

NATIONAL SEEDS CORPORATION LTD

(A Govt. of India Undertaking)

Regional Office: 17-11, North Lalaguda, Tukaram Gate, Secunderabad -500017
Telephone No.040-27730635 , 27731152, email : rm.secunderabad@indiaseeds.com

No : HR/6(2)/NSC-HYD/2019-20/

Date : 10.05.2019

**E-TENDER NOTICE FOR ANNUAL RATE CONTRACT FOR PROVIDING UNSKILLED MAN
POWER SERVICES FOR PROCESSING AND PACKING WORKS w.e.f 01.06.2019 to 31.05.2020**

E-tenders are invited from registered manpower service providers and seed processing labour contractors for following services under 2 bid systems as per given terms and conditions at NSC Secunderabad, Warangal, Guntur, Kurnool, Gooty and Nandyal. Details of services required are as below:

Labour contract for processing and packing of seeds for a period of 1 year.

TWO BID SYSTEMS:

1. **TECHNICAL BID:** For unskilled manpower service provider and labour contract for seed processing and packing should be submitted online along with EMD as per Annexure A.
2. **PRICE BID:**

Price Bid for manpower service providers and labour contract for seed processing and packing should be submitted online only as per Annexure B and C.

Tender form cost is Rs.200/-and EMD is Rs.30000/- for each location payable through online or through Demand Draft of any commercial Bank in favour of National Seeds Corporation Ltd, payable at Secunderabad.

e-Tender will be accepted on or before 2 P.M. on 31.05.2019 and the same will be open on the same day at 2.30 P.M. at Regional Office, NSC Ltd., Secunderabad. Tender received after prescribed date and time shall not be accepted. The tenders not confirming to terms and conditions of the corporation shall stand rejected. Tender Forms can be downloaded either from www.indiaseeds.com or NSC Procurement Portal <https://indiaseeds.eproc.in>.

Tender terms and conditions and forms are enclosed.

Enclose as above:

(M.V.Sudhakar)
Regional Manager

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TERMS AND CONDITIONS

**TENDER NOTICE FOR ANNUAL RATE CONTRACT FOR PROVIDING UNSKILLED
MANPOWER SERVICES FOR SEED PROCESSING AND PACKING WORKS w.e.f 01.06.2019 TO
31.05.2020.**

1. TECHNICAL CRITERIA:

- a) The Agency should be in existence for the last 5(five) years continuously. The labour Contractors must have valid labour license from Govt. of India, Ministry of Labour & Employment or State Government.
- b) The Agency should have the registration for PAN, GST, ESI, EPF etc Concerned State Govt (proof in this regard).
- c) The Agency should not have been blacklisted or debarred by any Government Organization/PSU etc. The Agency may furnish an undertaking to this office on his letter Head duly signed by an authorized person of the firm/company. If the company is found so, then his tender or work order will be cancelled.

2. EDUCATIONAL QUALIFICATION OF THE WORKERS EMPLOYED BY THE SERVICE PROVIDER:

Processing labour: NIL Qualification

The police verification, good character, age proof, ID proof, EPF no., if available, ESI no., of each worker employed shall be provided essentially by the service provider.

3. PAYMENT TO WORKERS BY SERVICE PROVIDER: Services to be provided on all working days except Sunday and notified public holidays by respective State Govt. The rate of Remuneration is mentioned as below:

SL.NO	Category of manpower	Remuneration per worker
1	Processing & packing labour	To be paid by contractor as per Minimum Wages Act of Govt of Telangana/Andhra Pradesh in Seed Processing Unit. However agency has to quote the rates on per qtl basis.
2.	Employee share of EPF/ESI	To be deducted by the contractor from the wages of workers .
3.	Contribution to ESI/EPF	Will be paid to the contractors as per existing rules.
4.	Services Charges	To be quoted by the contractor

Contribution towards EPF/ESI will be paid by NSC, in respect of the persons engaged, for which Service Provider/Agency has to produce the necessary documents in individual name of staffs to be engaged for release of payment. The above remuneration will be paid to the engaged persons by 7th of every month.

4. **PAYMENT TO SERVICE PROVIDER BY NSC:** Payment will be released every month on production of Bill along with the following documents:
 - a) Proof of payment of remuneration paid to worker
 - b) Proof of deposit of EPF/ESI of workers (Electronic challan of EPF/ESI)
 - c) Original work certificate from concerned Area Office.
 - d) The UID Numbers of the individual workers & ESI cards should invariably be submitted to this Office alongwith the bill for payment.
 - e) Labours engagement for Agriculture operation like processing and packing etc is exempt from GST. Therefore contractor should not charge GST on these operations.
5. **SECURITY DEPOSIT AND AGREEMENT:** The successful bidders will have to make an agreement on Rs.100/- on Non Judicial stamp paper for acceptance of work order and submit the security deposit of Rs.30,000/- for each unit.
6. **WAGE PAYMENT:** The Respective Contractor shall pay wages to the labours employed by him not less than minimum wage as per the respective State Government Minimum Wages and Factories Act in Seed Processing Plant applicable to seed industry plus DA as per CPI points announced in every April and October months.
7. **EMD:** EMD of 2nd & 3rd lowest parties will be retained till the agreement is made by L-1 party. EMD of other unsuccessful bidders will be refunded through RTGS only.
8. **NEGOTIATION:** If required, will be made only with L-1 party, as the tender is for long duration and involves many individual location with different working factors at each unit, which if not considered then may overrun the cost of work.
9. **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.
10. **LIABILITY FOR PERSONNEL:** All persons employed by the contractors shall be engaged by them as their own employees in all respects and the responsibility under any statutory enactments, in respect of such personnel, shall be that of agency. The agency shall indemnify NSC against all Claims whatsoever arising in respect of the said personnel under any statute/law inforce. All the formalities regarding statutory payment and deposits on account of EPF/ESI on behalf of the laborers provided by the contractor to NSC shall also be the sole responsibility of the Contractors from time to time. The contractor is required to maintain full requisite records as per the laws/statutory provisions, such as attendance register, wages disbursement register, etc including Xerox copy of Bank cheques through which payment made to the processing labour. NSC reserves the right to call for all such records for inspection and the contractor is obliged to provide the requisite record to NSC.
11. **TERMINATION OF CONTRACT:** In the event of failure or deficiency in service on the part of contractor, the contract can be terminated by giving 21 days notice, beside initiating other legal actions, as deemed fit by NSC Ltd.

- 12. 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 events where the parties are unable to do so, such dispute shall be finally resolved through 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 CMD, NSC whose decision in this regard will be Final and binding.
- 13. LEGAL 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.
- 14.** The Corporation shall not be bound to accept tender. Any or all the tenders can be rejected without assigning any reasons, whatsoever. The decision of the Regional Manager, NSC, Secunderabad in such matter shall be final and binding in all respects and it cannot be challenged by any tenderers.
- 15. OTHER TERMS AND CONDITIONS:**
- a)** The contractor shall undertake the responsibility for providing adequate labourers and finishing the work well in time as is desired by the Corporation. The contractor shall not be eligible for providing any sub-contracts. He/She will be responsible for any losses that may occur in the Accounts/contract and the same will be recovered from his security deposit that was paid to NSC. Losses/shortages occurring due to the fault of labourers provided by the Contractor, the cost, thereof, at the prevailing sale rates of the Corporation shall become recoverable from the contractor out of their bills. In the event of loss incurred to NSC exceeding the amount of security deposit and the bills, which may be payable or may become payable to the contractor, the contractor shall be under an obligation to pay that amount on demand within a week's time.
- b)** The Contractor shall provide necessary labour immediately, on demand given by NSC to the Contractor, even through the telephone calls or otherwise. In the event of failure of the contractor to provide the desired labourers, it will be open to NSC to arrange labourers at the cost of contractor and in such events, NSC being obliged to pay to such labourers, the same amount shall be recovered from the respective Contractors' bills with whom the agreement has been made. Labourers engaged by the Corporation shall be conclusive evidence of the amount paid and contractor shall not dispute the correctness of the same and contractor shall be under obligation to pay the same either in cash or can be recovered/ adjusted from the bills amount at the credit of the contractor.
- c)** The contractor shall be fully responsible for the security of the Corporation premises, assets, seed stocks, equipments and materials, and NSC shall take up the matter suitable with the police and other concerned Govt. Authorities in case of theft, damage, unrest and any law, and other problems. The Contractor is bound to

reimburse/pay for the losses or the same will be deducted from the monthly payment due to be paid to the contractor and from the Security deposit as per the prevailing market rate.

(M.V.Sudhakar)
Regional Manager

Enclosed: Technical Bid and Price Bid

I have read and understood the foregoing Terms & Conditions and I agree to abide by them.

Date:

Signature of the Tenderer

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ANNEXURE A

FORMAT FOR SUBMITTING TECHNICAL BID BY THE MANPOWER PROVIDING AGENCY/SERVICE PROVIDING AGENCY (To be submitted on letterhead of firm/agency under signatures of the authorized signatory)

TECHNICAL BID

Sl.No.	PARTICULARS	DETAILS		
1.	Name of Proprietor			
2.	Address of Manpower Providing Agency/ Service providing agency			
3. i)	Telephone number			
3. ii)	Email Id			
4.	Details of Manpower provided in PSUs/Govt.etc during last three years (Attach supportive documents)			
5.	PAN no.(attach documentary evidence)			
6.	GST registration no. (Attach documentary evidence)			
7.	Details of satisfactory performance report from clients, Govt./ PSUs (Attach documents)			
8.	Registration no. under Shops & Estb Act (Enclose copy of the registration)			
9.	Labour licence no. issued by Telangana/A.P. State labour department (Enclose copy of the registration)			
10.	Registration no. issued by Commissioner of Police (enclosed Copy)			
11.	EPF Registration no. (Enclose Copy)			
12.	ESI Registration No. (Enclose Copy)			
13. Experience (enclose details)				
Name Of PSUs/Govt.Dept.To Whom Manpower Provided		Date Award Of Contract To Provide Manpower	No.Of Person Provided	
			Skilled	Semi Skilled
				Unskilled

I/We hereby submit that the information submitted are correct and to the best of my/our knowledge and belief. My/Our Agency has not been debarred by any Govt. department/PSUs for providing manpower since last 5 years. In case of any information/documents found to be false, fake or incorrect, NSC is free to take legal actions against my/our agency as deemed fit by them. I/We, hereby do declare that I/we am/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 FOR PROCESSING AND PACKING WORKS
(To be submitted online only)**

FINANCIAL BID

To,

Date:

Regional Manager,
National Seeds Corporation Ltd.,
Secunderabad.

Respected Sir,

SUBJECT: TENDER NOTICE FOR PROVIDING LABOUR FOR SEED PROCESSING AND PACKING LABOUR FOR 1 YEAR PERIOD FROM 01.06.2019 TO 31.05.2020 AT NSC SECUNDERABAD, GUNTUR WARANGAL, KURNOOL, GOOTY AND NANDYAL.

My/Our lowest rates offered are:

Sl.No:	Category of Manpower	Remuneration per worker
1.	Processing & packing labour	To be paid by contractor as per Minimum Wages Act of Govt of Telangana/Andhra Pradesh in Seed Processing Unit. However agency has to quote the rates at per qtl basis.
2.	Employee share of EPF/ESI	To be deducted by the contractor from the wages of workers.
3.	Contribution to ESI/EPF	Will be paid to the contractors as per existing rules
4.	Services Charges	_____ %

The Offer will be valid for 30 days from the last date of submission of this bid. The offer is made after taking into consideration and understanding all the terms and conditions stated in the Tender.

Place:

Signature of Authorized Signatory:

Date

Name and Seal of the bidder:

**FORMAT FOR SUBMITTING FINANCIAL BID FOR LABOUR PROCESSING AND PACKING RATE
CONTRACT
(To be submitted online only)**

FINANCIAL BID

Date :

To
The Regional Manager,
National Seeds Corporation Ltd.,
Secundrabad.

Respected Sir,

My/Our lowest rates offered are:

NAME OF UNIT: _____		
Sl.no	Item of work	Rate Excluding contribution to EPF/ESI
1	Loading / unloading from truck / trolley without manual weighment & stacking in the godown.	Rs. per qtl (in words)
2	Loading / unloading from truck / trolley with manual weighment & stacking in the godown.	Rs. per qtl (in words)
3.	Processing and Bulking including hamali charges for all operation of work in same/adjacent godown, like putting raw seed to Machine, stacking of cleaned seed, stacking of rejections & bundling of empty raw seed bags.	Rs. per qtl (in words)
4	Processing and Bulking of Vegetable seeds except Bhindi including hamali charges for all operation of work in same/adjacent godown, like putting raw seed to Machine, stacking of cleaned seed, stacking of rejections & bundling of empty raw seed bags.	Rs. per qtl (in words).
5	Processing and Direct Packing on machines for advance tagging including hamali charges for shifting of raw seed, stamping of lot no & MRP, Sealing, stacking of packed seed in same /adjacent godown.	
	a) 1-2 Kg HDPE/Cloth bag packing.	Rs. per qtl (in words)
	b) 3-4 Kg HDPE/ Cloth bag Packing	Rs. per qtl

		(in words).
	c) 5-7 Kg HDPE/ Cloth bag Packing	Rs. per qtl (in words).
	d) 10 -19 Kg HDPE/ Cloth / JC bag packing	Rs. per qtl (in words)
	e) 20-25 Kg HDPE / JC Bag Packing	Rs. per qtl (in words).
	f) 30-40 Kg HDPE / JC Packing	Rs. per qtl (in words).
	g) 20 Kg Groundnut HDPE Packing	Rs. per qtl (in words).
	h) 30 Kg Groundnut HDPE Packing	Rs. per qtl (in words).
6	Packing of seed after receipt of results including hamali charges for shifting of cleaned seed to packing place/ machine, stamping of lot no & MRP, Sealing, stacking of packed seed in same /adjacent godown.	
	a) 1-2 Kg HDPE/Cloth bag	Rs. per qtl (in words)
	b) 3-4 Kg HDPE/Cloth bag	Rs. per qtl (in words)
	c) 5-7 Kg HDPE/Cloth bag	Rs. per qtl (in words)
	d) 10 -19 Kg HDPE/Cloth/JC Bag	Rs. per qtl (in words)
	e) 20-25 Kg HDPE/JC Bag	Rs. per qtl (in words)
	f)30-40 Kg HDPE/JC Packing	Rs. per qtl (in words)
7	Printing of Vegetable Seed Poly pouches all sizes on Ink – Jet Printer (Work at VPC(S) only)	Rs. per packet

		(in words)	
8	Packing of Vegetable seed including Sealing & counting & keeping in outer bags. (Work at VPC (S) only)		
	a) up to 10 gm	Rs. per packet (in words)	
	b) 11- 25 gm	Rs. per packet (in words)	
	c) 26- 50 gm	Rs. per packet (in words)	
	d) 51- 100 gm	Rs. per packet (in words)	
	e) 101- 250 gm	Rs. per packet (in words)	
	f) 251-500 gm	Rs. per packet (in words)	
	G) 1.00 kg	Rs. per packet (in words)	
9	Vegetable Seed Colouring & Drying Refilling in bags and shifting to godown. (Work at VPC(S) only)	Rs. per qtl (in words)	
10	Bulking of seed packed in cloth bags and stacking of bulked seed in same godown (Including Tags/Labels removal & stitching of Bulked bags.).	<u>Up to 4 Kg</u>	<u>5-10 Kg gm</u>
		Rs. per qtl (in words)	Rs. per qtl (in words)
11	Revalidation Stamping charges (taking out from gunny bags, stamping, putting again in gunny bags/seed racks & stacking including lot wise segregation in same godown)	<u>Up to 5 Kg</u>	<u>6 to 30 Kg</u>
		Rs. per qtl (in words)	Rs. per qtl (in words)
12	Shifting of raw/cleaned/packed seed stocks from one godown to other godowns and vice versa for processing/packing/storage.	Rs. per qtl (in words).	
13	Stitching of tags on packed Groundnut/Paddy seed bags including hamali charges for stacking/ loading.	Rs. per qtl (in words)	

14	Fumigation of Seed stock including putting of fumigants, covering and sealing of stacks and opening after fumigation, folding and stacking of cover.	Rs. per Stack (in words)
15	Fumigation of godown in Seed Processing Unit including putting of fumigants, covering and sealing of godown and opening after fumigation, folding and stacking of cover.	Rs. per Godown (in words)
16	Spraying of all godowns of the unit.	Rs. all godowns (in words)
17	Miscellaneous Jobs other than above work	Rs. per job per day (in words)
18	Pasting of Stickers on pouches	Rs. per packet (in words)
19.	Wooden / Plastic / Iron Pallets replacement and restacking	Rs.per qtl.
20.	Fumigation covers/Tarpaulins covering on Seed Stack/repacking and replacement in Stores.	Rs.per qtl.
21.	Restacking of the seed stock	
	a)15 -30 kg	Rs.per qtl.
	b)50 -80 kg	Rs.per qtl.

Note:- The offer will be valid for 30 days from the last date of submission of this bid. 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 Authorize signatory / proprietor

Name :.....

Stamp of Firm with address.

PROCEDURE UNDER E-TENDERING

INSTRUCTIONS TO APPLICANTS

DEFINITIONS:

- a. **C1 India Private Limited:** Service provider to provide the E-Tendering Software and facilitate the process of e-tendering on Application Service Provider (ASP) model.
- b. **NSCL e-Procurement Portal:** An e-tendering portal of National Seeds Corporation Limited (“NSCL”) introduced for the process of e-tendering which can be accessed on <https://indiaseeds.eproc.in>.

Words in capital and not defined in this document shall have the same meaning as in the Request for Proposal (“RFP”).

1) ACCESSING/PURCHASING OF BID DOCUMENTS:

- (i) It is mandatory for all the bidders to have Class-III Digital Signature Certificate (**With Both DSC Components, i.e. Signing & Encryption**) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA’s from the link www.cca.gov.in) to participate in e-tendering of NSCL.
- (ii) C1 India Pvt. Ltd. Facilitates procurement of Class III DSC’s.
- (iii) DSC Procurement request may be sent to yikas.kumar@c1india.com for more details during NSCL working days.
- (iv) To participate in the e-bid, it is mandatory for the Applicants to get themselves registered with the NSCL E-Tendering Portal (<https://indiaseeds.eproc.in>) to have a user ID & Password which has to be obtained by submitting a non-refundable **annual registration charges of Rs. 3416/- inclusive of all taxes**. Bidder can pay registration fee through online mode (Debit Card/Credit Card/Net Banking) or Demand Draft in favour of M/s **C 1 India Private Limited** payable at Gurgaon with any scheduled bank only. Validity of Registration is 1 year.
- (v) After making the payment, Vendors have to send email intimation to Helpdesk for their profile activation. The account will be activated within 24 hours. In case the payment is not received within 7 days, the bidder login id will be blocked / barred from the tender.
- (vi) All profile activations will be done only during NSCL working days.
- (vii) No profile activation will take place during NSCL Holidays & gazetted holidays.

Following may be noted and to be communicated to the bidders through Tender Document –

- a) Applications can be submitted only during the validity of registration with the NSCL E-Tendering Portal being managed by C1 India Pvt. Ltd. i.e. <https://indiaseeds.eproc.in>
- b) The amendments/ clarifications to the tender, if any, will be posted on the NSCL E-Tendering Portal (<https://indiaseeds.eproc.in>).
- c) To participate in bidding, bidders have to pay **Tender Application Fee** Rs. 1180/- (**non-refundable**) and **EMD Rs As per section-A (refundable)** as per the amount mentioned in the tender document through online mode through Credit

Card/ Debit Card/ Net Banking/ NEFT/RTGS after generating E-chalan from <https://indiaseeds.eproc.in>.(NEFT/RTGS only available for EMD)

- d) Both 'EMD' and 'Tender Application Fee' are mentioned in individual tender document as published at NSCL E-Tendering Portal (<https://indiaseeds.eproc.in>)
- e) To participate in bidding, bidders have to pay **Tender Processing Fee of Rs. 570/- inclusive of all taxes** (non-refundable) through online mode only (Credit Card/Debit Card/ Net Banking).
- f) For helpdesk please contact **Help Desk Support**.

2) PREPARATION & SUBMISSION OF APPLICATIONS:

- a) Detailed RFP may be downloaded from NSCL e-tendering portal and the Application may be submitted online following the instructions appearing on the screen.
- b) Vendor can pay tender document fee Online through Internet Banking/ Debit Card/ Credit Card.
- c) **Tender Processing Fee of Rs 570/- (Five Hundred and Seventy Rupees only) inclusive of all taxes** shall be paid to C 1 India Private Limited Online only.
- d) A Vendor manual containing the detailed guidelines for e-tendering system is also available on the portal.

3) MODIFICATION / SUBSTITUTION/ WITHDRAWAL OF BIDS:

- a) The Bidder may modify, substitute or withdraw its e- bid after submission prior to the Bid Due Date. No Bid shall be modified, substituted or withdrawn by the Bidder on or after the Bid Due Date.
- b) Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid Due Date, unless the same has been expressly sought for by the NSCL, shall be disregarded.
- c) For modification of e-bid, bidder has to detach its old bid from e-tendering portal and upload / resubmit digitally signed modified bid.
- d) For withdrawal of bid, bidder has to click on withdrawal icon at e-tendering portal and can withdraw its e-bid.

4) OPENING AND EVALUATION OF APPLICATIONS:

- a) Opening of Applications will be done through **online process**.
- b) NSCL shall open documents of the Application received in electronic form on the Application due date i.e. in the presence of the Applicants who choose to attend. This Authority will subsequently examine and evaluate the Applications in accordance with the provisions set out in the RFP.
- c) The Financial Proposal will be opened of the applicants. The date of opening of Financial Proposal will be notified later on.

DISCLAIMER

The Applicant must read all the instructions in the RFP and submit the same accordingly.