
- d) violation of DGFT, Customs, FSSAI, APEDA, Plant Quarantine, GST, foreign exchange, labour, environmental, importing-country, or any other applicable law;

- e) defective or incomplete export documentation, certification, inspection, shipment, insurance, or payment coordination;
- f) claims by foreign buyers, domestic suppliers, consumers, regulators, banks, or any other third party attributable to the agency's act, omission, negligence, misrepresentation, or breach.

The indemnity obligations shall survive completion, expiry, cancellation, or termination of empanelment or any transaction undertaken pursuant to this EOI.

11. Force Majeure

Force Majeure means any event or combination of events beyond the reasonable control of the affected party, which cannot be prevented despite reasonable diligence and which materially prevents or delays performance of obligations. Such events may include acts of God, earthquake, flood, cyclone, drought, epidemic, pandemic, fire, explosion, war, hostilities, civil commotion, riots, terrorism, government restrictions, court orders, embargo, port closure, or other similar events beyond reasonable control.

- a) The affected party shall inform the other party in writing within seven days of occurrence of the Force Majeure event, with reasonable evidence of its occurrence and likely duration.
- b) The affected party shall use best efforts to minimize the impact and resume performance as soon as reasonably possible.
- c) If the Force Majeure event continues for more than three months, NCCF may terminate or defer the affected transaction without liability for consequential damages.
- d) Market fluctuation, price increase, financial difficulty, non-availability of funds, failure of buyer/supplier, or ordinary shortage of material shall not by itself be treated as Force Majeure.

12. Confidentiality and Conflict of Interest

- a) The agency shall keep confidential all information received from NCCF, foreign buyers, domestic suppliers, and other stakeholders in connection with this EOI or any transaction.
- b) The agency shall not use NCCF's name, logo, buyer information, supplier information, price information, or transaction documents for any purpose other than the authorized assignment.
- c) The agency shall disclose any actual or potential conflict of interest, including any direct or indirect relationship with foreign buyers, domestic suppliers, logistics providers, inspection agencies, or competing entities.

13. Prevention of Fraud and Corruption

- a) The applicant shall not offer, promise, give, solicit, or accept any undue benefit, commission, gratification, or advantage in connection with this EOI or any transaction.
- b) The applicant shall not enter into any undisclosed arrangement, cartel, collusive understanding, or anti-competitive practice relating to price, quantity, supplier, buyer, specification, bid submission, or work allocation.
- c) If any fraud, corruption, misrepresentation, cartelization, or unfair practice is detected, NCCF may reject the application, cancel empanelment, terminate any transaction, recover losses, and take further action as per law.

14. Dispute Resolution, Arbitration and Jurisdiction

In case of any dispute, controversy, difference, or claim arising out of or in relation to this EOI, empanelment, or any transaction thereunder, the parties shall first attempt to resolve the matter amicably within thirty days from receipt of written dispute notice.

If the dispute is not resolved amicably, it shall be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996, as amended from time to time. The arbitral tribunal shall consist of three arbitrators: one nominated by NCCF, one nominated by the agency, and the third/presiding arbitrator appointed by the two nominated arbitrators. The seat and venue of arbitration shall be New Delhi and the language shall be English.

Subject to the arbitration clause, courts at New Delhi shall have exclusive jurisdiction. During pendency of dispute or arbitration, the parties shall continue to perform their undisputed obligations.

15. General Terms and Conditions

- a) Submission of EOI does not guarantee empanelment, award of work, or any commercial commitment by NCCF.
- b) NCCF reserves the right to accept or reject any or all applications, seek clarifications, modify the EOI, extend dates, cancel the process, or change the selection method without assigning any reason.
- c) Incomplete applications, unsigned documents, false declarations, or applications without required supporting documents are liable to be rejected.
- d) All costs incurred for preparation and submission of EOI shall be borne by the applicant.
- e) Empaneled agencies shall comply with NCCF business guidelines, applicable Government instructions, statutory requirements, and directions issued by NCCF from time to time.
- f) NCCF may terminate empanelment at any time by written notice in case of poor performance, violation of terms, false information, conflict of interest, statutory breach, or any conduct prejudicial to NCCF's interest.

16. Submission of EOI

Eligible and interested agencies may submit their application in the prescribed format along with all required documents on or before the last date mentioned in the notice.

Submission Item	Details
Address	NCCF Head Office, NCUI Complex, 3, Siri Institutional Area, August Karanti Marg, Hauz Khas, New Delhi – 110016
Envelope subject	EOI for Empanelment of Export Agencies/Partners for Export of Different Commodities.
Last date and time	18/06/2026 before 03:00 PM

Annexure I - Checklist of Documents

Sl. No.	Document	Submitted (Yes/No)
1	Application form signed and stamped.	
2	Entity registration/incorporation documents.	
3	PAN, GST, IEC, bank details, and address proof.	
4	FSSAI/APEDA/RCMC/Commodity Board/other licenses, if applicable.	
5	Export experience proof for last three years.	
6	Details of reliable foreign buyers/importers.	
7	Details of reliable domestic suppliers/vendors.	
8	Audited financial statements and CA certificate.	
9	Commodity-wise business proposal.	
10	Self-declaration/undertaking.	

Annexure II – Application Format

Particular	Details
Name of applicant/entity	
Registered office address	
Authorized officer	
Constitution of entity	Company/LLP/Partnership/Proprietorship/Cooperative/Others
Year of registration	
PAN	
GST	
IEC	
FSSAI/APEDA/RCMC/other registration	
Authorized representative name/designation	
Mobile/email	
Commodities proposed for export	
Countries/markets proposed	
Average turnover in last three financial years	
Export turnover in last three financial years	
Net worth as per latest audited financials	

Annexure III – Details of Reliable Foreign Buyers

Sl. No.	Buyer/Importer Name	Country	Commodity	Past/Proposed Quantity	Proof/Remarks
1					
2					
3					

Annexure IV – Details of Reliable Domestic Suppliers/Vendors

Sl. No.	Supplier/Vendor Name	Location	Commodity	Capacity	Registration/Proof
1					
2					
3					

Annexure V – Self Declaration / Undertaking

(To be submitted on applicant's letterhead)

I/We, _____, authorized signatory of _____, hereby solemnly affirm and declare that:

1. The information and documents submitted with this EOI are true, correct, and complete.
2. We possess valid PAN, GST, IEC, and other applicable statutory registrations.
3. We have reliable foreign buyers/market linkages and reliable domestic suppliers/vendors for the commodities proposed.
4. We have not been blacklisted, debarred, or banned by any Government department, PSU, cooperative institution, financial institution, or statutory authority.
5. We are not under insolvency, liquidation, receivership, or any proceeding that may affect our performance.
6. We shall comply with all applicable export, customs, food safety, quality, tax, labour, environmental, and importing-country requirements.
7. We shall not represent or bind NCCF without written authorization.
8. We agree to indemnify NCCF against losses, claims, penalties, and liabilities arising from our act, omission, negligence, misrepresentation, or breach.
9. If any information submitted by us is found false or misleading, NCCF may reject our application, cancel empanelment, forfeit applicable security, blacklist us, and take action as per law.

Date: _____ Place: _____

Signature and seal of Authorized Signatory: _____

Name and Designation: _____