

NATIONALSEEDS CORPORATION LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING-MINIRATNA COMPANY)
SECTOR-V, BLOCK-AQ, PLOT NO. 12,
SALT LAKE CITY, KOLKATA-700091 (West Bengal)
(CIN NO: U 74899 DL 1963 GOI 003913)



TERMS & CONDITIONS OF e- TENDER NOTICE

FOR

NIT Name: - Supply of fresh finished product of certified categories seeds of Fodder Maize variety African Tall and Fodder Cowpea variety, EC - 4216 on Ex-Godown Basis when packing material is provided by NSC.

TENDER SHOULD BE SUBMITTED IN TWO BIDS SYSTEM ONLINE ONLY

TENDER DOCUMENT AVAILABLE FOR ONLINE SUBMISSION: from 13.03.2024 to 27.03.2024 UP TO 14:30 hrs.

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

OPENING OF TENDER (TECHNICAL BID): Dated on 27.03.2024 at 15:00 Hours

COST OF TENDER FORM: Rs. 1180/- (Rs. One Thousand One Hundred Eighty only) incl. taxes to be paid online only.

Contact details:

Particulars	Telephone	E-mail
HO. New Delhi	011-2584-5774	adgm.mktg@indiaseeds.com
Regional Office – Kolkata	033-23671077	nsc.kolkata.ro@gmail.com rm.kolkata@indiaseeds.com
Web Site	www.indiaseeds.com	

**NATIONAL SEEDS CORPORATION LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING)
SECTOR-V, BLOCK-AQ, PLOT NO. 12,
SALT LAKE CITY, KOLKATA-700091 (West Bengal)
(CIN NO: U74899DL 1963GOI003913)**

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NATIONAL SEEDS CORPORATION LIMITED
(A GOVT. OF INDIA UNDERTAKING MINIRATNA COMPANY)
REGIONAL OFFICE: KOLKATA - 700091 (WB)
(CIN NO: U 74899 DL 1963 GOI 003913)

No: Prodn-03/NSC-KOL/2023-24/

Dated: 13.03.2024

“E- TENDER NOTICE”

National Seeds Corporation Ltd. (NSC) , REGIONAL OFFICE , KOLKATA-700091 (West Bengal) invites online short term e-tenders (in Two Bid System) for **Supply of fresh finished product of certified categories seeds of Fodder Maize variety African Tall and Fodder Cowpea variety, EC - 4216 on Ex-Godown Basis when packing material is provided by NSC** as detailed below:-

- | | |
|--|---|
| 1. Name of Work | Supply of fresh finished product of certified categories seeds of Fodder Maize variety African Tall and Fodder Cowpea variety, EC- 4216 on Ex-Godown Basis when packing material is provided by NSC. |
| 2. Supply Location | Ex-Godown Basis. |
| 3. Supply Period | Immediately on issued demand letter/dispatch order within stipulated time or cutoff date. |
| 4. Earnest Money | Rs. 2,00, 000/- (Rupees Two Lakh only) to be paid online. |
| 5. Tender cost | Rs. 1,180/- (Rupees One Thousand One Hundred Eighty only) to be paid online inclusive of 18 % GST (Rs. 1000/- tender fee + 18% GST) |
| 6. Last Date & Time for submission of tender | 27.03.2024 up to 14:30 hours. |
| 7. Date & Time for opening of Technical Bids | 27.03.2024at 15:00 hours. |

1. Tender document will be available on NSC e-Portal: <https://indiaseeds.enivida.com> Up to 27.03.2024 till 14:30 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)** may be opened on 27.03.2024 at 15:00 hours.
(Price bid) will be opened on suitable date & time subsequently.
5. Tenderer should submit both Technical bid and Price bid strictly as per instructions to tenderers given in the tender documents.
6. 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.
7. 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

INSTRUCTIONS TO BIDDER – ONLINE MODE

1. Bidders/Vendors/Suppliers/Contractors must get themselves registered on the portal for participating in the e-tenders published on <https://indiaseeds.enivida.com> by paying the charges of Rs. 2,360/- (Inclusive taxes) per year.
2. Bidders must provide the details of PAN number; registration details etc as applicable and submit the related documents. The user id will be activated only after submission of complete details. The activation process will take minimum 24 working hour's enividahelpdesk@gmail.com
3. Bidders must have a valid email id and mobile number.
4. Bidders are required to obtain Class 3 Digital Certificates (Signing & Encryption) as per their company details.
5. Once bidder DSC is mapped with the user id, the same DSC must not be used for another user id on the same portal. However bidder can update the digital certificate to another user id after un-mapping it from the exiting user id.
6. Bidders now can login with the activated user Id & DSC for online tender submission process in this portal.
7. Bidders can upload required documents for the tender well in advance under My Documents and these documents can be attached to the tender during tender participation as per the tender requirements. This will save the bid submission duration/time period and reduce upload time of bid documents.
8. Bidders must go through the downloaded tender documents and prepare and upload bid documents as per the requirements of the department.
9. Once the bidders have selected the tenders they are interested in, Bidders will pay the processing fee Rs 550/- per tender (NOT REFUNDABLE) by net banking / Debit / Credit card then Bidder may download the Bid documents etc. Once Bidders will pay both fee tenders status will be shown “form received”. This would enable the e- tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.
10. Bidders are advised to read complete BoQ/SoQ/Price Bid/Financial Bid and Terms & Conditions before quoting rates in the bid document.
11. Any modification/replacement in BoQ/SoQ/Price Bid/Financial bid template is not allowed. Bidders must quote only in predefined fields in the bid sheet and save the bid sheet. After saving, the same bid sheet must be uploaded in the portal.
12. Bidders must pay required payments (Tender fee, EMD, Tender Processing Fee etc) as mentioned in the tender document, before submitting the bid.
13. Bidders are recommended to use PDF files for uploading the documents. Only price bid sheet will be in Excel format.
14. The bidders must ensure to get themselves registered on the portal at least 1 week before the tender submission date and get trained on the online tender submission process. For tender submission and registration process bidders are advised to refer respective manuals on website. Tender inviting Authority/Department will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues like internet connectivity/PC speed/etc...

15. Offline Submission of bids/documents/rates by the bidders will not be accepted by the department, under any circumstance.
16. After final submission of the bid, a confirmation message and bid submission acknowledgement will be generated by the portal. The bid submission acknowledgement contains details of all documents submitted along with bid summary, token number, date & time of submission of the bid and other relevant details. Bidder can keep print of the bid submission acknowledgement.
17. If bidder is resubmitting the bid, bidder must confirm existence of all the required documents, financial bid and again submit the bid. Once submitted, the bid will be updated.
18. Submission of the bid means that the bid is saved online; but system does not confirm correctness of the bid. Correctness of the bid will be decided by tender inviting authority only.
19. The time displayed in the server is IST (GMT 5:30) and same will be considered for all the tendering activities. Bidders must consider the server time for submission of bids.
20. Bid documents being entered by the Bidders/Vendors/Contractors will be encrypted at the client end and the software uses PKI encryption techniques to ensure security/secretcy of the data. The submitted bid documents/data become readable only after tender opening by the authorized individual.

Thank You

Technical Support - Phone: 9355030620, 9355030608
Tel: 011-49606060

Email ID - enividahelpdesk@gmail.com

INVITATION OF COMPETITIVE BID FOR PURCHASE OF SEED

National Seeds Corporation Limited(NSC) intends to purchase the following quantity of fresh finished product for **Supply of fresh finished product of certified categories seeds of Fodder Maize variety African Tall and Fodder Cowpea variety, EC - 4216 on Ex-Godown Basis when packing material is provided by NSC** duly packed and tagged in NSC Bags from reputed seed producers/organizers/firms/cooperative societies and seed companies for supply under the Assam State during **Kharif-2024** seasons through sealed tender under **Two-Bids System**.

S. No.	Crop	Variety	Category	Packing Size (In Kg)	Qty. Required (inQtls.)
1	Fodder Maize	African Tall	Certified	3	2000
			Certified	5	1500
2	Fodder Cowpea	EC-4216	Certified	3	1000
			Certified	4	1000
Total					5500

1. Tender document will be available on NSC e-Portal:<https://indiaseeds.enivida.com> upto 2:30 PM of 27.03.2024 for uploading.
2. Parties participating for tender will submit Tender fee as well as EMD online.

TERMS AND CONDITIONS:

1. Rate shall be quoted in Rs./Qtl. on **on Ex-Godown Basis** for finally cleaned/graded, tested and packed quantity in NSC packing (exclusive of bag/Package weight). The packing material will be arranged by the NSC. The rate shall be all inclusive and no other claim on account of taxes etc., if any, leviable shall be entertained.

The tender shall be accompanied with tender fee (non-refundable) of **Rs. 1,180/-** & interest free EMD of **Rs. 2,00,000/- (Rupees Two Lakh only)** to be deposited online.

Tender without tender fee and EMD will be rejected. EMD of unsuccessful tenderers, will be returned through account payee cheque/RTGS within 45 days of tender opening. Outstanding amount if any of the tenderer with NSC will not be considered as EMD.

Micro small enterprises MSE's registered with NSIC or any other body specified by Ministry of MSME, for such works are exempted from payment of Tender fee as well as EMD. Security deposit however, will have to be deposited in the case of grant of work.

2. The technical bids will be opened on 27.03.2024 at 15:00 hrs. in Regional Office, Kolkata followed by opening of price bids of those tenderers who qualify technically.
3. **Price Negotiation: In the event of quoted price not being justifiable by management , negotiation can be called for with L-1 party.**
4. In case L-1 bidder fails to supply the total required quantities, the NSC will split the order among next two or more tenderers and any counter offer made thereafter by L-2, L-3, etc.
5. In case L-1 bidder fails to supply the seed due to any reason then NSC reserves the right to place order with L-2 party. In such cases the EMD of L-1 party will be forfeited and NSC may also **blacklist** the party on the discretion of committee/RM.

6. The tenderer's offer shall be valid for at least **240 days** from the date of opening of the tender and supply will be completed within 7 days from the date of placement of confirmed order.
7. (a) The seed will be procured on actual requirement basis. NSC shall also issue need based demand Letter/ despatch order. Supply shall commence on immediately on issuance of demand letter/despatch order and should be completed **within stipulated period or cut-off date**. NSC will not be responsible for supply beyond the stipulated time/cutoff date.

(b) The supplier shall sign an **Agreement** on intimation of this office before supply of seeds and remit security deposit **as per clause no. 09 & 10** of terms and conditions.
8. Failure to deliver less than 90% of approved quantity, penalty shall be imposed by NSC @ 10% of the value of the shortfall beyond 90% in the supply at the rate agreed to. For delayed supplies, a penalty of Rs. 1% of value of seed delivered late per week or part thereof limited to 5%. However, NSC shall be free to take other remedial measures like cancellation of order, purchase from other source at the risk & cost of supplier.
9. The successful tenderer shall remit interest free **Security Deposit @ 3.00% of the value of the contract** in the form of Demand Draft drawn or through RTGS in favour of National Seeds Corporation Ltd., Kolkata. This deposit shall be remitted within five working days from the date of intimation by this office. Failure to remit the Security Deposit will imply forfeiture of EMD. The EMD deposited along with the tender will be adjusted against security deposit. The bid security may also be accepted in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee including e-Bank Guarantee from a Commercial Bank, online payment in an acceptable (RTGS / NEFT).
10. The successful tenderer shall at his own cost will execute **an Agreement** with NSC on non-judicial stamp paper of required value preferably **Rs. 500/-** for arranging the supply as per these terms and conditions, signing on each page of the Terms and Condition and submit the same to NSC along with the Security Deposit.
11. **NSC will arrange packing material** and the Seed shall be processed and packed with leaflet and labeled as per NSC's requirement at the supplier's premises at his own cost and expense. The NSC/any Govt. agency shall have the right to inspect the operation from time to time. The NSC or any govt. department shall have the liberty to verify the source certificate/ physical verification of the stock of the supplying agency by deputing personnel to the respective places from where the seeds are to be dispatched and the cost of verification including logistic support and conveyance for the officials of NSC/ expert team of govt. department will be borne by the tenderer at all levels and cost of quality testing if required will be borne by the tenderer/ supplier.
12. The tenderer will arrange for the SCA's permission for packing the offered/accepted quantity in NSC bags as per packing size required by NSC, to be arranged by tenderer, while NSC will issue letter to SSCA for the same, if required.
13. The tenderer shall make available to NSC a legible true copy/original copy of the Release Order/Certificate/Section-9 issued by the State Seed Certification Agency(SSCA)/ for each lot delivered to NSC.

14. NSC may draw representative samples of seed lots offered by the tenderer for testings in own lab or any other laboratory identified by NSC. Only the lots cleared by both the SCA and NSC will be accepted by NSC. NSC may draw samples for 25% more quantity than the supply order, to ensure that in event of failure of any lot in QCL there should be no shortfall in the supply from the ordered quantity.
15. Even if the seed meet the certification standards NSC Ltd; reserves the right to reject the stock on ground of discolour, lacking lusture or admixture of other varieteis found by the supervising staff of NSC Ltd. / Indenting Agency or on grounds of poor quality / field complaints, the seeds not accepted by NSC/ Indenting Agency shall have to be taking back by tenderer at his own cost and arrangement within 15 days from the date of communication. Further in case of rejection of any lot, the supplier shall replace the same withing 7 days of communication with his own cost. The Corporation will not be liable for the rejected stocks after communicating the same to the supplier.
16. NSC will provide the labels wherever applicable, while the tenderer will arrange/provide certification tag, thread, seal and treatment material essentially and arrange the packing, packing material sealing, labeling, tagging, stacking, weighment and loading at his own cost. In case of non readiness of the bags with NSC the tenderer may arrange printing of packing material after taking due permission from NSC and as per standard packing size prescribed by SSCA (wherever applicable).
17. The seed stock shall conform to the quality specifications prescribed in the Minimum Seed Certification Standards-2013 or as amended from time to time and shall possess good physical appearance and lusture to NSC's satisfaction.
18. Tenderer failure to arrange the supply as per the Terms & Conditions will entitle NSC to cancel the order and arrange the supply of material from the next party in the tender at the cost and risk of the defaulting tenderer.
19. NSC may increase/decrease the final requirement from the quantity in the NIT & seed shall be purchased only on need basis. Normally, the increase may not exceed 100% of the NIT quantity.
20. If required, NSC may repeat the order for the additional quantity within Six months from the date of Security Deposit remittance with mutual consent.
21. 70% payment will be released through NEFT/RTGS after 30-40 days of the supply and within 30 days after the receipt of bills verified by the concerned Area Office of receiving unit subject to fulfilling the requirements set out in the Terms & Conditions.
22. NSC will retain 30% payment along with the Security Deposit for 120 days from the date of last supply as performance guarantee.
23. The supplier has to submit the bills along with Section - 9 Certificate (Release Order/ Packing Certificate/Certificate issued by the State Seed Certification Agency (SSCA)) of SSC for each lot with each bill, STL report for each lot with each bill, Road Challan/ Movement Certificate with lot wise details supported to each D.O., Acknowledged Lorry Receipt (LR) copy, Dispatch order copy, invoices and other relevent papers with covering letter on firm letter head support to invoices with brief bill details for claiming bill amount.

24. The Tenderer shall, at his own cost, take back part or full quantity of such stock found not conforming to standard set out for the purpose. In case the stock remained unsold, then the party has to lift back the unsold stock at his own cost.
25. In the event of any dispute/complaint with reference to the seed quality, if supplier is unable to prove / establish genuineness of the supplied seed, he shall bear the loss / damage, if any, sustained by NSC to the relevant extent.
26. Conditional offers shall not be accepted and the tenderer shall not impose any additional term & condition.
27. NSC reserves the right to accept / reject any or all the tenders without assigning any reason whatsoever.
28. In case any dispute arises between NSC and the other party due to any 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 and shall be in English Language. The court of Delhi shall have the jurisdiction.
29. After supply of seeds, the seed may be tested by concern State Government Authority at the destination point. In case, if any lot of seed does not meet the standards as laid down in Indian Minimum Seed Certification Standards, then the party will have to lift the seed from that place at their own risk and cost. NSC will not release the payment for such stock.
30. Lot number details on the challan must be indicated while delivering the seeds.
31. The tenderer shall be fully responsible for any quality deviation observed by Government/ Enforcement Agency/NSC Ltd; and shall be liable for damage / legal prosecution arising out of quality lapses vide provision under prevailing laws such as seed act/ seed control order and weight and measurement act etc..
32. If the L-1 party does not offer full tendered quantity of particular crop variety then NSC will have right to negotiate with the L-2, L-3 and more parties respectively at the L-1 rates to full fill the demand of seed required.
33. The agreement which will be executed between NSC & the State Govt. Department / Agency for supply of seeds will also be the part of the terms & conditions of this tender and the supplier will have to accept the same.
34. The Seed Supplied by the supplier/Tenderer, if any complaint arises in the supplied seed i.e in the seed quality or in the field level, the supplier will be fully responsible for that. If the complaint is established, the supplier has to bear the amount of compensation as per recommendation/decision of Committee/Consumer Court/Other Courts/Govt. shall be final and binding.
35. The tenderer must upload the documents after seal and signed on every papers of tender document.

OTHER TERMS AND CONDITIONS:

1. NSC shall not be responsible for fluctuation of the market rate of the ordered seed. The tenderer shall be required to supply the seed at agreed rate only. The Agreement may be terminated at any time due to non-performance of any of the terms and conditions of the Agreement to the satisfaction of the Corporation.
2. NSC reserves the right to accept or reject either in full or part of the tender or all the tenders without assigning any reason. NSC further reserves the right to award contract/issue the order for supplies to more than one tenderer.
3. In case of dispute arising out of the contract, the party/parties shall have to agree to the decision of the sole arbitrator appointed by CMD, NSC whose decision will be binding on both the parties as stipulated in terms and condition contained in para 35 above.
4. The court of law situated at Delhi will have the jurisdiction in matter related this tender or and dispute during the performance of the contract.
5. The tenderer shall be responsible for State Sales Tax / Central Sales Tax / VAT / GST and Income Tax liabilities, if any. NSC will not carry any tax liability related with the transaction.
6. NSC will not be responsible for the losses incurred to the supplier/tenderer due to change in Govt. decisions, natural calamities, which are beyond the control of NSC.
7. Quality Control Inspectors of the concerned State may draw the samples of stocks. In case, the stocks failed in test results, the tenderer will be responsible for the consequences of violation of Seed Act and Seed Laws and losses caused to NSC.
8. The weight of the seed container shall be checked at any point of transaction and in case any shortage is found in the container, NSC will not pay any cost against such supplies and the tenderer shall be responsible for the legal consequences of Weights and Measures Department, if any.
9. The tenderer will have to give name of the firm, name of the processing plant, godowns, postal addresses, contact (telephone & mobile) Nos. E-Mail, name of the responsible person in the tender form itself so as to make further communication. After opening the tender, Tenderer have to check their email regularly for updates.

REQUIREMENTS OF TECHNICAL BID

1. Name & Address of the bidder with Contact No. and E-mail ID in company / firm letter head:
2. Seed Producer's Regn. No. with SSCA & its validity(upload documents /if any).
3. Seed Processing Plant Registration No. and its validity (upload documents).
4. Seed License No. & its validity (upload documents).
5. Seed Production Experience Years:(upload documents).
6. GST No. (upload documents).
7. Details of Seed Production & Supply of Previous Two years (upload documents).
8. Valid certificate of MSE's registered with NSIC or any other body specified by Ministry of MSME (If applicable)(upload documents).
9. Details of Tender fee/EMD:
10. Aadhaar, PAN card no. and ITR copy of last Two Years (upload documents).
11. Audited Annual Accounts for the last two financial years (upload documents).
12. Participation in tendering by any if Central/State Seed Corporation /Agency engaged in Seed Production and distribution in the Country, during last 3 years and there has been no litigation with any Govt departmen on account of similar services(Undertaking to be furnished on Rs.100/- NJ Stamp Paper). (Upload documents).
13. Certification papers in support of Certified Seeds Production wherefrom the seed will supply in this tender (upload documents for grower registration list with concerned SSCA & or Section-9/release order).
14. Photocopies of above items to be uploaded.

TECHNICAL BID FORMAT
(TO BE SUBMITTED IN TECHNICAL BID PART IN ONLINE FORM ONLY)

Sr. No.	Crop	Variety	Packing Size (In Kg)	Class	Qty. Required (In Qtls.)	Qty. Offered (In Qtls.)	Name of the Certification Agency	Location of the stock/ Godown with address details	Certification papers in support of the Certified Seed Production. (Yes/No)
1	Fodder Maize	African Tall	3	CS	2000				
			5	CS	1500				
2	Fodder Cowpea	EC-4216	3	CS	1000				
			4	CS	1000				
Total					5500				

PRICE BID FORMAT
(TO BE SUBMITTED IN FINANCIAL BID PART IN ONLINE FORM ONLY)

Sr. No.	Crop	Variety	Packing Size (In Kg)	Class	Qty. Required (In Qtls.)	Qty. Offered (In Qtls.)	Rate Rs. Per Qtls. for final packed and tagged Seed quantity in NSC's bag packing as required by NSC, when packing material is provided by NSC on Ex-Godown Basis (including of all taxes).
1	Fodder Maize	African Tall	3	CS	2000		
			5	CS	1500		
2	Fodder Cowpea	EC-4216	3	CS	1000		
			4	CS	1000		
Total					5500		

CHECK LIST FOR TECHNICAL EVALUATION OF TENDER

S N	Particulars	Remarks / Yes or No
1	Tender Fee as per NIT (Non- refundable) Rs 1180/- online inclusive of 18 % GST (Rs. 1000/- Tender Fee + 18% GST)	
2	EMD Rs. 2,00,000/- (Rupees Two Lakh only) to be paid online	
3	Seed Processing Plant Registration No. and its validity (upload documents)	
4	Seed Producer's Registration Number with SSCA & its validity (Upload documents/if any)	
5	Seed License No. & its validity (Upload documents)	
6	Seed Production Experience Years (Upload documents)	
7	Details of Seed Prodn. & Supply of Prev. Two Yrs. (Upload documents)	
8	PAN card number (Copy of PAN Card) with ITR copy of last two years	
9	AADHAAR CARD No. (Copy of Aadhaar Card to be uploaded)	
10	Name and addresses of the Bank (Upload Documents):	
	i) Account No.:	
	ii) IFSC Code.	
11	Copy of Registration for GST (Upload Documents):	
12	Valid certificate of MSE's registered with NSIC or any other body specified by Ministry of MSME (If applicable) (Upload Documents).	
13	Other document if any in support of the tender (Upload Documents).	
14	Signed & stamped copy of each and every page of the tender documents as acceptance of all terms and conditions of the tender is to be uploaded along with technical bid.	
15	The Party should not have been black-listed/debarred from participation in tendering by any if Central/State Seed Corporation /Agency engaged in Seed Production and distribution in the Country, during last 3 years and there has been no litigation with any Govt departmen on account of similar services (Undertaking to be furnished on Rs.100/- NJ Stamp Paper) (Upload documents).	
16	Party Details- Name & Address of the Party	
17	Type of party (Supplier/Breeder Seed Supplier/ Dealer/Distributor/ Government/Organizer/ Others).	
18	Contact Person Name	
19	Contact Person Designation	
20	Contact No.	
21	E-mail ID	
22	Certification papers in support of Certified Seeds Production where from the seed will supply in this tender (upload documents for grower registration list with concerned SSCA & or Section-9/release order. (upload document).	
23	Audited Annual Accounts for the last two financial years (upload documents)	