

NATIONAL SEEDS CORPORATION LIMITED
(A GOVERNMENT OF INDIA UNERTAKING)
BEEJ BHAWAN, PUSA COMPLEX
NEW DELH-110012

File No. NSC/1-3/2025-26/Welfare/Hqrs.

Dated the 24/06/2025

NOTICE INVITING E-TENDER LEASING OUT OFFICE PREMISES OF 3500 SQ.FT COVERED AREA AT FARM BHAWAN NEHRU PLACE

National Seeds Corporation Limited (NSCL), a Schedule 'B' Mini-Ratna Category-I company and a fast growing Central PSU under Ministry of Agriculture & Farmers Welfare engaged in the business of Production and Distribution of certified seeds invites online e-tender under two bid system [Technical Bid & Financial Bid] "Tender (Under two bid system-Technical Bid & Financial Bid)" for Leasing Out of 1st Floor, 3500, Sq. ft. covered area at Farm Bhawan, Nehru Place, New Delhi for a period of 09 years. Details of eligibility criteria, tender schedule and other Terms and Conditions can be viewed and downloaded from <https://indiaseeds.enivida.com> & www.indiaseeds.com

Particulars	Details
Date of issue of NIT	24/06/2025
Download Start Date/time Download End Date/time	24 /06/2025 at 11.30 A.M. 15 /07/2025 upto 01.00 P.M.
Last Date and time for submission of online bid	15 /07/2025
Date and time of opening of Technical Bid in Online mode at NSC, HQ.	15/07/2025 at 03.00 P.M.
Validity of Bids	120 Days
Tender Fee(To be deposited online) [Non- Refundable]	Rs.1,000/- [Rupees One Thousand] only
EMD [Refundable]	Rs.100000/- [Rupees One Lac] only
Address for Communication	Sh.R.K.Kaswan,Dy.GM(Engg./Welfare),National Seeds Corporation Ltd.,Beej Bhawan, Pusa Complex, New Delhi-110012. Tel No.9414092092 [e-mail dgm.hrvel@indiaseeds.com]

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Detailed eligibility & other criteria may be viewed from the tender document. Online in the website www.indiaseeds.enivida.com, the interested parties fulfilling the requisite prescribed criteria are required to submit their online proposal by 10/07/2025. NSC reserves the right to modify, expands, restrict, scrap, refloat or cancel the tender at any stage without assigning any reasons. Responses received after the stipulated time period or not in accordance with the specified format will be summarily rejected.

Interested Party fulfilling the above eligibility criteria may submit tender document online on payment of Rs. 1,000/- (Rupees One Thousand only). The tender document will also be available at NSC website www.indiaseeds.com, any updation or amendment in the tender documents will be done only on www.indiaseeds.enivida.com.

GENERAL MANAGER (HR/Welfare)

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 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/secrecy of the data. The submitted bid documents/data become readable only after tender opening by the authorized individual.

Thank You

Technical Support - Phone: 9355030617, 8448288980
Tel: 011-49606060

Email ID - enividahelpdesk@gmail.com, enivida2021@gmail.com

GENERAL TERMS AND CONDITIONS AND SCOPE OF CONTRACT

1. About 3500 square feet of office accommodation in Farm Bhawan, Nehru Place shall be given on 9 (Nine) years lease, "As is Where is" basis.
2. The lease shall be for a period of 09 years and shall be further renewed on mutually agreed on the terms and conditions. The negotiations for the same shall be discussed and finalized within six months prior to the expiry of the above lease period of 09 years.
3. The successful bidder has to pay the monthly rent plus service tax/GST on or before the 7th day of each English calendar month. The rent shall be charged from the day the lesser gives possession of the above said area to lease.
4. To pay all the charges for consumption of electricity/BSES/BRPL/ and water as per bills prepared by the NSC Ltd./Delhi Municipal corporation for the same premises. Electrical charges are payable by the Lessee on actual usage as per sub meter within 15 days from the date of receipt. Water charges are to be paid to NSC within 7 days from date of issue of bills by NSC Ltd.
5. The lease agreement shall be required to be registered with the appropriate authority within one month of issue of Letter of Intent (LOI). Full cost of Stamp Duty & Registration Charges to be borne by Lessee and Lessor equally i.e. 50% both the parties. The Lessee shall execute a suitable lease agreement for a period of 9 years extendable mutually.
6. To pay or any taxes, levies or charges imposed by the government or local authorities or Delhi municipal corporation in respect of the lessee's trade profession which the lessee may by law be required to pay.
7. The Lessee may carry out interior fit-out /partition works, building, construction etc. for the area in their possession only. Furnishing of accommodation shall be carried out by the Lessee.
8. The lease is for a period of 9 years. The lease rent shall be increased @ 15% after completion of every 3 years, i.e., 15% increase after completion of 3 years, another 15% increase after completion of 6th year and the 3rd increase of 15% after completion of 9th year if renewed. It is hereby explicitly agreed between the parties that the lease can be renewed only at the option of both the lessee and the lessor on mutually agreed terms and conditions. However the lessee can vacate the premises before the expiry of the lease after giving two months notice in writing to the lessor.

9. To keep the interior of the said premises in good conditions (reasonable wear and tear and damage by fire, earth quake).

Disqualification of Certain Parties

10. The NSC reserves the right to disqualify and reject any bid submitted by individuals, entities, or associated parties who were previously in occupation of the premises and were removed through a court order. Such individuals or entities, either directly or through representatives, affiliates, or proxies, shall not be eligible to participate in this tender process. Any attempt to circumvent this restriction by submitting bids under different names or through third parties will result in immediate disqualification and may lead to further legal action.

11. Jurisdiction of Court

In the event of any further dispute after conciliation/ arbitration relating to or arising out of this agreement between the parties, the same shall be settled by the Competent Court at Delhi/ New Delhi.

12. In case tenant is a Government Organisation:

In the event of any dispute or difference relating to the interpretation and application of the provisions of this agreement between the parties, the matter may be resolved via mutual understanding and negotiation. In case the negotiation fails, then such dispute or difference shall be taken up by either party for resolution through AMRCD as mentioned in DPE OM No. 05/0033/219 – FTS -10937 dated 14.12.2022 as amended from time to time for adjudication.

Note: - Delay in payment of above Rent/ taxes/charges will attract penal interest.

RESPONSIBILITIES OF THE BIDDER

1. The bidder is responsible to abide by the conditions as stated in general terms and conditions and scope of contract above.
2. No Objection Certificate / License / Registration / approval / sanction / clearance from appropriate authorities as may be required under environmental laws and other statutory provisions are to be arranged by the Lessee.
3. Lessee is liable to comply all the requirements and obligations for the use of premises as specified by governing laws of appropriate authority.

4. For any injury of workmen engaged/deputed by the Lessee due to accident arising during execution of contract will be at bidder's part and National Seeds Corporation Ltd will in no way be held responsible for the claim and/or compensation and the bidder will be liable to pay compensation as admissible under Workmen Compensation Act, 1923 as amended from time to time.
5. The **successful** Lessee would be responsible for the charges as may be suffered / incurred by for any losses/ damages/ shortage/ pilferage/ theft of any materials or for any happening due to their default, negligence, misbehavior etc. The National Seeds Corporation Ltd reserves the right to make good all sorts of losses/ damages / shortage b /pilferage/ theft in full, from the bidder.

TENDER DOCUMENT

1. The scope, bidding procedures and contract terms and conditions are prescribed in the Tender Document. The Bidder is expected to examine all instructions, forms, terms and conditions in the Tender Documents. Failure to furnish all information required as per the Tender Documents or submission of the bids not substantially responsive to the Tender Documents in every respect will be at the bidder's risk and may result in rejection of the bid.
2. A prospective bidder, requiring any clarification on the Bid Documents shall notify National Seeds Corporation Ltd New Delhi in writing not later than 10 days prior to the date of closing of the Tender. At any time, prior to the date of submission of bids, National Seeds Corporation Ltd New Delhi may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Documents by amendments and these amendments will be binding on them.

CLARIFICATION ON TENDER DOCUMENTS: A prospective bidder, requiring any clarification on the Tender documents shall notify the National Seeds Corporation Ltd New Delhi in writing or by **e- mail** at the National Seeds Corporation Ltd New Delhi given mailing address indicated in this document. National Seeds Corporation Ltd New Delhi shall respond in writing to any request for the clarification of the Tender Documents, which it receives not later than 10 days before the date of submission of Tender. Copies of the query (without identifying the source) and clarifications by National Seeds Corporation Ltd New Delhi shall be put on the National Seeds Corporation Ltd New Delhi web site. However, National Seeds Corporation Ltd New Delhi reserves the right, in their sole discretion not to answer any question raised or provide clarification sought, if it is considered that it would be inappropriate to do so. Nothing in this section shall be taken or read as compelling or requiring National Seeds Corporation Ltd New Delhi to respond to any question or to provide information.

Cost of Tender Documents: Tender cost of Rs.1,000/- will be paid online to the National Seeds Corporation Ltd, New Delhi, website www.indiaseeds.com against payment of **Tender fee of Rs.1,000/- Bank Name: State Bank of India, Account No. 41519719613, IFSC Code: SBIN0005389**

PREPARATION OF TENDER

The Tender Form and Price Schedule shall be completed in all respects along with the required documentation. Bids are liable to be disqualified if all information called for are not furnished.

BID RENT: The bidder shall quote Rent per Sq.ft., without modifications and alteration of tender terms and conditions.

BID EMD

1. The bidder shall furnish, as part of his bid, a bid security (EMD) for **Rs.100000/- (Rupees one Lac Only)** online. The bid EMD is required to protect National Seeds Corporation Ltd New Delhi against the risk of bidder's conduct, which would warrant the forfeiture of EMD.
2. The bid security of the unsuccessful bidder will be discharged / returned within 90 days of finalization of the tender or after the expiry of the bid validity period. The successful bidder's bid security will be discharged / returned upon the bidder's acceptance of the Letter of Intent satisfactorily and furnishing the security deposit of three months rent and one month advance rent alongwith applicable GST.

The bid EMD may be forfeited:

3. If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form or in the case of successful bidder, if the bidder fails to sign the contract in time. In both the above cases, the bidder will also not be eligible to participate in the Tender for above for one year from the date of issue of final notice on this subject. The bidder will not approach the court against the decision of National Seeds Corporation Ltd New Delhi in this regard.

VALIDITY OF TENDER

4. Tender shall remain valid for 120 days from the date of opening of bid prescribed by National Seeds Corporation Ltd New Delhi. A bid valid for a shorter period may be rejected by the National Seeds Corporation Ltd New Delhi being non-responsive. In exceptional circumstances, the National Seeds Corporation Ltd New Delhi may request the consent of the bidder for an extension to the period of bid validity. The request and the response thereto shall be made in writing. The bid security provided under clause at above shall also be suitably extended. The bidder may refuse the request without forfeiting its bid security. A bidder accepting the request and granting extension will not be permitted to modify its bid.

FORMAT AND SIGNING OF TENDER

5. The bidder shall submit his bid through online mode complying all eligibility conditions, other terms and conditions of tender document to be read along with the clarifications and amendments issued in this respect. All the documents must be authenticated by hand signatures by the authorized person. The letter of authorization shall be indicated by written power-of-attorney accompanying the bid.
6. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid. All pages of the original bid, except for un-amended printed literatures, shall be signed by the person or persons signing the bid.

EVALUATION PROCESS

7. **The Bidder who quotes the highest [excluding taxes GST] to National Seeds Corporation Ltd New Delhi will be selected as successful bidder. The selected bidder will have to enter into an agreement with National Seeds Corporation Ltd New Delhi, defining various terms and conditions as per this bid document.**
8. The right to suspend the short-listing process or part of the process, to accept or reject any or all the offers of the tender at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reason thereof is reserved by National Seeds Corporation Ltd New Delhi without any obligation or liability whatsoever.
9. This tender constitutes no form of commitment on part of National Seeds Corporation Ltd New Delhi. Furthermore, this tender confers neither the right nor an expectation on any bidder to participate in the proposed bid.

Disqualification

10. National Seeds Corporation Ltd New Delhi shall not consider an tender that is found to be incomplete in content and /or attachments and /or authentication etc.
11. Without prejudice to any other rights & remedies available to National Seeds Corporation Ltd New Delhi a bidder may be disqualified and its tender dropped from consideration for any of thereasons including but not limited to those listed below:-
12. If a misrepresentation / false statement is made by the bidder, at any stage, whether it is technical, Financial, document or otherwise.
13. If it is discovered at any time that bidder is subject matter of winding-up / insolvency or other proceedings of a similar nature.

14.If information becomes known which would have entitled National Seeds Corporation Ltd New Delhi to reject or disqualify the relevant bidder, even after the interested party / bidder has been qualified to receive the tender / award of contract, National Seeds Corporation Ltd New Delhi reserves the right to reject the said party / bidder at time or at any time after, such information becomes known to National Seeds Corporation Ltd New Delhi. National Seeds Corporation Ltd New Delhi decision that any of the events specified above has occurred shall be final binding and conclusive.

15.CHANGE IN PARTNERSHIP FIRM: For Co./Sole Proprietor Firm/LLP/other form of Corporate Bodies.

16.Where the bidder/Lessee is a partnership firm, a new partner shall not be introduced in the firm except only upon obtaining the prior consent in writing of the NSC.

17.On the death or retirement of any partner of the Lessee firm before the due performance of the contract, the purchaser may at this option cancel the contract and in such case the Lessee/Bidder shall have no claim whatsoever for the compensation against the purchaser.

- a. (The Contractor shall obtain the prior consent in writing from the Purchaser/ tenderer in case any change is proposed in the Governing body of the Lessee/Bidder)

18.TRANSFER AND SUBLETTING: - The bidder shall not transfer, assign, sublet or otherwise part with the contract to any person, firm or company directly or indirectly or any part thereof without the prior written consent of the Corporation.

BIDDER'S PROFILE & QUESTIONNAIRE. (TECHNICAL BID)

1. THE COMPANY

a) Name

b) Regd. Address

c) Address of Office at Delhi/NCR

d) Contact Person's

i) Name & Design.

ii) Tel No. Landline	Mobile
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iii) Email ID

e) Profile/Purpose for taking premises on Rent:

2. Type of Firm : Private Ltd, /Public Ltd./Cooperative/Partnership Firm/MSME/NGO (Please tick and enclose copy of Memorandum of association and partnership deed / Registration certificate/Articles of Association/Certificate of Incorporation)

3. PAN/GIR No. :

(Please enclose attested photocopy)

4. GST Regn. No.:

(Please enclose attested photocopy)

7. Annual Turnover for the last 3 years:

(Should not be less than Rs.50.00 Crore 3 years ITR to be attached)

2022-2023

2023-2024

2024-2025

(Please enclose copies of attested audited balance sheet and P&L A/c)enclosed (please specify)

9. Bank Details

10. Details of the Bidder's Bank

- (a) Beneficiary Bank Name:.....
- (b) Beneficiary branch Name:.....
- (c) IFSC code of beneficiary Branch.....
- (d) Beneficiary account No.:.....
- (e) Branch Serial No. (MICR No.):.....

11. Name of the person authorized to enter into and execute contract/ agreement and the capacity in which he is authorized (in case of partnership/ private Ltd Company):

.....
.....

12. I/We (Name, Designation, & Address) hereby declare that my/our firm/company has not been black – listed /declared by any of the govt. Department/ Organization/ PSU and no arbitration/ Contract case is pending against NSC.

13. Earnest Money Details : Ref. No. Date

Amount - Rs.100000/-

Signatures of authorized signatory

Name

Designation

Seal:

FINANCIAL BID

(To be put in separate sealed envelope)

FORMAT FOR SUBMITTING FOR LEASING OUT THE 3500 SQFT AREA AT 1st FLOOR OF FARM BHAWAN, NEHRU, PLACE, NEW DELHI

(To be submitted on letter head of firm/agency under signatures of the authorized signatory)

Dy.General Manager (HR/Welfare),
NATIONAL SEEDS CORPORATION LIMITED,
(Govt.of India Undertaking)
BeejBhawan, Pusa Complex,
NEW DELHI-110012
Ph. No. 011-25846292, 25842672

Dear Sir,

SUBJECT: Financial Bid Leasing of Office Space

I/We, hereby submit our financial offer for taking on lease 3500 sq. ft., area at 1st floor Farm Bhawan, Nehru Place, New Delhi.

S.No.	Name of the FIRM with address	Rate quoted for 1(One) sq. ft. (1)	Applicable GST i.e. at present 18% (2)	Total rate including GST per Sq. ft. (1 & 2)
1.				

The offer will be valid for 120 days from the last date of submission of this bid.

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

Place:-

Date :-

Signature of Authorized Signatory

(Signature with seal).....

Name of the Company:
Authorized Signature Name;
Designation:

BID FORM

To
The Dy. General Manager, Engg./Welfare,
National Seeds Corporation Ltd <complete address of the Bidder>
Beej Bhawan Pusa Complex
New Delhi-110012
Bidder's Reference No.: Dated.....

Ref: Your Tender Enquiry No. dated

1. Having examined the above mentioned tender enquiry document we, the undersigned, offer our proposal in conformity with the said Tender.
2. Bid submitted by us is properly uploaded online and prepared so as to prevent any subsequent alteration and replacement.
3. We agree to abide by this Bid for a period of 120 days from the date fixed for Technical Bid opening or for subsequently extended period, if any, agreed to by us. This bid shall remain binding upon us up to the aforesaid period.
4. We understand that you are bound to accept the Highest.
5. If our Bid is accepted, we will provide you with three [3] months rent as calculated from the bid as per the contract as Security Deposit.
6. If our Bid is accepted, we undertake to pay one month rent advance rent before execution of lease agreement.
7. Until a formal Lease deed is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Dated the day of.....2025

(Signature with seal).....

Name of the Company:

Authorized Signature;

Name :

Designation:

Address:

Mobile No:

Email: