

**राष्ट्रीय बीज निगम लिमिटेड**  
(भारत सरकार का संस्थान)  
प्लॉट न-24, फ़ेस-9, इंडस्ट्रियल एरिया  
क्षेत्रीय कार्यालय मोहाली-चंडीगढ़

सं० : 12 (4) / मा०सं/एनएससी/चंडीगढ़/20-21

दिनांक: 16.06.2020

**अल्पकालिन निविदा आमंत्रण सूचना**

राष्ट्रीय बीज निगम लिमिटेड मोहाली के अंतर्गत आने वाली उप-इकाई करनाल पर सुरक्षा प्रहरी उपलब्ध करने हेतु पंजीकृत प्रतिष्ठित और अनुभवी सेवा प्रदाताओं से मुहरबंद निविदा आमंत्रण की जाती है। निविदा फार्म, नियम एवं शर्तें एन०एससी०की बैबसाइट [www.indiaseeds.com](http://www.indiaseeds.com) से डाउनलोड की जा सकती हैं।

**क्षेत्रीय प्रबन्धक**

**NATIONAL SEEDS CORPORATION LIMITED**  
**(A Govt of India Undertaking-Miniratna Company)**  
**Plot No.24,Phase-IX Industrial Area**  
**Mohali-160062**

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

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 "Commercial bid" respectively over envelope and both the sealed bids should further be sealed in another envelope super scribed as "Security Staff Contract .
3. Rate to be quoted separately by the Service provider on the sheet attached for Financial Bid for providing the Security Staff "Per guard for 08 hours of duty on monthly basis" according to the Minimum wages Act of Haryana.
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 received at National seeds Corporation Ltd, Plot No.24, Phase-IX Industrial Area Mohali- on 24.06.2020 till 1300 hrs. 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 tenderers either telephonically/in writing within a period of 7 days.
7. In confirmation of acceptance of the Tender terms and condition, the tenderers is required to sign on all the pages of the tender document and submit the same along with the Technical Bid.
8. Conditional & incomplete tender shall not be accepted.
9. Tenders downloaded from website be accompanied with the undertaking given by the tenderers 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 Affidavit duly Notarized 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. 590/- (including 18% GST) per set (non-refundable).. Tender form downloaded from NSC website must be accompanied with a DD of Rs. 590/- (Five hundred ninety only) drawn in favour of National Seeds Corporation Ltd. Mohali The decision of the Committee in this matter will be binding to all the tenderers.
  
12. The Tenderers shall submit Rs. 30,000/- (Rs. Thirty 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 of National Seeds Corporation Ltd. Chandigarh. Tender without having the EMD of Rs. 30,000/- (Rs. Thirty Thousand only) will summarily be rejected. Upon acceptance of the tender by NSC, he shall also remit Rs. 30000/- (Rs. Thirty Thousand Only) towards Security Deposit. These deposits will not earn any interest. The decision of the Committee in this matter will be binding to all the tenderers. 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. The Security Deposit will be refunded to the Service Provider only on expiry of the contract and on satisfactory completion of the work under the agreement. EMD of the unsuccessful tenderers, will be refunded without any interest on receipt of request 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 Mohali-Chandigarh in the matter shall be final and binding in all respects and the same cannot be challenged by any of the tenderers.
15. 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 tenderers is required to enter into an agreement on Non-judicial stamp paper of Rs. 100/ as per the agreed terms & conditions of NIT. The cost of Non-judicial stamp paper of Rs. 100/ is required to be borne by the contractor.
16. The contractor shall not be eligible for giving Sub-contract. Monthly payment in respect of Security Services will be made by Regional Office Mohali-Chandigarh on receipt of the bill in duplicate submitted by the Contractor at concerned Area Office/R.O after expiry of the month. Security Contractor is required to submit printed / computer generated serially numbered bills during the month. All such bills are required to be get verified from the concerned Area Manager . 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 EPF/ESI paid with the respective authorized Govt. Department by the contractor for the previous month. 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. In case it is observed that the services of the contractor are not satisfactory, his service contract can be terminated at any time.
17. It shall be 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. He should also submit the copy of the payment made for GST return, EPF and ESI (for previous month) and other relevant documents i.e. Combined Challan of A/c, Electronic Challan- cum- Return(ECR) along with the payment details of the Security personnel so engaged at AO. 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.

18. 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 Mohali-Chandigarh reserves the right to call all such like records for inspection by the nominated officer of the 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.
19. The contractor shall comply with the provisions of the existing Minimum Wages Act of Haryana State Government. 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.
20. GST will be applicable as per rule.
21. 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/R.O. 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/R.O.

## 22. 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,

23. 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.
24. The Service Provider will not submit the bill directly to the Regional Office, Mohali-Chandigarh for payment. He will submit the bill in respect of the Staff provided by him as per the letter of intimation / job order through the respective Area Manager. 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.
25. Tender parties who are registered with National Small Industries Corporation under single point registration scheme are exempted from payment of Earnest Money and tender cost deposit provided they furnished photo copy of valid registration with NSIC under the single point registration scheme, in support of claim along with their request letter. 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, only. In this regard a written request is to be made by the bidder.
26. The Security Guards engaged should have PAN or AADHAR / I.CARD / & Postal Address.
27. Regional Manager reserves the right to accept or reject any or all the tender without assigning any reason whatsoever.
28. The Agreement entered into with the contractor shall be valid for one year and same can be extended for another one year with the mutual consent and circumstances of the case and on the basis of satisfactory report of concerned unit..

# TECHNICAL BID

## TENDER FORM FOR SECURITY SERVICES AT NSC, KARNAL

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 tenderers with official stamp

## FINANCIAL BID

### TENDER FOR SECURITY SERVICES AT KARNAL

Name of the Tenderers / Party:

(RATE offered in Rupees on Monthly Basis, Per Security Staff according to the Minimum Wages Act of Haryana Govt)

S. No.	Particulars		KARNAL	Remarks
1	Basic (Unskilled)	Fixed		
2	D.A.	Fixed		
3	E.P.F. @ 13 %	Fixed		
4	E.S.I. @ 4.75 %	Fixed		
5	Service Charges	To be quoted		

Date:

Place:  
stamp

Name & Signature of the tenderers with official