

# NATIONAL COOPERATIVE DEVELOPMENT CORPORATION

(Established by the Central Government Under Section 3 of the NCDC Act, 1962)



## TENDER DOCUMENT FOR APPOINTMENT OF CREDIT RATING AGENCY

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**TENDER NO.  
NCDC/FIN/001/2024-25**

**NATIONAL COOPERATIVE DEVELOPMENT CORPORATION**

(A Statutory Corporation under Section 3 of the NCDC Act, 1962,  
Under Ministry of Cooperation, Government of India)

**Head Office**

**4, Siri Institutional Area, Hauz Khas, New Delhi-110016  
Phone: 011-26962478, 26960796, 26962379, 26569246.**



## NATIONAL COOPERATIVE DEVELOPMENT CORPORATION

(Established by the Central Government Under Section 3 of the NCDC Act, 1962)

Corporate Office: 4, Siri Institutional Area, Hauz Khas, New Delhi-110016

Phone: 011-26962478, 26960796, 26962379, 26569246

E-mail: [marketborrow@ncdc.in](mailto:marketborrow@ncdc.in) Website: [www.ncdc.in](http://www.ncdc.in)

### INVITATION OF BID

Sealed tender is invited for engagement of Credit Rating Agency for Credit Rating of NCDC as per Scope of Work in the prescribed Bid forms and proforma attached to this Bid document. The details of the tender are as following:-

S.No.	Particular	Details
1.	Tender No.	NCDC/FINANCE/001/2024-25
2.	Description of services	Engagement of Credit Rating Agency for Credit Rating of NCDC's Borrowings as detailed in scope of work
3.	Date of Release of Tender	26/07/2024
4.	Last Date & Time for Submission of Bids	16/08/2024 up to 2:30 PM
5.	Date & Time for Opening of Bids	16/08/2024 at 3:30 PM
6.	Bid validity upto	60 days from the date of opening of financial Bid
7.	Correspondence Address	National Cooperative Development Corporation 4, Siri Institutional Area, Hauz Khas, New Delhi-16
8.	Contact Person	Mr. Sushil Kumar Singh, Asstt. Director (MB) Tel: 011-26567140, Mobile – 7500455472 Email: <a href="mailto:marketborrow@ncdc.in">marketborrow@ncdc.in</a>

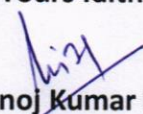
Please go through the attached Invitation of Bid (IOB) and tender document along with Bid Evaluation Criteria (BEC). Bids complete in all respects should reach the office of **National Cooperative Development Corporation 4, Siri Institutional Area, Hauz Khas, New Delhi – 110016** on or before the due date & time. Bids received after the due date and time shall be summarily rejected.

**Bids received through Telex/Fax/E-mail not acceptable.**

**Bidder(s) desirous of attending the Bid opening may depute their authorized representative on the scheduled date and time of bid opening.**

**NCDC reserves the right to accept or reject any or all bids received at its absolute discretion without assigning any reason whatsoever.**

Yours faithfully,

  
(Manoj Kumar Bansal)  
Deputy Managing Director (Finance)

## INTRODUCTION AND SCOPE OF WORK

### 1) BACKGROUND:

National Cooperative Development Corporation (NCDC) is a financial institution established by an Act of Parliament for promoting and financing wide range of economic activities in the field of agriculture and allied sectors through cooperatives in the country. The Corporation provides financial assistance to the Cooperative Societies under its schemes through State Govt. and directly to the cooperatives. During 2023-24, NCDC disbursed funds of Rs. 60,618.46 crore. Since inception, NCDC has so far disbursed total funds of Rs.313198.42 crores as on 31.3.2024 in the cooperative sector of the country. NCDC has been earning profit every year since inception. The profit of NCDC for the year 2023-24 before taxes is Rs. 703.30 crores. The sources of funds of NCDC for its programme of activities are (a) Grant/SDF from Govt. of India; (b) Internal accruals of NCDC; and (c) Borrowings from banks (d) Issue of Commercial Paper (e) Issue of taxable bonds, etc.

### 2) PURPOSE:

To get rating of NCDC's borrowings from Banks including credit lines for short term and long term loans.

### 3) SCOPE OF WORK:

At present NCDC has got rated its borrowings as follows:

Sl. No.	Instrument	Present Rated Amount (Rs. in crore)	Rating
1.	Long Term Bank Lines	60,000.00	Long Term – CARE AA+; Stable
2.	Short Term Bank Lines		Short Term – CARE A1+

The ratings of following financial products are required:

Sl. No.	Instrument	Proposed Rated Amount (Rs. in crore)	Total Proposed Rated Amount (Rs. in crore)
1.	Short Term Bank Lines	Short Term = 70,000.00	78,000.00 (Including credit lines)
2.	Long Term Bank Lines	Long Term = 8,000.00	

Note: For Bank lines (Short term and long term) rating from only one agency will be obtained.

NCDC proposes to invite financial bids from the SEBI approved Credit Rating Agencies for the credit rating of above said financial products and its annual surveillance.

**4) BID EVALUATION CRITERIA:**

The Rating Agencies should fulfil all the conditions as follows:-

- A) Should be permanently registered with SEBI and RBI,
- B) Certificate of registration as credit rating agency should not have been cancelled in the last 3 years i.e. 2021-22, 2022-23, 2023-24,
- C) Having experience of rating of at least 5 Central Public Sector Undertakings.

**5) DELIVERABLES AND TIMELINES:**

The work shall be completed within 20 days from the date of issue of work order. Sufficient number of teams should be deputed immediately and the team members must be promptly available for the assignment as and when required.

**6) SUBMISSION OF BIDS**

You are requested to submit the bids in two tier system i.e. Bid for Technical & Financial Bid indicating item-wise rates separately for each financial products in two separate sealed envelopes.

**7) OPENING OF BIDS :**

The Price Bids of those Bidders will only be opened, who qualifies in Technical Bids as per the criteria indicated at para 4 above. Qualified Technical Bidders will be intimated about date and time of opening of their Financial Bids separately.

**8) PRICE BASIS AND PAYMENTS:**

The proposal should include price all-inclusive lump sum (including travel and other out of pocket expenses, etc.) in Indian Rupees only for the all the financial products as indicated in scope of and work covered under the Terms of Reference on a FIRM price basis (with no escalation provision for whatever reason) valid till the complete execution of the assignment as per the format at Annexure –A in a separate envelope sealed properly. The Contract price and the scope of work also include any services, etc. which are not specifically identified in this Request for Proposal but are required for completion of the assignment within the intent of Terms of Reference indicated and to ensure completeness, Applicable Tax, if any, will be paid extra at the applicable rates.

9) **TERMS OF PAYMENT:**

S.No.	Milestones	Payment
1.	On allotment of work along with acceptance of Mandate by the agency	30%
2.	On submission of Final Credit Rating	50%
3.	On acceptance of final credit rating by NCDC	20%

10) **LIQUIDATED DAMAGES:**

Time and date of delivery shall be essence of the Contract. If the Agency fails to deliver the services in such form and manner as may be requested by NCDC or at any time repudiates the contract before the expiry of such period, NCDC may without prejudice to any other right or remedy, available to it to recover damages for breach of the contract:

- I. Recover from the qualified bidder, as agreed liquidated damages (which are not by way of penalty), a sum of equivalent to 2% (two percent) of the contract price of the whole unit per week for such delay or part thereof (this is an agreed, genuine pre-estimate of damages duly agreed by the parties) which the qualified bidder has failed to deliver within the period fixed for delivery in the contract, where delivery thereof is accepted after expiry of the aforesaid period. It may be noted that such recovery of liquidated damages may be upto 10% of the contract price.
- II. In case of continuing delay, NCDC can repudiate the contract at the risk and cost of the Agency.
- III. However, if delay is for reasons attributable to the NCDC, suitable extension of time may be granted.
- IV. Liquidated damages, for delay in services can be recovered from the bill of services submitted by the Agency or otherwise.
- V. Notwithstanding anything stated above, the services will be deemed to have been delivered when they have been carried out in terms of the assignment.

**Other Conditions:**

- (i) Bids shall be valid for 60 days from the date of opening of the financial bid.**
- (ii) Bidders desirous of attending the Bid opening may depute their authorized representative on the scheduled date and time of bid opening.**
- (iii) NCDC reserves the right to accept or reject any or all bids received at its absolute discretion without assigning any reason whatsoever.**

**Enclosed:** (i) Form-1 (Technical Bid) at Annexure-A, (ii) Form -2(Financial Bid) i.e. Annexure-B and (iii) Form-3 (Bid Form) i.e. Annexure-C

**FORM NO - I**

**Annex-A**

**Technical Bid**

1. Name & Address of Rating Agency:
2. Date of Permanent registration with SEBI and RBI (please attach attested photocopy of registration certificate):
3. Name & address of contact person:
4. Phone/Mobile no. & Email id:
5. Undertaking as declaration that the certificate of registration as credit rating agency is not cancelled in the last 3 years i.e. 2021-22, 2022-23, 2023-24.
6. Total no. and amount rated as per following format (Please also attach attested photocopies of orders from CPSUs for award of work):

(Rs. in crore)

	Instrument	No.	Amount	Year
1.	Cash credit Bank Lines/Long term loans from banks / Short Term Bank Lines  Central PSUs			
	<b>Total</b>			

7. Total no. of Outstanding ratings i.e. currently valid ratings as on 31<sup>st</sup> March, 2024 as per following format:

(Rs. in crore)

Sl. No.	Instrument	As on 31.03.2024	
		No.	Amount
1.	Cash credit Bank Lines/Long term loans from banks / Short Term Bank Lines  Central PSUs  Others		
	<b>Total</b>		

**8. Details of rated Central Public Sector Undertakings**

(Value in Rs.)

S.N.	Name of the CPSU	Instrument Rated	Year	Amount*

\*May please furnish copies of supporting documents in this regard and separate sheet may be attached, if required.

**BID EVALUATION CRITERIA:**

The Rating Agencies should meet the following criteria:-

- a. Should be permanently registered with SEBI and RBI,
- b. Certificate of registration as credit rating agency should not be cancelled in the last 3 years i.e. 2021-22, 2022-23, 2023-24,
- c. Having experience of rating of at least 5 Central Public Sector Undertakings.

**Date**

**Signature of Authorised Person**

**Seal of the bidding Agency**

**FORM NO- II**

**Annex-B**

**Financial Bid**

Bidders are to quote the Lump Sum amount as Rating Charges in the following format:

**(On the letter head of the bidding agency submitting the bid document)**

<b>Particulars</b>	<b>Lump Sum Quote (₹)</b>
<b>Rating Fee:</b> <b>(a) Bank lines (short term)</b> <b>(b) Bank lines (long term)</b>  <b>Annual Surveillance Fee</b>	
<b>Add: Applicable Taxes, if any</b>	

**NOTES:**

- a. All rates to be quoted in words and figures and in Indian Rupees only. If there is discrepancy between the price/information quoted in words and figures, whichever is the higher of the two shall be taken as bid price.
- b. The above fee is inclusive of all out-of-pocket expenses. No out-of-pocket expenses shall be paid in addition.
- c. All items in the table must be quoted failing which the bid is liable to be rejected.
- d. All taxes, duties, levies etc should be mentioned separately.
- e. The amount for evaluation is to be filled-up by Bidders as per above instructions.



## **FORM NO- III**

**Annex-C**

**Bid Form**  
**(On the letter head of the firm submitting the bid document)**

To,

Deputy Managing Director (Finance),  
4, Siri Institutional Area,  
Hauz Khas,  
New Delhi-110016.

**Ref: Bid document No**

**Dated:**

Sir,

Having examined the bidding documents along with criteria specified by NCDC and having submitted the bid for the same, I/We, the undersigned, hereby submit the technical and financial bid in separate envelopes for services as per the schedule of requirements and in conformity with the said bidding documents.

I/We hereby offer to provide Goods and Services at the prices and rates mentioned in the Commercial Bid.

I/We do hereby confirm that the prices and rates as specified are final and authentic,

I/We do hereby undertake that, in the event of acceptance of my / our bid, the rendering of services shall be made as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.

The prices quoted are inclusive of all charges including logistics, taxes, duties, levies etc for providing offered services to NCDC and/or its clients/ users across India.

I/We enclose herewith the complete Financial Bid as required by you and also confirm that all the information provided in the BIDS is true and correct in all respect.

I/We agree to abide by our offer for a period of 60 days from the date fixed for opening of the Financial bid documents and that we shall remain bound by a communication of acceptance within that time and any extended and/or deemed period provided that I/We have not withdrawn in writing my/our bid after the expiry of 60 days.

I/We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to provide services as per these terms and conditions. There are no Financial Deviations from my/our side.

Certified that the bidder is:

A sole proprietorship firm or the person signing the bid document is the sole proprietor/constituted attorney of sole proprietor,

Or

A partnership firm, or the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/ by virtue of general power of attorney,

Or

A company or the person signing the bid document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections / deletions should invariably be duly attested by the person authorized to sign the bid document.)

I/We do hereby undertake, that, until a formal work order is prepared and executed, this bid, together with your written acceptance thereof and/or placement of letter of intent and/or awarding the work order, shall constitute a binding contract between us.

Dated this day of \_\_\_\_\_ 2024

Signature of Bidder

Name

Details of enclosures

Full Address:

Telephone No.

Telegraphic Address:

Fax No.

E-mail:

COMPANY/FIRM SEAL