

NATIONAL SEEDS CORPORATION LIMITED
(HR Department)

NATIONAL SEEDS CORPORATION LIMITED
(A Government of India Undertaking-" Mini Ratna" Company)
Beej Bhavan, Pusa Complex,
New Delhi-110012.



CIN No.: U74899DL1963GOI003913

**e-TENDER FOR HUMAN RESOURCE (HR) AGENCIES FOR
RECRUITMENT SERVICES-2019.**

START DATE OF SUBMISSION OF BIDS: 18/11/2019

LAST DATE & TIME FOR RECEIPT OF BIDS: 09 /12 /2019 UP TO 16.30 HRS

DATE & TIME OF OPENING OF BIDS: 09 /12 /2019 AT 17.00 HRS



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ID.2.5.4.17=110012, O=National Seeds Corporation Ltd, C=IN
User ID : rajesh.chauhan
Serial No : 210D4E5902011ED4

NATIONAL SEEDS CORPORATION LIMITED
(HR Department)

File No.:1(8)/2019/HR/NSC/

Dated: 18-Nov.-2019

NOTICE

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

E-tenders are invited 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. 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.

The cost of tender document (non-refundable) for Rs. 1000/- and consolidated amount of EMD can be paid through **Banker's cheque/ Demand Draft. Online payment can be done through our portal <https://indiaseeds.eproc.in.>**

The tender document containing Tender Forms, Specification, terms and conditions, destinations etc. can be seen and downloaded **from our portal <https://indiaseeds.eproc.in.>** Tender document can also be downloaded from NSC's website: **<https://www.indiaseeds.com>** or Central Procurement Portal **www.eprocure.gov.in** also. The **Banker's cheque/ Demand Draft** against the cost of tender and EMD should be in favour of **National Seeds Corporation Limited** issued from any scheduled commercial Bank payable at **Delhi/New Delhi**. A bid without payment of Tender cost is liable for rejection. However, MSEs registered with NSIC are exempted from payment of cost of tender document subject to furnishing valid documentary proof in support of claim along with their request letter.

Bidder has to **submit the tender online** following the instructions appearing on the screen/NIT on the portal **<https://indiaseeds.eproc.in.>**

NSC reserves the right to accept or reject any or all the tenders, alter or cancel the quantity without assigning any reason thereof. Any further corrigendum(s) to this tender shall be published only on our website/e-portal. Hence, all are requested to follow up the website/e-portal.

Last date and time for receipt of Bids : Upto 16.30 hrs on 09/12/2019
Date & Time of Opening of Bids : At 17:00 hrs on 09/12/2019

Sr. General Manager (HR)



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NATIONAL SEEDS CORPORATION LIMITED
(HR Department)

GENERAL CONDITIONS OF CONTRACT (GCC)

1. GENERAL INFORMATION:

National Seeds Corporation Ltd. (NSC), a fast growing Central PSU under Ministry of Agriculture & Farmers Welfare, Govt. of India is engaged in the business of Production and Distribution of certified seeds activities hereby invites "Tender (two envelope- 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.

1.1. The Recruitment process involves following activities:

- Stage 1:** Pre-Examination - Pre-Examination arrangements
- Stage 2:** Examination - Conduct of written examinations & related
- Stage 3:** Post Examination - Final declaration of results & preservation of records till final handing over to the Corporation.

Note: Activities to be performed/how to be performed/Detailed process of activities for Stage 1, 2 & 3 above, is mentioned in detail in the Scope of work of this contract.

2. TERMINOLOGY:

Unless the context otherwise requires, the following terms whenever used in this document have the following meanings:

Contract: Means the Contract signed by the parties, to which these GCC are attached together with all the documents listed/required in such signed Contract.

Government: Means Government of India or State Govt. of India, as the case may be.

Competent Authority: Means Competent Authority of National Seeds Corporation Ltd (NSC)

Corporation/NSC: Means National Seeds Corporation Ltd.

Agency: Means HR Agency/Recruitment Agency

Applicable Law: This contract including all matters connected with this contract shall be governed and constructed in accordance with the Indian Law both substantive and procedural and shall be subject to the exclusive jurisdiction of courts at New Delhi.

Party: Means the Corporation OR the Agency, as the case may be, and **Parties** means both the Corporation and Agency.



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3. INSTRUCTIONS TO TENDERER

3.1. DEFINITIONS:

- a. **C1 India Private Limited:** Service provider to provide the e-Tendering Software.
- 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>.

3.2 ACCESSING / PURCHASING OF BID DOCUMENTS :

- 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 under CCA, Ministry of Electronics and Information Technology, Government of India to participate in e-tendering portal of NSCL. Bidders can see the list of licensed CA’s from the link www.cca.gov.in C1 India Pvt. Ltd. also facilitate Class III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) to the bidders. Bidder may contact C1 India Pvt. Ltd. at mobile no. +91-8130606629 for DSC related queries or can email at vikas.kumar@c1india.com
- 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 through **online** mode. Validity of Registration is 1 year.
- The amendments / clarifications to the tender, if any, will be posted on the NSCL e-Tendering Portal (<https://indiaseeds.eproc.in>).
- To participate in bidding, bidders have to pay EMD (refundable) as per the amount mentioned in the tender document online through NEFT/RTGS after generating E-challan from <https://indiaseeds.eproc.in>.
- To participate in bidding, bidders have to pay Tender Processing Fee of Rs. 570/- inclusive of all taxes (Non-refundable) through online mode (internet banking/debit card/credit card).
- The Bidder may modify or withdraw their bid after submission prior to the Bid Due Date. No Bid shall be modified or withdrawn by the Bidder after the Bid Due Date and Time.
- Both 'EMD' and 'Tender Document Fee' are mentioned in individual tender document as published at NSCL e-Tendering Portal (<https://indiaseeds.eproc.in>).
- For helpdesk, please contact e-Tendering Cell and Help Desk Support Monday to Friday Ph: **0124-4302033/36/37, nsclsupport@c1india.com**.
- It is highly recommended that the bidders should not to wait till the last date of bid submission to avoid complications like internet connectivity issue, network problems, system crash down, power failure, browser compatibility issue, system compatibility issue, improper digital signature certificate problem etc. In view of this context, neither M/s National Seeds Corporation Limited nor M/s. C1 India Pvt. Ltd will be responsible

for such eventualities.

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3.3. PREPARATION & SUBMISSION OF APPLICATIONS:

- (i) Detailed NIT may be downloaded from NSC e-tendering portal and the Application may be **submitted online** following the instructions appearing on the screen/NIT.
- (ii) Vendor can pay tender document fee as per Tender Document through Demand Draft in favour of National Seeds Corporation Limited or Online through Internet Banking/ Debit Card/ Credit Card.
- (iii) A Vendor manual containing the detailed guidelines for e-tendering system is also available on the portal.

3.4. MODIFICATION / SUBSTITUTION/ WITHDRAWAL OF BIDS:

- (i) 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.
- (ii) 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 NSC, shall be disregarded.
- (iii) For modification of e-bid, bidder has to detach its old bid from e-tendering portal and upload / resubmit digitally signed modified bid.
- (iv) For withdrawal of bid, bidder has to click on withdrawal icon at e-tendering portal and can withdraw its e-bid.

3.5. OPENING AND EVALUATION OF APPLICATIONS:

- (i) Opening of Applications will be done through online process.
- (ii) NSC shall open documents of the Application received in electronic form. NSC will subsequently examine and evaluate the Applications in accordance with the provisions set out in the NIT.
- (iii) The price bid will be opened of the technically qualified applicants. The date of opening of price bid will be notified later on.

3.6. DISCLAIMER

The Applicant must read and wholly understand all the instructions in the tender Document and submit the same accordingly.

Sr. General Manager (HR)

4. PROPOSAL EVALUATION



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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.

4.1. Technical Proposal

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

The technical proposal will be opened on 09/12/ 2019 at 17:00 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 09/12/ 2019 is declared holiday, the tender will be opened at the same time on the next working day.

4.2. 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. Financial proposal should be inclusive of all taxes including GST where the GST amount should be mentioned separately

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.

5. SELECTION OF SUCCESSFUL AGENCY

The successful bidder/Agency after qualifying on the basis of Technical Proposal enclosed at Annexure-I would be selected on the basis of lowest quoted rate as per the format enclosed at Annexure-II.

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

6. AWARD OF CONTRACT

The contract shall be awarded to the 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 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 and on the terms & conditions specified.

7. TECHNICAL CRITERIA FOR AGENCIES

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The agencies incorporated under the Companies Act, 2013 with the main objective of recruitment & testing services are eligible to participate in the empanelment. The certificate of incorporation is to be submitted along-with 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 centre's at different cities against different advertisements for PSUs/Govt. during the last 3 (three) years period i.e. up to 2018-2019 (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 self attested documents).

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

The agency should not have been debarred/blacklisted by any Govt. department /PSUs/UPSC/SSC or any other Public Service Commission for handling recruitment process in the last 3 years. A certificate to this effect is to be submitted by the agency duly signed by their Director(s) and Company Secretary, or by two Directors if company does not have any Company Secretary.

The agency should have a minimum turnover of Rs. 2 (Two) crores 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, GST registration and registration under all the other 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 and the said consortium will be debarred from participating in all future tenders of NSC.

The agency should submit the satisfactory performance report from their client from Govt. / PSUs/UPSC/SSC or concerned State Public Service Commission.

The Agency will be engaged for one year from the date of issuance of letter of award of tender and extendable for one more year on mutual consent taking into consideration the performance of the agency. No agency will be considered for more than two years in continuity. The tender of such agency/agencies will not be considered for evaluation in this tender process.

Note: - All documents and supporting papers should be 'Mark' and 'Flag' properly for easy evaluation

8. VOLUME OF WORK



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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 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 not beyond 48 hours 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 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 only if the purpose of NSC is fulfilled partly to proceed further. Decision of NSC in this regard will be final.

10. EARNEST MONEY DEPOSIT

The Agency shall furnish an 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. 1,00,000/- at the time of submission of proposal through offline/online mode in the form of demand draft in favour of National Seeds Corporation Limited payable at New Delhi or online through NEFT/RTGS after generating E-challan from <https://indiaseeds.eproc.in>.

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 Agency will be refunded without interest on signing of agreement and submission of performance guarantee unless

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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. If the agreement is not signed and performance guarantee is not submitted as per clause below, the EMD amount will be forfeited.

10.1 Agreement:

The parties will enter into an agreement within 15 days from the date of issue of work order.

11. OTHER TERMS AND CONDITIONS

Any changes in the terms of the document can only be made in writing and by mutual agreement. The 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 the final 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 Agency, may be taken or executed only by the officials authorized by their Competent Authority, respectively.

Unless otherwise specified, the 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 under any circumstances, whatsoever.

Commencement, Completion, Modification, & Termination of Contract Effectiveness of Contract

The contract shall come into effect from the date of issuance of letter of intent by NSC.

11.1. 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 Agency fails to commence the assignment within the specified schedule as per work order, the contract shall be liable to be terminated.

11.2. Expiration of Contract

Unless terminated earlier, Contract shall expire at the end of such time period after the effective date as specified in the work order(s).

11.3. Modification

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



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11.4. Subletting

The Agency shall not sublet, transfer or assign the contract or any part thereof to other party. In the event of the 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 Agency. In such case the performance guarantee of the selected Agency, will be forfeited and the said agency will be permanently debarred from participating in any tender process of the Corporation in future.

11.5. Termination

(i) By Corporation (NSC)

NSC may terminate this Contract, by not less than thirty (30) days written notice of termination to the 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 Agency commits breach of contract or do not remedy /rectify a failure in the performance of their obligations under the Contract.
- (b) If the Agency become insolvent or bankrupt;
- (c) If, as the result of FORCE MAJEURE, the 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 performance guarantee shall stand forfeited in addition to banning of Agency for a period of 2 years.

(ii) By Agency

The 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 Agency under the Contract, provided that if NSC pays such amount within the notice period such termination notice shall become in-fructuous.

11.6. 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 terms of contract by the Agency.

12. OBLIGATIONS OF THE AGENCY

The Agency shall perform the Services and carry out their obligations with all due diligence, efficiency, confidentiality and economy in accordance with generally accepted professional



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techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe secured methods. The 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.

12.1. Agency not to Benefit from Commissions, Discounts, recruitment fee etc.

The recruitment charges of the Agency shall constitute the Agency' sole payment in connection with this Contract or the Services, and the 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 Agency shall use their best efforts to ensure that the Personnel or agents too shall not receive any such payment/benefit.

Neither the 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 Agency and third parties shall be carried out as between two principals without reference in any event to NSC. The Agency shall also undertake to make the third parties fully aware of the position aforesaid.

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 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.

12.2. 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 Agency shall obtain NSC's prior approval in writing wherever necessary.



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Documents Prepared by the Agency to be the Property of NSC. All plans, charts, specifications, designs, reports, and other documents and software submitted by the Agency shall become and remain the property of NSC, and the 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 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.

12.3. 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 Agency shall, at NSC's written request specifying the grounds thereof shall provide suitable substitute of the personnel.

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

12.4. Liability for Personnel

All persons employed by the 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 Agency. The Agency shall indemnify NSC against all claims whatsoever arising in respect of the said personnel under any statute/law in force.

13. OBLIGATIONS OF THE CORPORATION (NSC)

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

14. PAYMENTS TO THE 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 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 Agency and NSC will not be responsible for the same.

14.1. Terms and Conditions of Payment

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

Other terms of Payments:-

a) No Advance payment will be paid by NSC.

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- b) Payment shall ordinarily be made within 45 days of receipt of the invoice and other documents complete in all respect after issuance of successful completion certificate by NSC.

15. 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 anything 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 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 Agency permanently if it is found that the 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 Agency relating to the performance of the contract and to have them audited by auditors appointed by NSC.

16. SCOPE OF SERVICE

In performing the terms and conditions of the Contract, the Agency shall at all times act as an Independent Agency. The contract does not in any way create a relationship of principal and agent between NSC and the Agency. The 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 Agency shall never, under any circumstances whatsoever, be entitled to claim themselves to be the employees of the NSC.

17. SCOPE OF WORK

17.1. STAGE 1: PRE-EXAMINATION:

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A. Inviting Online Application

1. A dedicated webpage with URLs/Links will be provided by the Agency for online application with details of General Information, syllabus & recruitment advertisement with necessary connectivity and adequate bandwidth. Agency shall carry out hosting of webpage, designing of online application form and registration of application online. Designing of online Application will be done in consultation with the Corporation.

Agency shall maintain the webpage from the date of commencement of online application, till three months from the date of announcement of result for students to check their score individually using their login credentials. The three months period can be extended as per requirement of the Corporation.

The Agency shall provide support & consultancy in finalizing the recruitment advertisement. The recruitment advertisement will be published by NSC and Agency shall upload advertisement, syllabus and other updates on the webpage as required for the purpose of this recruitment. Agency has to upload admit cards, other details or any corrigendum as per requirement on the webpage.

2. The Agency on the webpage for online application will also provide an administrative access to NSC to check the current status of online application and get the details of all registered candidates in Data form in MS Excel (2007 & 2010) format.

However, the Agency will also provide consolidated data of registered candidates as and when asked by the Corporation.

3. The Agency will provide an ONLINE LINK on NSC website, on clicking on the link, the page will open with proper links for downloading copy of the advertisement, general instructions, syllabus and important dates to the candidates and to apply for the post.
4. After having filled all required fields and on giving an undertaking that he/she has gone through the complete text of the advertisement and that he/she agrees to the terms and conditions, a preview of the application is made visible to the candidate. On viewing the preview, he/she will have the option either to go back and edit the format or to make the online submission.

On submission of online application successfully, a registration number will be generated which will be a unique number, that will be further used as login credentials. After online registration (including uploading of scanned copy of photograph and signature, both thumb impression, requisite certificates & documents and making online payment of requisite fees), the candidate will be able to download/save the application form. The Agency shall provide this facility of downloading filled application form till the completion of the recruitment process.

5. Link will be provided by the Agency for making payment of application & processing fee, directly in the bank of the Agency, through online payment system on the webpage. From the last date of submission of fee for online application, within 03 days or whenever directed by the Corporation, the Agency will transfer the entire collected fee except the processing fee of all registered candidates submitted their application fee



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successfully, to the bank account of the Corporation. The mode of transfer of application fee to Corporation will be through RTGS to the bank account to be provided by NSC.

6. A list of candidates successfully registered and made payment against their online application fee & processing fee for the online application will be provided by the Agency after validation of the online applications and the data pertaining to payment of application/processing fee.
7. The agency will send email & SMS to all the candidates confirming the successful registration of their candidature.
8. The system provided by the Agency will have the provision for generation of admit cards along with photo, roll number, registration number, test centre, date of examination etc. and for sending email & SMS to the bonafide candidates. The admit card must be pre-approved by the Competent Authority of NSC before issuing to the candidates.
9. The Agency shall provide facility to download admit card and filled online application of the candidate on the webpage using individual login credentials till the completion of recruitment process or otherwise directed by the NSC.
10. The Agency will conduct the Written Examination/Online examination within 30 days after the last date for receipt of the on-line application.

B. Mode of conducting examination (As per the decision of the Corporation)

1. Offline Examination
2. Online Examination

C. Test Centre:

1. The written test shall be conducted on all India basis preferably in cities at New Delhi, Pune, Kolkata, Jaipur, Patna, Hyderabad, Bangalore & Bhopal. However, depending upon the response of the candidates or otherwise decided by the Competent Authority of the Corporation, the number of test centres/cities may be revised upward or downward at a later date. The test centres will preferably be Govt. Schools or Public Schools or Govt. Institutes or well reputed Institutes. It is preferred to have alternate choice of venues for taking rational decision. The list of venues will be finalized in consultation with NSC. ICAR Institutes and Agriculture Universities will be given first preference.
2. Availability of proper table, chair, lighting, fans / air coolers in each classroom, drinking water facility in each class room, toilets, first aid box at the each test centre, distance from the railway station/ bus stand, locality of the venue should be checked before short listing the venue. A separate room for keeping examination material which will act as control room.
3. The Agency will allot roll number and test centre to all successfully registered candidates in consultation with NSC and send an email to all successfully registered



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candidates informing them to download the Admit Card from the webpage on the due date. The agency will also send an alert SMS to all such candidates who have been allotted roll number.

4. The agency will produce a test centre agreement letter from the school / institute booked for NSC for surprise inspection by NSC officials before test.
5. The agency will ensure the security arrangement at the test centre for which liaison with local State police will be done by the agency itself. In addition to this, if required as per requirements of the Corporation, the Agency has to made security and other related arrangement at the test centres.

6. Online Exam: (In case of online examination)

For Online examination other than above specified instruction & availability/facility at test centres, the test centres must also be equipped with all the basic infrastructure such as Computer monitors, connectivity, LAN connection, server, stand by server, USB & DG Set etc.

All infrastructure facilities such as Computer monitors, Key boards, mouse, LAN facilities and other essential peripherals connected to the local server of the test center and having on-line linkage to the main server of the agency, UPS and all other necessary infrastructure etc. All Computer monitors installed in all venues shall identically display all questions correctly with pictures, columns, grid, decimal or any type of mathematical symbols and color wherever required. There should be adequate space between candidates in the test center.

D. Designing & Development of Question Paper & OMR:

1. The agency is expected to prepare multiple choice type and descriptive questions. Every question paper would be in two parts, 1st part contains two sections of the multiple choice questions, Section "A" - Professional / Technical Ability (70 marks) - to evaluate the professional / specific subject knowledge for the relevant post for which candidate applied and Section "B" - General Ability (30 marks) - to evaluate General Aptitude of the candidates consisting Numerical Ability, Logical reasoning, General English, Current affairs & General Knowledge and Computers and the 2nd Part is of descriptive /subjective test to adjudge the writing skills of the candidates which will contain 03 Questions: 1. Essay in English - 10 marks, 2. Precise writing - 05 marks & 3. A Narration/ व्याख्या in Hindi - 05 marks (for Non-Hindi speaking candidates narration question will be separate). The written test duration will be of two hours for 1st Part & fifteen minutes for 2nd Part and both part of question paper to be distributed at the start of exam. However, the pattern of question paper, marks, sections, time etc can be changed & modified as per the requirements of NSC or at its sole discretion.
2. Question paper should have a balanced mix of easy (40%), average (40%) and tough (20%) questions.
3. Number of Sets & Sequencing of Question: Each question paper will have four sets (A, B, C, D) with same question but with changed sequence. 100% randomization of individual item (Question) across all the four sets i.e. each question in each series should be distributed in a unique manner so that no commonality in position of any question is found across any series. The process should be 100% accurate and it should



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not result in any wrong interpretation of the question. All the sets A, B, C & D will be bilingual (Hindi & English). Hindi translation of the question papers will also be carried out by the agency. Instruction on the first page will be decided in consultation with NSC.

4. The Agency will design and develop the question paper in consultation with NSC, prior to designing & development of question papers, the Head of the Agency/Authorized person along-with the expert(s) shall meet and discuss with Sr. GM (HR)/Authorized person of NSC. For any change & modification in instructions for designing & development of question paper above and/or instructions not covered above shall be finalized only after approval of Sr. GM (HR), NSC.
5. Agency should design the carbon OMR for giving one copy to candidate after appearing for written examination for their retention/custody.
6. **Online exam: (In case of online examination)**
For Online examination, the details as specified under point "C" - Designing & Development of Question Paper above will be same except for the descriptive examination the candidate has to type in computer instead of writing.

17.2. STAGE 2: EXAMINATION:

1. Deployment of Personnel:

(i) The Agency shall deploy and ensure availability for the following personnel, who are well versed with experience of conducting written examination for Govt., at the venue with a view to conduct test smoothly and to maintain transparency:

- Test coordinator
- IT Specialist
- Invigilator
- Supervisor
- Assistant
- Peon

(ii) For online examination, IT specialist shall also be deployed in addition to above personnel.

(iii) The Agency shall also issue guidelines covering following information / instruction / formats for all team members involved in the execution of the exam. This manual will be used by each team member thoroughly to align themselves with the test procedure and follow the guidelines conscientiously for efficient administration of the test:

- Attendance sheets/report
- Instruction to candidates before commencement of examination.
- Role and responsibilities of various team members.
- Test Material Opening Certificate
- Room wise Test Material Accounting Format
- Venue wise Candidate Count report
- Certificate for packing of Test Material
- Test Conduct Report



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NSC will deploy Observer(s) at each centre to oversee the written examination and to conduct exam smoothly under supervision of Sr. GM (HR), NSC

2. Non-availability of the test centre:

In case of non-availability of the test centre which is booked due to any exigency prior to the conduct of the test and after the admit cards are uploaded, the agency shall book another venue in close proximity and arrange the transport facility for the candidates without any cost implication to NSC.

3. Attendance Sheet:

The agency will prepare classroom wise attendance sheet with coloured photographs & capturing of Biometric attendance with photography of the candidates for all test centres. The Attendance sheet should clearly indicate the roll number, discipline, post, name of Candidates, other details of candidates and question booklet series against each candidate.

For online exam on computer, Roll No. and Date of Birth of the candidate shall be used as login ID & password to login into the system. After log in, the computer must display Name of the Candidate, Roll No. and other details along-with the photograph and signature uploaded by the candidate during online application.

On completion of Bio-metric candidates should not be allowed to go out of the examination centre before completion of the exam.

Arrangement of CCTV OR videography in all rooms of the exam centres including at the main entrance gate, its continuous monitoring and recording thereto, during the course of examination on the date as specified will be made by the Agency itself.

4. For PH Candidates:

The Agency shall made necessary arrangements for PwD candidates such as sitting arrangement at ground floor. The Agency shall also ensure Govt. of India guidelines in the matter of PwD candidates must be properly followed.

5. Transportation of Test Material:

1. The Agency will make necessary arrangements for safe transportation of properly packed and sealed test material to each test centre with strict confidentiality/security and utmost care. The agency will ensure 100% delivery on specifically designated day and will provide the confirmation report of the same to NSC. The agency will collect back all the test material including Admit cards, OMR answer sheets and attendance sheet from each room at every venue. No material should be left at venue. However, candidate would be allowed to keep the question paper (*the invigilator must ensure that each candidate has written his/her OMR answer sheet number on the question paper*) for further reference. The OMR should be packed in special envelopes to ensure that no OMR is damaged in the process of transportation. All properly packed material should be picked up within 2 hours of completion of the test and forwarded to the designated center / location. The process of compilation & packaging of collected documents from each class room will be initiated in presence of observer(s) appointed by NSC. This material will be used for result later

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17.3. ONLINE EXAMINATION:

1. Specification of Server/Desktop etc:

The configuration of the Server, stand by server, Desktop PCs and Switches have been specified as a minimum of:

- i. Server: Processor: 2.80GHz; RAM: 2 GB; OS: Window 2007 & above
- ii. Desktop: Processor: 2.80GHz:RAM:512MB; HD:40GB, OS: Window XP Professional or Window 7
- iii. Switches:100Mbps
- iv. UPS/Genset: All terminals at all Centers to have UPS backup. 100% power back up through generator to be provided in case of power cut.
- v. The backend programs for the Question papers to be made in such a way that the formats of date, decimals, figures, drawings shall be displayed the way suited to the questions and display shall be uniform in every PC in all centers.

17.4. STAGE 3: POST EXAMINATION:

1. Evaluation of Question Paper and their Answers

Final set of question papers and the master key must be vetted by Agency before being uploaded on the webpage. Answer key & OMR answer sheet would be uploaded on webpage for candidates, therefore, 100% accuracy is required to be maintained to avoid legal hustle at a later stage.

2. Uploading of Answer key, Question Paper and Individual OMR answer sheet or any corrigendum:

Before processing the result and uploading of Question paper & OMR answer sheet, the agency will carry out validation of the attendance signed by the candidates with the quantity of used OMR answer sheet. The agency shall upload Answer key, question paper and individual OMR answer sheet, so as to facilitate candidates to check answer key, question paper and their OMR answer sheet using their login credentials.

3. Query of candidates:

Provision shall be made to facilitate candidates to raise query/discrepancy, if any, regarding written exam on wrong question & answer key of any question of OMR within 1 week of uploading of Answer key & Question Paper or any discrepancy received on the link specified for the above, with a chargeable fee of Rs. 500/- per query/discrepancy raised. The Agency, on requirement and decision of the Corporation, shall provide a link to raise queries/discrepancies with clear instructions of chargeable fee of Rs. 500/- and other necessary information. This exercise must be completed before final result is announced. The entire amount collected to be transferred to NSC account through RTGS within 02 days after completion of 01 week, as above.

4. Evaluation of Final result

The process of evaluation of final result shall be initiated in presence of Officer(s)



Signature :- Rajesh Chauhan, Director, HR, NSC
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authorized by NSC. Double scanning of OMR answer sheet leading to creation of database required for processing of result. Data editing of the sheets before the preparation of result and punching of the answer keys, there after running the program to prepare the results. Preparation of result according to merit list-Category wise list. Manual checking of some results of randomly selected OMR answer sheets will be done by NSC officials. On instruction of the Corporation, HR Agency will upload the score card of each candidate to access same by individual candidate only.

5. Declaration of result within **21 days** from the date of the Written Examination/ online examination. This will include the time period involved in completing the mentioned formalities.

6. Handing over final data, statistics and report to NSC:

1. The agency shall handover final data, statistics and report in both hard copy & soft copy) to NSC and arrange for safe storage of all material/data (soft & hard copy) till three months after the completion of test. After this, agency should arrange for secure disposal / destruction of the same as per instructions of NSC.
2. All documents submitted by the candidates will be arranged as per processing lot size and shall be packed accordingly in properly marked package & stored in a secured premise by the agency. Other documents like list of examination centre, name & details of persons deployed, guidelines given to personnel at test centres etc. shall also be provided to NSC in order to bring clarity.
3. Various statistics/data of Passed candidate, data of failed candidates and all data as per the requirement of NSC both before the date of examination as well as after the examination and preparation of the result must be given by the Agency.

7. Conducting skill test & declaration result of skill test:

The agency has to conduct skill test(s) for posts as per advertisements for direct recruitment and/or on the requirement of the Corporation. The skill test the following are to be done under intimation to the Corporation:

(i) The agency will inform each candidate shortlisted for skill test about the date & time, venue and other necessary instructions, through (a) online hall ticket to be generated on the online platform provided for online application (b) email on registered email id (c) SMS on registered mobile No.

(ii) The procedure for any skill test must be approved by the Competent Authority of NSC before conducting the same.

(iii) The Agency shall conduct the test at New Delhi or at any other places as decided by the Corporation. The skill test centres must be reputed institutes / schools / colleges etc with adequate facilities and arrangements of proper security.

(iv) Agency will conduct skill test i.e. typing test on computer, stenography test and others (if any) for the Trainees as specified in advertisement & declaration of its result within 10 days from the date of communication made to this effect by NSC.



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(v) Declaration of the combined result of Written Test & skill test by taking Separate weightage of marks obtained by the candidate in written test and skill test as specified

(vi) All infrastructure facilities for skill test such as specialist for conducting the test, Computer, monitors, Key boards, mouse, LAN facilities and other essential peripherals connected to the local server of the test center and having on-line linkage to the main server of the agency, UPS and all other necessary infrastructure etc. All Computer monitors installed in all venues shall identically display all questions correctly with pictures, columns, grid, decimal or any type of mathematical symbols and color wherever required. There should be adequate space between candidates in the test centre.

NSC will deploy team(s) of Observers at each venue to oversee the Skill test.

18. PENALTY

In the case of delay on the part of agency in conducting the Written Examination/ online examination, declaration of its result, conducting the skill test & declaration of the Combined Result (if any) over and above the specified period for the same will attract a penalty @ Rs. 1000/- per day basis. Penalty amount (if any) will be recovered from the final bills of the amount due to be payable to the agency.

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 New Delhi. The sole arbitrator will be appointed by CMD/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 New 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 Agency to an amount of Rs. 2,00,000/- (Rupees Two lakhs only) in the form of an Account Payee Demand Draft/Fixed Deposit from a commercial bank/Bank Guarantee from a scheduled/nationalized/commercial bank in the name of National Seeds Corporation Ltd., as per the text provided by the Authority within 15 days from the date of issue of work order.

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

22. 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. 1000/- (Rupees one thousand only) through offline/online mode in the form of demand

Subject : CN=Rajesh Chauhan, O=D.2.5.4.4.17=110012, OU=National Seeds Corporation Ltd, C=IN
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draft in favour of National Seeds Corporation Limited or online through NEFT/RTGS after generating E-challan from <https://indiaseeds.eproc.in>.



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NATIONAL SEEDS CORPORATION LIMITED
(HR Department)

Annexure-I

(To be submitted in on line mode 'Technical & Commercial Bid')

To

The Sr. General Manager (HR),
National Seeds Corporation Ltd.,
Beej Bhawan, Pusa Complex,
New Delhi-110012

Sir,

Profile of our Company is as under:

1. Constitution or legal status of Bidder (Attach Copy)

Name of Agency	Address	Contact No. & Fax No.	Email id	Website	Name of Authorized representative	Contact no. of authorized representative

• Upload following documents in support:

- Place of registration: _____
- Principal place of business: _____
- The bidder should have valid ISO 9001:2008 or latest certification issued by any recognized ISO certification agency.
- Power of attorney of signatory of Bid
- Details of incorporation under Companies Act, 1956 (Attach Memorandum & Articles of Association, Certificate of Incorporation)
- Executive summary about the agency

2. Work performed: The bidder should have experience of having successfully completed similar works during last seven years ending last day of month previous to the date of submission of bids should be either of the following:

- (i) Three similar completed works costing not less than the amount equal to Rs. 10.00 lakh each.
- (ii) Two similar completed works costing not less than the amount equal to Rs. 15.00 lakh each.
- (iii) One similar completed work costing not less than the amount equal to Rs. 20.00 lakh.

"Similar works" means "Managing & Conducting Recruitment through written test".

Year	Name of PSUs/ Govt. Dept. & Contact person with Mob. No.	Advt. No./date	Date(s) of examination	Pattern of question(Objective or Descriptive) & Mode of written test	Name of Cities & Nos. of Centre	No. of applications received	Total No of vacancies	Work Order No. & date	Value (Rs.in lakhs)	Date of Completion	Remarks explaining reasons for delay and work completed.

3. Bidder should have experience of successfully conducting atleast 05 written tests each offline & online in multicity simultaneously with invitation/processing of applications online on all India basis for Central PSU's during last three years.

Year	Name of PSUs/Govt. Dept. & Contact person with Mob. No.	Description of work	Work Order No. & date	Mode of examination	No. of application received	Remarks(if any)

• Upload copies of such work Orders, proof of completion and performance certificate(s).



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a319a90c99925110840c758a0115c00dd03b14098e33cbdd5f75, ST=Delhi, O
ID.2.5.4.17=110012, O=National Seeds Corporation Ltd, C=IN
User ID : rajesh.chauhan
Serial No : 210D4E5902011ED4

NATIONAL SEEDS CORPORATION LIMITED
(HR Department)

4. The eligible firm shall have minimum turnover of Rs. 2 (Two) crores every year from recruitment & testing services related works in last three financial years ending March, 2019.

Financial year	Annual Turnover (Rs. in Cr.)	Annual Profit/ loss (Rs. In Cr.)	Remarks

- Upload copies Annual turnover of last three financial years from recruiting & testing services (audited financial statement of last 3 years to be enclosed). Company's CA certificate in segment turnover is not disclosed in the financial statements.

5. GST Registration No.:

GST No.	
---------	--

- Upload copies of supporting documents.

6. Income tax Details:-

PAN No	Returns for Last Three Years ending FY 2018-19	
	Year	Copy

- Upload copies of supporting documents.

7. MSME registration details (NSIC registered unit) along with a valid copy of NSIC Registration Certificate (up-Load) :

Registration No.	Category of Firm General/SC/ST	Validity Period	Registered Item/Items	Quantitative Capacity	Monetary Limit

- Upload copies of supporting documents.

8. Nos. of Experts/Academicians on the permanent roll of the Agency:

Name	Designation	Area of expertise	Educational & professional qualification	Experience the related field (no. of years)	Remarks, if any

- Upload profiles of atleast 10 experts/academicians.

9. Department/Institution/Public Enterprises/Undertaking and no arbitration case is lying pending with this office as on date as per Performa attached as **Appendix-I - (Upload)**

10. Affidavit no circumstances exceeded lowest price of identical solution to Govt. / Semi Govt. Organizations. Performa attached as **Appendix-II - (Upload)**

11. The agency has not been debarred/banned/blacklisted by any Govt. department /PSUs for handling recruitment process in last 3 years. Performa attached as **Appendix-III - (Upload)**

12. Authorization for Signing Bid (With Valid Letterhead) - **(Upload)**

I hereby certify that all the information mentioned above are true and in case any information is found to be incorrect, my bid may be treated as rejected by NSC management.

Thanking you,

Stamp of the Company

Place: -

Date:-

Signature: -----

Name of Authorized Signatory: -----

Complete Postal Address: -----

Phone No.: -----

Mb. No. :- -----

E-mail Address: - -----



Signature :- Rajesh Chauhan, OID.2.5.4.45=#0321006E8A23ED69471FD6D42378380F
2819292F14C36FFE6E158F46428F0D344EAD1A, OID.2.5.4.20=a694406efc93
a319a90c99925110840c758a0115c00dd03b14098e33cbdd5f75, ST=Delhi, O
ID.2.5.4.17=110012, O=National Seeds Corporation Ltd, C=IN
User ID : rajesh.chauhan
Serial No : 210D4E5902011ED4

NATIONAL SEEDS CORPORATION LIMITED
(HR Department)

Annexure-II

FORMAT FOR SUBMITTING FINANCIAL BID BY THE HR AGENCIES.

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

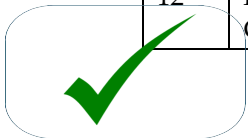
Sr. GM (HR),
National Seeds Corporation Ltd.
Beej Bhawan,
Pusa Complex,
New Delhi -110012.

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

Dear Sir/Madam,

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	Price (excluding GST)	GST on Price	Total (Price + GST)
	FOR OFFLINE EXAMINATION (Per Candidate Rate to be Quoted)				
1	For up to 2000 shortlisted Candidates	Two(02)			
		Four(04)			
		Six (06)			
2	For 4000 shortlisted Candidates	Two(02)			
		Four(04)			
		Six (06)			
3	For 6000 shortlisted Candidates	Two(02)			
		Four(04)			
		Six (06)			
4	For 8000 shortlisted Candidates	Two(02)			
		Four(04)			
		Six (06)			
5	For 10000 shortlisted Candidates	Two(02)			
		Four(04)			
		Six (06)			
6	For 12000 shortlisted Candidates	Two(02)			
		Four(04)			
		Six (06)			
7	For 14000 shortlisted Candidates	Two(02)			
		Four(04)			
		Six (06)			
8	For 16000 shortlisted Candidates	Two(02)			
		Four(04)			
		Six (06)			
9	For 18000 shortlisted Candidates	Two(02)			
		Four(04)			
		Six (06)			
10	For 20000 shortlisted Candidates	Two(02)			
		Four(04)			
		Six (06)			
11	For 22000 shortlisted Candidates	Two(02)			
		Four(04)			
		Six (06)			
12	For 24000 & above shortlisted Candidates	Two(02)			
		Four(04)			
		Six (06)			



Signature :- rajesh.chauhan, OID.2.5.4.45=#0321006E8A23ED69C1D670C783804
FF6E158F46428F0D344EAD1A, OID.2.5.4.20=ad9
231926c9925110646c750a0115e08dd03614090c33cdd5f7515f - Delhi, O
ID.2.5.4.17=110012, O=National Seeds Corporation Ltd, C=IN
User ID : rajesh.chauhan
Serial No : 210D4E5902011ED4

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SI No.	Minimum number candidates to whom admit card issued for written test	Rate against Number of venues(locations) for Test			
		Number of Venues	Price (excluding GST)	GST on Price	Total (Price + GST)
FOR ONLINE EXAMINATION					
1	For up to 2000 shortlisted Candidates	Two(02)			
		Four(04)			
		Six (06)			
2	For 4000 shortlisted Candidates	Two(02)			
		Four(04)			
		Six (06)			
3	For 6000 shortlisted Candidates	Two(02)			
		Four(04)			
		Six (06)			
4	For 8000 shortlisted Candidates	Two(02)			
		Four(04)			
		Six (06)			
5	For 10000 shortlisted Candidates	Two(02)			
		Four(04)			
		Six (06)			
6	For 12000 shortlisted Candidates	Two(02)			
		Four(04)			
		Six (06)			
7	For 14000 shortlisted Candidates	Two(02)			
		Four(04)			
		Six (06)			
8	For 16000 shortlisted Candidates	Two(02)			
		Four(04)			
		Six (06)			
9	For 18000 shortlisted Candidates	Two(02)			
		Four(04)			
		Six (06)			
10	For 20000 shortlisted Candidates	Two(02)			
		Four(04)			
		Six (06)			
11	For 22000 shortlisted Candidates	Two(02)			
		Four(04)			
		Six (06)			
12	For 24000 & above shortlisted Candidates	Two(02)			
		Four(04)			
		Six (06)			

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

Note1: - Firm/Agency with Lowest rate will be separately selected for Offline and Online examination OR a single Firm/Agency with Lowest rate for both Offline & Online examination will be selected for both the mode subject to the decision of the Corporation.

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 Agency in carrying out the Services. No additional cost will be paid by the Corporation.

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 :-
Subject : CN=Rajesh Chauhan, OID.2.5.4.45=#0321006E8A23ED69471FD6D42378380F
2819292F14C36FF6E158F46428F0D344EAD1A, OID.2.5.4.20=a694406efc93
a319a90c99925110840c758a0115c00dd03b14098e33cbdd5f75, ST=Delhi, O
ID.2.5.4.17=110012, O=National Seeds Corporation Ltd, C=IN
User ID : rajesh.chauhan
Serial No : 210D4E5902011ED4

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



NATIONAL SEEDS CORPORATION LIMITED
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Appendix-I

AFFIDAVIT CERTIFICATE

I/We _____ (Name, Designation and Address) hereby declare that my/our firm/Company has no arbitration case pending with National Seeds Corporation Ltd.

Signature of Authorized signatory _____

Name _____

Designation _____

Name of the Firm/Company _____

Full address _____

stamp _____

Place: _____

Dated: _____



Signature :-
Subject : CN=Rajesh Chauhan, OID.2.5.4.45=#0321006E8A23ED69471FD6D423783804
2819292F14C36FFE6E158F46428F0D344EAD1A, OID.2.5.4.20=a694406efc93
a319a90c99925110840c758a0115c00dd03b14098e33cbdd5f75, ST=Delhi, O
ID.2.5.4.17=110012, O=National Seeds Corporation Ltd, C=IN
User ID : rajesh.chauhan
Serial No : 210D4E5902011ED4

NATIONAL SEEDS CORPORATION LIMITED
(HR Department)

Appendix-II

AFFIDAVIT CERTIFICATE

I /We _____ (Name, Designation and Address) hereby declaring that price charged for quoted item/items under this contract, our firm has no circumstance exceeded lowest price of identical goods given to any Govt. Deptt./PSUs/Institutions/Organizations etc during current year .

Signature of Authorized Signatory -----

Name _____

Designation _____

Name of the Firm/Company _____

Full address _____

Stamp _____

Place: _____

Dated: _____



Signature :-
Subject : CN=Rajesh Chauhan, OID.2.5.4.45=#0321006E8A23ED69471FD6D423783804
2819292F14C36FFE6E158F46428F0D344EAD1A, OID.2.5.4.20=a694406efc93
a319a90c99925110840c758a0115c00dd03b14098e33cbdd5f75, ST=Delhi, O
ID.2.5.4.17=110012, O=National Seeds Corporation Ltd, C=IN
User ID : rajesh.chauhan
Serial No : 210D4E5902011ED4

NATIONAL SEEDS CORPORATION LIMITED
(HR Department)

Appendix-III

DECLARATION

We hereby declare that, we have not been banned/de-listed/black listed from handling recruitment process by any PSU or Govt. Department during the last three years.

Signature of Authorized Signatory -----

Name _____

Designation _____

Name of the Firm/Company _____

Full address _____

Stamp _____

Place: _____

Dated: _____



Signature :-
Subject : CN=Rajesh Chauhan, OID.2.5.4.45=#0321006E8A23ED69471FD6D423783804
2819292F14C36FFE6E158F46428F0D344EAD1A, OID.2.5.4.20=a694406efc93
a319a90c99925110840c758a0115c00dd03b14098e33cbdd5f75, ST=Delhi, O
ID.2.5.4.17=110012, O=National Seeds Corporation Ltd, C=IN
User ID : rajesh.chauhan
Serial No : 210D4E5902011ED4