

**NATIONAL SEEDS CORPORATION LTD**

(A Govt. of India Undertaking)

Regional Office : 17-11, Tukaramgate, North Lalaguda, SECUNDRABAD 500 017 (A.P)

Telephone No.040-27730635 , 27731152, email : [rm.secunderabad@indiaseeds.com](mailto:rm.secunderabad@indiaseeds.com)

No : HR/6(2)/NSC–SEC/2020-21/

Dated 15.04.2020

**E-TENDER NOTICE FOR ANNUAL RATE CONTRACT FOR PROVIDING UN SKILLED  
MAN POWER SERVICES FOR PROCESSING AND PACKING WORKS w.e.f 01.06.2020  
to 31.05.2022**

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

(i) Labour contract for processing and packing of seeds for a period of 2 years.

**TWO BID SYSTEMS:**

1. **TECHNICAL BID** for un skilled manpower service provider and labour contract for seed processing & packing should be submitted online along with EMD and as per Annexure A.

**2. PRICE BID**

PRICE BID FOR manpower service providers, and labour contract for seed processing & packing should be submitted online only as per Annexure B and C.

Tender form cost is Rs.200/-and EMD is Rs.30000/-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 08.05.2020 upto 11.00 A.M. and the same will be opened on the same day at 11.30 A.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 conditional tender shall stand rejected. Tender Forms can be downloaded from [www.indiaseeds.com](http://www.indiaseeds.com).

Or NSC Procurement Portal <https://indiaseeds.eproc.in>. Enclose Tender terms and conditions & forms.

Enclose as above:

(M.V.Sudhakar)  
Regional Manager

**NATIONAL SEEDS CORPORATION LTD**

( A Govt. of India Undertaking)

Regional Office: 17-11, North Lalaguda, Tukaram Gate, Secunderabad -500017

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No: 6 (2)/HR/NSC-SEC/2020-21/

Dated 15.04.2020

**TERMS AND CONDITIONS**

**TENDER NOTICE FOR ANNUAL RATE CONTRACT FOR PROVIDING UNSKILLED  
MANPOWER SERVICES FOR SEED PROCESSING AND PACKING WORKS w.e.f  
01.06.2020 TO 31.05.2022.**

**1. TECHNICAL CRITERIA:**

- a) The Agency should be in existence for the last 5 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 from Concerned State Govt.(proof in this regard).
- c) The Agency should not have been blacklisted or debarred by any Government Organization/PSU etc. He may furnish an undertaking to this effect on his letter Head duly signed by authorized person of the firm/company. If,the company found Then his tender or work order will be cancelled.

**2. Educational qualification of the workers employed by the service provider:**

Processisng 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 by NSC
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 have to produce the necessary documents in individual name of staff to be engaged for release of payment. The engaged persons need to be paid by 7<sup>th</sup> of every month the above remuneration.

#### **4.PAYMENT TO SERVICE PROVIDER BY NSC:**

Payment will be released every month on production of Bill along with

- i) Proof of payment of remuneration paid to worker
- ii) Proof of deposit of EPF/ESI of workers(Electronic challan of EPF/ESI)
- iii) Original work certificate from concerned area office.
- iv) The UID Numbers of the individual workers & ESI cards should invariably be submitted to this Office alongwith the bill for payment.
- v) Labour engagement for Agriculture operation like processing and packing etc are exempt from GST. Therefore contractor should not charge GST on these operations.

**5.SECURITY DEPOSIT & AGREEMENT:** The successful bidders will have to make agreement on Rs.100/-stamp paper for acceptance of work order and submit security deposit of Rs.30,000/- for each unit.

**6. WAGE PAYMENT:** The Respective Contractor shall pay wages to labour employed by him not less in Seed Processing Plant than minimum wage as per State Government minimum wages & factories Act applicable to seed industry plus DA as per CPI points announced in every April and October months.

7. EMD of 2<sup>nd</sup> & 3<sup>rd</sup> 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 tenderer because the tender is for long period involving many individual location 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 nay 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 r espects 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 b ehalf of the labourers 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 asper by-laws/statutory provisions such as attendance register and wages disbursement register in respect of labourers. NSC has reserved the right to call for such like record for inspection and contractor is obliged to provide the requisite record.

**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, besided 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 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 in New Delhi. The sole arbitrator will be appointed by CMD, NSC whose decision in this regard will be Final & 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 the matter shall be final and binding in all respects and it can not 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 giving, sub-contract. He will be responsible to make good any loss that may be suffered from Accounts/contract or from his security deposit 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 his 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 on the telephone or otherwise, In the event of failure of the contractor to provide the desired labourers, it will open to NSC to arrange labourers at the cost of contractor and in the event of NSC being obliged to pay to such labourers, the amount so paid shall become recoverable from the Contractor with whom the agreement has been entered. The payment made by the NSC and the same will be deductible from the bills of the Contractor. 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 through recovery/adjustment from the amount at the credit of the contractor.
- c) The contractor is not eligible for sub-contracting the work awarded to him. He will be responsible to make good any loss that may be suffered from accounts/contract or from his security deposit to NSC. 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.
- d) The contractor is required to maintain full requisite records as per by laws/statutory provision, such as attendance register, wages disbursement register etc including Xerox copy of Bank cheques through which payment made to processing labour. NSC reserves the right to call all such like records for inspection and contractor is obliged to provide the requisite record to NSC.
- e) The contractor should be fully responsible for the security of the Corporation premises, assets, seed stocks, 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, Contractor is bound to reimburse/pay for the losses or the same wwill 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.

Enclosed ”Technical Bid & Price Bid.

(M.V.Sudhakar)  
Regional Manager

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

Date:

Signature of the tenderer

**FORMANT 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**

SN	PARTICULARS	DETAILS
1	Name of Proprietor	
2	Address of Manpower Providing Agency/Service providing agency	
3	Telephone number and e.mail	
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 & Estt Act (Enclose copy of the registration)	
9.	Labour licence no issued by Telangana Statelabour 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)	

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 & bvest of my/our knowledge &belief.

My/Our Agency has not been debarred by any Govt.department/PSUs for providing manpower last 5 years.

In case of any information/documents found to be false,fake or incorrect,NSC is free to take action against my/our agency as deemed fit by them. I/we,do also hereby declare that I/we arfe 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 on line only)**

**FINANCIAL BID \**

**Annexure-I**

Date

To,

Regional Manager,  
National Seeds Corporation Ltd.,  
Secunderabad.

Dear Sir,

**SUBJECT:TENDER NOTICE FOR PROVIDING LABOUR FOR SEED PROCESSING AND PACKING LABOUR FOR 1 YEAR PERIOD FROM 01.06.2020 TO 31.05.2022 AT NSC SECUNDERABAD,GUNTUR WARANGAL,KURNOOL, GOOTY, NANDYAL,**

My/Our lowest rate 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:

**Annexure-II**

Date : .....

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

Dear Sir,  
My/Our lowest rate offered are :

<b>NAME OF UNIT:</b> _____		
<b>Slno</b>	<b>Item of work</b>	<b>Rate Excluding contribution to EPF/ESI</b>
1	Loading / unloading from truck / trolly with stacking without weighment	Rs. .... per qtl ( in words .....)
2	Above work with manual weighment	Rs. .... per qtl ( in words .....)
3.	Processing and Bulking including hamali charges for all operation of work in same/adjacent godown.like getting raw seed, 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 getting raw seed, 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 Cloth bag packing.	Rs. .... per qtl ( in words .....)
	b) 3-4 Kg Cloth bag Packing	Rs. .... per qtl ( in words .....).
	c) 5-7 Kg Cloth bag Packing	Rs. .... per qtl ( in words .....).
	d) 10 Kg Cloth / JC bag packing	Rs. .... per qtl ( in words .....)
	e) 20-25 Kg JC Bag Packing	Rs. .... per qtl ( in words .....).
	f)30-40 Kg 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 raw seed, stamping of lot no & MRP, Sealing, stacking of packed seed in .	
	a) 1-2 Kg Cloth bag	Rs. .... per qtl ( in words .....)
	b) 3-4 Kg Cloth bag	Rs. .... per qtl ( in words .....)
	c) 5-7 Kg Cloth bag	Rs. .... per qtl ( in words .....)
	d) 10 Kg Cloth/JC Bag	Rs. .... per qtl ( in words .....)
	e) 20-25 Kg JC Bag	Rs. .... per qtl ( in words .....)
	f) 30-40 Kg JC Packing	
7	Printing of Vegetable Seed Poly pouches all sizes on Ink – Jet Printer at 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.)	<table border="1"> <tr> <td><u>Upto 4 Kg</u></td> <td><u>5-10 Kg gm</u></td> </tr> <tr> <td>Rs. .... per qtl ( in words .....)</td> <td>Rs. .... per qtl ( in words .....)</td> </tr> </table>	<u>Upto 4 Kg</u>	<u>5-10 Kg gm</u>	Rs. .... per qtl ( in words .....)	Rs. .... per qtl ( in words .....)
<u>Upto 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)	<table border="1"> <tr> <td><u>Upto 5 Kg</u></td> <td><u>6 to 30 Kg</u></td> </tr> <tr> <td>Rs. .... per qtl ( in words .....)</td> <td>Rs. .... per qtl ( in words .....)</td> </tr> </table>	<u>Upto 5 Kg</u>	<u>6 to 30 Kg</u>	Rs. .... per qtl ( in words .....)	Rs. .... per qtl ( in words .....)
<u>Upto 5 Kg</u>	<u>6 to 30 Kg</u>					
Rs. .... per qtl ( in words .....)	Rs. .... per qtl ( in words .....)					
12	Shifting of stocks to other godowns of raw/cleaned/pack seed godown 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.	Rs. .... per qtl ( in words .....)				
14	Fumigation of Seed stock including putting of fumigants,covering & sealing of stacks sand opening after fumigation, folding and stacking of cover.	Rs. .... per Stackl ( in words .....)				
15	Spraying of all godowns of the unit.	Rs. .... all godowns ( in words .....)				
16	Miscellaneous Jobs other than above work .	Rs. .... per job per day ( in words .....)				
17	Pasting of Stickers on pouches	Rs. .... per packet ( in words .....)				
18	Provision Labours for Seed Packings/Store Maintenance	Per Labour _____ Per day _____				
19	Wooden/Plastic Pallets replacement and restacking	Rs. ....per qtl.				
20.	Fumigation covers/Tarpaulins covering on Seed Stack/repacking and replacement in Stores.	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.

## **INSTRUCTIONS TO BIDDER – ONLINE MODE**

### **DEFINITIONS:**

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

### **I. 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](http://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](mailto: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 MondaytoFriday 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.