

NATIONAL SEEDS CORPORATION LIMITED

(A Government of India Undertaking)

REGIONAL OFFICE-JAIPUR

T E N D E R D O C U M E N T

F O R

**Transportation of Seed by Road on
(Annual Contract Basis) for FY: 2024-25**

At

**NSC, Area Office: Ajmer, Bharatpur, Chittorgarh &
Kota**

NATIONAL SEEDS CORPORATION LIMITED
(A Government of India Undertaking)
REGIONAL OFFICE-JAIPUR
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नेशनल सीड्स कारपोरेशन लिमिटेड

(भारत सरकार का उपक्रम)

चौमू हाऊस: सी - स्कीम

जयपुर: 302 001

फोन - 0141 - 2376760 / 2365947 फैक्स- 2363910

No.4(21) Mktg/NSC/JPR/2023-24

दिनांक 15-03-2024

ई-निविदा सूचना

राष्ट्रीय बीज निगम लिमिटेड (भारत सरकार का उपक्रम), ख्याति प्राप्त ट्रांसपोर्ट कम्पनी से दो बिड़ सिस्टम के अन्तर्गत राजस्थान में विभिन्न स्टार्किंग पॉइंट जैसे कि अजमेर, भरतपुर, चित्तोडगढ़ व कोटा कार्यालय के अन्तर्गत आने वाले सभी जिलों/स्थानों से प्रति किलोमीटर, प्रति टन (स्लैब) आधार पर बीज/ रा-सीड /सामग्री परिवहन हेतु वित्त वर्ष 2024-25 के लिये दिनांक 08-04-2024 को दिन के 1.00 बजे तक ई-निविदायें आमंत्रित की जाती है एवं उसी दिन दोपहर 3.00 बजे खोली जाएंगी। निविदा प्रपत्र, नियम व शर्तें ऑनलाइन या रु. 1000.00+18%GST के आर.टी.जी.एस./एन.ई.एफ.टी/ डेबिट या क्रेडिट कार्ड से भुगतान कर प्राप्त की जा सकती है। एनएससी के पास बिना कारण दर्शाये किसी एक या सभी निविदाओं को स्वीकार /अस्वीकार करने का अधिकार सुरक्षित है। निविदा का विस्तृत विवरण हमारी वेबसाइट www.indiaseeds.com पर व ई-पोर्टल <https://indiaseeds.enivida.com> पर देखा जा सकता है। ई-निविदा हेतु हमारे ई-पोर्टल <https://indiaseeds.enivida.com> पर निविदाकर्ता का पंजीकृत होना अनिवार्य हैं। यदि भविष्य में कोई बदलाव किया जाता है तो उसे निगम की वेबसाइट पर ही प्रकाशित किया जायेगा।

(मुकेश कुमार जाट)
क्षेत्रीय प्रबन्धक

NATIONAL SEEDS CORPORATION LIMITED

(A GOVERNMENT OF INDIA UNDER TAKING)

REGIONAL OFFICE JAIPUR

Section-II

Essential conditions for Transportation of Seed by Road (On Annual Contract Basis) For F.Y. 2024-25

1. e-tenders are invited under two bid systems (A).Technical Bid (B).Financial Bid from a reputed and experienced transport companies/firms or organizations.
2. Tender Document can be downloaded from www.indiaseeds.com, eprocure.gov.in, indiaseeds.eproc.in. For payment of tender fees Rs. 1180/- (including GST) & EMD amount please follow instruction of **Section-VII**. E-tender website is indiaseeds.eproc.in.
3. Participants should go through the Terms and Conditions before submitting this tender.
4. EMD of unsuccessful tenders will be refunded on request application.
5. Financial bid will be opened only for those parties who qualify in technical bid.
6. Terms and Condition mandatorily signed by the authorized signatories of the Firm/company or organization and further it will become the part of Agreement.
7. All the details pertain to Technical and Financial Bid should be given very precisely in the uploaded format.
8. Only government deptt, PSU's, Co-operatives, Autonomous Institutions Corporation work experience certificate will be entertained and Turnover (work) should not be less than Rs. 100 lac in previous two years.
9. Experience Certificate should not be older than five years.
10. The Transporter will have to provide RC (minimum 10 trucks) of owned/ Hired by them with copy of the valid registration of the vehicle issued by RTO. NSC may decide the capacity of the transporter for award of work.
11. Other documents must be attached as per the format of technical bid.
12. Financial bid contains only rates in different slabs in per ton per km.
13. Solvency certificate of the Firm/Company or Organization (In case of proprietor it may be of proprietor.) firm is mandatorily from their banker or from Chartered Accountant and it should not be less then Rs. One Crore.
14. Upon acceptance of the tender by NSCL, security deposit Rs. 4.00 lac each in case of Area Office Kota,Ajmer,Chittorgarh & Bharatpur mandatorily has to be deposited by the party within 10 days after issue of work order. EMD amount will be adjusted as security deposit.

15. **Procedure for Submission of Tender:** Please follow instruction of **Section- VII.** E-tender website is indiaseeds.eproc.in.

16. Schedule of the tender & EMD:-

S.No.	Area Office	Tender date	Tender opening time	EMD (in lacs)
1	Kota,Ajmer,Chittorgarh & Bharatpur			Rs. 3.00 lacs for each area office

- i) **The tender participants registered with NSIC are exempted from EMD**
- ii) The entire participant should mandatorily submit a self declared certificate that they have read all the **essential condition** and terms and condition which will become the part of agreement carefully and agree for the same on Rs. 100. Stamp paper.
- iii) Certificate under Section 194 C (6) of Income Tax Act 1961 is mandatory for all transporters.
- iv) GST Registration No.

(V) Bank Account no of NSC Jaipur is furnished below

Bank Account Number			
PAYEE NAME	Bank Name Account Number	Branch Name	IFSC Code
NATIONAL SEEDS CORPORATION LIMITED	STATE BANK OF INDIA A/c. No. 40841545451	Sanganeri Gate, Jaipur	SBIN0000656

NATIONAL SEEDS CORPORATION LIMITED
(A GOVERNMENT OF INDIA UNDER TAKING)
REGIONAL OFFICE JAIPUR
TECHNICAL BID

1	Tender for Area Office	
2	Name of the Participant	
3	Address	
4	Name of the Proprietor/Partner/Director	
5	Registration of the Firm/Company or Organization under Partnership Act /Companies Act or any other act which is in force.(Enclose copy of registration)	
6	GST Reg. No. (enclose copy)	
7	Income Tax Pan No. (enclose copy)	
8	Valid Registration numbers of the own/hired trucks EncloseList along-with copy of registrations (enclosed copy)	
9	Bank Details A. Name of Banker & Address B. Account No. C. IFSC CODE	
10	Solvency certification of the firm/Company or Organization from banker or from Chartered Accountant (enclose copy)	
11	Reference of transportation work undertaken from (experience Certificate) (a) NSC b) Work experience certificate from the Govt. organization or PSU's organization for work more than Rs.50.00 lacs (enclose copy)	
12	Authorization of competent authority of the Firm/Company or Organization to sign this Tender document and participant in the tender in case of representative (enclose copy)	
13	Certificate under Section 194 C (6) of Income Tax Act 1961.	
14	Self declared certificate that they have read all the essential condition and terms and condition which will became the part of agreement carefully and agree for the same on Rs. 100/- Stamp paper.	
15	Details of tender fees	
16	Details of EMD deposit	

NATIONAL SEEDS CORPORATION LTD.**(A Government of India Undertaking)****REGIONAL OFFICE: Jaipur****FINANCIAL BID**

I am quoting rates for transportation of seeds or Seed material and CPM material irrespective of packing size on annual contract basis for FY 23-24 as per ton per kilometre in rupees (the rates quoted must be inclusive of loading)

Rates for Area Office:.....

Sr. No.	For Distance (in Km)	Freight Rate per ton per km in Rs. (inclusive all taxes)			
		2.1 -5.0	5.1 ton – 9.0 ton	9.1 ton – 12 ton	12.1 ton – to above ton
1	0-50				
2	51-100				
3	101-200				
4	201-300				
5	301-400				
6	401-500				
7	501 AND ABOVE				

Note:- NSC reserve all the rights for giving preference for negotiation to the firm which quoted L-1 rates in maximum slabs & negotiation will be done with the firm for work on L-1 rates quoted by other firm OR individual slab will be allotted to respective L-1 firms and firm cannot claim for work on other slabs where he is not L-1 firm.

NSC/Committee members reserve the right to take decision on above & firm will have no right to challenge the same. Decision of RM will be final.

I / We agree with all the terms and conditions as laid down by your Corporation.

Signature.....

Name of Firm.....

Mob No.....

Section-V**REGIONAL OFFICE: JAIPUR
TERMS AND CONDITION****FOR TRANSPORTATION OF SEEDS BY ROAD (On Annual Contract Basis)**

1. Agreement for transportation of seeds shall be valid up to **31.03.2025**.
2. **NSC reserve all the rights for giving preference for negotiation to the firm which quoted L-1 rates in maximum slabs & negotiation will be done with the firm for work on L-1 rates quoted by other firm OR individual slab will be allotted to respective L-1 firms and firm cannot claim for work on other slabs where he is not L-1 firm. NSC/Committee members of NSC reserve all the right to take decision on above & firm will have no right to challenge the same. Decision of RM will be final**
3. Whenever the security deposit falls short of the stipulated amount, the transporter shall make good the deficit, so that the deposit, at any point of time remains intact of Rs. 4,00,000/- each for Area Office Kota, Ajmer, Chittorgarh & Bharatpur. NSC reserves the right to forfeit the security deposit (in part or full) in the event of the failure of the transporter to comply with the terms of the contract. The security deposit or such part thereof as has not been forfeited or adjusted will be refunded to the transporter only on expiry of the contract and on satisfactory completion of the work under agreement and on production of no due/no demand certificate from consignor units of NSC relevant to the contract period and after deducting the outstanding dues, if any, against the transporter on account of shortage, damages delayed lifting/delivery etc., NSC reserves the right to forfeit the security deposit in the event of failure of transporter to produce acknowledgement copy of the lorry receipt or consignment note from the consignees or execute the transportation job to the NSC's satisfaction.
4. **In the event of the failure of the transporter to comply with any of the terms & conditions of the tender. Then the EMD will be forfeited and the Firm will be black listed or debarred for minimum period of 5 years for participating in NSC tender.**
5. The consignment of NSC's goods will normally contain seed, raw seed, or material of such other goods as NSC may specify certification and packing material. It should be understood by the transporter that the NSC's goods are of such nature that the same can be damaged in transit due to various facts and after having understood the same the transporter shall be responsible for delivering the goods without deterioration in quality for any reasons what so ever and to make good any loss that NSC may suffer on that account NSC's losses are deductible from the bills of the transporter and/or from the amount of security deposit/EMD, and while doing so transportation charges will also be proportionately disallowed for such of the quantities reported short/damaged. In the event of NSC's loss exceeding the amount of the security deposit and the bills which may be payable to the transporter the later shall pay the amount on demand from NSC without any dispute.
6. NSC does not guarantee any specific volume of work at any time during the period of the agreement. The agreement itself does not confer any right on the transporter to demand that the entire work should necessarily or exclusively be entrusted to him. NSC reserves the right to appoint one or more transporters and distribute the work among them during the currency of this agreement and no claim for compensation shall lie against NSC on account of such division of work. No transporter can demand division of work but NSC may empanel/award more than one transporter at L-1 rates so that the movement of seeds is not hampered due to non-availability of trucks.
- 7.

8. The transporter will collect the goods from the godown and storage locations as required by NSC from time to time on each occasion without any extra charge. Whenever loading charges are being borne by the NSC or NSC's seed producers the loading charges will be deducted from transport bills at the rate fixed for respective NSC Labour contractor.
9. The transporter will ensure that vehicle/truck entering into the NSC premises should have proper required documents as per RT act like valid pollution control certificate, RC etc.
10. The transporter shall make available the trucks and lift the consignment within 24 hours of intimation by NSC. It shall be ensured that the entire consignment under the agreement is lifted within the dates intimated by NSC on each occasion. If the transporter fails to lift the stocks within 24 hours of NSC's intimation, NSC shall have the right to impose a penalty for delayed lifting at the rate of two percent of the freight charges per day per truck up to a maximum of one days beyond which it shall be open for NSC to transport the goods through any other transporter. In that event, if NSC has to pay more than the amount payable to the transporter under this contract, the excess amount paid shall be recovered/adjusted by NSC from the amount and/security deposit at the credit of the transporter. The receipt from the other transporter for payment by NSC on account of transporting the goods through them shall be conclusive evidence of the amount so paid and the transporter under this contract shall without any dispute pay the excess amount either in cash/accept recovery /adjustment from the amount at his credit.
11. The Transporter will have to provide RC (minimum 10 trucks) of owned/ Hired by them with copy of the valid registration of the vehicle issued by RTO. NSC may decide the capacity of the transporter for award of work.
12. The transporter will be entirely responsible for obtaining the permits, GST etc., (if any) wherever necessary such as for interstate entry free passage etc., failure to obtain these forms from consignor and the resultant delay will be entirely at the risk of the transporter and NSC is not liable to pay any charge on account of detention, storage etc., enroute for want of any permit/clearance.
13. The consignment shall be delivered by the transporter at the consignees address at the specified destination on door delivery basis during office hours i.e. 10.00 hours to 17.00 hours, on working days within days within the transit periods of 300 Kms per day. The transit period is exclusive of the days of lifting (loading) and delivery (unloading). If delivery outside office hours or on holidays is anticipated, the transporter shall inform the consignee, in writing, at least 48 hours in advance above such delivery to enable the consignee to make the required arrangement. However, neither the consignee nor the consignor shall be responsible if arrangements are not made by the consignee for taking delivery of the consignment after the office hours or on holidays.
14. The transit period specified in clause 12 above shall be deemed to be the essence of the contract. The said period shall be legibly written on the LR/GC both in words and numbers. If the transporter fails to deliver the consignment within the time limit, specified, NSC shall have the right to levy a penalty as follows for delayed delivery.

Sr. No.	No. of days beyond the transit period	Percentage of the Freight charges as penalty per day of delay per truck
1	For the delay up to 50% of the transit period or part thereof	2% of the freight per truck per day of delay.
2	For the delay of beyond 50% of the transit period or part thereof	2% of the freight per truck per day of delay up to 50% of the transit period plus 10% of the freight per truck per day on the delay beyond 50% of the Transit period.

In any case total penalty would not exceed the total freight per tuck.

15. All the booking will be on “To Be Billed” basis. The freight charges shall be on per ton per km basis inclusive of all taxes (except toll tax, octroi), loading, statistical and bridge crossing charges. Toll tax, octroi, unloading charge will be paid on production of original receipt. **Unloading charge will be restricted to unloading rate finalized for job work of concerned Area Office of NSC. It shall be on a slab system as follows:**
16. For Distance (in km) Freight rate (Rs./-ton/- km)

Sr. No.	For Distance (in Km)	Freight Rate per ton per km in Rs. (inclusive all taxes)			
		2.1 -5.0	5.1 ton – 9.0 ton	9.1 ton – 12 ton	12.1 ton – to above ton
1	0-50 KM				
2	51-100 KM				
3	101-200 KM				
4	201-300 Km				
5	301-400 KM				
6	401-500 KM				
7	501 AND ABOVE				

17. Octroi and toll tax, if any paid by the transporter will be reimbursed by the consignor on production of the relevant receipts only on normal rates without penalties. NSC will however not make any separate payment on account of insurance if arranged by the transporter. The payments towards freight charges shall be made on to be billed basis. **For billing or payments Kilometer calculation shall be strictly based on short rout of Google Map.**
18. For transporting seeds such as Groundnut, Sunflower, fodder and Vegetable seeds, packing material packed in bags/cartoon box, etc. 50 qtls load will be considered as 9 tons since truck cannot accommodate 9 tons load. Truck load will be calculated as ...qtls x 1.8 for above.
19. In case, seeds pertaining to 2-3 destinations are loaded in one truck for timely delivery, claim will be passed for entire qty from loading point to last destination point by including all destinations via short route on lower side.
20. Payment will be made in favour of the transporter through RTGS (for this the Transporters has to give details of A/C Number with Bank Branch Name and IFS Code on the letter head with cancelled cheque), by the Regional Office on the basis of the actually net weight of the goods stated in the lorry receipt at the time of loading on production of the certificate of receipt of the goods from the consignee. The cost on account of shortage in the consignment, penalty for the late delivery of the consignment and value of damages to the consignment will be deducted by the consignor before making payment to the transporter.

21. NSC reserves the right to deduct the TDS as per the Income Tax Act 1961, from the bill amount which is due to the transporter according to the provisions of sec. 194C of the said act and rules framed there under as in force.
22. No detention charges will be payable for the first 24 hours of detention of trucks at the originating station or at the destination station. For detention beyond 24 hours, NSC may pay detention charges @ Rs.400/- per day.
23. If the consignment is delivered short of the destination or at some other destination unless otherwise permitted by NSC in writing, NSC will not pay the freight charges to the transporter.
24. The transporter shall not withhold the delivery of the consignment for any reason whatsoever, and shall be solely responsible for any loss that NSC may sustain on account of such non delivery. In the event of non delivery of the consignment at the destination the transporter shall bear the entire cost of the seed and packing material in full at the NSC's prevailing sale price along with the damages liable for payment by NSC on the consignment due to non supply of seeds to seed user/indenters. For other goods the transporter shall pay the entire cost of the goods and the packing material.
25. No transshipment is allowed in between the destinations. For any reason such as breakdown, accident etc. if the truck is stranded beyond reasonable limits, the transporter should make alternative arrangements for safe transportation of the goods by road within the delivery time limit prescribed already. Except the extraordinary justifiable situation such as accident, breakdown, road blockage etc. no transshipment is allowed i.e. the truck received by the consignee should be the same as that into which the stock was loaded by the consignor as indicated in the LR. If and when transshipment is resorted to and the truck No. is changed, the transporter shall justify the same to NSC's satisfaction. For delay/damages on account of transshipment not accepted by NSC, penalty shall be twice the penalty prescribed for normal delay / damages.
26. No endorsement shall be made on the LR/GC to the effect the consignment is carried at the "owner's risk" and it should be on "Carrier's Risk" only.
27. The transporter shall ensure that (a) "Hooks" are not used for handling the bags (b) the trucks are covered with double tarpaulins which are perfectly water-proof, leak-proof and in sound condition to avoid damage by rain etc. (c) the consignment is never exposed or kept open and (d) the entire transportation is made only by road and not by any other mode of transportation.
28. The agreement to which these terms and conditions form a part shall be in force till the job for which the transporter has been engaged is completed to the entire satisfaction of NSC. The work contract can be extended further year on mutual consent in writing.
29. Rates agreed now are inclusive of all taxes except Octroi, Toll Tax & Octroi Transit Pass fee. These will be reimbursed on production of original receipt. The terms and conditions as stated above shall be binding on the NSC and the transporter and their relationship shall be governed by the same. NSC shall have the right to
30. Terminate the contract at any time during its currency after giving 10 days notice to the transporter without assigning any reason whatsoever and transporter shall not be entitled to question the termination. Nor shall be entitled to any compensation on this contract. In the event of transporter being adjudged insolvent or going liquidation or winding up his business or failing to observe any of the provisions of the contract or is convicted or punished under the provisions of any statute, NSC, shall be at liberty to terminate the contract without prejudice to any other rights or remedies under contract and to get the work done for the un expired period of the contract at the risk and cost of the transporter and to claim from him any resultant loss sustained or costs incurred.

31. 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 discussions, 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 be 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."
32. Due to hike or decrease in the rates of fuel, escalation will be considered only increasing the rates more than 10% and minimum after period of six months. Hike will be vice versa $\pm$. In such cases percentage for increase or decrease will be governed @ 5% only.
33. The Transportation Charges will be paid on one-way distance only and optimum rates proposed are for one way per km for the range of Transportation separately

Name & Signature and seal Of Authorized Signatories

with official stamp

Place

Date:

AGREEMENT

FOR ANNUAL TRANSPORTATION OF SEEDS AND PACKING MATERIAL BY ROAD

AN AGREEMENT made on the day ofbetween National Seeds Corporation Limited (NSCL), a company registered under the Companies Act,1956 and having its registered office at New Delhi(hereinafter referred to as the NSCL,which expression shall, where the context so admits include its Successors and Assigns)of the ONE PART

And

M/s..... Firm registered under The Partnership Act 1932/Companies Act and having its registered office at (hereinafter referred to as the Transporter, which expression shall, where the context so admits include its Successors and Assigns) of the OTHER PART.

WHEREAS, the NSCL is the producer and trader of Seeds at its various Area Offices spread throughout the country controlled by 11 Regional Offices.

WHEREAS, the Area Office Appointed Dealer-Distributor Network throughout the Country and also deals in Central and State Government requirements of Seeds.

AND WHEREAS, the NSCL sends the Seeds & packing material to its various Area Offices as and when required.

AND WHEREAS, the NSCL was in lookout for appointing a transport company/Firm, who can undertake the transportation of its products to its various Area Offices throughout the country on Annual Contract Basis and invited tenders for the said purpose through leading newspapers & website;

AND WHEREAS The Regional Manager of NSC –Jaipur is the competent Authority to appoint the Transporter or to renew or extend the contract period of transporter for all the Area Offices which are directly or indirectly under the control of Jaipur Regional Office.

AND WHEREAS, the,
was appointed as Transporter of Area Office
.....through tender process in the FY 2023-24
and it will perform the Transport work only for Area
Office.....

AND WHEREAS, the NSCL advised the Transporter to deposit a sum of Rs.
lacs as security for the due performance of the contract.

AND WHEREAS, the parties have agreed to enter into an agreement herein
contained.

NOW IT IS HEREBY AGREED BETWEEN BOTH PARTIES AS FOLLOWS:

1. The NSCL appoints as its sole transporter for the
..... Area Office for a period of one year commencing from
01.04.2024 to 31st March 2025.
2. The transporter agrees that it shall transport the Seeds and Packing Material
from Unit to other various units throughout the country on
the rates agreed between the parties.
3. The transporter agrees that it shall make available to the NSCL every day the
number of trucks required by it for transporting the products.
4. The Transporter undertakes that it will provide trucks of good condition with
the drivers having valid driving licenses. The officers of the NSCL will be
authorized to inspect the condition of the truck, permits, insurance books of
each truck, up to date vehicle tax paid receipts and driving licenses of the
drivers and the transporter will produce the said documents for inspection to
the officers of the NSCL whenever required to do so. If the officer of the NSCL
Company comes to the conclusion that any truck is not of good condition or
lacking in any other respect, he can require the transporter to take back the
said truck for which the transporter shall not be entitled to any changes.
However, the officer will intimate to the Transporter the reasons for requiring
the truck to be taken back.
5. The Transporter will not transport goods of any other person in the trucks
carrying the NSCL products.

6. This agreement shall be executed in duplicate. The original shall be retained by the National Seeds Corporation Limited and the duplicate by the transporter.
7. That the Transporter is agreed to the tender terms and condition attached to this agreement as Annexure 1 and which form part of this agreement.

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 discussions, 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 be 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."

IN WITNESS WHERE OF THE PARTIES have set their hands on the dateof monthyear 2023 for financial year 2023-24.

Signature of Party

Signature of Authorised Signatory

Witness

- 1 Signature
Name
Address
- 2 Signature
Name
Address

(Area Manager)

SubUnit.....

PROCEDURE UNDER E-TENDERING**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. 2360/- (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 unmapping 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 tenderdocument.

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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 bidsheet. After saving, the same bid sheet must be uploaded in the portal.
12. Bidders must pay required payments (Tenderfee, 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/secrecy of the data. The submitted bid documents/data become readable only after tender opening by the authorized individual.

Thank You

Technical Support -

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