

NATIONAL SEEDS CORPORATION LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING)
BEEJ BHAVAN, PUSA COMPLEX,
NEW DELHI – 110012

No. 66(1)/08-Pers/NSC

Dated: Jan, 2010.

To,

Sub: Notice inviting quotations for providing skilled/semi-skilled and unskilled labourers (Stenographers, Data entry operators, attendants/ security guards etc.) on contract basis.

Dear Sir/Madam,

Sealed quotations are invited from registered service providers/manpower suppliers/contractors for the above noted work and allied jobs for a period of one year, extendable by one more year on satisfactory performance. The bidders fulfilling the following minimum criteria may submit their bids along with the documentary proofs:-

1. The Agency should have been in existence for the last 03 years i.e. since 2007-08.
2. Should have at least two years of working experience in similar nature of work in two Central Govt. Ministries/Departments/PSU or reputed organisations.(Certificate for having performed the work satisfactorily in the said ministry/dept./organisation should be attached.)
3. The Agency should have registration for Sales Tax/Service Tax, ESI,PF etc (proof in this regard may be attached)

Note: Non-submission of these certificates would render the bid disqualified.

4. EMD of Rs.5000/- (rupees five thousand only) in the form of demand Draft in favour of NSC, New Delhi to be submitted and the same will be retained by NSC as a interest free Security Deposit/ performance guarantee in the case of successful bidder. The Security Deposit will be refunded to the contractor on due and satisfactory performance of services and completion of all obligations by the Contract.
5. The firm/agency should not have been blacklisted by any Government Organisation/PSU etc.

Scope of the contract:-

Services to be provided on all working days and the normal general shift duty hours will be from 09.00 am to 05.30 p.m. with half an hour lunch break. It could however be changed to shift duties, in the case of security and other similar types of duties, as per requirement. In case the service is not given for a particular day, proportionate recovery will be made at the quoted rate of rupees per person. Presently NSC is observing five days week.

Other terms and conditions:-

- a) Sealed quotations should reach this office on or before **27-01-2010 by 1500** hrs and the quotation will be opened on the same date at 1530 hrs. Late bid will not be accepted under any circumstances.
- b) Sealed cover bids may be submitted in 2 covers, i.e., one containing, "technical bid" and the other containing "price bid". The technical bid would contain the documents, i.e. certificate of satisfactory experience, EMD, proof of existence since 2007-08, registration of sales tax, PAN, ESI, PF etc as indicated at SL. No.1 to 3 above. 'Price-bids' of only those bidder will be opened, who has been found successful after evaluation of technical bid.
- c) Rates should be quoted separately for each type of category of labourers/clerical staffs like computer operator, stenographers bifurcating each components viz. Basic wage, allowances if any, PF contribution along with percentage thereof, ESI, agency commission, total, service tax and the gross total billed on NSC.
- d) Offered rates should be valid for one year from the date of commencement of contract.
- e) Manpower will be supplied by the Contractor as per actual requirement, which will be informed to the contractor generally with a notice period of more than 8 hours. However, in case of emergency manpower may have to be supplied at a short notice of 3 hours. In case of leave/absence of manpower, alternate arrangement will be made by the contractor. Skilled labourers, such as stenographers, data entry operators, must preferably be possessing requisite qualification and experience.
- f) Payment for such engaged contract labourers to the Contractor will be subject to provision of satisfactory service which may be certified by the Officers/ Sectional Heads, where ever they have been engaged. Deduction of statutory dues from the payments to the contract labourers and timely remittance thereof would be the sole responsibility of the Contractor.
- g) Verification of character and antecedents of the labourers to be engaged / deployed will be submitted by the bidder on engagement i.e. before commencement.

- h) The manpower supplied at no time will perform any such act that would lower the dignity of the NSC. In case the quality of services of any personnel supplied is not found satisfactory, the NSC shall have the right to return that person to the Contractor, who shall provide a suitable replacement within twenty four hours.
- i) The contractor shall comply with all provisions of labour laws and other statutory requirements in relations to the persons engaged including payment of minimum wages as lay down by or under any law in force and as amended from time to time.
- j) The Contractor shall maintain /produce/ the required records/ documents as and when called for by the appropriate authority, as well as to NSC to enable it to verify that the Contractor is complying with statutory requirements with regards to TDS of tax, PF, ESI and other labour laws, from time to time.
- k) The engagement does not confer any right for continuation or extension of the contract on any account, and this is purely a short term temporary arrangement on contractual basis.
- l) All liability regarding Government dues as well as any human loss/injury during the course of work will be personal responsibility of the Contractor. The Corporation shall not be liable, in any case and an undertaking to this effect should be furnished by the contractor. NSC shall not be responsible, either directly or indirectly, to pay any compensation for bodily injury to the contract labourer in case of any accident/ mis-happening taken place at NSC premises.
- m) The personnel supplied by the Contractor will be the employee of the contractor and there will be no master-servant relationship between the NSC and the contract labourer. All the statutory liabilities and responsibilities will be that of the Contractor and NSC has no legal responsibilities on the same.
- n) The Contractor shall not give sub-contract, transfer, assign or otherwise, part of the contract to any other persons, firm, company, directly or indirectly.
- o) NSC reserves the right to accept or reject any or all the quotations without assigning any reason, thereof.
- p) Notice inviting tender can be seen at NSC web site, www.indiaseeds.com.

(D.R.Sarin)
General Manager(Admn)