



National Seeds Corporation Limited

(A Government of India Undertaking)

Regional Office – Sheikhpura, Patna – 800014

Telephone No : 0612-2287744

Email: rm.patna@indiaseeds.com

File No: HR-22/NSC/Patna/2020-21

Date:19-02-2021

ई-निविदा सूचना

राष्ट्रीय बीज निगम लिमिटेड (भारत सरकार का संस्थान), पटना, मानव सेवा प्रदाता के माध्यम से से कलर्क /डाटा इंटी ऑपरेटर सुरक्षा गार्ड उपलब्ध कराने हेतु ऑनलाइन ई-निविदा आमंत्रित करती है | ई-निविदा दिनांक 15-03-2021, 14:00 बजे तक ही प्राप्त की जा सकेगी | निविदा की समस्त नियम एवं शर्तें www.indiaseeds.com, <https://indiaseeds.eproc.in> पर उपलब्ध है | निविदा से संबन्धित संशोधन यदि कोई होता है तो केवल NSC की वेबसाइट पर ही उपलब्ध होगी |

क्षेत्रीय प्रबंधक



National Seeds Corporation Limited
(A Government of India Undertaking)
Regional Office – Sheikhpura, Patna – 800014
Email: rm.patna@indiaseeds.com

File No: HR-22/NSC/Patna/2020-21

Date:18-02-2021

National Seeds Corporation Ltd (A Govt. of India Undertaking) Invite e-tender under two bid system from reputed and experienced Manpower Providing Agency /Service provider to provide manpower at NSC offices as Clerk/DEO and Security Guard. Details and terms and condition are available on NSC website www.Indiaseeds.com, <https://indiaseeds.eproc.in>. **Bidders are required to register in our e-portal** <https://indiaseeds.eproc.in> . The bid must be uploaded by the bidders online by 15-03-2021 up to 14:00 hrs and bid will be open on same date i.e. 15-03-2021 at 15:00 hrs.

Particular	Details
Date of Issue NIT	19-02-2021
Tender document downloading end date	15-03-2021, 14:00 Hrs
Last Date and time for submission online Bid	15-03-2021, 14:00 Hrs
Technical Bid Opening Date	15-03-2021, 15:00 Hrs
Tender Fee (Payment to be made by online)	Rs. 1000/- + 18% GST = 180/- total 1180/- (Rupees Eleven hundred eighty only)
EMD (Payment to be made by online)	Rs. 10000/- (Rupees Ten thousand Only)
Contact Person	Smt. A.C. Kerketta (Mobile No: 9835589853) Email: rm.patna@indiaseeds.com , admnnscpatna@gmail.com

Regional Manager

NATIONAL SEEDS CORPORATION LIMITED
(A Govt of India Undertaking-Miniratna company)
Sheikhpura, Rajabazar
Patna-800014

**TERMS AND CONDITIONS FOR OBTAINING OUTSOURCE STAFF AT THE
VARIOUS AREA OFFICE LOCATED IN
BIHAR & JHARKHAND UNDER PATNA REGION**

1. The tenderers should thoroughly go through the terms & conditions before submitting their tender.
2. Tender should to be submitted through online mode only.
3. Rate of service charge are to be quoted in **Rupees per staff** only in online Financial Bid form for providing the Data Entry Operator Clerical and Security Guard on Monthly basis according to the existing Minimum (Central) wages. Service charges quoted in % will not be accepted and considered in the tender.
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. Last date for submission online tender is 15-03-2021 up to 14:00 hrs. The decision of the Competent Authority will be communicated on to successful tenderer either telephonically / in writing within a period of 60 days.
7. In confirmation of acceptance of the Tender terms and conditions, the tenderer is required to sign on all the pages of the tender documents with seal and submit the same along with the Technical bid.
8. Conditional & incomplete tender shall not be accepted.
9. Tenderers should submit a current original (issued after 16.02.2021) 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 tenderer should have to pay **Rs. 1180/- (including 18% GST)** (Non-refundable) against tender form cost through online (i.e Debit Card/ Credit Card/ Internet Banking) The decision of the Committee in the matter will be binding to all the tenderers.
11. The Tenderer should have to pay **Rs. 10,000/- (Rs. Ten Thousand only)** towards **Earnest Money Deposit** through online (i.e Debit Card/ Credit Card/ Internet Banking) **Tender without** having the **EMD of Rs. 10000/- (Rs. Ten Thousand only) will summarily be rejected.** EMD of the unsuccessful tenderers, will be refunded without any interest within the reasonable time on the receipt of the request letter from them
12. **Security Deposit:** Upon **acceptance of the tender by NSC**, tenderer shall deposit amount of **Rs.100000/- (Rs. One Lakh Only)** towards **Security Deposit.** These

deposits will not earn any interest. The decision of the Committee in this matter will bind to all the tenderers. The EMD will be converted into Security deposit in respect of successful tenderer. NSC reserves the right to forfeit the security deposit in the event of failure of the Service provider to comply with the terms of contract. Whenever the Security Deposit fall short of the stipulated amount, the contractor shall make good the deficit, so that the deposit at any point time remains intact at Rs. 100000/ (Rs. One Lakh Only). The Security Deposit or such part there of not been forfeited or adjusted will be refunded to the Service Provider only on expiry of the contract and on satisfactory completion of the work under the agreement. EMD shall be accepted from the participating firm only.

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 Patna 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 tenderer 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. That the Service provider will provide Clerical Staff with having minimum qualification as mentioned below :-
 - a) Clerical (Data Entry Operator)
 - i) 12th Pass to Graduate
 - ii) Language known Hindi, English & knowledge of typing
 - iii) Experience: Fresh to One year
 - b) Security Guard
 - i) 8th pass

The engagement term can be extended on the mutual understanding between the Contractor and NSC. Competency of the staff provided by the contractor will be checked by the concerned Area manager of the Sub-unit before accepting the candidate and the same will be communicated to the Regional Office along with name, requisite qualification and experience. The requirement of number of DEO / Clerical Staff / Security Guard are likely to be increase / decrease and contractor will not have any right to claim for the volume of work.

17. The contractor shall not be eligible for giving Sub-contract. The contractor should put PAN / GST Nos. of their bills. Monthly payment in respect of Outsourced staff will be made by Regional Office Patna, on receipt of the bill in duplicate submitted by the Contractor after expiry of the month. Outsourced Contractor is required to submit printed / computer generated serially numbered bills,. Attendance of all such outsourced staff is required to be get verified from the concerned Area Manager of sub unit. 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 Challan of EPF/ESI paid with the respective authorized Govt. Department by the contractor for the previous month, copy of Bank statement may also be provided by the contractor along with the bill. Each time the bills submitted by the Contractor has to be accompanied with a certificate (Format Annexure-A) confirming that the bill is being submitted after fulfilling all the statutory compliance as stated in para 18 of the Terms & conditions by the contractor.

18. It is the sole responsibility of the Contractor to pay the wages every month to the outsourced staff provided by him.. It is also 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 him for the security of building premises and assets. He should also submit the copy of the payment made for GST return, EPF and ESI (for previous month) along with the payment details of the outsourced staff so engaged. 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
19. 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 Patna reserves the right to call all such like records for inspection by the nominated officer of the AO / 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.
20. The contractor shall comply with the provisions of the existing Minimum (Central) Wages. 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.
21. GST will be applicable as per rules.
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. NSC does not guarantee the services of minimum / maximum number of staff.
24. 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 staff so provided by the service provider will comply with the instruction of the concerned Area Manager and do the assigned job.. 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.
25. The Service Provider will submit the bill directly to the Regional Office, Patna for payment. He will submit the bill in respect of the Staff provided by him as per the letter of intimation / job order.
 26. Service provider will submit the bill by next fortnight of the completed month.
 27. Micro, small & Medium Enterprises that are registered with NSIC under SPRS (Single point Registration Scheme) as specified by Ministry of Micro, Small & Medium Enterprises (MSME) with two years validity certificate as on date duly issued by NSIC are exempted for submitting the tender fee and earnest money deposit provided exemption for same have been indicated in the certificate.No other type of certificate is acceptable. The exemption and relaxation of tender fee and EMD is subject to the validity & acceptance of their registration certificate on the date of opening of tender. The firm has to submit a request letter for exemption of Tender cost & EMD. This facility will, however, will not be provided to those parties who are registered under the old registration scheme which were extended up to 30th June, 1981.
 28. In case of any tie up in service charge for 2 or more than 2 parties than the decision of the Competent Authority will be final without assigning any reason thereof.

29. ARBRITATION

In case any dispute arises between NSC and the other party due to term or matter, both the parties will opt to resolve it through mutual understanding and discussion. In case, dispute remains even after discussion, then it shall be binding upon parties to resolve issue under the provisions of Arbitration & Conciliation Act, 1996 as amended from time to time. Under this provision, the Chairman-cum-Managing Director, National Seeds Corporation Limited with the concurrence of both the parties shall appoint Sole Arbitrator to resolve the issue and both the parties will have to abide by the decision. The parties will bind to resolve this dispute through arbitration before going to court of law. The Arbitration shall be conducted at New Delhi Delhi and shall be in English Language. The court of Delhi shall have the jurisdiction.

30. In case it is observed that services of the contractor are not satisfactory, his services contract can be terminated at any time.
31. Agreement entered into with the contractor shall be valid for one year and same can be extended with the mutual consent and circumstances of the case.
32. Regional Manager reserves the right to accept or reject any or all the tender without assigning any reason whatsoever.



Certificate

It is certified that during the month of, 21.. , we have engaged
Nos. of Outsourced staff at for the Data Entry operator/ Security guard..work
and the wages received from NSC have been paid as per the agreement and all the statutory
payments regarding contribution on account of EPF / ESI etc. towards Data Entry Operator/
security guard engaged by me during the previous month have been paid / fulfilled by me.
In case any dispute in this regard is arises, in future, resulting amount can be deducted /
recovered from my bill or Security deposit available with you.

Seal & signature of the contractor

NATIONAL SEEDS CORPORATION LIMITED

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Sheikhpura, Rajabazar Patna-800014

TECHNICAL BID

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
(Attached Copy) _____
5. EPF Registration (Attached Copy) _____
6. ESI Registration
(Attached Copy) _____
7. Previous experience
(a) Govt experience certificate/
from having Reputed Private firms
8. GST Registration (Attached Copy) -----
11. Certificate for EMD exemption along with request letter (if applicable)

Date:

Place : Name & Signature of the tenderer with official stamp

NATIONAL SEEDS CORPORATION LIMITED

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FINANCIAL BID

Sr.No.	Name of Manpower	Remuneration per month	EPF contribution	ESI contribution	Monthly service charge in Ruppes. against each person to be provided in each category (excluding GST) quoted by tenderer	
					In Figure	In word
1	Data entry operator	Minimum wages as declared by Central Govt. time to time	EPF will be paid by Corporation as per rule	ESI will be paid by Corporation as per rule		
2.	Security guard	Minimum wages as declared by Central Govt. time to time	EPF will be paid by Corporation as per rule	ESI will be paid by Corporation as per rule		

- Service charges mentioned by lowest bidder should be workable. Should not be zero or impracticable. and tax as per applicability will be paid by Corporation in addition of above.

Note : Firm / Agency should quote amount for providing every one security guard on monthly basis but the service charges should not be zero or impracticable or in %age. Lowest bidder will be taken for considerable to decide and no partial work order will be awarded for sub part of category. As far as possible single work order will be awarded.

The offer will be valid for 60 days from the last date of submission of this bid.

The offer is made taking into consideration and understanding all the terms and conditions stated in the Tender documents and agreeing to the same.

CHECK LIST FOR OUTSOURCE STAFF

- 1 Check that the tender is submitted in Two bid system. Separately for Technical and Financial Bid.
2. Receipt of Tender form cost for Rs. 1180/-.
3. Receipt for EMD of Rs.10,000/-.
4. Undertaking regarding Tender Form downloaded from Website as per clause-7 of NIT Term and Condition.
5. Current original Affidavit duly Notarized regarding Non- Blacklisted and other as per clause-9 of NIT Term and Condition.
6. Tender form is completely filled, duly signed with seal on all pages of terms & conditions and not conditional.
7. GST No. (copy attached)
8. EPF & ESI Nos. License
9. Income Tax Return (latest 02 Years) PAN No. (copy attached)
10. Registration of the firm under Shops and Establishment Act (copy attached).
11. If request for exemption of EMD / Tender Cost is submitted than only valid Certificate duly issued by NSIC must be submitted with technical bid. No other type of certificate is acceptable.
12. All the above documents from Sr. No. 1 to 11 are to be submitted in the Technical Bid only. If any of the documents mentioned above is submitted in the financial bid, the responsibility for any consequence lies with the tender party and the tender will be out rightly rejected.

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 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.
- For helpdesk, please contact e-Tendering Cell and Help Desk Support.

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.
- 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 it's 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 the 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.

V. DISCLAIMER :

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