

# National Seeds Corporation Limited

(A Government of India Undertaking)  
17-11 Tuka Ram Gate, North Lalaguda  
Secunderabad-500017  
[rm.secunderabad@indiaseeds.com](mailto:rm.secunderabad@indiaseeds.com)  
040-27731152/27732863

File No. HR (Courier Service)/NSC: HYD/20-21/

Dated: 29.08.2020

## **Notice Inviting Tender**

National Seeds Corporation Limited (NSCL), a Government of India Undertaking “Mini Ratna” Company, having Regional Office at 17-11 TukaRam Gate North Lalaguda, Secunderabad-500017 is invites **OFFLINE/SEALED under** Two-Bid system (Technical Bid & Price Bid) from reputed Courier agencies / firms with relevant experience and having sufficient infrastructure for dispatching letters / parcels of NSCL for period of **1 year** (and extendable for further 1 year on mutual agreements).

Details of eligibility criteria, tender schedule and other terms and conditions can be viewed and downloaded from [www.indiaseeds.com](http://www.indiaseeds.com)

S. No.	Particulars	Details
1	Date of issuing NIT	30.08.2020
2	Downloading start Date/Time Downloading End Date/Time	31.08.2020, 10:30 Hrs 22.09.2020, 14:30 Hrs
3	Last Date & time of Submission of Offline Bid	22.09.2020, 15:00 Hrs
4	Date & time of Opening of Technical Bid	22.09.2020, 15:30 Hrs
5	Date & time of Opening of Price Bid	After evolution of Technical Bid
6	Tender Fees (Non-Refundable)	Rs. 500/- + GST 18% (Rupees Five Hundred only plus GST)
7	EMD (Refundable)	Rs. 5,000/- (Rupees Five Thousand Only)
8	Address For communication.	Regional Manager, National Seeds Corporation limited 17-11, Tukaram Gate, North Lalaguda Secunderabad-500017.
9	Contact person for enquiry & Clarifications	Bharat Singh J.E. / Mobile no 7015006727.

NSC reserves the right to modify, expand, restrict, scrap, refloat or cancel the tender at any stage without assigning any reasons. Tenders Received after the stipulated time period or not in accordance with the specified format will be summarily rejected.

Regional Manager

## Annexure-1

- A. TERMS & CONDITIONS FOR APPOINTMENT OF COURIER SERVICE AGENCY**
1. The agencies involved in courier service having valid certificate if franchise from any reputed courier services and having good experience are eligible.
  2. The Courier agency is required to have branch offices in all metropolitan cities, state capitals and other major towns of India
  3. The agency should have carried out courier service minimum of three years and has to produce a certificate of proof for the same. Whereas, New start firm also may participate with producing the certificate of stating the business.
  4. The Agency should be well equipped to pick up any number of documents to be presented/ handed over in one consignment.
  5. The parcel/Post is to be lifted on daily basis on all working days from NSC Regional Office North Lalaguda and NSC Area Office Lalaguda. Only on emergency cases, if required, the Parcel/Post is to be lifted on holiday's with prior intimation by this office.
  6. The delivery period for all Parcels & posts are as follows
    - a) Delivery within Hyderabad & Secunderabad - One day ( 24 hours)
    - b) Delivery in AP & Telangana - Two days ( 48 Hours)
    - c) Delivery in all states other than AP & Telangana - Three days ( 72 hours)
  7. In case of any Damage, left and loss of the parcels/ Post, the agency will be responsible and accordingly action will be taken.
  8. The agency should provide us a mobile based and web based tracking facility towards the delivery of parcel / Post.
  9. The representative or Post/parcel collecting person is required to furnish receipt of the parcels/letters collected.
  10. The courier agency will ensure that all the parcels/letters are delivered to the recipient to whom it is meant for and in no case is delivered to anybody other than the recipient.
  11. The Courier agency will return the undelivered parcels/letters within two weeks.
  12. In case of untimely or non-delivery of parcels/letters etc. or damage to the parcels/letter, NSCL reserves the right to deduct the amount from the monthly billing of the Courier Service.
  13. In case of delay in delivery beyond the agreed delivery schedule, ***penalty at the rate of 5% of the freight value for that consignment or part thereof, subject to maximum 25% of total Freight Value of delivery rate.*** Quantum of liquidated damages assessed and levied by the NSCL shall be final and not challengeable by the Agency.
  14. The Agency shall exercise due care and caution while transporting the consignments to avoid any damage or loss at any stage. The Agency shall be responsible for the safety of the consignment in their custody. NSCL shall be at liberty to recover all the damages or any payable amount from the Agency's monthly bills, if the Agency fails in taking care of the consignment in its custody.
  15. The bidder should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender. In this regard an undertaking

is to be given by the agency as per enclosed format.

16. The bidder should not be blacklisted/terminated by any Government organization/ agency for unsatisfactory past performance, corrupt, fraudulent or any other unlawful or unethical business practices.
17. The rates finalized and approved will be in force for the period **of one year**, during the period no rates will be increased or decreased for any reason. The agreement may be extended for further one year on mutual agreement without any changes of rates.
18. The agency should quote the rates for post an parcels separately & delivery location wise
19. Payment will be made on monthly basis based on the bills submitted by the agency No advance will be paid.
20. All necessary applicable tax/charges or any recovery shall be deducted from the bills.
21. No NSC official will directly or indirectly participate in the tender.
22. In case of any dispute arise it is subject to an arbitrator who will be the CMD of our corporation or any other officer nominated by him and any legal dispute is under jurisdiction at Hyderabad.
23. In case of not fulfilling the above condition, NSC has full right to reject the contract at any time by giving one-week notice.
24. The Regional Manager Reserve the rights to accept or reject any or all the bides without assigning any reason thereof.

## **B. Other TERMS & CONDITIONS TO THE TENDERER**

1. The Tenderer should go through thoroughly the terms & conditions before submitting the tender.
2. The Sealed bids are to be submitted in two separate envelopes

**2.1 TECHNICAL BID:** Sealed Technical Bid, along with a Demand Draft of Rs. 5,000/- (Rupees Five Thousand only) towards EMD, drawn in favour of **National Seeds Corporation Limited** payable at Hyderabad/Secunderabad, and other requested document mentioned in Tender, placed in sealed envelope super-scribed "**TECHNICAL BID -Tender for Appointment of Courier Service Agency**" Tender Document received without EMD shall not be entertained.

**2.2 FINANCIAL BID:** Sealed Financial Bid placed in a separate envelop super-scribed: "FINANCIAL BID - Tender for Appointment of Courier Service Agency".

The above mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelop super-scribed "**Tender for Appointment of Courier Service Agency**". This bigger envelop, should be addressed to:-

The  
Regional Manager  
National Seeds Corporation Limited  
Hyderabad- 500017

3. Tender Form downloaded from NSC website [www.indiaseeds.com](http://www.indiaseeds.com) should be attached with DD of Rs. 500/- plus 18% GST as applicable (Rupees one Hundred only plus GST 18% as applicable)

against cost of Tender Form (Non-refundable) and Rs. 5,000.00/- (Rupees FiveThousand only) against cost of EMD drawn in favour of National Seeds Corporation Ltd payable at Secunderabad/Hyderabad or the amount can be transferred to NSC SBI Account No. **32897527652** IFSC Code SBIN0020822 Branch Malkajgiri (West), Secunderabad. **CHEQUES WILL NOT BE ACCEPTED.**

4. Tenders in the sealed envelope will be received at on or before 22.09.2020, up to 15:00 Hrs only will be accepted will be opened on the same day at 15.30 hrs and Financial bid of the technically qualified tenderers (only) will be opened thereafter on the same day.
5. The EMD of unsuccessful Bidder/Tenderer will be refunded within 15 days from the date of opening of the tender.
6. Tender received after prescribed time and date shall not be accepted. Tenderer should check that the duly signed documents attached with the tender form as per attached checklist.
7. The Security Deposit of the parties already lying with this office will not be adjusted against this tender. Tenderers are required to deposit the fresh EMD & Security amount. The EMD amount of successful bidder shall be converted into security amount.
8. Conditional and incomplete tender may be rejected at the discretion of NSC.
9. In confirmation of acceptance of terms and condition of the tender, tenderer is required to sign with seal on required pages of the tender document and submit the same with Technical Bid.
10. Financial Bid should contain only the offered rate in the provided format and all other details/documents should only be mentioned/attached with Technical bid.
11. Offer must be submitted in the prescribed tender form provided in the tender document. The tenderer may attach additional sheets to the tender form wherever detailed description is necessary. Only that party should participate in tender who accepts all the terms & conditions and any conditional tender may be treated as null and void.
12. The rates should be quoted for the offered items on as per Financial bid and The bidder(s) shall quote rates inclusive of all statutory levies, taxes, fees, cesses, duties, rate charges, surcharges, VAT, octroi, transport, freight, costs & other taxes and components etc. No component of cost / tax or any other charges shall be paid by the ICSI unless the same is included specifically in the quotations and agreed by the ICSI. Rates should be quoted both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words will be taken as final.
13. Indian manufacturers/suppliers who are **Micro Small Medium Enterprises (MSME), SmallScale units and registered with National Small Industries Corporation under single point registration scheme** are exempted from payment of earnest money deposit provided they furnish photocopy of **valid registration with NSIC under the single point registration scheme**, for the quoted stores in support of claim along with their request letter. This facility will, however, not be provided to those small scale units who are registered under the old registration scheme which was extended up to 30th June, 1981 only.

**OFFERS OF THE FIRMS OTHER THAN (MSME) SMALL SCALE INDUSTRIES AS DEFINED ON 'B' AS ABOVE NOT ACCOMPANIED BY EMD WILL BE SUMMARILY REJECTED. OFFERS OF THE (MSME) SMALL SCALE INDUSTRIES NOT REGISTERED WITH NSIC FOR THE QUOTED ITEM UNDER SINGLE POINT REGISTRATION SCHEME AFTER 30TH JUNE 1981 AND NOT ENCLOSING THE VALID DOCUMENTARY PROOF IN SUPPORT OF THEIR CLAIM WITH THEIR REQUEST LETTER SHALL ALSO BE REJECTED.**

14. **Technical Bid** shall include technical specifications of quoted item, duly filled TenderForm – Annexure-II, Instruction to Tenderer, Terms and Conditions of contract as per Annexure-I of tender document, requisite EMD, profile of the company as Section-II along with documents as per the check list and other document if any in support of offer.
15. **FORFEITURE OF THE EARNEST MONEY:** - Earnest Money may be forfeited.
- (a) If a tenderer withdraws its tender during the period of Tender validity specified by the Tenderer on the Tender Form or withdraws the tender before awarding of the tender or after the prescribed date and time for depositing of Tender, the EMD will be forfeited without giving any prior notice.
- (b) In case of a successful Tenderer, if tenderer fails:
- (i) To sign the contract in accordance with Tender Terms & Condition or
  - (ii) To furnish security deposit in accordance with Tender Terms & Condition
16. The Corporation reserves the right at the time of award of contract to restrict as per requirement without any change in price or other terms & conditions.
17. The Corporation reserves the right to accept or reject any tender and reject all tenders any time prior to award of contract, without thereby, incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenders of the grounds for the any action.
18. There shall normally be no post tender Negotiation. If at all negotiations are warranted under exceptional circumstances, then it can be with L-1 (lowest tenderer) only.
19. The Corporation may decide to split the order among two or more tenderers according to exigencies of the cases at L-1 rate.
20. The successful tenderers to whom work order issue should execute an Agreement within 7 days from date of issue the Order **on Rs 100/- Non-Judicial Stamp paper with Corporation.** The tender document will be considered to be part of agreement, any variation in the terms and conditions as may be changed by the Corporation will be part of the agreement. The cost of stamp papers for agreement shall be borne by the successful tenderer.
21. **Successful Tender** have to deposit an amount of Rs. 10,000/- as a Security amount by adjusting EMD of Rs.5,000/-. It shall be valid up to **Tender or agreement validity.** Security deposit shall also be furnished by online transfer into to account of National Seeds Corporation Limited, Secunderabad. A/C No.: **32897527652 IFSC: SBIN0020822 Branch: SBI, Malkajgiri (West), Secunderabad.**

22. Failure of the successful tenderer to comply with the requirement of clause 23, shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD.

23. **REFUND OF EARNEST MONEY: -**

(A)Unsuccessful tenderer: In case of unsuccessful tenders who do not, withdraw their offers before the receipt of final decision, the earnest money shall be returned, without interest after the finalization of tenders or after expiry of validity period of the respective offer, whichever is earlier by means of RTGS/ crossed cheque drawn on a scheduled bank payable in Secunderabad and the Corporation will not be responsible for reimbursing to the tenderer the Bank's commission for encashing the same.

(B) **Successful Tenderers:**

- I. The successful tenderer shall **deposit the security** money by online mode or demand draft towards security for the due fulfillment of the conditions of the contract and sign and date agreement as per the format given in Section -IV of the tender document.
- II. After the successful tenderer has completed formalities as stated above, the earnest money deposit will be adjusted against security. No interest shall be allowed on earnest money.
- III. The security deposit will be released without interest after completion of contract period.

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**“TECHNICAL BID”**  
**FOR APPOINTMENT OF COURIER SERVICE AGENCY**

S. No.	Particular	Information to be filed by Bidder
1	Name of firm and Registration details	
2	Name of the Franchise company if under franchise	
3	Correspondence address	
4	Contact Person.	
5	Mobile No.	1.
		2.
6	E-mail ID.	
7	PAN NO.	
8	GST Registration Number.	
9	Adhaar No.	
10	Type of organization (Whether proprietorship, partnership, private limited, limited company)	
11	<b>Name and address</b> of the directors/ proprietor /partners	
12	SMS tracking numbers / Web details for tracking the consignment	
13	Bank Details.	
14	EMD & tender Fee details.	

I hereby certify that all the information furnished above is true to my knowledge. I have no objection to NSCL verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Signature of authorized signatory

Name

Designation  
Stamp  
Date:

**Annexure-III**

**Affidavit**

**Certificate-1**

I /We \_\_ (Name, Designation and Address) hereby declaring that my firm/Company has not been black-listed by any of the Govt. Department/ Organization /PSUs /Institution etc., where I /We had provided the vehicle during the last three years and no arbitration case is pending with NSC.

**Certificate-2**

I/We have read and understood e-tender Terms & Conditions and I agree to abide by them. I hereby certified that all the information mentioned above & provided by me are true and in case of any information is found to be incorrect, my bid may be treated as rejected by NSC Management. Above information is true to our knowledge and belief.

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the Firm/Company \_\_\_\_\_

Full address \_\_\_\_\_

Rubber stamp \_\_\_\_\_

Place: \_\_\_\_\_

Dated: \_\_\_\_\_



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## Annexure-IV

### **“FINANCIAL BID”** **FOR APPOINTMENT OF COURIER SERVICE AGENCY**

**To,**  
The Regional Manager  
National Seeds Corporation Limited  
Secunderabad-500017

**From,**  
.....  
.....

Sir,  
I, proprietor/owner of ..... Firm/agency and under franchise with ..... (If have certificate of Franchise) hereby offer the rates for appointing the courier service for NSC, Secunderabad & VPC(S), Lalaguda for the period of one year (extendable for further one year).

Particulars	Within Hyderabad & Secunderabad		Within AP & Telangana		Rest of India	
	Ordinary	Express	Ordinary	Express	Ordinary	Express
Rate Quoted, Rs inclusive of all Taxes, duties and charges						
Per letter/article 0-50 Gms						
Per letter/article 51-100 Gms						
Per letter/article 101-250 Gms						
Per letter/article 251-500 Gms						
Per letter/article 501- 1.00 Kg						
Above 1.00 -5 Kg	By Air					
	By Road					
Above 5-10 Kg	By Air					
	By Road					
Any other rates structure for more than 10 Kg						

This offer is made after taking into consideration and understanding all the terms and conditions stated in the tender documents and agreeing to the same.

Signature of authorized signatory with Stamp