

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

No.12(4)/HR/NSC/Chd/20-21

Dated the 6th Oct., 2020

E-Short Term Tender Notice

E-Tender is invited from Regd/ Reputed parties for providing Security Guards at our sub-Unit Jalandhar/Bhatinda and R.O. Mohali. For details visit website www.eprocure.gov.in/www.indiaseeds.com. last date of Bid submission/opening of technical bid/financial bid is 20.10.2020 upto 1.00 PM submission /and opening at 2.30 PM on same day. Any addition or deletion to this tender shall be published on our website only.

Regional Manager

SECTION – I

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 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
- 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 Monday to Friday 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.

II. PREPARATION & SUBMISSION OF APPLICATIONS:

- Detailed NIT may be downloaded from NSCL e-tendering portal and the Application may be submitted compulsorily online mode following the instructions appearing on the screen / NIT.
- Vender can pay tender document Fee as per tender document online through **Internet Banking / Debit Card / Credit Card in the name of National Seeds Corporation Limited, Mohali.**
- A Vendor manual containing the detailed guidelines for e-tendering system is also available on the portal.

III. MODIFICATION / SUBSTITUTION / WITHDRAWAL OF BIDS :

- The Bidder may modify, substitute or withdraw its e-bid after submission prior to the Bid Due Date. No Bid shall be modified, substituted or withdrawn by the Bidder on or after the Bid Due Date.
- Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid Due Date, unless the same has been expressly sought for by the NSCL, shall be disregarded.
- For modification of e-bid, bidder has to detach its old bid from e-tendering portal and upload / resubmit digitally signed modified bid.
- For withdrawal of bid, bidder has to click on withdrawal icon at e-tendering portal and can withdraw it's e-bid.

IV. OPENING AND EVALUATION OF APPLICATIONS:

- Opening of Applications will be done through online process. However, Corporation reserves the right for evaluation and decision based on tender submitted online.
- NSCL shall open documents of the Application received in electronic form of the tender on the Application due date i.e. in presence of the Applicants who choose to attend. NSCL will subsequently examine and evaluate the Applications in accordance with the provisions set out in the Tender Document.
- The price bid will be opened of the responsive applicants. The date of opening of price bid will be notified later on.

U. DISCLAIMER :

- The vender must read all the instruction in the RFP and submit the same accordingly.

NATIONAL SEEDS CORPORATION LIMITED
(A Govt of India Undertaking-Miniratna Company)
Plot No.24, Phase-IX Industrial Area
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TERMS AND CONDITIONS FOR OBTAINING SECURITY SERVICES

THROUGH SERVICE PROVIDERS AT NSC
JALANDHAR/BHATINDA/R.O.MOHALI

1. The tenderers should thoroughly go through the terms & conditions before submitting their tender.
2. E- Tender to be invited in the prescribed format both for technical and commercial bid on our website <http://indiaseeds.proc.in>.
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 Punjab.
4. E-Tenders received after prescribed date and time shall not be accepted i.e.20.10.2020 up to 1.00 PM. Tender will be opened at 2.30 PM on same day.
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. 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.
7. Conditional & incomplete tender shall not be accepted.
8. E-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.
9. 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.
10. The Cost of the tender form is Rs. 590/- (including 18% GST) per set (non-refundable).. E-Tender form downloaded from NSC website must be accompanied with a DD of Rs. 590/- (Five hundred ninety only) drawn in favor of National Seeds Corporation Ltd. Mohali. The decision of the Committee in this matter will be binding to all the tenderers.

11. The Tenderers shall submit Rs. 50,000/- (Rs. Fifty 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. Mohali. E-Tender without having the EMD of Rs. 50,000/- (Rs. Fifty Thousand only) will summarily be rejected. Upon acceptance of the tender by NSC, he shall also remit Rs. 50000/- (Rs. Fifty 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.

12. 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.

13. The Corporation shall not be bound to accept the lowest tender. The decision of the Regional Manager NSC Mohali in the matter shall be final and binding in all respects and the same cannot be challenged by any of the tenderers.

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14. 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.

15. 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.

16. 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.

17. 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.

18. The contractor shall comply with the provisions of the existing Minimum Wages Act of Punjab 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.

19. GST will be applicable as per rule.

20. The Contractor shall ensure deployment of suitable people after verification/inquiry through local police, collecting 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.

21. 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.

22. 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.
23. The Service Provider will not submit the bill directly to the Regional Office, Mohali- 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.
24. 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 30th June, 1981, only. In this regard a written request is to be made by the bidder.
25. The Security Guards engaged should have PAN / AADHAR / I.CARD / & Postal Address.
26. Regional Manager reserves the right to accept or reject any or all the tender without assigning any reason whatsoever.

TECHNICAL BID

TENDER FORM FOR SECURITY SERVICES AT NSC, JALANDHAR/BHATINDA/R.O. MOHALI

1. Name & Address of the tenderer _____

2. Name of the proprietor/partner _____

3. Registration under Shops & Estb Act
(Enclose copy of the registration)
Licence _____

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 JALANDHAR/BHATINDA/R.O. MOHALI

Name of the Tenderers / Party:

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

S. No.	Particulars		Jalandhar	Bhatinda	R.O. Mohali
1	Basic (Unskilled)	Fixed			
2	D.A.	Fixed			
3	E.P.F. @ 13 %	Fixed			
4	E.S.I. @ 3.25 %	Fixed			
5	Service Charges	To be quoted			

Date:

Place:
stamp

Name & Signature of the tenderers with official