

राष्ट्रीय बीज निगम लिमिटेड  
( भारत सरकार का उपक्रम )  
681-690, मार्केट यार्ड, गुलटेकड़ी,  
पुणे - 411 037

दूरभाष संख्या : 020-24264587, फेक्स : 020-24272584, मेल :

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स.प्रशा/(सुरक्षा प्रहरी)रा.बी.नि.लि.-पुणे/2019-20 दिनांक : 23.11.2019

**जलगांव में सुरक्षा प्रहरी उपलब्ध करने हेतु निविदा आमंत्रण सूचना**

राष्ट्रीय बीज निगम लिमिटेड , पुणे क्षेत्र के अंतर्गत आनेवाली जलगांव उप-ईकाई पर सुरक्षा प्रहरी उपलब्ध करने हेतु पंजीकृत प्रतिष्ठित और अनुभवी जनशक्ति सेवा प्रदाताओं से मुहरबंद निविदा आमंत्रित करती है । निविदा फार्म , नियम एवं शर्तें एन. एस. सी. की वेबसाइट [www.indiaseeds.com](http://www.indiaseeds.com) से डाउनलोड किया जा सकता है ।

( डॉ. विजय काराहणे )

क्षेत्रीय प्रबन्धक

एन. एस. सी., पुणे

NATIONAL SEEDS CORPORATION LIMITED  
(A Govt of India Undertaking-Miniratna company)  
Beej Bhavan, Market Yard, Gultekdi  
Pune-411037

**TERMS AND CONDITIONS FOR OBTAINING SECURITY SERVICES  
THROUGH SERVICE PROVIDERS AT NSC JALGAON**

1. The tenderers should thoroughly go through the terms & conditions before submitting their tender.
2. Sealed tender to be submitted in the prescribed format, separately for Technical & Commercial 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 envelope super scribed as “**Security Staff Contract for 2019-20 at Jalgaon**”.
3. **Rates** of service charge are to be quoted in %age only separately by the Service provider on the sheet attached for Financial Bid for providing the Security Staff (Without Arms) “**Per guard for 08 hours of duty on monthly basis**” according to the Minimum (Central) wages.
4. Tenders received after prescribed date and time shall not be accepted.
5. 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.
6. Tenders in sealed envelope will be accepted at National seeds Corporation Ltd, 681-690, Beej Bhavan, Market Yard, Gultekdi – 411037 on **16.12.2019** till **1300hrs. Technical bid** will be opened on the same day at **1400 hrs** and **Financial bid** of the technically qualified tenderers will be opened thereafter. The decision of the committee will be communicated to successful tenderer either telephonically/in writing within a period of 60 days.
7. In confirmation of acceptance of the Tender terms and condition, the tenderer is required to sign on all the pages of the tender document with seal and submit the same along with the **Technical Bid**.
8. Conditional & incomplete tender shall not be accepted.
9. Tenders downloaded from website must be accompanied with the undertaking given by the tenderer that he has not made any alteration / change in the

downloaded terms & conditions. If any alteration / change is found in the terms & conditions during the process of Tender / during the period of contract (if awarded any) will be out rightly cancelled without giving any notice.

10. Tenderers should submit original current Affidavit (issued after 23.11.2019) duly Notarized stating that their firm has neither been BLACK LISTED by any Government / Other Agencies nor having any relation / co-relation directly or indirectly with the employees of NSC.
11. The Cost of the tender form is **Rs. 1180/- (including 18% GST)** per set (non-refundable). Tender form can be purchased from the above mentioned address by paying **Rs. 1180/- (One Thousand One Hundred and eighty Only)** in cash on any working day from 23.11.2019 to 16.12.2019 between 1000 hrs to 1700hrs and the same can also be downloaded from the NSC website i.e. [www.indiaseeds.com](http://www.indiaseeds.com). Tender form downloaded from NSC website must be accompanied with a **DD** of **Rs. 1180/- (One Thousand One Hundred and eighty Only)** drawn in **favour of National Seeds Corporation Ltd. Pune or can be transfered to NSC SBI Account No.32919549520 IFSC Code SBIN0006117 Branch Market Yard, Pune.** The decision of the Committee in this matter will be binding to all the tenderers.
12. The Tenderer shall submit **Rs. 10,000/- (Rs. Ten 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. Pune or transfer to NSC SBI Account No.32919549520 IFSC Code SBIN0006117 Branch Market Yard, Pune.** Tender without having the **EMD of Rs. 10,000/- (Rs. Ten Thousand only) will summarily be rejected.** Upon **acceptance of the tender by NSC**, the tenderer shall also remit **Rs. 15000/- (Rs. Fifteen Thousand Only)** towards **Security Deposit (Total SecurityDeposit Rs.25,000/-)**. 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. 25000/ (Rs. Twenty Five Thousand Only). The Security Deposit or such part there of not been forfeited or adjusted will be refunded without any interest to the Service Provider only on expiry of the contract and on satisfactory completion of the work under the agreement. EMD shall be accepted from the participating firms only.

EMD of THE unsuccessful tenderers, will be refunded without any interest on receipt of requested in this regard within the reasonable time.

13. The employees of NSC/members of their family or their relatives are not entitled to take part in this tender directly or indirectly. In case, suppression of the facts comes to the light later on this regard, strict action will be taken against the defaulting NSC officials as per conduct rules.
14. The Corporation shall not be bound to accept the lowest tender. The decision of the Regional Manager NSC Pune in the matter shall be final and binding in all respects and the same cannot be challenged by any of the tenderers.
15. The Service Provider will provide and ensure the security of the premises of the NSC, Jalgaon which includes office building, the documents stored within premises, store and goods / seeds stored within, fixed assets as well as hired godowns of NSC.
16. 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.
17. The contractor shall not be eligible for giving Sub-contract. The contractor should put PAN & GST Nos. of their bills. Monthly payment in respect of Security Services will be made by Regional Office Pune, on receipt of the bill in duplicate submitted by the Contractor at concerned Area Office after expiry of the month. Security Contractor is required to submit printed / computer generated serially numbered bills,. All such bills are required to be get verified from the concerned Area Manager of sub unit. Only one bill, after expiry of the month is required to be submitted and no part payment during the month shall be allowed. The bill should be accompanied with the documents such as photocopy of the attendance register duly verified by Area Manager, Copy of Challan of EPF/ESI paid with the respective authorized Govt. Department by the contractor for the previous month, copy of Bank statement may also be provided by the contractor alongwith bill. Each time the bills submitted by the Contractor has to be accompanied with a certificate (Format Annexure-A) confirming that the bill is being submitted after fulfilling all the statutory compliance as stated in para 18 of the Terms & conditions by the contractor.
18. It is the sole responsibility of the Contractor to pay the wages every month to the Security Guard provided by him for security of the premises and assets within at NSC Jalgaon as well as the hired godowns. Contractor should also take suitable

insurance for the Security Guards employed. It is also the sole responsibility of the contractor to comply with all the formalities regarding statutory payment such as GST and Statutory contribution towards EPF and ESI on behalf of the Security men provided by him for the security of building premises and assets. He should also submit the copy of the payment made for GST return, EPF and ESI (for previous month) along with the payment details of the Security personnel so engaged at Jalgaon. Based on such returns, action for releasing the monthly payments will be initiated. In the case of failure to comply with the said Statutory provisions, the Corporation shall make such like obligatory payments being the Principal employer, (on behalf of the Contractor concerned) with the authorized concerned and the same will be deducted from the bills due to be paid to the Contractors /from the Security Deposit. All such like payments are required to be borne/reimbursed by the contractor to NSC without any dispute

19. The Security personnel provided should be deployed in three shifts, for round the clock duty, in such a manner that each guard will perform 08 hours duty in a day. In the event of failure of the contractor to provide the desired security men, it will open to NSC to arrange security men on the prevailing / market rate at the cost of the contractor. In such condition the payment made by NSC will be deducted from the bills of the contractor / Security deposit. The security men, so engaged by the Corporation shall be conclusive evidence of the amount paid and the contractor shall be under obligation to pay the same either in cash or through recovery / adjustment from the amount at the credit of the contractor.
20. The contractor is required to maintain full requisite records as per by laws/statutory provision, such as attendance register, wages disbursement register etc in respect of the Staff provided by the him at the concerned Sub-unit. RO Pune reserves the right to call all such like records for inspection by the nominated officer of the AO / RO and contractor is obliged to provide the requisite record to the nominated officer without hesitation immediately on receipt of instruction in this regard. In the event of failure on the part of contractor, the contract can be terminated forthwith, besides initiating other legal action, as deemed fit by the National Seeds Corporation Ltd. The NSC shall not be responsible for any mishap during the course of duty or any liability on that account.
21. The contractor shall comply with the provisions of the existing Minimum (Central) Wages Act. He will also ensure to comply with the concerned Legal Provisions under Contract Labors Act and all the points raised by the concerned inspector if any.
22. GST will be applicable as per rule.

23. The contractor shall ensure that the Security staff provided are well dressed as per the prevailing weather conditions and with the satisfaction of the Corporation. They should be under the direct control, supervision of the Corporation and will obey the orders issued in this regard by the concerned Area Manger. Necessary accessories such as Lathies, Torch and Whistle etc. will be provided to the Security Staff by the contractor.
24. Requirement of guards can increase or decrease depending upon the circumstances and contractor is bound to accept and provide the same on the quoted / approved rate “per security guard for 08 hours of duty on monthly basis” depending upon the number of days for which employed.
25. Security Guards provided by the Contractor should be trained in Fire Fighting Services and capable to discharging the duties to the utmost satisfaction of the Corporation. Contractor is bound to change the guard immediately on getting the information regarding the same without any query. Security guards so provided by the contractor should be able to maintain various registers which are kept at the main gate.
26. The Contractor shall ensure deployment of suitable people after verification/inquiry through local police, colleting proof of identity like driving license, Bank Account detail and proof of residence, previous work experience and recent passport size photograph. The Security staff so provided by the service provider will comply with the instruction of the concerned Area Manager. He will withdraw such persons who are not found suitable by the NSC for any reasons immediately on receipt of information and suitable replacement to be provided as per the satisfaction of the concerned Area Manager.
27. The contractor should be fully responsible for the security of the Corporation premises, assets, equipments and materials and 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. That the Security staff on duty shall keep watch on the whole corporation’s properties, Motor cars, Scooters, Cycles and Generator machine etc. and also other activities in the premises of the Corporation and any loss occurred due to the negligence of the Security Guard, 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 if the contractor fails to make good of the such losses.
28. **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,

29. Micro and small Enterprises that are registered with NSIC under SPRS (Single point Registration Scheme) as specified by Ministry of Micro, Small & Medium Enterprises (MoMSME) with two years validity certificate as on date duly issued by NSIC are exempted for submitting the tender fee and earnest money deposit provided exemption for same have been indicated in the certificate. No other type of certificate is acceptable. The exemption and relaxation of tender fee and EMD is subject to the validity & acceptance of their registration certificate on the date of opening of tender. The firm has to submit a request letter for exemption of Tender cost & EMD. This facility will, however, will not be provided to those parties who are registered under the old registration scheme which were extended upto 30<sup>th</sup> June, 1981.
30. In case of any tie up in service charge for 2 or more than 2 parties than the decision of the Competent Authority will be final without assigning any reason thereof.
31. The Outsource staff provided by the Contractor shall not claim any benefit/compensation/absorption/regularization of services with NSC under provision of Industrial Dispute Act, 1947 or Contract Labour Regulation Act 1970. Undertaking from the person to this effect will be required to be submitted by the contractor with NSC.

32. NSC does not guarantee the services of minimum / maximum number of Security staff.
33. The Service Provider will not submit the bill directly to the Regional Office, Pune for payment. He will submit the bill in respect of the Security Staff provided by him as per the letter of intimation / job order through the respective Area Managers. Area Manager of the concerned sub-unit will verify the bill for the satisfactory completion of the work and the number of day of staff was present in the office.
33. Service provider will submit the bill in the very next week of the completed month.
35. In case it is observed that services of the contractor are not satisfactory, his service contract can be terminated at any time.
36. The Agreement entered into with the contractor shall be valid for one year and same can be extended with the mutual consent and circumstances of the case.
37. The Security Guards engaged should have PAN / AADHAR / I.CARD / & Postal Address.
38. Weekly off charges will be paid as normal rate.
39. Regional Manager reserves the right to accept or reject any or all the tender without assigning any reason whatsoever.
40. The Security Agency must be in possession of a valid license from the respective state controlling authority.



**Certificate**

It is certified that during the month of ....., 20.. , we have engaged ..... Nos. of Security Guard at ..... for the Security work at plant and all the statutory payments regarding contribution on account of EPF / ESI etc. towards Security Guard engaged by me during the previous month have been paid / fulfilled by me. In case any dispute in this regard is arises, in future, resulting amount can be deducted / recovered from my bill or Security deposit available with you.

Seal & signature of the contractor

Area Manager

**TECHNICAL BID**

**TENDER FORM FOR SECURITY SERVICES AT NSC, JALGAON**

1. Name & Address of the tenderer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Name of the proprietor/partner \_\_\_\_\_
3. Registration under Shops & Estb Act \_\_\_\_\_  
(Enclose copy of the registration) \_\_\_\_\_
4. Income Tax/PAN No \_\_\_\_\_  
(Enclose copy) \_\_\_\_\_
5. EPF Registration \_\_\_\_\_  
(Enclose copy)
6. ESI Registration \_\_\_\_\_  
(Enclose copy) \_\_\_\_\_
7. Previous experience  
(a) Govt experience certificate/  
from having Reputed Private firms
8. GST No. \_\_\_\_\_
9. Number, date and amount of Demand Draft  
Enclosed as EMD \_\_\_\_\_
10. Certificate for exemption of EMD .....
11. Authorization of competent authority to  
Sign this Tender document \_\_\_\_\_

Date:


Place: Name & Signature of the tenderer with official stamp

**FINANCIAL BID**

**TENDER FOR SECURITY SERVICES AT JALGAON**

**Name of the Tenderer / Party:**

**(Service Charge rates offered in %age on Monthly Basis, Per Security Staff according to the Minimum (Central) Wages Act**

<b><u>S. No.</u></b>	<b><u>Particulars</u></b>	
1	Basic / Rate per day (For 1 month)	 <b>As per existing existing minimum (Central) Wages</b>
2	V.D.A.	
	H.R.A.	
3	E.P.F. @ 13 %	
4	E.S.I. @ 3.25 %	
5	Others	
6	Service Charges in % only (applicable on Basic + DA)	

## **CHECK LIST FOR SECURITY AT JALGAON**

1. Check that the tender is submitted in Two bid system. Separately for Technical and Financial Bid.
2. DD (issued in favour of National Seeds Corporation Ltd payable at Pune) for Rs. 1180/-.
3. DD/Receipt for EMD (issued in favour of National Seeds Corporation Ltd. payable at Pune) of Rs.10,000/-.
4. Undertaking regarding Tender Form downloaded from Website as per clause-9 of NIT Term and Condition.
5. Current original Affidavit duly Notarized regarding Non- Blacklisted and other as per clause-10 of NIT Term and Condition.
6. Tender form is completely filled, duly signed on all pages of terms & conditions and not conditional.
7. GST No. (copy attached)
8. EPF & ESI Nos. License
9. Income Tax Return (Form – 16)/ PAN No. (copy attached)
10. Registration of the firm under Shops and Establishment Act (copy attached).
11. Copy of Valid license issued from the respective state controlling authority.
12. If request for exemption of EMD / Tender Cost submitted than only valid Certificate duly issued NSIC must be submitted with technical bid. No other type of certificate is acceptable.
13. All the above documents from Sr. No. 1 to 12 are to be submitted in the Technical Bid only. If any of the documents mentioned above is submitted in the financial bid, the responsibility for any consequence lies with the tender party and th tender will be out rightly rejected.