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|  |  | <b>राष्ट्रीय बीज निगम लिमिटेड</b>  | <b>NATIONAL SEEDS CORPORATION LIMITED</b>   |
|   |   | <small>(9001:2015 &amp; ISO 14001:2015 Certified Company)</small>            | <small>(An ISO 9001:2015 &amp; ISO14001:2015 Certified Company)</small>   |
|   |   | <small>(सरकार का उपक्रम - मिनिरातना कंपनी)</small>                           | <small>(A Govt. of India Undertaking - Miniratna Company)</small>   |
|   |   | <small>CINNo.U74899DL1963GOI003913</small>                                   | <small>CIN No. U74899DL1963GOI003913</small>  |
|   |   | <b>क्षेत्रीय कार्यालय : मध्यप्रदेश, छत्तीसगढ़ एवं गुजरात</b>                 | <b>Regional Office: Madhya Pradesh, Chattisgarh &amp; Gujrat</b>  |
|   |   | <small>48-49, सेक्टर-बी, औद्योगिक क्षेत्र, गोविन्दपुरा, भोपाल-462023</small> | <small>48-49, Sector-B, Industrial Area, Govindpura, Bhopal-462023</small>  |
|   |   | <b>फोन : 0755-2580271, 2580319</b>   | <b>Phone : 0755-2580271, 2580319</b>  |
|   |   | <b>ई-मेल: nscbhopalhr.gov.in@gmail.com, rm.bhopal@indiaseeds.com</b>         | <b>E-mail: nscbhopalhr.gov.in@gmail.com, <a href="mailto:rm.bhopal@indiaseeds.com">rm.bhopal@indiaseeds.com</a></b> |
|   |   | <b>वेबसाइट: <a href="http://www.indiaseeds.com">www.indiaseeds.com</a></b>   | <b>Website: <a href="http://www.indiaseeds.com">www.indiaseeds.com</a></b>  |

क्र.-2(21)/मा.सं./एनएससी-भो/2019-20/

दिनांक: 03.05.2019

**“सेवा प्रदाताओं से तकनीकी/गैर-तकनीकी स्टाफ उपलब्ध कराने हेतु निविदा आमंत्रण सूचना”**

राष्ट्रीय बीज निगम लिमि., भोपाल एवं विभिन्न उप-इकाईयों पर तकनीकी/डाटा एन्ट्री ऑपरेटर/कार चालक एवं सुरक्षाकर्मी उपलब्ध कराने हेतु प्रतिष्ठित एवं अनुभवी जनशक्ति सेवा प्रदाताओं से मुहरबंद निविदायें दिनांक **27.05.2019** को अपरान्ह **02.00** बजे तक आमंत्रित कर, उसी दिन अपरान्ह **02.30** बजे खोली जायेगी। निर्धारित निविदा प्रपत्र, नियम एवं शर्तें एन.एस.सी. की वेबसाइट [www.indiaseeds.com](http://www.indiaseeds.com) से डाउनलोड किया जा सकता है। निविदा में यदि कोई संशोधन/परिशिष्ट हुआ तो वह केवल एनएससी की वेबसाइट पर देखा जा सकता है।

**क्षेत्रीय प्रबंधक**

**NATIONAL SEEDS CORPORATION LTD.**  
**( A Government of India Undertaking )**  
**REGIONAL OFFICE: Bhopal**

**TECHNICAL BID**

|   |  |                    |
|---|--|--------------------|
| 1.  | Name, Address Phone No. & e-mail address of Manpower providing agency                                      |                    |
|   |  |                    |
|   |  |                    |
|   |  |                    |
| 2.  | Registration No. of the Firm/Organization under shops & establishment Act.                                 |                    |
| 3.  | Provident Fund Registration No.  |                    |
| 4.  | ESI Registration No.   |                    |
| 5.  | PAN No.  |                    |
| 6.  | GST No.  |                    |
| 7.  | Company profile including previous experience of manpower supply to Govt. Department etc. ( Since 2015-16) |                    |
| 8.  | Cost of Tender Form Rs. 590 /-   | D.D. No. .... Date |
| 9.  | EMD Rs. 15000 /-   | D.D. No. .... Date |
| Photocopies of certificates in S.No. 2, 3, 4, 5, 6 & 7 are enclosed |  |                    |

I/We hereby accept all the terms and conditions of the Tender as contained in Annexure-I of the tender.

**Seal & Signature of  
Authorized Officer of Agency**

**NATIONAL SEEDS CORPORATION LTD.**  
( A Government of India Undertaking )  
**REGIONAL OFFICE: Bhopal**

**Financial Bid**

**Cost of the Tender Form (Rs.590/-)**

| S. No. | Name of Manpower        | Remuneration per Month                                 | EPF/ESI contribution  | Monthly Service Charge in Rs. against each person to be provided in each category (Excluding GST / Service Tax) |         |
|--------|-------------------------|--|---|---|---------|
|        |                         |  |   | In Figure   | In Word |
| 1      | Team Leader             | 24,000.00  | EPF / ESI, if applicable, will be paid by corporation as per rule |   |         |
| 2      | Technical Assistant     | 15,100.00  |   |   |         |
| 3      | DEO/Computer Operator   | Minimum wages as declared by State Govt. time to time. |   |   |         |
| 4      | Clerk                   |  |   |   |         |
| 5      | Security Guard / Helper |  |   |   |         |
| 6      | Safaiwala               |  |   |   |         |

\* **Service Charges mentioned by lowest bidder should be workable and practicable. RM, NSC, Bhopal will reserve the right for deciding the rates on the basis of workability and practicability of the rates.**

**Note: - Tenderer must be quoted rate in all category. L-1 Rate will be decided on the basis of average workable and practicable lowest in all category.**

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.

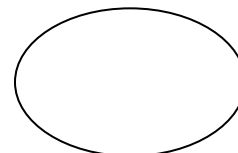
I/We hereby accept all the terms and conditions of the Tender as contained in Annexure-I of the tender.

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Place : .....**

**Seal/Stamp of the Agency:**





## राष्ट्रीय बीज निगम लिमिटेड

(9001:2015 & ISO 14001:2015 Certified Company)

(सरकार का उपक्रम - निजीरत्न कम्पनी)

CIN No. U74899DL1963GOI003913

क्षेत्रीय कार्यालय : मध्यप्रदेश, छत्तीसगढ़ एवं गुजरात  
48-49, सेक्टर-बी, औद्योगिक क्षेत्र, गोविन्दपुरा, भोपाल-462023

फोन : 0755-2580271, 2580319

ई-मेल: [nscbhopalhr.gov.in@gmail.com](mailto:nscbhopalhr.gov.in@gmail.com), [rm.bhopal@indiaseeds.com](mailto:rm.bhopal@indiaseeds.com)

वेबसाइट: [www.indiaseeds.com](http://www.indiaseeds.com)

## NATIONAL SEEDS CORPORATION LIMITED

(An ISO 9001:2015 & ISO14001:2015 Certified Company)

(A Govt. of India Undertaking - Miniratna Company)

CIN No. U74899DL1963GOI003913

Regional Office: Madhya Pradesh, Chattisgarh & Gujrat

48-49, Sector-B, Industrial Area, Govindpura, Bhopal-462023

Phone : 0755-2580271, 2580319

E-mail: [nscbhopalhr.gov.in@gmail.com](mailto:nscbhopalhr.gov.in@gmail.com), [rm.bhopal@indiaseeds.com](mailto:rm.bhopal@indiaseeds.com),

Website: [www.indiaseeds.com](http://www.indiaseeds.com)

### TECHNICAL – COMMERCIAL BID

Sealed tender are invited from reputed Manpower Agencies/ Service Providers for supply of Manpower as shown below:

|                          |  |
|--------------------------|--|
| 1. DEO/Computer Operator | 03 (3Nos. Bhopal)                                |
| 2. Security Guard/Helper | 05 (3 Nos. Bhopal, 1 No. Indore & 1 Nos. Niwari) |
| 3. Safaiwala             | 01 ( Bhopal)                                     |
| 4. Clerk                 | 01 ( Bhopal)                                     |
| 5. Technical Assistant   | 02 (1Nos. Bhopal & 1 Indore)                     |
| 6. Team Leader           | 01 ( Bhopal)                                     |

#### Eligibility:

i) **DEO/Computer Operator:**

DEO/Computer Operator should have BCA or Graduate with Diploma in Computer Application, DEO/Computer operator should have through knowledge of MS office, data feeding.

ii) **Peon/Helper/Security Guard:**

Should be literate and physically fit persons.

iii) **Safaiwala:**

Should be physically fit persons.

iv) **Clerk:**

Graduate with minimum one year experience in relevant field of work.

v) **Technical Assistant:**

M.Sc (Agriculture). Preference will be given to those having experience in Seed Production or undergone training in seed Production.

vi) **Team Leader:**

M.Sc (Agril./Allied) with 2 years field experience in reputed company of seed pesticide, Agril. Micro nutrient etc. Company.

1. Period approximately for one year.
2. Security consideration: The person supplied by the agency should not have any police records/criminal cases against them. The agency should make adequate enquiries about the characters and antecedents of the person whom they are recommending.
3. Period within which the manpower is to be supplied within 08 days of awards of contract.
4. Acceptance of Terms & Conditions: At Annexure-I.

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## **TERMS & CONDITIONS**

1. The tenderers should thoroughly go through the terms & conditions before submitting their tender.
2. The Security Deposit of the parties which is already lying in this office will not be adjusted against this tender and the tenderers will have to submit the fresh EMD.
3. The Cost of the tender form is Rs. 590/- (including 18% GST) per set, non-refundable. Tender form can be purchased from the above mentioned address by paying Rs. 590/- (Five Hundred Ninety Only) in cash on any working day From **04.05.2019 to 25.05.2019** between 10.00 AM to 17.00 PM and the same can also be downloaded from the NSCL website i.e. [www.indiaseeds.com](http://www.indiaseeds.com). Tender form downloaded from NSC website must be accompanied with a DD of Rs. 590/- (Five Hundred Ninety only) drawn in favour of National Seeds Corporation Ltd. Bhopal.
4. Sealed Tenders to be submitted in the prescribed format, separately for Technical & Financial bid with envelopes super scribed as " Technical bid" and "Financial bid" respectively over envelope and both the sealed bids should further be sealed in another sealed envelope will be received at National seeds Corporation Ltd Sector-B, 48 – 49, Industrial Area, Govindpura, Bhopal – 462023 on **27.05.2019** till 14.00 PM. Technical bid will be opened on the same day at 14.30 PM and Financial bid of the technically qualified tenderers will be opened thereafter on the same day.
5. The Corporation shall not be bound to accept the lowest tender. The decision of the Regional Manager NSC, Bhopal in the matter shall be final and binding in all respects and the same cannot be challenged by any of the tenderers.
6. The successful tenderers shall be intimated by the letter or other means of communication. The tenderers so informed shall be bound from the time of successful tender, but it will serve as merely confirmation of the initial intimation and shall be effective from the date it is bound by the Contract. The successful tenderer is required to enter into an agreement on Non-judicial stamp paper of Rs. 500/ as per the agreed terms & conditions of NIT. The cost of Non-judicial stamp paper of Rs. 500/ is required to be borne by the contractor.
7. The agreement entered in to which the service provider shall be valid for one year or letter from the NSC regarding closer of rates whichever is later and the same can be renewed with the mutual written consent of the party.
8. The persons engaged to will be paid remuneration as stated above / compliance with all statutory requirements as per Labour Laws and the Payment of Minimum Wages Act in force shall be the sole responsibility of the service providing agency. The NSC shall not be responsible for any mishap during the course of duty or any liability on that account.
9. The service provider shall have to indicate their Provident Fund and ESI numbers in the Tender Form and furnish attested photocopies in proof thereof; this is a mandatory requirement.

10. The service provider shall indicate their Registration Number; Permanent Account Number; GST Number in the Tender Form and provide attested copies thereof as mandatory requirements. Tenders received without these statutory documents shall be summarily rejected.
11. The service provider has to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/her their misconduct and service provider shall forthwith comply with such requirements.
12. The service provider has to provide the Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
13. **The Service provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office. Replacement on account of incompetence or any other reason, should not be more than two, otherwise the contract may be terminated with forfeiture of security. The replacement of candidate should be made immediately and in case the replacement is not provided within 3 days, the contract may be terminated with the forfeiture of security.**
14. Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment's or vehicles of the personnel of the service provider.
15. The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
16. The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.
17. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as all are of confidential/secret nature.
18. The service provider's person shall not claim any benefit/ compensation/ absorption/ regularization of services with office under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
19. The person deployed shall not claim any Master& Servant relationship against this office.
20. The service provider shall ensure deployment of suitable people from proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
21. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.

22. The service provider shall engage the necessary person as required by our office from time to time. The said person engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no Master & Servant relationship between the employees of the service provider and the said person of the service provider shall not claim any absorption.
23. The transportation, food, medical and other statutory requirement in respect of each personnel of service provider will be the responsibility of the service provider.
24. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment and a certification to this effect submitted to NSC.
25. Working hours would be normally 8 hours per day including half hour lunch break between 10.00 AM. to 5.30 P.M. during working days. Actual amount per hour would be calculated for the personnel deployed on duty. The personnel may be called on Second Saturday, Sunday and other gazette holidays, if required. They may be paid extra as per the rates approved by the office.
26. The service provider will submit the bill in duplicate every month with the following documents by 1<sup>st</sup> of next month and will have to make payment to his employee on the same day of getting the payment from NSC :
  - a. Copy of EPF/ESI challans towards remittance of statutory dues with a certified list of contributors against the challan with description of employees & employer contribution and administrative charges.
  - b. ESI card of personnel provided to the NSC.
  - c. EPF A/c No. of personnel provided to the NSC.
  - d. Certified copy of Wages Register.
27. NSC does not guarantee the services of minimum / maximum number of personnel. The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the office.
28. GST will be applicable as per rules. Rates are exclusive GST.
29. The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
30. Payments to the service provider would be strictly on certification by the officer with whom he is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.
31. The service provider shall be contactable at all times and message sent by e-mail/Fax/Special Messenger from NSC office to the service provider shall be acknowledged immediately on receipt on the same day.
32. The agency should be registered with the concerned Govt. Authorities, and a copy of the registration may be submitted.
33. The agency should submit its **PAN** and **GST registration Number**.
34. The service provider should attach in Technical Bid affidavit for not being black listed by any agency.

35. The Tenderer shall submit Rs. 15,000/- (Rs. Fifteen Thousand only) towards Earnest Money Deposit at the time of submitting the tender. The payment of EMD shall be made by Demand Draft drawn in favour National Seeds Corporation Ltd. Bhopal. Tender without having the EMD of Rs. 15,000/- (Rs. Fifteen Thousand only) will summarily be rejected. Upon acceptance of the tender by NSC, he shall also remit Rs. 15,000/- (Rs. Fifteen Thousand Only) towards Security Deposit. These deposits will not earn any interest. The decision of the Committee in this matter will be binding to all the tenderers. The EMD will be converted into Security deposit in respect of successful tenderer. NSC reserves the right to forfeit the security deposit (in part or full) in the event of failure of the Security provider to comply with the terms of contract. Whenever the Security Deposit fall short of the stipulated amount, the contractor shall make good the deficit, so that the deposit at any point time remains intact at Rs. 30,000/ (Rs. Thirty Thousand Only). The Security Deposit or such part there of not been forfeited or adjusted will be refunded to the Service Provider only on expiry of the contract and on satisfactory completion of the work under the agreement.

EMD of THE unsuccessful tenderers, EMD will be refunded without any interest within the reasonable time on the receipt of the request.

**36. ARBRITATION**

In the event of any dispute or difference arising out in connection with the agreement entered, its implementation or its satisfaction between NSC and the Contractor the same shall be referred to the jurisdiction of the sole arbitrator who may be nominated by the Chairman/Managing director of the National Seeds Corporation Ltd. It shall be competent for the Chairman or such other officer of NSC as aforesaid to act as the sole Arbitrator himself. The Contractor shall have no objection that the Chairman or the Arbitrator nominated as above is a person who has or had dealt with the matter to which the contract relates or that in the course of his duties has expressed views on all or any of the matter of dispute or difference. It is agreed between the parties that in the event of the Chairman or the Arbitrator nominated as above vacating the office by resignation or otherwise or refusing to act as an Arbitrator, it shall be lawful for the Chairman, NSC or the officer occupying the highest office in NSC at the relevant time to nominate any other person as the Arbitrator and he shall continue the proceeding from the stage at which the same have been left by his predecessor. The venue and the cost of Arbitration shall be at the discretion of the Arbitrator, it is agreed by the parties that the Arbitrator may on the request of the parties and in the interest of justice and proper determination of the dispute extend the time for making award by an order in writing conveyed to the parties. In case of any dispute, the court of jurisdiction of the law will be at New Delhi and this agreement will be deemed to have been entered at New Delhi irrespective of the place of performance of the agreement.

37. Regional Manager reserves the right to accept or reject any or all the tender without assigning any reason whatsoever.

**SIGNATURE OF TENDERER WITH SEAL**



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## Check list of enclosures for Technical Bids

1. Registration certificate of the Firm/Organization.
2. Partnership deed if partnership firm.
3. Provident Fund Registration No.
4. ESI Registration No.
5. PAN No.
6. GST No.
7. EMD.
8. Affidavit Certificate that not black-listed.
9. Company profile including previous experience of manpower supply to Govt. Department etc.