



NATIONAL SEEDS CORPORATION LTD.

(A GOVT. OF INDIA ENTERPRISE)

**CALL FOR TENDER FROM EXPERIENCED HUMAN RESOURCE (HR) AGENCIES
FOR RECRUITMENT SERVICES.**

National Seeds Corporation Ltd.(NSCL), a fast growing Central PSU under Ministry of Agriculture engaged in the business of Production and Distribution of certified seeds invites “Tender (two packet-Technical proposal & Financial proposal)” from reputed and experienced Human Resource agencies to provide recruitment services on all India basis to NSC to undertake recruitment of personnel at various levels in different disciplines.

Detailed eligibility & other criteria may be viewed from the tender document. The Agencies fulfilling the requisite prescribed criteria are required to submit their proposal by 16/08/2010. NSC reserves the right to modify, expands, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reasons. Responses received after the stipulated time period or not in accordance with the specified format will be summarily rejected.

Interested agencies fulfilling the above eligibility criteria may obtain tender document on written request at the address mentioned below, on payment of Rs. 500/- (Rupees five hundred only) through cash or by demand draft (Rs. 50/- extra by post) favouring National Seeds Corporation Ltd, payable at New Delhi. The tender document will also be available at NSC website www.indiaseeds.com. Those who wish to use the downloaded form have to attach a demand draft of Rs. 500/- while submitting. NSC will not be responsible for any postal delays.

Sale of tender forms from: **19.07.2010 to 16.08.2010**

{from 10.00 a.m. to 5.00 p.m. (Monday to Friday)} and on 16.8.2010 the Tender Form will be available till 11.00 a.m.

Last date for submission of tender documents: **16.08.2010 by 1500 hrs.**

Opening of Technical Proposal: **16.08.2010 at 1530 hrs.**

In case 16.08.2010 is declared holiday, the tender will be opened at the same time on the next working day.

General Manager (Admn.)

National Seeds Corporation Ltd.

Beej Bhawan, Pusa Complex, New Delhi 110012

Fax: 011- 25842904

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(A GOVT. OF INDIA ENTERPRISE)**

**TENDER FROM EXPERIENCED HUMAN RESOURCE (HR) AGENCIES FOR
RECRUITMENT SERVICES.**

National Seeds Corporation Ltd.(NSC), a fast growing Central PSU under Ministry of Agriculture engaged in the business of Production and Distribution of certified seeds activities invites “Tender (two packet- Technical proposal & Financial proposal)” from reputed and experienced recruitment agencies to provide recruitment services on all India basis to NSC to undertake recruitment of personnel at various levels in different disciplines i.e. Production(Agriculture), Marketing, Administration(HRD), Information Technology, Finance & Engineering etc.

The Recruitment process involves activities starting Pre-Examination arrangements, conduct of examinations (written & interview) to final declaration of results and preservation of records. The written test shall be conducted on all India basis in four different centers at New Delhi, Pune, Kolkata & Chennai as decided by the Corporation at each occasions.

The expected number of applications to be processed annual for recruitment advertisement in different spells during one year, may be as high of **7000 - 10000**. However the actual Nos. of applications may vary depending upon the numbers of posts advertised discipline wise in each recruitment advertisement.

Interested agencies fulfilling the eligibility criteria contained in the tender document may get it on written request at the address mentioned below, on payment of Rs. 500/- (Rupees five hundred only) through cash or by demand draft (Rs. 50/- extra by post) favouring National Seeds Corporation Ltd, payable at New Delhi. The tender document will also be available at NSC website www.indiaseeds.com. Those who wish to use the downloaded form have to attach a demand draft of Rs. 500/- while submitting. NSC will not be responsible for any postal delays.

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Address:

General Manager (Admn.),
NSC Ltd.,
(A Govt of India Enterprise)
Beej Bhawan, Pusa Complex
New Delhi-110012.
Fax: 011- 25842904

1. SCOPE OF WORK

To provide support & consultancy in finalizing the recruitment advertisement. The recruitment advertisement will be published by NSC.

To process, scrutinise the applications and to create computerized database of all the information mentioned in application forms of the candidates and attached documents including bank draft/pay order details and reports generations as per requirement of NSC.

Screening & scrutiny of applications strictly as per advertised recruitment criteria & norms.

Sorting of applications as per the examination center wise.

Submission of all the Bank Drafts/Pay order after segregating bank wise to NSC.

Allotment of roll numbers to the candidates, issuance of admit cards/call letters to the candidates through speed post/registered post & on e- mail to appear for the written test.

Arrangements for smooth conduct of written examinations at four centers at New Delhi, Pune, Kolkata & Chennai in India simultaneously, including setting up of objective type bilingual question papers. Center - wise Dispatch and custody of the question papers, OMR answer sheets & other related arrangements for written test will be the responsibility of the recruitment agency.

Evaluation of Answer sheet & preparation of category wise merit lists in the required formats and fields.

Preservation of all the applications with testimonials & other documents in connection with the recruitment process by the agency for mutually agreed period & confidentiality of the documents is to be maintained and should be submitted to NSC after completion of recruitment phase or before completion on request.

Scheduled of Activities/ Time Frame:

Sl no.	Activities	No. of days	Cumulative days
1	Last date of receipt of applications after publication of notification	0	0
2.	Screening & Scrutiny of applications and issue of call letters for written Test	21	21
3.	Conducting Written Test (all nominated location/centers)	21	42
4.	Result of written Test to be handed over to NSC	07	49

2. SELECTION OF SUCCESSFUL BIDDER (HR AGENCY)

The successful bidder would be selected on the basis of lowest quoted rate as per the format enclosed at Annexure-I.

The Offer shall remain valid for a period of 90 days from the last date of submission of tender documents.

3. GENERAL INSTRUCTIONS

Interested agencies can send their duly completed tender proposal on or before 16.08.2010 by 1500 hrs. at the following address by person or by post to:

General Manager (Admn.),
National Seeds Corporation Ltd.,
(A Govt of India Enterprise)
Beej Bhawan, Pusa Complex
New Delhi-110012.

The responses should be submitted strictly as per prescribed format alongwith documents in support of information submitted therein by the responding HR agency.

NSC reserves the right to modify, expands, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reasons. Tender received after the stipulated time period or not in accordance with the specified format will be summarily rejected. Delivery of the responses alongwith documents against the Tender at the above address will be the sole responsibility of the responding agency.

The agency shall replicate the best recruitment practices prevailing in Govt / PSUs

4. SUBMISSION OF PROPOSAL

The Technical proposal and the financial proposal duly signed on every page including annexures /appendices shall be submitted in separate sealed envelopes clearly super-subscribed as “Technical Proposal,” and “Financial Proposal.” respectively. All the relevant documents except Financial Proposal shall be enclosed with the Technical Proposal. These two envelopes shall be sealed in an outer envelope bearing the address indicated above. The envelope shall be clearly marked:

“TENDER FROM EXPERIENCED HUMAN RESOURCE AGENGIES FOR RECRUITMENT SERVICES”

“DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.”

The tender should be signed by a duly authorized representative of the HR agency. It shall be certified that the person signing the tender is empowered to do so on behalf of the Company. A copy of the Memorandum and Articles of Association of the Company shall be attached to the tender.

The person signing the proposal or any documents forming part of the proposal on behalf of another or on behalf of a firm shall be responsible to produce a power of attorney duly executed in his favour, stating that he has the authority to bind such other person or the firm as the case may be, in all matters pertaining to the contract. If the person so signing the tender fails to produce the said power of attorney, his proposal shall be liable to summary rejection without prejudice to any other right of NSC under the law.

The proposal shall be filled in by the agency neatly and accurately. Any corrections or overwriting would render the proposal invalid.

Conditional offers/ offers which are not in conformity to the prescribed document will be summarily rejected

All the documents submitted with the Tender are to be furnished duly signed on all pages alongwith the technical proposal.

5. PROPOSAL EVALUATION

A two-stage procedure shall be adopted in evaluating the proposals. The technical evaluation shall be carried out first. The financial evaluation will be carried out of only those agencies which fulfill the technical criteria.

Technical Proposal

The Evaluation Committee appointed by NSC shall carry out its evaluation for the technical proposal.

The technical proposal will be opened on 16.08.2010 at 1530 hrs at the address given above and the HR agencies are at liberty to be present personally or through their authorized agents at the time of opening. In case 16.08.2010 is declared holiday, the tender will be opened at the same time on the next working day.

Financial Proposal

Financial proposal of only those agencies which fulfill the technical criteria will be opened and the date and time of opening of financial proposal will be decided & intimated by NSC to such bidders separately. HR agencies are at liberty to be present personally or through their authorized agent at the time of opening of financial proposal.

The evaluation committee, after determining whether the financial proposals are complete and without errors shall determine the lowest financial proposal for conducting negotiation/award of contract.

6. AWARD OF CONTRACT

The contract shall be awarded to the HR agency, by conveying acceptance of the proposal by NSC through registered /speed post/ courier. Negotiation with the agency, if needed will be done before award of contract.

All the terms and conditions as stated in the Tender documents, Appendices and Acceptance conveyed by NSC will constitute the contract between the HR agency and NSC.

The selected agency is expected to commence the Assignment on the date and at the location to be specified in the work order to be issued by NSC as per its requirement & on the term & conditions specified.

7. TECHNICAL CRITERIA FOR RECRUITMENT AGENCIES

The agencies incorporated under the Companies Act with the main objective of recruitment & testing services are eligible to participate in the empanelment. The certificate of incorporation is to be submitted alongwith the response.

The agencies desirous to submit response to this Tender must have conducted successfully recruitment for PSUs/Govt.departments during last three years in India (attach supportive documents). The agency must have high credibility in handling Recruitment/Selection activities for Government Departments/PSUs.

The agency should have conducted at least 10(Ten) examinations on All India Basis with test centres at different cities against different advertisements for PSUs/Govt. during the last 3(three) years period i.e. upto 2008-09(attach supportive documents). The total number of applications processed should have been above 15,000 per recruitment with at least one recruitment consisting processing of 20,000 or more application against single advertisement (attach supportive documents).

The agency should have atleast 10 experts/academicians/researchers on their permanent rolls. Profile of 10 experts/academicians should be enclosed.

The agency should not have been debarred by any Govt. department /PSUs for handling recruitment process in the last 3 years. A certificate to this effect is to be submitted by the agency duly signed by the Company Secretary.

The recruitment agency should have a minimum turnover of 2(Two) cores every year from recruitment & testing services related works in last three financial years. Audited financial statement for last three years should be submitted along with the technical proposal. In case segment wise result is not mentioned in the audited financial statement a certificate to this effect may be enclosed from Company's Chartered Accountant.

The agency should have PAN, Service tax registration and registration under applicable laws and should submit copies of the same.

Consortium bidding to fulfill the eligibility criteria of this tender shall not be allowed at any stage.

The agency should submit the satisfactory performance report from their client from Govt. / PSUs.

The HR agency will be engaged for one year from the date of issuance of letter of intent and extendable for one more year on mutual consent.

8. VOLUME OF WORK

NSC does not guarantee any definite volume of work or any particular service at any time or throughout the period of contract

9. FORCE MAJEURE

For the purposes of this Contract, "Force majeure" means any unforeseen event directly interfering with the services during the currency of the contract such as war, insurrection, restraint imposed by the government, act of legislature or other authority, explosion, accident, strike, riot, lockout, act of public enemy, act of God, sabotage which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

The obligations of NSC and the HR Agency shall remain suspended if and to the extent that they are unable to carry out such obligations owing to force majeure or reasons beyond their control.

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event.

(a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event and such impossibility subsists for not less than 60 days.

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

The HR agency is entitled to the payments for the portion of the work already completed before the happening of any event constituting force Majeure culminating in termination of contract. Decision of NSC in this regard will be final.

10. INDEMNITY

The HR agency hereby agrees to keep indemnified and shall keep indemnified and hold harmless, NSC and its Directors, officers and employees from and against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of this Contract or arising from any breach or non-compliance whatsoever by the HR agency or any of the persons deployed by it pursuant hereto of or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether willful or not, and whether within or without the premises.

11. EARNEST MONEY DEPOSIT

The HR agency shall furnish a Earnest Money deposit (EMD) in favour of “National Seeds Corporation Limited” issued by any Nationalized Bank or by State Bank of India or its subsidiaries for an amount of Rs.25,000/- at the time of submission of proposal alongwith technical proposal. The EMD of unsuccessful bidder will be refunded without interest within a period of 60 days of opening of financial proposal. The EMD of the selected HR agency will be refunded without interest on expiry of contract unless forfeited on the grounds of unsatisfactory service. The decision as to what constitutes” unsatisfactory service” shall solely lie with NSC and shall be final & binding.

12. OTHER TERMS AND CONDITIONS

Any changes in the terms of the document can only be made in writing and by mutual agreement. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the laws of India for the time being in force.

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person or sent by registered/speed post/courier to an authorized representative of the Party.

The Services shall be performed at such locations as specified by NSC from time to time.

Any action required or permitted to be taken, and any document required or permitted to be executed, under this contract by NSC or the HR agency, may be taken or executed by the officials authorized.

Unless otherwise specified, the HR agency, and their Personnel shall pay such taxes, duties, fees etc. as may be levied under Central/State law and the same will not be reimbursed by NSC.

13. Commencement, Completion, Modification, and Termination of Contract

Effectiveness of Contract

This Contract shall come into effect from the date of issuance of letter of intent by NSC.

Commencement of Services

The selected agency is expected to commence the Assignment on the date and at the location to be specified in the work order to be issued by NSC as per its requirement. If the HR agency fails to commence the assignment within the specified schedule as per work order, the contract shall be liable to be terminated.

Expiration of Contract

Unless terminated earlier, this Contract shall expire at the end of such time period after the effective date as specified.

Modification

After award of the contract, any minor changes in the modus of implementation can be agreed to mutually in writing.

Subletting

The HR agency shall not sublet, transfer or assign the contract or any part thereof to other party. In the event of the HR agency contravening this condition, NSC shall be entitled to terminate the contract and get the work done through other party at the risk & cost of the HR agency. In such case the EMD of the selected HR agency, will be forfeited.

Termination

By Corporation (NSC)

NSC may terminate this Contract, by not less than thirty (30) days written notice of termination to the HR agency, to be given after the occurrence of any of the events specified below in clauses (a) through (c) of and sixty (60) days in the case of the event referred to in clause (d):

- (a) If the HR agency commits breach of contract or do not remedy /rectify a failure in the performance of their obligations under the Contract.
- (b) If the HR agency become insolvent or bankrupt;
- (c) If, as the result of FORCE MAJEURE, the HR agency are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- (d) If NSC, in its sole discretion, decides to terminate this Contract.

In the event of termination on unsatisfactory service or in violation of any of the terms & conditions of contract, the EMD shall stand forfeited in addition to banning of HR agency for a period of 2 years.

By HR agency

The HR agency may terminate this Contract, by not less than thirty (30) days' written notice to NSC if it fails to pay any undisputed amount due to the HR agency under the Contract, provided that if NSC pays such amount within the notice period such termination notice shall become infructuous.

Payment upon Termination

NSC at its sole discretion may decide & pay remuneration for Services satisfactorily performed prior to the effective date of termination provided such termination is not on account of any breach of contract by the HR agency.

14. OBLIGATIONS OF THE HR AGENCY

The HR agency shall perform the Services and carry out their obligations with all due diligence, efficiency, and economy in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The HR agency shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to NSC, and shall at all times support and safeguard NSC 's legitimate interests in any dealings with the third parties.

The HR agency not to Benefit from Commissions, Discounts, recruitment fee etc.

The recruitment charges of the HR agency shall constitute the HR agency' sole payment in connection with this Contract or the Services, and the HR agency shall not accept for their own benefit any trade commission, discount, or similar payment or any other benefits in connection with activities under the Contract, and the HR agency shall use their best efforts to ensure that the Personnel or agents too shall not receive any such payment/benefit.

Neither the HR agency nor their Personnel shall engage, either directly or indirectly, in any such activities which conflicts with their role under the assignment.

All transactions between the HR agency and third parties shall be carried out as between two principals without reference in any event to NSC. The HR agency shall also undertake to make the third parties fully aware of the position aforesaid.

HR agency shall be liable to pay damages to NSC for any losses, costs and expenses incurred by NSC due to breach of any of the terms and conditions of this contract and failure to perform any of the obligations under the contract.

The HR agency shall give detailed descriptions of the Services to be performed, period for completion of various tasks, different tasks, specific tasks etc.,to be approved by NSC.

Confidentiality and Nondisclosure Agreement

Each party shall not without prior written consent of the other party at any time divulge or disclose to any person or use for any purpose unconnected with the implementation of the project, any information concerning the project, the services, Proprietary Material except to their respective officers, directors, employers, agents, representatives and professional advisors on a need to know basis or as may be required by any law, rule, regulation or any judicial process.

This Clause shall not apply to information:

- i) Already in the public domain, otherwise than by breach of this Agreement.
- ii) Already in the possession of the receiving Party before it was received from the other Party in connection with this Agreement and which was not obtained under any obligation of confidentiality; or
- iii) Obtained from a third Person who is free to divulge the same and which was not obtained under any obligation of confidentiality.

The HR agency shall obtain NSC 's prior approval in writing wherever necessary.

Documents Prepared by the HR agency to be the Property of NSC. All plans, charts, specifications, designs, reports, and other documents and software submitted by the HR agency shall become and remain the property of NSC, and the HR agency shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to NSC, together with a detailed inventory thereof. The HR agency may retain a copy of such documents and software provided the future use of these documents, if any, shall be subject to the prior written approval of the NSC.

Removal and/or Substitution of Personnel

If NSC finds that any of the Personnel has (i) committed serious misconduct or has been charged with having committed a criminal action, or (ii) NSC has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the HR agency shall, at NSC's written request specifying the grounds thereof shall provide suitable substitute of the personnel.

The HR agency shall have no claim for additional costs arising out of or incidental to any removal and/or substitution of Personnel.

Liability for Personnel

All persons employed by the HR agency shall be engaged by them as their own Employees/workers in all respects and the responsibility under any statutory enactments in respect of all such personnel shall be that of the HR agency. The HR agency shall indemnify NSC against all claims whatsoever arising in respect of the said personnel under any statute/law in force.

15. OBLIGATIONS OF THE CORPORATION (NSC)

NSC shall provide the HR agency such reasonable assistance as may be required in order to carry out the assignment.

16. PAYMENTS TO THE HR AGENCY

The HR agencies will be paid at the accepted rates on successful completion of work subject to the terms and conditions of the contract. The payment will be inclusive of all staff costs, printing, communications, travel, accommodation, taxes, fees, levies etc., and all other costs incurred by the HR agency in carrying out the Services unless provided for to the contrary in the contract. Any increase/ change in the statutory taxes, levies, fees etc. will also be borne by the HR agency and NSC will not be responsible for the same.

Terms and Conditions of Payment

All payment shall be made after the conditions listed for such payment have been met, and the HR agency has submitted an invoice to NSC specifying the amount due.

Other terms of Payments:-

- a) No Advance payment will be paid by NSC.
- b) Payment shall ordinarily be made within 45 days of receipt of the invoice and other documents complete in all respect after successful completion of work assignment.

17. CORRUPT OR FRAUDULENT PRACTICES

NSC expects the highest standard of ethics during the selection and executions of such contracts.

In pursuance of the above objective, the following defines, for the purposes of this provision, the terms set forth below as follows:

- (i) "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the selection process or in contract execution;
- (ii) "fraudulent practice" means misrepresentation or omission of facts in order to influence a selection process or the execution of a contract to the detriment of NSC. Submission of forged documents in connection with this tender.
- (iii) "collusive practice" means a scheme or arrangement between two or more HR agency, with or without the knowledge of NSC (prior to or after proposal submission) designed to establish bid prices at artificial non-competitive levels and
- (iv) "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the executive of contract.

It is further provided that NSC will reject the proposal, forfeit the EMD and ban the HR agency for a period of 2 year if it is found that the HR agency has engaged in corrupt or fraudulent activities in competing for the contract in question. NSC shall be free to take any other action also.

NSC reserves the right to inspect the accounts and records of the HR agency relating to the performance of the contract and to have them audited by auditors appointed by NSC.

18. SCOPE OF SERVICE

In performing the terms and conditions of the Contract, the HR agency shall at all times act as an Independent HR agency. The contract does not in any way create a relationship of principal and agent between NSC and the HR agency. The HR agency shall not act or attempt or represent itself as an agent of NSC. It is clearly understood and accepted by both parties that this Contract between the parties evidenced by it is on a Principal to Principal basis and nothing herein contained shall be construed or understood as constituting either party hereto, the agent or representative of the other, under any circumstances. The employees of the HR agency shall never, under any circumstances whatsoever, be entitled to claim themselves to be the employees of the NSC.

19. ARBITRATION

In the event of any dispute arising amongst the Parties, the Parties agree to use their best efforts to attempt to resolve all disputes in prompt, equitable and good faith. In the event the Parties are unable to do so, then such dispute shall be finally resolved by arbitration. The arbitration shall be conducted in the English language and the venue of the arbitration shall be in New Delhi. The sole arbitrator will be appointed by MD/NSC whose decision in this regard will be final & binding.

20. JURISDICTION

The parties hereby irrevocably consent to the sole jurisdiction of the Courts of Delhi only in connection with any actions or proceedings arising out or in relation to this Tender.

21. Performance Guarantee

i) The successful bidders will have to submit performance security to ensure due performance of the recruitment work as HR Agency to an amount of Rs 1,00,000 (Rupees one lakh only) in the form of an Account Payee Demand Draft/ Fixed Deposit from a commercial bank/ Bank Guarantee from a commercial bank in the name of National Seeds Corporation Ltd., as per the text provided by the Authority.

(ii) The performance security be valid for a period for a period of 30 days beyond the validity of the Recruitment Agreement.

(iii) Earnest Money will be refunded to the successful Applicant on receipt of performance security.

**General Manager/Admn.
For & On behalf of NSC**

FORMAT FOR SUBMITTING TECHNICAL BID BY THE HR AGENCIES.

(To be submitted on letter head of firm/agency under signatures of the authorized signatory)

- (1) Name of the Recruitment Agency
- (2) Address with telephone and Fax no.
- (3) Details of incorporation under Companies Act (Attach Memorandum & Article of Association, Certificate of Incorporation)
- (4) Details of recruitment services provided in PSUs/Govt. during last three years (Attach supportive documents)

Name of PSUs/Govt. Dept.	Advertisement No./date of advertisement &Year	Written Exam held on	Pattern of question(Objective or Descriptive), total papers & duration of each paper	Name of Cities & Nos. of Centre	No. of applications received	Total No of vacancies

- (5) Organization structure with location details in India and manpower details.
- (6) Annual turn over of last three financial year (audited financial statement of last 3 years to be enclosed)
- (7) PAN no.(attach documentary evidence)
- (8) Service Tax registration no.(attach documentary evidence)
- (9) Nos. of experts/academicians on the permanent roll of the agency (Enclose profile of atleast 10 experts/academicians)
- (10) Details of satisfactory performance report from their clients from Govt. /PSUs (Attach documents)
- (11) Executive summary about the agency

I/We hereby submit that the information submitted hereby are correct & best of my/our knowledge & belief. My/Our agency has not been debarred by any Govt. department /PSUs for handling recruitment process in last 3 years. In case of any information/documents found to be false, fake or incorrect, NSC is free to take action against my/our agency as deemed fit by them. I/we,

_____do also hereby declare that I/we are not engaged in any activity, which conflicts directly or indirectly with the proposed assignment. I/we further declare that during the currency of the contract, I/we will not engage in any such conflicting activity.

(Signature of Authorized person with seal)

Note: A signed copy of the tender documents as acceptance of all terms and conditions of the tender is to be enclosed along with technical proposal.

FORMAT FOR SUBMITTING FINANCIAL BID BY THE HR AGENCIES.**(To be submitted on letter head of firm/agency under signatures of the authorized signatory)**

**GM (Admn.),
National Seeds Corporation Ltd.
Beej Bhawan, Pusa Complex
New Delhi –110012.**

Dear Sir/Madam,

SUBJECT: TENDER FROM EXPERIENCED HUMAN RESOURCE AGENCIES FOR RECRUITMENT SERVICES.

I/We, hereby submit our financial offer for the captioned Subject, “If the work is awarded to us:

Sl No.	Minimum number candidates to whom admit card issued for written test	Rate against Number of venues(locations) for Test			
		Number of Venues	Rate exclusive Service tax	Number of Venues	Rate exclusive Service tax
1	For upto 1000 shortlisted Candidates	Two(2)		Four(04)	
2.	For 2000 shortlisted Candidates	Two(2)		Four(04)	
3.	For 3000 shortlisted Candidates	Two(2)		Four(04)	
4.	For 4000 shortlisted Candidates	Two(2)		Four(04)	
5.	For 5000 shortlisted Candidates	Two(2)		Four(04)	

Note: - Firm/Agency should also quote addition charges per candidate over and above minimum number of shortlisted candidates mentioned above.

The offer will be valid for 90 days from the last date of submission of this bid.

The above rates should be inclusive of all staff costs, printing, communications, travel, accommodation, examination centers charges taxes, fees, levies etc., and any other costs incurred by the HR agency in carrying out the Services.

The offer is made after taking into consideration and understanding all the terms and conditions stated in the Tender documents and agreeing to the same.

**Place:
Date:**

**Signature of Authorized Signatory:
Name and Seal of the bidder:**