

NATIONAL SEEDS CORPORATION LTD:  
( A Govt. of India Undertaking)  
Regional Office: 17-11, North Lalaguda, Tukaram Gate, Secunderabad -500017  
Telephone No.040-27731152,27732863 email : rm.secunderabad@indiaseeds.com

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

Dated: 15.04.2020

**TENDER NOTICE FOR ANNUAL CONTRACT FOR PROVIDING SKILLED MAN POWER SERVICES  
& SECURITY GUARDS**

E-tenders are invited for annual contract of providing Skilled man power services, security services contract at 6 locations i.e. Secunderabad, Warangal, Kurnool,Gooty, Guntur&Nandyal up to 2.00 PM , on dated 08.05.2020 and will be opened on same day at 2.30 PM. Tender form cost is Rs.200/- and EMD Rs. 30,000/-per each location Tender document may be downloaded from NSC web site [www.indiaseeds.com](http://www.indiaseeds.com) or NSC Procurement Portal <https://indiaseeds.eproc.in>.

Regional Manager

**NATIONAL SEEDS CORPORATION LTD**

(A Govt. of India Undertaking)

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

Tel No: 040-27731152 , Fax : 040-27732863 , E-mail: rm.secunderabad@indiaseeds.com

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

Dated: 15.04.2020

**TENDER NOTICE FOR ANNUAL RATE CONTRACT FOR PROVIDING SKILLED MAN POWER SERVICES OF TECHNICAL ASSISTANT , COMPUTER OPERATORS, SECURITY GUARDS AT 5 LOCATIONS IN A.P. & TELANGANA**

E-tenders are invited from registered manpower service providers, security agencies contractors for following services under 2 bid system on following terms and conditions at 6 nos of locations in AP/Telangana at NSC Secunderabad/Lalaguda, Warangal, Guntur , Kurnoo, Gooty & Nandyal . Details of services required are as below:

- (i) Providing Skilled man power service of Technical Assistant from 01.06.2020 to 31.05.2022.
- (ii) Providing Skilled man power service of Computer Operators from 01.06.2020 to 31.05.2022.
- (iii) Security contract from 01.06.2020 to 31.05.2022

**TWO BID SYSTEMS:**

1. Technical Bid

TECHNICAL BID for skilled manpower service provider, security guards contract should be submitted online along with EMD and as per Annexure-A.

2. PRICE BID

PRICE BID for manpower service providers, security guard contract should be submitted online only per Annexure-B.

Tender form cost is Rs.200/- and EMD is Rs.30,000/- per each location payable through online or through DD drawn infavour of NSC Ltd Payable at Hyderabad.

e-tenders will be accepted on or before **08-05-2020** up to 2.00 P.M. and the same will be opened on the same day at 2.30 P.M. at Regional Office, NSC Ltd., Secunderabad. Tender received after prescribed date and time shall not be accepted. The tenders not confirming to terms and condition or conditional tender shall stand rejected. Tender Forms can be down loaded 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.Venkat Sudhakar)  
Regional Manager

**NATIONAL SEEDS CORPORATION LTD**

(A Govt. of India Undertaking)

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

Tel No: 040-27731152 , Fax : 040-27732863 , E-mail: nscsecunderabad @ gmail.com

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

Dated: 15.4.2020

**TERMS AND CONDITIONS:****TENDER NOTICE FOR ANNUAL RATE CONTRACT OF PROVIDING SKILLED MAN POWER SERVICES OF TECHNICAL ASSISTANT , COMPUTER OPERATORS, SECURITY GUARDS AT SECUNDERABAD WARANGAL KURNOOL GUNTUR NANDYAL GOOTY.****1. TECHNICAL CRITERIA :**

- a) The Agency should be in existence for the last 03 years continuously . The labor / Security contactors must have valid labour license from Government.
- b) The Agency should have the registration for PAN , GST, ESI, EPF etc in/ Telangana AP state (proof in this regard may be attached)
- 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 is found then his tender or work order will be cancelled.

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

- a) Technical Assistant: BSC ( Agril) , age not exceeding 30 years.
- b) Computer Operator : Minimum Intermediate with compulsory one year computer literary certificate from recognized institute & typing proficiency . Age not exceeding 35 years.
- c) Security guards : Minimum matriculate. Age not exceeding 35 years. He should be physically fit.

The police verification, good character, age proof, ID proof, education proof , EPF , 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 Telangan&AP Govt . Security services is to be provided 24 hours for 365 days. The rate of remuneration is mentioned as below :

Category of Manpower	Remuneration per month per employee	Management Contribution	Percentage of Service Charges on the remuneration	Amount of Service Charges on the remuneration (in Rs)
Technical Assistant (Location: Any where in AP and Telangana).	As per G.O.issued by Govt of Telangana & A.P. as applicable.	ESI at 3.25 percentage and EPF 13% percentage	---	---
Computer Operators (Location: NSC Units in AP and Telangana).	-do-	ESI at 3.25 percentage and EPF 13% percentage	---	---
Security Guard (Location: NSC units in AP)GNT .	-do-	ESI at 3.25 percentage and EPF 13% percentage	---	---
Security Guard (Location: NSC units in AP)KNL & GOOTY.	-do-	ESI at 3.25 percentage and EPF 13% percentage	---	---
Security Guard (Location: NSC units in Telangana) LLG.	-do-	ESI at 3.25 percentage and EPF 13% percentage	---	---
Security Guard (Location: NSC units in Telangana)WRL.	-do-	ESI at 3.25 percentage and EPF 13% percentage	---	---

For Sn 1 to 4 fixed remuneration & Management contribution towards ESI & EPF 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 7th of every month the above remuneration by cheque only along with necessary detailed slip of salary. No cash disbursement of remuneration shall be allowed.

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

Payment will be released every month on production of GST Invoice alongwith.

- i) copy of cheque for the proof of payment of remuneration paid to worker or Bank statement of service provider for remittance to worker through RTGS.
- ii) copy of salary slip with necessary details of ESI recovery and net payment.
- iii) copy of ESI card of each worker.
- iv) copy of ESI challan.
- v) original work certificate from concerned area office.
- vi) Proof of deposit of EPF/ESI of workers(Electronic challan of EPF/ESI)
- vii) The UID Numbers of the individual workers & ESI cards should invariably be submitted to this office alongwith the bill for payment.

**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 as mentioned below:

- a) for security job & Computer Operator, Technical Assistant Rs.30000/- for each locations wise Warangal, Guntur, Nandyal, Secundrabad and Kurnool & Gooty.

**6. WAGE PAYMENT:** The Contractor shall not pay wages to labour employed by him not less than minimum wage as per Telangana & AP government minimum wage gazette notification no 35 , Labour & employment , Training & factories ( LabII) 16th march 2009 applicable to seed industry plus DA as per CPI points announced in every April and October months.

**7. EMD** of <sup>2nd</sup> & <sup>3rd</sup> lowest parties will be retained till the agreement is made by L-1 party. EMD of other unsuccessful bidders will be returned immediately.

**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 any particular service at any time or throughout the period of contract .

**10. LIABILITY FOR PERSONNEL:** All persons employed by the contractors shall be engaged by them as their own employees in all respects and the responsibility under any statutory enactments in respect of such personnel shall be that of agency. The agency shall indemnify NSC against all claims whatsoever arising in respect of the said personnel under any statute/law in force. All the formalities regarding statutory payment and contribution on account of EPF / ESI on behalf of the laborers provided by the contractor to NSC shall also be the sole responsibility of the Contractors from time to time. The contractor is required to maintain full requisite records as

per by-laws/statutory provisions such as attendance register and wages disbursement register in respect of laborers. 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. Besides 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 labor 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 laborers at the cost of contractor and in the event of NSC being obliged to pay to such laborers, 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. Laborers 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) 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 contractor. In such condition the payment made by NSC will be deducted from the bills of the Contractor/Security deposit.

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 security personnel and 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) Contractor should ensure that the Security Staff provided are well dressed as per the prevailing weather condition and to the satisfaction of NSC . Necessary accessories i.e Lathies, Torch and Whistle etc will be provided the Security Staff by the contractor.

f) 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.

g) 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. 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.

(M.VENKAT SUDHAKAR)  
REGIONAL MANAGER

Enclosed: Technical Bid & Price Bid.

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

Date:-----

Signature of the tenderer

( Annexure -A)

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

SN	PARTICULARS	DETAILS
1	Name of Proprietor	
2	Address of Manpower Providing Agency /Service providing agency	
3	Telephone number and Fax no.	
4	Details of Manpower provided in PSUs/Govt. etc during last three years (Attach supportive documents*)	
5	PAN no.( attach documentary evidence*)	
6	GST registration no.( attach documentary evidence*)	
7	Details of satisfactory performance report from clients ,Govt. /PSUs (Attach documents*)	
8	Registration no under Shops & Estb Act (Enclose copy of the registration)	
9	labour licence no issued by labour department (Enclose copy of the registration)	
10	Registration no issued by Commissioner of Police ( enclosed Copy )	
11	EPF Registration no (Enclose Copy)	
12	ESI Registration no (Enclose Copy)	

<b>Experience ( enclose details )</b>					
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 hereby are correct & best of my/our knowledge & belief. My/Our agency has not been debarred by any Govt. department /PSUs for providing manpower last 3 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 are not engaged in any activity, which conflicts directly or indirectly with the proposed assignment. I/we further declare that during the currency of the contract, I/we will not engage in any such conflicting activity.

(Signature of Authorized person with seal)

**Note: A signed copy of the tender documents as acceptance of all terms and conditions of the tender is to be enclosed along with technical proposal.**

( Annexure -B)

**FORMAT FOR SUBMITTING FINANCIAL BID FOR PROVIDING TECHNICAL ASSISTANT,COMPATUR OPERATOR AND SECURITY SERVICE**

(To be submitted online only)

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

Date:

Dear Sir,

**SUBJECT: TENDER NOTICE FOR PROVIDING COMPUTER OPERATORS, TECHNICAL ASSISTANT & SECURITY GUARDS FOR THE PERIOD FROM 01.06.2020 TO 31.05.2022 OF 2020-2022 AT 6 LOCATIONS IN TELANGANA & A.P**

My / Our lowest rate offered are :

Category of Manpower	Remuneration per month per employee	Management Contribution	Percentage of Service Charges on the remuneration	Amount of Service Charges on the remuneration (in Rs)
Technical Assistant (Location: Any where in AP and Telangana)	As per G.O.issued by Govt of Telangana & A.P. as applicable	ESI at 3.25 percentage and EPF 13% percentage		
Data Entry Operators (Location: NSC Units in AP and Telangana)	As per G.O.issued by Govt of Telangana & A.P. as applicable	ESI at 3.25 percentage and EPF 13% percentage		
Security Guard (Location: NSC units in AP)GNT	As per G.O.issued by Govt of Telangana & A.P. as applicable	ESI at 3.25 percentage and EPF 13% percentage		
Security Guard (Location: NSC units in AP)KNL & GOOTY	As per G.O.issued by Govt of Telangana & A.P. as applicable	ESI at 3.25 percentage and EPF 13% percentage		
Security Guard (Location: NSC units in Telangana)LLG	As per G.O.issued by Govt of Telangana & A.P. as applicable	ESI at 3.25 percentage and EPF 13% percentage		
Security Guard (Location: NSC units in Telangana)WRL	As per G.O.issued by Govt of Telangana & A.P. as applicable	ESI at 3.25 percentage and EPF 13% percentage		

\* Service charges mentioned by lowest bidder should be workable i.e. should not be zero or impracticable.

**Note: - Firm/Agency should quote amount for providing every one person in above the categories separately on monthly basis.** 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 Authorized Signatory:  
Name and Seal of the bidder



## **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.