

National Seeds Corporation Ltd
(A Government of India Undertaking)
Beej Bhawan, PUSA Complex,
New Delhi-110012

No 7(4)/ NFSM /NSC- Engg/2009-10

Dated 2/12/09

To, _____

Subject: Sealed quotation for providing outsourcing of the staff (Stenographer and Attendant) on contract basis.

Dear Sir/Madam,

Sealed quotation are invited from reputed manpower supplier/ contractor for providing out sourcing of the staff (Stenographer and Attendant) on contract basis for one year w.e.f. 01/01/2010 to 31/12/2010 at the NFSM. It is therefore requested that the rate for the same may be quoted in enclosed proforma.

Terms and Conditions:

- 1) Sealed quotation should reach this office on or before 16/12/09 by 15:00 hrs.
- 2) The quotation shall be opened on the same date at 15:30 hrs.
- 3) The rate should be quoted in prescribed proforma (enclosed)
- 4) N.S.C. reserves the right to accept or reject any or all the quotations without assigning any reason, thereof.
- 5) NIT can be seen at NSC website www.indiaseeds.com
- 6) Stenographer and Attendant must preferably be graduate and 10th pass respectively with minimum 1 year experience in the relevant fields.
- 7) Manpower will be supplied by contractor as per actual requirement which will be informed to the contractor generally with a notice of more than 8 hours. However in case of emergency manpower may have to be supplied at a short notice of 3 hours.
- 8) Offered rates should be valid for one- year period from the date of acceptance of work by the party.
- 9) Payment shall be made on monthly basis. Taxes etc. applicable from time to time will be deducted by Corporation.
- 10) In case of leave/ absence of manpower alternate arrangement will be made by supplier.

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- 11) In case of any untowards incident/ accidents due to negligence of the workers during the contract period/duty hours, the whole responsibility shall lie on the party. The Corporation shall not be liable in any case. An undertaking to this effect will be furnished by the supplier.
- 12) Duty hours will be 9:00 a.m. to 5:30 p.m. with half an hour lunch break. It could however be changed into shift duties. The contractor will provide required manpower in case of exigencies/holidays etc. as per requirement of the office.
- 13) The responsibility of comply with the provisions of the various labour laws of the country will rest with the contractor. Labour supplier shall be fulfilling all legal laws and statutory requirement and maintain/produce/furnish the required record/document as and when needed by the appropriate authority as per law being in force from time to time. The contractor will furnish an undertaking to follow all relevant Govt. rules and regulations.
- 14) There will be no master-servant relationship between the NSC and the contract labour and contractor will be treated as their employer for all the purpose. NSC shall not be responsible either directly or indirectly, to pay any compensation for bodily injury to the contract labour in case of any accident/ mis-happening taken place at NSC premises.
- 15) Any disputes between labour and supplier will be settled by themselves. Corporation will not be party to it. However in case of dispute between NSC and the contractor, decision of NSC shall be final
- 16) Contractor will deposit a security of Rs. 5000/- with NSC during the operation of contract, Security Deposit will be refunded to the contractor on due and satisfactory performance of the services and completion of all obligations by the contractor.
- 17) In case of unsatisfactory services provided by the contractor or manpower supplied, contract can be terminated at any time. Contractor shall replace immediately the manpower, if they are unacceptable, due to improper conduct, in competency, disobedience etc. on request of the Corporation.
- 18) The contractor will remain guarantor for the individual manpower supplied
- 19) Supplied shall not sub-let, transfer, assign or otherwise part of the contract to any other persons firm, company director or indirectly.

Encl: Proforma for quoting rates

(S.N. Upadhyay)
Executive Engineer (Civil)

Rate to be Quoted by Manpower supplier/ Contractor in Proforma

Details of salaries per month offered to Stenographer and Attendant under National Food Security Mission*

Name of the Post	Basic Pay	Total of all Allowance	Total PF**		ESI **	Other Deduction (if any)	Total	Company Commission	Total amount billed	Service Tax	Total Cost
			Employer Share	Employee Share							
1	2	3	4	5	6	7	8	9	10	11	12
Stenographer											
Attendant											

* Salary structure should be such that maximum take home salary is proposed

** Please indicate if contribution to PF and ESI is compulsory or with mutual understanding with employee no PF is deducted and employee may not avail the facility of ESI

Signature of Contractor with Seal