

NATIONAL SEEDS CORPORATIN LTD

[A GOVERNMENT OF INDIA UNDERTAKING "MINI RATNA" COMPANY]

BEEJ BHAWAN, PUSA COMPLEX

NEW DELHI-110012

CIN : U74899DL1963GOI3913

Website: www.indiaseeds.com

Phone no.- +91-11-25842209, 25846272

E-mail:- manager.engg@indiaseeds.com

No. NSC/ISO/EMS/2020-21

Dated: 02.03.2021

SHORT TENDER NOTICE

NSC Ltd invites 'Sealed Quotation' from internationally recognized ISO Certification Bodies duly Accredited by QCI/ NABCB for performing Third-Party Assessment and Awarding the **ISO 14001 : 2015 Certification & conducting training program on ISO (QMS & EMS) for National Seeds Corporation Ltd.**, Detailed profile of National Seeds Corporation Ltd can be obtained through www.indiaseeds.com. NSC has 11 Regional offices, 8 Farms & 65 Area offices. Bidders are requested to thoroughly go through the Terms and Conditions given below, before submitting the proposal. The proposal, complete in all respects, shall be submitted to the **following address** by Post/ Courier/ Speed Post/ By Hand within 15 days from the Publication of the Advertisement. Email submission of proposals **NOT** permitted. Any further clarification please contact to Mr. Chandra Shekhar, Manager (Engg.), +91-91667-70583

Particulars	Details
Date of issue of Quotation	01.03.2021
Date and time for submission of Quotations	From 02/03/2021 to 15/03/2021
Time for submission	10.00 A.M To 5.00 P.M
	[Monday to Saturday] except second Saturday of the month.
	15/03/2021 – Upto 13.00 Hrs
Technical Quotation-Annexure-1	Envelope – A
Financial/Price Quotation-Annexure-2	Envelope – B
Quotation sale price	Rs.100/- -Demand Draft to attached with tender
EMD	Rs.7500/- Demand Draft to attached with tender
Validity period of Quotation	60 Days
Contact Person with Phone No	Chandra Shekhar, Manager (Engg/IT)
	National Seeds Corporation Ltd.
	Beej Bhawan, Pusa Complex, New Delhi-110012.
	Fax: 011-25842209,25842383
Address for submission of quotation	Manager (Engg/IT)
	National Seeds Corporation Ltd.
	Beej Bhawan, Pusa Complex, New Delhi-110012.
Link for details of NSC Regional Office/ Area Office/ Farms	https://www.indiaseeds.com/regional-area-offices.html , https://www.indiaseeds.com/area-offices.html , https://www.indiaseeds.com/farm-offices.html
Link for details of NSC Staff	https://www.indiaseeds.com/SrList-F.html , https://www.indiaseeds.com/corporate-profile.html

Manager (Engg./IT)

**ENGAGEMENT OF CERTIFICATION BODY FOR PERFORMING
THIRD-PARTY ASSESSMENT AND AWARD OF CERTIFICATION
UNDER ISO 14001:2015 STANDARD AND CONDUCTING
TRAINING PROGRAM ON ISO (QMS & EMS)**

1. OBJECTIVE

Performing Third-party Assessment, Re-Certification and surveillance audit under ISO 14001:2015 Standard & conducting training program on ISO (QMS & EMS) for the **National Seeds Corporation Ltd (NSCL), New Delhi.**

2. SCOPE OF WORK

A. This will include study of existing system, suggestion for changes and the complete process till obtaining the certification is the responsibility of Certification body as detailed below:-

- ✓ Re-Certification Audit (on site)
- ✓ Surveillance Audit (Post Certifications)
 1. Surveillance Audit No.1 (After one year)
 2. Surveillance Audit No.2 (After two year)

B. Conduct an in house training program:-

- ✓ Orientation training program
- ✓ ISO (QMS & EMS) intensive training program.
- ✓ Internal Auditor Training Awareness Training (60 nos. - NSC officials)
- ✓ Lead Auditor Training for (8-10 nos.) officials

3. TIME FRAME

The assignment is to be completed within a time frame as detailed below:

Activity	Time Frame
Re-Certification Audit (on site)	20 day
Surveillance Audit (Post Certifications)	
1- Surveillance Audit No.1 (After one year)	After one year
2- Surveillance Audit No.2 (After two year)	After two year

4. EMD

- Earnest Money (EMD) of Rs.7500/- (Rupees Seven Thousand Five Hundred only) should accompany the Techno-Commercial Bid documents. The EMD shall be paid in the form of Demand Draft from a Nationalized Bank/Scheduled Commercial Bank in favour of National Seeds Corporation Limited payable at New Delhi. Such EMD shall not carry any

interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and shall be rejected by NSC.

- The EMD shall be forfeited:
 - a) If the bidder withdraws his bid during the period of Tender validity.
 - b) If the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified.
- The bid shall remain valid for a period of 60 days from the date of receipt of the bid.
- The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after submission of the required Performance Guarantee.
- The Bidder should inspect the site before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required.

5. ELIGIBILITY CRITERIA:

The Certification Body must meet the following minimum eligibility criteria -

- Should hold a Valid Accreditation issued by NABCB/QCI as Certification Body for the given Scope of Environment Management System (EMS & QMS)
- Should have assessed/ awarded certification to atleast Three (3) Government Departments/ Institutions under Central/ State Government in India

6. DOCUMENTARY EVIDENCE FOR THE FOLLOWING MUST BE SUBMITTED, TO SUPPORT YOUR ELIGIBILITY:

- Details of work orders indicating scope of assignment, name of client(s), value of assignment, ,date & year of award etc, along with relevant copies of contract/ work orders;
- Copies of relevant Certificates issued
- Copy of Valid Accreditation by NABCB/ QCI.

7. PROPOSAL SUBMISSION

Each proposal should be submitted in two parts, viz.

- Technical
- Financial

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL", followed by the nomenclature of the assignment.

The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the title of the assignment "**Engagement of Certification Body for performing Third-party Assessment, Re-Certification and surveillance audit under ISO 14001:2015 Standard & in house training program on ISO awareness program (QMS& EMS), internal audit & lead auditor for the National Seeds Corporation Ltd (NSCL), New Delhi**" and the submission address.

8. TECHNICAL PROPOSAL CONTENT

Technical Proposal should be prepared considering Objective, Scope, Approach & Methodology, Activity Schedule & Deliverables as well as other information given in this document.

9. FINANCIAL PROPOSAL CONTENT

Financial proposal shall include Certification Fee, Assessment charges, Number of Stages, Contingencies and Taxes separately in Indian Rupees. All statutory duties and taxes (including GST) and other may be on the part of the contractor. Price quoted shall be final and including all taxes as may be applicable, whatsoever may be variation in rates, prices or terms during validity of the offer shall not be accepted. GST is to be mentioned separately.

- The least cost proposal (L-1) will be considered for award of contract.
- Evaluations will be based on documentary evidence submitted by the applicant with respect to evaluation / selection criteria.

NOTE

- a. The tenderer has to quote in the prescribed price bid format ONLY. Quoting in any other manner will not be entertained.
- b. Tender with over-written or erased, illegible rate or rates not shown in figures and words will be liable for rejection.
- c. NSCL takes no responsibility for any loss of documents/ delay/ non-receipt of tender specification/ tender sent by post or by any other arrangement.
- d. Tenders received after due date & time will NOT be considered.
- e. The offer should be valid for a period of 60 days from the date of opening of tender, failing which the tender will be liable for rejection.

- f. The rate quoted should be FIRM and in Indian Rupees.
- g. Payment will be made against Invoice on completion of the Certification Audit and NO advance payment will be allowed.
- h. The Company reserves the right to change, amend, modify, suspend, continue or terminate all or any part of the Tender either in an individual case or in general, at any time without notice.

10. TERMS OF PAYMENT

Payment towards the certification process shall be released after completion of scope up to ISO Re-Certification & successful completion of all training programs on IMS (QMS, EMS). Cost of 2 yearly surveillances should be quoted separately since payment shall be made after receipt of continuation letters from the agency concerned.

11. RISK & COST

NSC reserves the right for termination of the rate/work contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency, at the cost, risk and responsibilities of contractor and excess expenditure incurred on account of this shall be recovered by NSC from Security Deposit or pending bill or by raising a separate claim for imposition of Liquidated Damages.

12. REFUND OF EMD

1. EMD of successful bidder shall be discharged after receipt and acceptance letter in the valid format. EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.

13. CONCILIATION/ ARBITRATION

1. If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view for its amicable resolution and settlement through a committee appointed by the Chairman cum Managing Director, NSC.
2. In the event, no amicable resolution or settlement is reached upon between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to the Sole Arbitrator appointed by the Chairman cum Managing Director, NSC for adjudication under the Arbitration and Conciliation Act, 1996 as amended from time to time.
3. Notwithstanding the existence of any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the

Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.

4. The venue of the arbitration shall be New Delhi, India and the arbitration proceedings shall be in English language. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act.
5. The arbitrator will give the speaking and the reasoned award. The parties will not be entitled to any pendente-lite interest during arbitration proceedings.

14. FORCE MAJEURE

1. In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.
2. The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire affecting the performance of the Contract, Flood and change in laws.
3. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure forthwith and by giving another notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, NSC shall have the option of terminating the contract in whole or part at his discretion without any liability at his part.
4. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

15. APPLICABLE LAW AND JURISDICTION

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi/New Delhi.

16. No alternative offer shall be considered.
17. NSC reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of NSC's action.

18. NSC reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

ANNEXURE-B

ENGAGEMENT OF CERTIFICATION BODY FOR Performing Third-party Assessment, Re-Certification and surveillance audit under ISO 14001:2015 Standard & training program on IMS (QMS & EMS) for the **National Seeds Corporation Ltd (NSCL), New Delhi.**

PROFORMA FOR PRICE BID

S. No.	Particulars	Rate (INR)	GST (Rate in % and Amount in INR)	Amount (INR)
1	Re-Certification Fee:-			
2	Surveillance Audit :-			
	a. First (After one year)			
	b. Second (After two year)			
3	In house Training Program on IMS (QMS, EMS)			
	TOTAL			

The cost must be including all the travel, stay and other expenses for visits

(Total Amount in words (INR)

_____)

Place & Date

Authorised
Signatory

Name & Designation

Office Seal

ANNEXURE-A

ENGAGEMENT OF CERTIFICATION BODY FOR Performing Third-party Assessment, Re-Certification and surveillance audit under ISO 14001:2015 Standard & training program on IMS (QMS & EMS) for the National Seeds Corporation Ltd (NSCL), New Delhi.

Technical Bid Performa
(Please fill all the information)

S. No.	Qualifying Criteria	Particulars	Enclosed Check lists
1	Name and Address of the firm contractor		
2	Technical Bid:- shall contain scanned copy of :-		
a	Details of Demand Draft submitted towards Tender Fee	Amount Rs..... DD No. dated:-	DD Copy enclosed :- Yes/ No.
b	PAN	PAN No.....	Copy enclosed :- Yes/ No.
c	GST Registration No.	Reg. No.....	Copy enclosed :- Yes/ No.
d	EPF, ESI Registration Certificate of the Firm/contractor	ESI Reg. no..... PF Reg. No.....	Copy enclosed :- Yes/ No.
e	Valid registration certificate of MSE's	Applicable only if exemption of paying EMD is claimed	Copy enclosed :- Yes/ No.
f	Experience certificate:- Atleast Three (3) Government Departments/ Institutions under Central/ State Government in India		Copy enclosed :- Yes/ No.
g	Holding a valid Accreditation issued by NABCB/QCI as Certification Body for the given scope of Environment Management System (EMS)		Copy enclosed :- Yes/ No.
H	Bank account details	Beneficiary A/c. Type, (Saving/Current/Overdraft) IFSC code of the bank Beneficiary Name, Name & address of the Bank	

Signature

Place :-

Date:-