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|  | <p><b>राष्ट्रीय बीज निगम लिमिटेड</b><br/>         (An ISO 9001:2008 &amp; ISO 14001:2004 Certified Company)<br/>         (भारत सरकार का उपक्रम - मिनीरत्न कंपनी)<br/>         CIN No. U74899DL1963GOI003913<br/>         कार्यालय : मध्य प्रदेश एवं छत्तीसगढ़<br/>         48-49, सेक्टर-बी, औद्योगिक क्षेत्र, गोविन्दपुरा, भोपाल-462023<br/>         फोन : 0755-2580271, 2580319<br/>         ई-मेल: nscengbpl@gmail.com, rm.bhopal@indiaseeds.com<br/>         वेबसाइट: www.indiaseeds.com</p> | <p><b>NATIONAL SEEDS CORPORATION LIMITED</b><br/>         (An ISO 9001:2008 &amp; ISO14001:2004 Certified Company)<br/>         (A Govt. of India Undertaking - Miniratna Company)<br/>         CIN No. U74899DL1963GOI003913<br/>         Regional Office: Madhya Pradesh &amp; Chattisgarh<br/>         48-49, Sector-B, Industrial Area, Govindpura, Bhopal-462023<br/>         Phone: 0755-2580271, 2580319<br/>         E-mail: nscengbpl@gmail.com, rm.bhopal@indiaseeds.com<br/>         Website: www.indiaseeds.com</p> |
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क्र.3/अभि./गोदाम & कस्टम प्रो- उज्जैन /एन एस सी-भो/2023-24/

दिनांक:- 06/12/2023

## “ ई -निविदा आमंत्रण सूचना”

राष्ट्रीय बीज निगम लिमिटेड, क्षेत्रीय कार्यालय, भोपाल द्वारा “जिला-उज्जैन ” में गोदाम तथा बीज प्रसंस्करण संयंत्र (Seed Processing Plant) किराए पर लेने बाबत ऑनलाइन निविदा आमंत्रित की जा रही हैं। इच्छुक निविदादाता जिसके पास स्वयं का बीज भंडारण गोदाम, प्रसंस्करण संयंत्र तथा इनके संचालन के लिए प्रशिक्षित कर्मी हैं, वह निविदा में दर्शायी गयी नियम एवं शर्तों के अनुसार निविदा प्रक्रिया में भाग ले सकता हैं। निविदा जमा करने की अंतिम तिथि एवं समय 29/12/2023 को 12:00 बजे तक हैं तथा निविदा उसी दिन 15:00 बजे खोली जाएगी। निविदा संबंधित सभी प्रकार की जानकारी एवं संशोधन एनएससी की वेबसाइट [www.indiaseeds.com](http://www.indiaseeds.com) पर ही देखे जा सकता हैं।

क्षेत्रीय प्रबंधक

# NATIONAL SEEDS CORPORATION LIMITED

(A GOVERNMENT OF INDIA UNDERTAKING-MINIRATNA COMPANY)

**REGIONAL OFFICE: BHOPAL 462 023 ( Madhypradesh)**

(CIN NO: U 74899 DL 1963 GOI 003913)



## **TERMS & CONDITIONS OF E-TENDER/ CONTRACT FOR**

**Engagement of custom processor & Godown hiring at District Ujjain (MP)**

***TENDER SHOULD BE SUBMITTED IN TWO BIDS SYSTEM ONLINE***

DATE OF PUBLISHING:07/12/2023

**TENDER DOCUMENT AVAILABLE FOR ONLINE SUBMISSION: 29/12/2023 UP TO 12:00 hours.**

**ON NSC e-Portal: <http://indiaseeds.enivida.com>**

**OPENING OF TENDER : Dated on 29/12/2023 at 15:00 Hours**

**COST OF TENDER FORM : Rs. 500 + 18%(GST) paid online only**

### **Contact details:**

| Particulars                       | Telephone                                                  | E-mail                   | Fax           |
|-----------------------------------|------------------------------------------------------------|--------------------------|---------------|
| H.O. New Delhi                    | 011-25842209                                               | agm.engg@indiaseeds.com  | 011- 25841337 |
| Regional Office – Bhopal<br>( MP) | 0755-2580271<br>7978159785<br>9993003714<br>6232558883     | rm.bhopal@indiaseeds.com | 0755-2580271  |
| Web Site                          | <a href="http://www.indiaseeds.com">www.indiaseeds.com</a> |                          |               |

# NATIONAL SEEDS CORPORATION LIMITED

(A GOVT. OF INDIA UNDERTAKING MINIRATNA COMPANY)

**REGIONAL OFFICE: BHOPAL 462 023(Madhypradesh)**

(CIN NO: U 74899 DL 1963 GOI 003913)

No.3/Engg./Godown hiring & custom pro.-Ujjain/NSC-Bho/2023-24

Dt.06/12/2023

## NOTICE INVITING E-TENDER

National Seeds Corporation Ltd. (NSC) , **Regional Office** , Bhopal – **462 023(Madhya Pradesh)** invites online e-tenders under two bids system from the owners who are having seed processing plant & godown and having EPF & ESI Registration for Labourers for:-

| SL | Particulars                                 | Details                                                                                                                          |
|----|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| 1. | Tender called for                           | Engagement of custom processor & godown hiring at Ujjain District.                                                               |
| 2. | Location                                    | Ujjain District (MP)                                                                                                             |
| 3. | Period of contract                          | 1 years ( 3 seasons)                                                                                                             |
| 4. | Earnest money                               | A)For Custom processing works Rs.2,00,000/- (Rupees two lakhs)<br>B) For Godown hiring Rs.25,000/- (Rupees twenty five thousand) |
| 5. | Tender Document cost                        | Rs.500 + 18 % (GST) (Rs.590.00)                                                                                                  |
| 6. | Last Date & Time for submission of e-tender | 29/12/2023 up to 12:00 Hrs.                                                                                                      |
| 7. | Date & Time for opening of e-tender         | 29/12/2023 at 15:00Hrs                                                                                                           |
| 8. | Venue of bid opening                        | National Seeds Corporation Ltd., Regional Office, 48-49, Sector –B, Industrial Area, Govindpura, Bhopal 462 023 (MP)             |

1. Tender document will be available on NSC e-Portal: <https://indiaseeds.com> & enivida.com Up to 29/12/2023 till 12:00 hours for uploading.
2. The eligibility criteria for participation are given in the tender document.
3. Parties participating for Tender EMD amount should be submitted online along with cost of tender document.
4. **(Technical bid)** will be opened on 29/12/2023 at 15.00 hours.
5. **(Price bid)** will be opened after scrutiny of technical specifications in presence of bidders or their authorized representatives who wish to participate in the opening of tender.
6. Tenderers should be submitted both Technical bid and Price bid strictly as per instructions to tenderers given in the terms & conditions/tender documents.
7. Tender not accompanied with requisite amount of EMD & Tender cost and not submitted as per instructions contained in the tender document are liable for rejection.
8. Micro Small Enterprises registered with MSEs/NSIC for the quoted item under single point registration scheme are exempted from payment of cost of tender document and EMD as well as entitle to avail the benefit of Public Procurement Policy for Micro and Small Enterprises (MSEs) 2012, according to the policy approved in the NSC subject to furnish documentary proof in support of their claim along with their request.
9. The Corporation reserves the right to accept or reject any/all tenders without assigning any reason whatsoever and decision of the Corporation shall be final and binding on tenderer.

Regional Manager

# NATIONAL SEEDS CORPORATION LIMITED

(A Government of India Undertaking)

**Regional office: Bhopal**

## Section- I

**National Seeds Corporation Limited, Bhopal** is interested to get the processing(Grading, re-grading, revalidation & packing) of cereals seeds like Wheat, Gram & Paddy, Pulse seeds like Moong, masoore Arhar & Urad and Oil seeds like Soybean & mustard etc., & varieties which are produced in this region on custom basis for a period of **one year (as below mentioned seasons)** and hiring of godown for storing the seeds. The online sealed tenders are invited from the reputed and experienced custom processor/ contractors, who have got processing facility as per clause no.5 of section-III and trained and professional man-power for operation and management of seed processing plant for all three Seasons and who have ready to spare godowns for storing of seeds and agriculture commodities on hired basis for a period of two years.

### Period of Contract:

The contract period /rate contract will be initially signed for the period of 1 year for following crop season with estimated/projected production which may vary.

|                 |                           |
|-----------------|---------------------------|
| 1. Kharif 2023  | 8000.00 Qtls.(Tentative)  |
| 2. Rabi 2023-24 | 10000.00 Qtls.(Tentative) |
| 3. Summer 2024  | 1000.00 Qtls.(Tentative)  |

The contract period can be extended/renewed further based on the satisfactory performance and consent to complete the work on the same rate.

### Quantum of seeds for processing:

It is expected that sizeable quantity of fresh stock and carryover stock may be available in Kharif and Rabi season. The quantity can vary depending upon the season and vagaries of nature. NSC will first utilize its own capacity then quantity will be spared to custom processors, so quantity for processing cannot be assured.

The NSC does not take guarantee to provide the quantum if availability is affected by natural factors / any other decisions of the management.

### **1. Eligibility as a Custom Processor:**

- i. The processing Plant should be registered with State Seeds Certification Agency and valid license must be submitted.
- ii. The Custom Processor/ Contractor should be experienced in carrying out custom processing of cereals seeds like Wheat, Gram & Paddy, Pulse seeds like Moong, masoore Arhar & Urad and Oil seeds like Soybean & mustard etc.,
- iii. The Custom Processor/ Contractor should have seed processing machinery like Seed Pre-Cleaner, Grader, Indent cylinder, Gravity Separator, Seed Treater, Spiral separator, Destoner, Elevator, Flight belt Conveyor, Storage Bin, Weighing machine, Sealer, Moisture

Meter, bag closer, air compressor etc. in good condition and **having capacity Two to four tons per hour** so as to complete the processing of above quantum of seeds in Kharif Season from December to March and in Rabi Season from July to September as per schedule given by the state seed certification agency. The make of the machinery must be from the reputed companies.

- iv. The custom processor who has a registered warehouse within the same premises where the custom plant is located and is willing to offer the godown facilities under NSC lock & key and as per terms and condition and eligibility mentioned for godown owner **(2.Eligibility for a godown/warehouse owner)** would only be considered for the tender.
- v. The Custom Processor/ Contractor should have sufficient trained and professional manpower at the plant. The staff has to be available throughout the year at the plant and if required for running the plant in three shifts, additional qualified and experienced staff will have to be engaged by the Custom Processor/ Contractor.
- vi. The Custom Processor/ Contractor should have registration with Assistant Commissioner of Labours for engaging labours and handling labours more than 20 numbers and also registration from Shop and Establishment Office.
- vii. The Custom Processor/ Contractor should have CPF registration from Commissioner of CPF Office.
- viii. The Custom Processor should have GST, Professional Tax registration, PAN and should submit 3 years IT returns along with tender.
- ix. Seed Processing Plant should be approved by the Factories Inspection Office and Seed Certification Agency for running the plant. Custom processor should have certificate of seed production center renewal and license to carry on the business of a dealer in seed. Plant Building, civil structure and electrification should be safe and should have stability certificate and approved from Govt. Electrical Inspector. All civil structures and electrical installations and machinery should be insured against fire, theft and natural calamity.
- x. Seed processing plant should have separate and sufficient processing & packing area as per certification standards of certification agency.
- xi. The premises of seed processing plant should have either compound wall or at least barbed wire fencing or chain link fencing to protect premises and for protection of seed processing plant.
- xii. Processing plant building should be located on elevated ground area and should not be nearby river/ Nala/ stream or should not be located near explosive industry to avoid fire. Similarly location of plant should be approachable to market within the city/located near to city and conveniently approachable by pakka road through all seasons and time, so that Certification & NSC Officials, transportation (truck & Lorries) and post and courier services easily reached as and when required.
- xiii. Sufficient availability of water for fire hydrant system and drinking purpose should be available at the plant with either from source of water like well, dam, and reservoir, SIDC, Corporation or Nagar Nigam.
- xiv. Electric supply of minimum 40 HP should be available for running the seed processing machinery and electrification. Sufficient lights in the godown and in the open premises of plant should be available and electric bill has to be paid by the custom processor.
- xv. The custom processor should adhere and comply to the instructions given by the certification officials and NSC officials so as to maintain seed quality and timely processing & packing of seed.
- xvi. The custom processor should arrange to provide office area and sitting arrangement for certification officials during the processing time and as and when desired by certification officials as per certification standards and requirements.
- xvii. The custom processor must arrange all sieves of all sizes for each crops as per NSC requirements for grading & processing and as per certification standards to maintain the quality of seed.
- xviii. The seed processing machinery should be in continuous working condition of latest makeup preferable. Breakdown of processing & packing due to breakdown of any machinery or parts

have to immediately repair and arrange to resume grading & packing work at the earliest with no loss to time available of seed for marketing.

- xix. The custom processor should not be debarred or blacklisted by any govt. department or certification agency and should have a good work record. The same should not be kept hidden by the party during the tender. Party should produce the affidavit for blacklisted or debarred by any govt. department.

## **2. Eligibility as a Godown Owner:**

- i. The Godown owner should have GST, Professional Tax registration, PAN and should submit 3 years IT returns along with tender.
- ii. Hired godown for should be constructed of RCC and brick work and should have sufficient plinth height of at least 2 to 3 ft. from ground level to avoid dampness and also sufficient ventilation for aeration in the godown and good open able shutters/ doors and flooring of PCC or mastic flooring or trimix flooring. Storage capacity of the godown is calculated with the norms of 1.25 sq. ft. for each quintal of seed. Soybean seeds stack height should not be more than seven feet or six layers of raw seed bags or 15 nos. of good seed (30 kg.) bags. Thus, sufficient space for the quantum of seeds required is as under:
- iii. Hired Godown for storage of raw seed/ good seed/passed seed about 5,000 sft.
- iv. Hired Godown for storage of low grade/ failed seed and processing materials. 1,000 to 2,000 sq. ft.
- v. Hired Godown should have brick wall, steel shutters, steel/ wooden ventilator and A.C. Sheets roof preferably instead of G.I. Sheets or powder coated tarpapered sheets and the height of the godown to eave level should be minimum four metre (13 feet) from plinth level. The godown should be leak proof and well ventilated. The location of godown and plant building preferred nearby main road/all season road.
- vi. Hired godown should insured against fire, theft, burglary and natural disaster. The security guards should be engaged round the clock. It is required to produce license for warehouse, godown utility certificate, business license as godown manager & layout drawing and approved godown drawings from local authority.
- vii. Hired godown should be located on elevated ground area and should not be nearby river/ Nala/ stream or should not be located near explosive industry to avoid fire. Similarly location of plant and godown should be approachable to market within the city/located near to city and conveniently approachable by pakka road through all seasons and time, so that Certification & NSC Officials, transportation (truck & Lorries) and post and courier services easily reached as and when required.
- viii. Hired godown owner should have license for warehouse, godown utility certificate, business license as godown manager and lay out drawing of godown site.
- ix. The godown owner who have own/hired registered seed processing plant within the same premises & willing to offer the seed processing facilities would only be consider for the tender.

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## Section- II

### **3. General terms and conditions for custom processor:**

- i. It is the responsibility of the Custom Processor/ Contractor to arrange Generator Set in case electric power supply is off from Electricity Company/ Board or supply source and delay in processing on account of power off will not be tolerated and it will be penalized. Therefore, Custom Processor/ Contractor has to arrange Generator Set either on rent or his own for running the plant for electrification such as lighting.
- ii. The Custom Processor/ Contractor will not accept as well as deliver/ dispatch any seed stock from other private or public and Government Seed Company unless permitted in writing after completion of entire processing of NATIONAL SEEDS CORPORATION LTD seed. The Custom Processor/ Contractor has to give first preference of processing of NATIONAL SEEDS CORPORATION LTD seed stock. In case, it is found that the Custom Processor/ Contractor is processing other Company seeds, then suitable penalty will be charged and contract may be terminated.
- iii. The Custom Processor/ Contractor has to deposit Earnest Money Deposit **Rs. 2,00,000/-** (Rupees Two lakhs only) is to be paid through **on line/ Demand Draft in the name of National Seeds Corporation Ltd payable at Bhopal**. Else, bid will be rejected.
- iv. Settlement of Dispute:- Refer as mentioned in clause no. "X" of point no 6 common terms and conditions.
- v. All the Court matter will be dealt with New Delhi Court irrespective of location of Seed Processing Plant and irrespective of the dispute arising at location.
- vi. If it is observed that there is a admixture of good seed, failed seed and low grade or varietal admixture in the good seed intentionally done by the Custom Processor/ Contractor, then the compensation has to be paid by the Custom Processor/ Contractor as the all variety of seeds have processing at Custom Processor/ Contractor's plant.
- vii. NATIONAL SEEDS CORPORATION LTD reserves the right to terminate the contract of processing at any time with one month's notice to the Custom Processor.
- viii. All the cost towards repair and maintenance and preventive maintenance shall be borne by Custom processor/Contractor and should ensure the readiness of the plant machinery well before start of processing. All the labour/operator/technical man power required to operate and maintain the processing plant in one/two/three shift shall be responsibility of custom processor and all the expenditure toward this and expenditure on electricity/diesel etc. shall be borne by custom processor/contractor.
- ix. The processing work should be carried as per lot wise/crop wise/variety wise or as per direction of NSCL officers/officials.
- x. The all plants & machines and screens should be cleaned after completing of grading every lot/crop/variety of crops.
- xi. The custom processor owner have to renew all the licenses like processing plant license & seed license etc. within time period and all the charges towards renewal of license will be paid by owner.
- xii. All the safety measures like fire extinguisher, sand buckets, pest control and rodent control has to be present all time in the processing plant and all the arrangement for the above will be done/borne by custom processor/contractor.
- xiii. Processing of raw seed i.e. lot wise grading of raw seed on air screen seed cleaner, gravity separator, spiral separator seed treatment (slurry or dry). If National Seeds Corporation Ltd desires to put treatment materials like thirum inside the good seed

bags then the packets of the same will have to be prepared by Custom processor/ Contractor. No separate charge will be given for the same. Empty packets will be provided by National Seeds Corporation Ltd for packing, Weighing of good seed and low grade, Stitching of good seed bags either with tags and labels or without tags and labels. Stitching of lowgrade gunny bags. Printing tags and labels, good seed bags with all required matter. Writing lot number and weight on low grade gunny bag, Bundling of empty gunny bags etc, is to be carried by the custom processor.

- xiv. If SSCA or National Seeds Corporation Ltd representative find that grading is not done satisfactory then such quantity is to be again graded and no additional charge will be given to custom processor.
- xv. Entire electrical charges will be paid by custom processor
- xvi. All taxes, levies etc are to be borne by custom processor
- xvii. Entire certification charges will be paid by NATIONAL SEEDS CORPORATION LTD.
- xviii. Accounts of all seed, processing materials and seed certification materials will have to be kept by custom processor/contractor. Any loss to the same will be recovered from custom processor.
- xix. The bidder should seal and sign on every page of bid, each and every document should be Signed /digitally signed.
- xx. Before finalizing of custom processor/contractor, a committee from Regional office Bhopal will visit the L-1 party for the inspection of processing plant for verification & physical inspection of specifications are not in accordance the technical bids by L-1 bidder. NSC reserves the right to cancel the tender if specifications are not in accordance the technical bid by L-1 party.
- xxi. NSC reserve the right to cancel the tender at any stage of the tendering process.
- xxii. The Custom Processor/ Contractor should be able to complete the processing of seeds in all the seasons in time limit given as availability of seeds timely for marketing is a crucial parameter for the Custom Processor/ Contractor and NATIONAL SEEDS CORPORATION LTD.
- xxiii. The Custom Processor/ Contractor should be able to run the plant by engaging labours/ handling labours and professional staff with the minimum pay and allowance as applicable as per Government rules and regulations and various Acts and provision of Laws. It will be the responsibility of the Custom Processor/ Contractor to produce all the records to the Government authority like Factories Inspector, labours Inspector, Statistical Department, Pollution Control Office, Shops and Establishment Office, Weights and Measures Office etc. There shall be no liability of the Corporation on this account.
- xxiv. Required number of labours male and female and additional labours should be made available for processing work and arrangement for the same will be done custom processor.
- xxv. The Custom processor/ contractor should run plant in two or three shifts as per the processing load allotted by NATIONAL SEEDS CORPORATION LTD to complete the processing within time limit given by National Seeds Corporation Ltd. In case of load shading/ continuous power failure the custom processor / contractor should run the plant by using DG set either owned or hired so that processing should be completed within time limit given by NATIONAL SEEDS CORPORATION LTD. National Seeds Corporation Ltd will not provide DG set, diesel, oil etc. neither NATIONAL SEEDS CORPORATION LTD will bear any extra expenditure.
- xxvi. All the stationery, stamp, sample bags, Pen, Pencil, papers, polyethylene bags will be required and will be supplied by NATIONAL SEEDS CORPORATION LTD.
- xxvii. Seed certification charges will be paid directly by NATIONAL SEEDS CORPORATION LTD to the Seed Certification Agency. However, shift charges due to low output/shift in the plant charged by SCA will have to be paid by Custom

- Processors, sitting arrangement having separate office for NATIONAL SEEDS CORPORATION LTD Officers and Seed Certification Agency Officers has to be made by the Custom Processor/ Contractor.
- xxviii Sufficient space for sitting and waiting for seed growers and if required for night halt has to be made by the Custom Processor/ Contractor.
  - xxix Sufficient drinking water facility, toilet, bathroom etc should be provided by custom processor/ contractor.
  - xxx Separate cupboard with lock and key arrangement should be provided for SCA and National Seeds Corporation Ltd to keep record, tags etc while period of processing by custom processor/ contractor.
  - xxxi All the staff, labours and handling labours have to be engaged by the Custom Processor/ Contractor.
  - xxxii Any injury caused to handling labour, casual labour, while working at custom processor/ contractor plant for which compensation is to be paid will be sole responsibility of the custom processor/contractor for the same.
  - xxxiii The Custom Processor/ Contractor has to raise the bill monthly and payment will be made by NATIONAL SEEDS CORPORATION LTD at the approved rates within 15 days from the date of receipt of bill to Regional Manager office with clear certificate from the NATIONAL SEEDS CORPORATION LTD's officer posted at seed processing plant for supervising the work.
  - xxxiv The quality of the seed has to be maintained at the time of processing as well as per the directives of NATIONAL SEEDS CORPORATION LTD officers posted at the plant. NATIONAL SEEDS CORPORATION LTD technical staff will direct to operate processing machinery to get good quality as well as optimum low grade. All the standard procedures of Seed Certification has to be followed while processing.
  - xxxv Custom processor/contractor should collect the raw seeds/to be processed seeds from our hired godown (any distance) and after processing the seeds, graded/under size seeds will be transport up to our hired godown. All transportation, loading, unloading charges will be beard by custom processor/ contractor.
  - Xxxvi No security or watch and ward charges will be provided by NATIONAL SEEDS CORPORATION LTD and sufficient Security/ watch and ward has to be provided by the Custom Processor for 24 hour.
  - Xxxvii Custom Processor/ Contractor or his authorized representative should always be present in the plant to attend to the processing and packing problems of seed growers, labours, handling labours, Seed Certification Agency and NATIONAL SEEDS CORPORATION LTD.
  - Xxxviii In case of Delay in processing work: - Refer to clause-III (i) of point 6 (section-II) with addition of Delay due to machinery breakdown/lack of power /and short supply of labour shall be made accountable to custom processor and labour when taken from outside by NSC staff, its expenditure shall be adjusted in final bills of party.
  - Xxxix Limited staff like Plant / Shift Incharge may be provided by NATIONAL SEEDS CORPORATION LTD for supervising and running the seed processing plant in three shifts. It will be the responsibility of Custom Processor/ Contractor to provide sufficient staff, labours and handling labours to run the plant and to maintain the records and management and operation of plant. The intimation letters to seed growers will be given by NATIONAL SEEDS CORPORATION LTD on NATIONAL SEEDS CORPORATION LTD own expenditure.
  - Xxxx The Custom Processor/ Contractor should keep good liaison with seed growers, NATIONAL SEEDS CORPORATION LTD officers and Seed Certification officers and all concerned Government Officers.
  - xxxxi If any dispute arises out of the contract will be settled mutually and Arbitrator will be the Chairman Cum Managing Director, National Seeds Corporation Limited, New Delhi, whose decision will be binding on both the parties i.e. NATIONAL SEEDS CORPORATION LTD and Custom Processor/ Contractor / Godown owner.
  - xxxxii. All the payments of processing contract /godown hiring will be released by the

concerned Regional Manager's office through RTGS/NEFT. RTGS/NEFT commission is to be borne by the Custom Processor/ Contractor/godown owner.

Xxxxiii. NSC staff shall supervise all the sweepage (at the start of intake to the time of dispatch i.e. during packing/processing time period) All the stock shall be made available to NSC staff without dispute.

#### **4. General terms and conditions for godown owner:**

- i. The bidder who are participating to provide godown on rent to National Seeds Corporation Ltd shall submit an EMD of Rs.25,000/- through online/DD (payable at Bhopal).
- ii. Godown owner should provide the space for office separate/ inside the godown and no separate charge will give for same.
- iii. Godown should have electricity connection as per guidelines of concerned department. Electricity supply will be providing to office and godown. For this a separate sub meter should be installed. The consumed electricity payment will be paid by NSCL as per consumption, the rate per unit should mention
- iv. NATIONAL SEEDS CORPORATION LTD reserves the right to terminate the contract of Hired godown at any time with one month's notice to the Godown owner.
- v. The owner should arrange for repair of broken floors, walls & roof of godown on each season so as to prevent infestation of seed. All repairs and maintenance hired godown will be done by godown owner on his own cost.
- vi. Settlement of Dispute: Refer as mentioned in clause no X of point no 6.
- vii. All the court matter will be dealt with new Delhi Court irrespective of location of godown/warehouse and irrespective of the dispute arising at location.
- viii. The bidder should seal and sign on every page of bid, each and every document should be signed / digitally signed.
- ix. The godown/warehouse lock key will be with National seed corporation ltd.
- x. All the safety measures like fire extinguisher, sand buckets, pest control and rodent control has to be present all time in the processing plant and all the arrangement for the above will be done/borne by contractor/custom processor.
- xi. Before finalizing of godown/contractor, a committee from Regional Office Bhopal will visit the L-1 party for the inspection of godown and for the verification & physical inspection of specification provided by the L-1 bidder. NSC reserves the right to cancel the tender if specifications are not in accordance the technical bid by L-1 party.
- xii. The NSC decision in respect to committee report would be final and NSC reserves the right to cancel any tender even if the rates offered in tender are L-1.
- xiii. The premises of hired godown should have either compound wall or at least barbed wire fencing or chain link fencing to protect premises and for protection of seed processing plant, hired godown and stock.
- xiv. Sufficient lights in the godown and in the open premises
- xv. No security or watch and ward charges will be provided by NATIONAL SEEDS CORPORATION LTD and sufficient Security/ watch and ward has to be provided by the Godown owner for 24 hours.

## 5 **Payment terms:**

- **Custom processing:** Refer as mentioned in point-6(common terms and conditions) of Section-II.

**TDS @2%/1% or Tax deducted as per Income tax Act 1961, from each bill, when valid PAN Card/GST certificate is produced. Otherwise, as per rules, it shall be deducted for custom processing work.**

- **Godown hiring** Refer as mentioned in point-6(common terms and conditions) of Section-II..

**TDS @10% or applicable taxes as per Income tax Act 1961, from each bill will be deducted for hired godowns.**

**Taxes:** All the indirect taxes like GST, Municipality/Nagar palika etc will be borne by godown owner as per rule.

## **6.Common terms & conditions for both bids (custom processor & hiring of godown)-**

### **I. Signing of contract:-**

- a. Signing of contract: - the successful tenderer within 15 days from the issue of work Order shall sign the agreement as per the given format in the tender document. The cost of stamping of agreement should be borne by tenderer. However to expedite execution of the agreement, the corporation shall purchase the stamp paper on behalf of contractor and sent typed agreement to the contractor for signature. The cost of stamp paper shall be recovered from the supplier payment.
- b. The successful tenderer within 15 days from the date of issue of the work order shall furnish Security Deposit @ of Rs.50,000.00(Rupees fifty thousand) for custom processing and @ of Rs.1,00,000.00(Rupees one lakh only) for Hired Godown. The security money shall be furnished in the form of Composite Bank Guarantee and should be valid upto 12 months +renewal for the total contract period.
- c. Pre contract integrity pact: - successful tenderer whose work order of value of Rs. more than one crore than they have to execute *pre contract integrity pact* in the prescribed Performa.

Failure of the successful tenderer to comply with the requirement of (a),(b)& (c) shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event the purchaser/Corporation may make the award to the next lowest evaluated bidder or call for new bids.

## **II. Refund Of Earnest Money:-**

### **(A) Unsuccessful Tenderers:**

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 and the Corporation will not be responsible for reimbursing to the tenderers the Bank's Commission for encasing the same.

### **(B) Successful Tenderers:**

- i) The successful tenders to fulfil the requirement of signing of agreements, submission of security money and signing of Pre contract integrity pact (if more than 1 cr. order) as per the format given in the tender document and furnish documents and furnish composite bank guarantee in the manner indicated in the tender.
- ii) After the successful tender, tenderer has to complete formalities as stated above, the earnest money deposit will be refundable to him/ them. No interest shall be allowed on earnest money.

## **III. Liquidity Damage: -**

- i) Custom Processor/ Contractor: - In case of delay in processing, the penalty @ Rs. 75/- per quintal per day will be charged to the Custom Processor/ Contractor for a period of fifteen days and thereafter seed stock will be removed from the plant and it will be processed either at NATIONAL SEEDS CORPORATION LTD own plant or at other plant and full amount of processing expenditures and transport and handling expenses incurred will be recovered in advance.
- ii) Hiring of Godown: - In case of failure of any of the term & condition of the contract, loss of produce due to non maintenance of the godown/ storage condition/ theft/ burglary/ fire/ natural disaster then the corporation may impose the penalty to the godown provider of the value of the estimated loss.

## **IV. Forfeiture of EMD:-**

- (a) If a tenderer withdraws its tender during the period of Tender validity specified by the NSC on the Tender Form:

OR

- (b) In case of a successful Tenderer, if tenderer fails to sign the contracts in accordance with tender and provide composite BG.

## **V. Default & Risk purchase:**

If the supplier fail to execute the contract as per tender in any manner or otherwise fail to perform the contract or should it fail to complete the contract in time according to the work order.

The corporation shall have right to declare the contract at the end at the risk and cost of the supplier and the supplier shall be liable for any liquidated damaged for

delay as above provided and for any additional expense, losses or damages which the corporation may be put to incur or sustain reason of, or in connection with contract's default.

#### **VI. Maintenance of stock: -**

The Custom Processor/godown provider will take all necessary precautionary measures like spraying, fumigation and will take all steps to ensure that there will be no varietal/mechanical admixtures while handling the seeds from raw seed receipt till dispatch of packed seeds. The processor will be fully responsible for all field complaints received if any from buyer related to above issues.

For maintaining the seed stock in good condition, the fumigation, spraying and dusting, cleanliness, sweep age will to be carried out by custom processor. All the material to be processed, will be supplied by National Seeds Corporation Ltd. National Seeds Corporation Ltd will seal all the godowns and plant buildings of custom processors to ensure safety and security of National Seeds Corporation Ltd stock and material. In no case custom processor will deliver the stock or material to any other party or seed grower on his own. Else it will be the responsibility of custom processor.

- i. All the records at Seed Processing Plant like raw seed receipt register, control register, low grade, failed seed register, seed certification register, samples register etc. will be maintained by National Seeds Corporation Ltd staff and it will be checked and signed by National Seeds Corporation Ltd officers. All the raw seed receipts and low grade, failed seed gate pass will be issued by National Seeds Corporation Ltd staff to the seed growers, dealers and National Seeds Corporation Ltd units. The Custom Processor/ Contractor will have to assist in maintaining records. All records will be in the custody of National Seeds Corporation Ltd staff.

#### **VII. Payment :-**

All the payments of processing contract will be released by the concerned regional office through RTGS/NEFT. After making necessary deductions and any other recoverables. All the bank charges shall be borne by the custom processor/ contractor.

##### **PAYMENT TERMS FOR CUSTOM PROCESSOR:-**

75% of the payment will be released for graded quantity on monthly basis and balance 25% will be released after completion of processing work and handing over the leftover quantity of certification and packing material on good condition to concerned area/regional office and all records like control register, tagging register, tag account register, gate pass, release order etc. including return of under size screen reject and adjustment/ recovery of advance payment etc.

##### **PAYMENT TERMS FOR HIRED GODOWN: -**

100 % payment will be released on monthly basis after making necessary deduction of Tax or any other deduction.

**VIII. M S Es Registered party –**

Micro Small Enterprises (MSEs) registered with NSIC for the quoted item under single point registration scheme in India are exempted from payment of cost of tender document and EMD as well as entitled to avail the benefit of Public Procurement Policy for Micro and Small Enterprises (MSEs) 2012, according to the policy approved in the NSC subject to furnish documentary proof in support of their claim along with their request.

**IX. Settlement Of Disputes:**

All disputes in relation to the tender, the contract or the interpretation of any of their terms or implementation thereof or arising out of or concerned directly or indirectly with the contract shall be referred to the arbitration or a single arbitrator to be appointed by the Chairman-cum-Managing Director of the Corporation/purchaser and in the absence of CMD, the highest Executive Officer of the Corporation shall make such appointment. The venue of arbitration shall be at New Delhi. The court of law at the New Delhi/Delhi alone will have jurisdiction in the matter of any disputes whatsoever.

The arbitrator shall have powers to enlarge time for making & publishing the award with the consent of the parties. The parties will have no objection to the appointment of the arbitrator on the ground that the arbitrator had dealt with the matter of any earlier stage. If the claims involved in a dispute are of more than Rs.1/- lakh the arbitrator shall make a speaking award as per provision of Arbitration & Reconciliation Act 1996.

In case the supplier is a Public Sector Undertaking, the above clause shall not be applicable and in that event the following clause shall apply.

In the event of any dispute or difference relating to the interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party for arbitration to the sole arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Govt. of India, In charge of the Department of Public Enterprises. The arbitration & conciliation Act, 1996 shall not be applicable to the arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal and Affairs, Ministry of Law and Justice, Govt. of India. Upon such reference, the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary when so authorized by the Law Secretary whose decision shall bind the parties finally and conclusively. The parties to the disputes will share equally the cost of arbitration as intimated by the Arbitrator.

**X. PRICE BID:-**

Price bid considering the above term and condition, scope of work at the respective location, type of contract/ contractor should be formulated by the concern RO for each and every work projected to be taken up with this contract.

**XI. AGE OF MACHINERY-**

Age of machinery (Refer tender document Point no. iii at Page No. 2 of section – I):- Maximum age of Plant machinery shall be almost 10 years. Accordingly, for this tender the plant machinery should be purchased on or after year 2015.

**XII. CC TV CAMERAS-**

Godown should have equipped with CC TV cameras facility both inside and outside of processing plant as well as godown.

## 7. Detail draft agreement for Custom Processing.

### A) AGREEMENT (FORMAT FOR CUSTOM PROCESSOR)

This agreement is made on this dated.....between the National Seeds Corporation Ltd, A Govt. of India Company, (Regional Office, Bhopal) incorporated under the Companies Act, 1956 and having its registered office at Beej Bhavan, Pusa Complex, Delhi-12 (hereinafter called “Corporation”) which expression shall unless excluded by or repugnant to the context, be deemed to include its successors and assigns of the first party and M/s -----, ----- (herein after called the “Custom Processor” which expression shall include unless excluded by or repugnant to context be deemed to include its successors and assigns) of the second party.

WHEREAS the (“Corporation”) continue with the previous agreement the processing and packing of seeds with custom processors for the processing and packing of seeds as per standards which shall form part of this agreement. Amendment made in the W.O. if any, shall also form part of this agreement. AND WHEREAS the corporation and the custom processor have agreed to all the terms and condition as contained in section-II of part-B of tender document, for continue which shall form part of this agreement.

Rates of Custom Processing: For the season of summer -----, kharif ----- & Rabi -----

| S.No. | Particular                                                        | Rates/ Qtls |
|-------|-------------------------------------------------------------------|-------------|
| 1.    | FIRST GRADING WITH LOADING, UNLOADING & SHIFTING (RAW SEED BASIS) |             |
| 2.    | REGRADING WITH LOADING, UNLOADING & SHIFTING (RAW SEED BASIS)     |             |
| 3.    | REVALIDATION-I (without grading)                                  |             |
| 4.    | REVALIDATION-II                                                   |             |
| 5.    | PACKING RATES                                                     |             |
|       | 1 – 5 KG                                                          |             |
|       | 6 – 10 KG                                                         |             |
|       | 11 – 25 KG                                                        |             |
|       | 30 – 40 KG                                                        |             |

### SETTLEMENT OF DISPUTES

All disputes or differences in relation to the tender, the contract or the interpretation of any of their terms or implementation there-of or arising out of or concerned directly or indirectly with the contract shall be referred to the arbitration or a single arbitrator to be appointed by the Chairmen-Cum-Managing Director of the corporation and in the absence of CMD, the highest executive officer of the corporation shall make such appointment. The venue of arbitration shall be at New Delhi. The court of law at the New Delhi/Delhi alone will have jurisdiction in the matter of any disputes whatsoever. The arbitrator shall powers to enlarge time for making & publishing the award with the consent of the ground that such arbitrator had dealt with the matter of any earlier stage. If the claims involved in a dispute are of more than Rs One Lakh the arbitrator shall make a speaking award as per provisions of arbitrator Act, 1996. In case the

supplier is a Public Sector Undertaking, the above clause shall not be applicable and in that event the following clause shall apply. In the event of any dispute or difference relating to the interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party to the arbitration of the arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the govt. of India, In charge of the Bureau of Public Enterprises. The arbitration Act. 1996 shall not be applicable to the arbitration under this clause. The award of the arbitrator shall be binding upon the parties to the dispute, provided however; any party aggrieved by such award may make a further reference for setting aside or revision of the award to the law secretary, department of legal and affairs, ministry of law and justice, Govt. of India. Upon such reference, the dispute shall be decided by the law secretary whose decision shall bind the parties finally and conclusively. The parties to the dispute will share equally the cost of arbitration as intimated by the arbitration. No amendment or modification in the terms of this agreement shall be considered valid unless it is in writing and duly signed by both the parties.

The General terms and conditions of tender for custom processing works are the part of this agreement.

IN THE WHEREOF both the parties have here to subscribe their signature on the date and year herein written through authorized representatives.

For and on behalf of the custom processor

M/s-----

For and on behalf of the

National Seeds Corporation Ltd.

Regional Manager  
NSC Bhopal

Witness:1.

2.

Area Manager  
NSC -----

In-charge Production Center  
NSC-----

## 8. Detail draft agreement for Godown Hiring.

### A). AGREEMENT (FORMAT FOR GODOWN HIRING)

This Agreement is made and executed on this --day of---20---by and between M/s -----, Hereinafter called 'warehouse' National Seeds Corporation Ltd., Bhopal hereinafter called 'NSCL'

Terms & Conditions of hiring of warehouse ; -

1. Warehouse will provide a space of ----- sft.covered area of godown and office under the custody of NSC lock & key in its premises for which NSCL will pay rent @ Rs.-----/ sft/month for the warehouse and no rent will be paid for office & open area.
2. The warehouse is hired with effect from intake of Kharif 2023 for a period of -----years up to -----.
3. The agreement can be renewed after expiry for further period on agreed terms and conditions.
4. Rent will be paid by 15 day of next month and GST if applicable.
5. NSC will not make any alteration in hired warehouse without prior permission of owner.
6. The hired premises may be de-hired with a notice of two months
7. All taxes including property tax, water tax, Municipality tax etc. will be borne by owner of warehouse.
8. The warehouse owner will carry out necessary maintenance work like white washing & minor repairs as and when required.
9. In the event of any dispute, the CMD, NSC will be the sole arbitrator and the venue of arbitration shall be at New Delhi.
10. All the charges & expenses with respect to stock held by NSC, such as fumigation, insurance, loading, unloading etc. will be borne by NSC.
11. If NSC requires any electricity supply,owner of warehouse will have to arrange for it and electricity actual cost consumption per unit will be paid by NSC
12. If NSC requires any additional space in this premises, it can be provided as per availability and mutual consent on same rate @Rs.-----/sft./month.
13. NSC will use this warehouse for storage of seeds and other materials required by NSC.
14. The NSC shall not sublet, assign or otherwise part with possession of the demised premise property.
15. The warehouse lock & key will be with NSC.
16. Warehouse (infrastructure) insurance is to be carried by owner of warehouse.
17. The above terms & conditions are part of Agreement.

Signature of Warehouse owner  
With seal

Regional Manager,  
R O Bhopal

Witness1.

Area Manager  
Area Office, -----

Witness 2.

Production center i/c  
-----

## **9. Custom Processing Charges :**

The Custom Processor/ Contractor has to quote the processing and packing rates for the following individual operation on per quintal basis. **The processing charges are to be quoted on raw seed basis and packing charges are to be quoted on good seed basis**

### **Important**

Taxes: All the indirect taxes like GST, Municipality/Nagar palika etc will be borne by custom processor as per rule.

The TDS or any applicable Taxes will be deducted from each bill @2%/1% of billed amount for processing/packing works.

The rate of **fresh processing** will be for one time activity. The rate of **Revalidation work** should also be quoted for one time activity. If National Seeds Corporation Ltd desires for re-grading of fresh as well as revalidated stock then the custom processor will have to do the same. The rate and conditions for the re-grading re-validation I & II works should mention separately on quintal basis.

## **10. Godown Hiring Charges :**

The godown charges have to quote on per sft/month basis.

Taxes: All the indirect taxes like GST, Municipality/Nagar palika etc will be borne by godown owner as per rule.

The TDS or any applicable Taxes will be deducted from each @10% of billed amount for godown hiring.

### **Hired godown rates –**

1. Rate for Hiring of godown will be quoted on the basis of per sft/month.
2. The space considered for billing is inside dimension of godown.
3. The godown will be spared on rent to NATIONAL SEEDS CORPORATION LTD at least 3 years and maximum and further extended
4. After finalizing bid successful bidder should execute the agreement in judicial Rs.500/ stamp paper.
5. The Agreement can be renewed after expiry for further period on mutual agreed terms & conditions.
6. The hired godown may be de-hired with a notice of 2 months.
7. Quoted rate should include all applicable taxes.
8. All taxes like property tax, water tax, Municipality tax etc. will be borne by godown owner.
9. Annual repair & maintenance of godown like white/color washing/painting/replacing of glass of ventilator etc., should carry regularly. If any repair & maintenance required/ noticed, same will be carried.
10. NSCL requires electricity for run the office computers /office equipments, owner of godown will have to arrange the electricity and actual cost consumption per unit will be paid.
11. If NSCL requires any additional space in same premises, it can be provided as

- per availability on approved bid rate.
12. NSCL will utilize the godown for storage of seeds & other Agriculture commodities.
  13. The hired godown lock & key will be with NSCL.
  14. Godown infrastructure insurance is to be carried by successful bidder of godown owner.
  15. In the event of any dispute, the CMD, NSCL will be sole arbitrator and the venue of arbitration shall be at New Delhi.

---- \*\*\*\* ----

### Section III

#### Technical Bid

#### **A) The Custom Processor/ Contractor has to provide the following documents in**

|                                                                                       |                                                                                                                                                                                                                                                                                       |                                   |
|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Name of the Seed Processing Plant with complete address, contact no. & E-mail address | <b>A)</b> Registration No: of plant with State Seeds Certification Agency of the state.<br><br><b>B)</b> Certificate from state seed Certification Agency seed processing plant renovation.<br><br><b>C)</b> License to carry on business of dealer in seed from concerned authority. | Location of Seed Processing Plant |
| 1                                                                                     | 2                                                                                                                                                                                                                                                                                     |                                   |

(A copy has to be attached for Sl.No. 2 &3)

#### 1. Seed Processing Work Experience:

|  |  | Processed Qty (In Qtls.) | Processed for the company |
|--|--|--------------------------|---------------------------|
|  |  |                          |                           |

#### 2. Registration :

|         |             |
|---------|-------------|
| GST NO. |             |
|         | Attach Copy |

#### 3. Income tax Details::

| PAN No | Returns for Last Three Years ( to be attach) |      |
|--------|----------------------------------------------|------|
|        | Year                                         | Copy |
|        | 2020-21                                      |      |
|        | 2021-22                                      |      |
|        | 2022-23                                      |      |
|        | Current status                               |      |

#### 4. Details of DD (nationalized bank) for security purpose & EMD in the name of National Seeds Corporation Ltd payable at Bhopal

- A) DD nos.-----  
 B) Name of bank.  
 C) Name of Branch  
 D) IFSC  
 E) Current account no.

Date -----

### 5. Required seed processing plant & machinery for custom processing.

| S.No. | Name of the Essential/mandatory machienry | Name of the Desirable machinery | Make and Model | Capacity Ton/hour | No. of machines | Remark |
|-------|-------------------------------------------|---------------------------------|----------------|-------------------|-----------------|--------|
| 1     | Seed Grader                               |                                 |                |                   |                 |        |
| 2     | Sp.Gravity Separator                      |                                 |                |                   |                 |        |
| 3     | V.B.Elevator                              |                                 |                |                   |                 |        |
| 4     | Spiral Separator                          |                                 |                |                   |                 |        |
| 5     | Moisture Meter                            |                                 |                |                   |                 |        |
| 6     | bag closer                                |                                 |                |                   |                 |        |
| 7     | Storage Bin                               |                                 |                |                   |                 |        |
| 8     | Weighing balances 1 to 300 kg. Capacity.  |                                 |                |                   |                 |        |
| 9     |                                           | Seed pre-cleaner                |                |                   |                 |        |
| 10    |                                           | Indent cylinder                 |                |                   |                 |        |
| 11    |                                           | Flight belt conveyor            |                |                   |                 |        |
| 12    |                                           | Seed Treater                    |                |                   |                 |        |
| 13    |                                           | Destoner                        |                |                   |                 |        |
| 14    |                                           | Weigher Bagger                  |                |                   |                 |        |
| 15    |                                           | Seed coating machine            |                |                   |                 |        |
| 16    |                                           | Sortex machine                  |                |                   |                 |        |

#### **Note:-**

- a) The machinery at S.No. 9 to 16 are desirable machinery and rest of these is essential/mandatory.
- b) The essential machinery are mandatory for seed processing & packing. The desirable machineries are requires so as to improve the quality of grading. However if desirable machineries are not available with the bidder party. The tender will not be solely rejected on that ground. The availability of desirable machinery will be a added advantage.
- c) The finalization of tender will be done by a committee constituted at Regional Office Bhopal which will inspect the godown & custom plant as mentioned in general terms & conditions and eligibility criteria of custom processor.
- d) For any machine available other than above machines may be written in above format.
- e) **The screens for pre-cleaner & seed grader should be provide as per requirement of NSCL standards or MPSSCA standards.**

**6. List of professional man-power available with the Custom Processor/ Contractor to carry out the processing at plant with photo identity.**

|  | Name of Employee | Qualification | Experience |
|--|------------------|---------------|------------|
|  |                  |               |            |

I have read all the terms and conditions mentioned in this tender document and I have also experience of running Seed Processing Plant and understood the processing operations to be carried out at my plants.

\* NATIONAL SEEDS CORPORATION LTD technical representative will visit the plant of Custom Processor before opening Price Bid. Hence, information must be factual.

Signature of Custom Processor \_\_\_\_\_

Name of Custom Processor \_\_\_\_\_

Seal of Custom Processor \_\_\_\_\_

Location : \_\_\_\_\_

Date : \_\_\_\_\_

**B) The Godown owner has to provide the following documents in**

|                                                                                                                                         |                                                                                                                                                                                                          |                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of the Firm/Godown with complete address, contact no<br>E-mail address<br><br>(location of godown for which submitting the tender) | License for running godown ,<br>Godown utility certificate ,<br>Business license as godown manager<br>from concerned departments. Insurance copy<br>on infrastructure on fire, theft & natural calamity. | Area of godowns (In Sq Feet)(inside<br>godown dimensions)with plan and<br>elevation (Drawing certified by<br>professional Engineer/ Architect) &<br>approved lay out plan of<br>godown/warehouse with concerned<br>department. |
| 1                                                                                                                                       | 2                                                                                                                                                                                                        |                                                                                                                                                                                                                                |

(A copy has to be attached for S.No. 2 &amp;3)

**2.Registration :**

|         |             |
|---------|-------------|
| GST No. |             |
|         | Attach copy |

**3.Income tax Details::**

| PAN No | Returns for Last Three Years (to be attach) |      |
|--------|---------------------------------------------|------|
|        | Year                                        | Copy |
|        | 2020-21                                     |      |
|        | 2021-22                                     |      |
|        | 2022-23                                     |      |

4. Details of three blank cheques(nationalized bank) with a letter that these cheque are for the purpose of security given to National Seeds Corporation Ltd payable at Bhopal and the number of cheques to be mentioned on the letterhead.

A) Cheque nos. -----

B) Name of bank.

C) Name of Branch

D) IFSC

E) Current account no.

Signature of Godown owner: \_\_\_\_\_

Name of Godown owner: \_\_\_\_\_

Seal of Godown owner: \_\_\_\_\_

## Section- IV

### i. Rate schedule for processing operations

#### Processing / Packing rates at custom processing plants:

##### \* Fresh Grading rates (first grading rate)

This includes all operations like lifting of stock from the stacks in the godown, and conveying raw seed to the seed processing machinery and stacking the raw seed lot wise, opening the bags and feeding to elevator and conveyor, weighing and bagging of graded seed (good seed and low grade, failed seed), sampling, Conveying and stacking of graded seed in godown, packing of passed seed in NSC bags, tagging, sealing, stamping of tags, labels and bags(MRP) outer packing and conveying & restacking of passed seed in godown etc. complete.

(Raw seed basis means actual quantity taken for processing. The rates should be quoted in figures as well as in words per quintal basis. Scratching must bear signature of tenderer)

Rs. -----/ qtls (in figure) (----- (in words)

##### Re-validation Charges :

##### **Re-validation I Charges (Without Grading):**

This includes all operations like lifting of stock from the stacks in the godown and Destacking of gunny/HDPE bags, carrying to working place, Lotwise sorting, opening of small bags and repacking & re-tagging, , tagging, sealing, stamping of tags, labels and bags(MRP) outer packing and conveying & restacking of passed seed in godown and other requisities as desired by the certification officials with respect to revalidation.

(The rates should be quoted in figures as well as in words per quintal basis. Scratching must bear signature of tenderer)

Rs. -----/ qtls(in figure)( -----(in words)

**Re-validation II Charges (With Grading):**

Destacking lotwise, sorting lotwise, taking out small bags from gunny/HDPE bags, writing tag Number of Seed Certification Agency, stitching new tags, re-stacking bags, verification of lots and tags in presence of AO SCA and NATIONAL SEEDS CORPORATION LTD's Officers, opening of small bags and bulking, filling gunny bags, stitching gunny bags, carrying filled gunny bags to the seed processing machinery for regarding or other operation as desired for revalidation by certification officer of SSCA, regarding, Conveying and stacking of graded seed in godown, packing of passed seed in NSC bags, tagging, sealing, stamping of tags, labels and bags(MRP) outer packing and conveying & restacking of passed seed in godown and other requisites as desired by the certification officials with respect to revalidation

(The rates should be quoted in figures as well as in words per quintal basis. Scratching must bear signature of tenderer)

Rs. -----/ qtls(in figure)( -----(in words)

**Re-grading rates : ( of fresh stock)**

This includes all operations like lifting of stock from the stacks in the godown and Destacking of gunny bags, carrying to working place, Lotwise sorting, opening of small bags and bulking, filling bags, stitching gunny bags, carrying bags to the seed processing machinery and stacking lotwise, opening bags for feeding to the elevator and conveyor for grading, weighing of good seed and low grade, failed seed, sampling, bagging, tagging, MRP stamping, filling bags in gunny bags, carrying gunny bags and, conveying the bags in the godown, its stacking etc.

(The rates should be quoted in figures as well as in words per quintal basis. Scratching must bear signature of tenderer)

Rs. -----/ qtls(in figure)( -----(in words)

**Packing charges –**

De-stacking, bulking the seeds, filling in cloth bags/HDPE/polythin bags, weighing in required quantity and putting thirum pouche and stitching with tags & lables.

| Packing Size       | Rates offered per quintal (Rs./qtl.) |                |
|--------------------|--------------------------------------|----------------|
|                    | Rate in figure                       | Rates in words |
| 1 kg to 5 Kgs.     |                                      |                |
| 6 kgs. to 10 Kgs.  |                                      |                |
| 11 Kgs. to 25 Kgs. |                                      |                |
| 30 Kgs. to 40 Kgs. |                                      |                |

**Note :-**

- 1) Cleaning and sweeping of plant will not be paid by NATIONAL SEEDS CORPORATION LTD and it is the responsibility of the Custom Processor/ Contractor to engage labours for this operation and also providing one Peon for Certification and NATIONAL SEEDS CORPORATION LTD office . This is the responsibility of the Custom Processor/Contractor and no separate payment will be made for such services.
- 2) For printing name of crops and varieties, MRP of products at the time of advance tagging and for printing of gunny bags and cloth bags at the time of first grading, no money will be paid separately and it is the responsibility of the Custom Processor/ Contractor to provide labours for this work. The material like sink, stencil, Slips, etc should also be provided by Custom Processor/ Contractor. The sweepage after the grading of NSC stock should be handed over to NSC staff.
- 3) Printing/ stamping of truthful labels and tags is the responsibility of the Custom Processor/ Contractor and the labour charges for this are included in the processing contract rate and no separate charges will be paid for this work to the Custom Processor/ Contractor. Truthful labels shall be supplied by NATIONAL SEEDS CORPORATION LTD.
- 4) Printing on bags should be either stencil printing or screen printing. Hand writing on bags is not allowed.

I have read all the terms and conditions of this processing contract and I am offering these rates for custom processing with full knowledge of processing operations in plants.

Signature of Processor \_\_\_\_\_

Name of Processor (s) \_\_\_\_\_

Seal of Processor \_\_\_\_\_

Cell No \_\_\_\_\_

Location: \_\_\_\_\_

Date : \_\_\_\_\_

## **ii Rate Schedule for**

### **Hiring of Godown**

**The godown charges have to quote on per sft/month basis.**

Taxes: All the indirect taxes like GST, Municipality/Nagar palika etc will be borne by godown owner as per rule.

The TDS or any applicable Taxes will be deducted from each @10% of billed amount for godown hiring.

| S.No. | Available godown in Sft | Rater per sft/month   |
|-------|-------------------------|-----------------------|
|       |                         | Rs._____per sft/Month |
|       |                         | Rupees_____           |

Signature of the Godown Owner: \_\_\_\_\_

Name of the Godown Owner: \_\_\_\_\_

Seal of the Godown Owner: \_\_\_\_\_

Cell No. \_\_\_\_\_

Location:

Dated:

## Section- VII

**The Custom Processor/ Contractor has to maintain the following records as per the contract Rules and Regulations Act :**

- 1) Register of persons employed form No.IX.
- 2) Employment Card In form no. X be issued to each worker on 1<sup>st</sup> day of employment.
- 3) Wages cum Muster Roll in form XIV.
- 4) Deduction register in form No. XIV and XVIII
- 5) Over time register in form No. XIX.
- 6) The labour Welfare fund deductions in the month June & Dec.
- 7) Every Custom Processor/ Contractor should issue slips to the workers at least a day prior to the disbursement in form No. XV .
- 8) Signature of thumb impression of every worker on the register of wages cum muster roll be obtained and entries there should be authenticated by the initials of the Custom Processor/ Contractor or his representatives. The authorized representative of the principal employer shall affix his initials against each entries in the following forms :-

“Certified that, the amount shown in column No. has been paid to the workman concerned in my presence”.

- 9) Register of fines information No. XVII.
- 10) Service Certificate be issued to the worker whose service have been terminated in form XI.
- 11) Custom Processor/ Contractor should sent half yearly returns in form No. XX in duplicate to the licensing officer before 31<sup>st</sup> Jan and 31<sup>st</sup> July of every year.
- 12) Every Custom Processor/ Contractor should display in abstract of the Act and rule in English and Hindi in such a form as approved by the commissioner of Labour.
- 13) GST Document as per applicable.

All these formalities must be fulfilled by the Custom Processor/ Contractor before raising monthly payment to Regional Manager’s Office.

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