

NATIONAL SEEDS CORPORATION LIMITED

(A GOVERNMENT OF INDIA UNDERTAKING-MINI RATNA COMPANY)

REGIONAL OFFICE: 17-11, NORTH LALAGUDA, TUKARAM GATE, SECUNDERABAD-500017

Telephone No.040-27731152, email : rm.secunderabad@indiaseeds.com

(CIN NO: U 74899 DL 1963 GOI 003913)



F. No. 6(2)/HR/NSC-HYD/2025-26/

Date:30.07.2025

NOTICE INVITING E-TENDER FOR ANNUAL CONTRACT FOR PROVIDING SECURITY GUARDS/ PEON FROM REPUTED MAN POWER SERVICES AT AREA OFFICES UNDER REGIONAL OFFICE, SECUNDERABAD

Cost of Tender document		₹1180.00 (Including GST & Non-Refundable)
Earnest Money Deposit (EMD)	Lalaguda	₹30000.00(Rupees Thirty Thousand only)
	Kurnool	₹30000.00(Rupees Thirty Thousand only)
	Gooty	₹30000.00(Rupees Thirty Thousand only)
	Nandyal	₹30000.00(Rupees Thirty Thousand only)
	Warangal	₹30000.00(Rupees Thirty Thousand only)
	Guntur	₹30000.00(Rupees Thirty Thousand only)
Security Deposit	Lalaguda	₹30000.00(Rupees Thirty Thousand only)
	Kurnool	₹30000.00(Rupees Thirty Thousand only)
	Gooty	₹30000.00(Rupees Thirty Thousand only)
	Nandyal	₹30000.00(Rupees Thirty Thousand only)
	Warangal	₹30000.00(Rupees Thirty Thousand only)
	Guntur	₹30000.00(Rupees Thirty Thousand only)
Tender document download	From	01.08.2025 from 10:00 hours
	To	22.08.2025 up to 14:00 Hours
Opening of tender (Technical bid)		22.08.2025 up to 14:30 Hours
Opening of tender (Financial bid)		After evaluation of technical bid
Name & Address of the Authority		Regional Manager, Regional Office-17-11, North Lalaguda, Tukaram Gate, Secunderabad-500017
Telephone		040-27730635/ 2773115
E-mail		rm.secunderabad@indiaseeds.com
HR Section		8143520368
IT Section		9885750587
Website		www.indiaseeds.com
Tender Portal		https://indiaseeds.enivida.com

**Regional Manager
NSC, Secunderabad**

NATIONAL SEEDS CORPORATION LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING-MINI RATNA COMPANY)
REGIONAL OFFICE: SECUNDERABAD 500 017

F. No. 6(2)/HR/NSC-HYD/2025-26/

Date:30.07.2025

**NOTICE INVITING E-TENDER THROUGH FOR ANNUAL CONTRACT FOR
PROVIDING SECURITY GUARDS/ PEON FROM REPUTED MAN POWER SERVICES AT
AREA OFFICES UNDER REGIONAL OFFICE, SECUNDERABAD**

Regional Office, NSC, Secunderabad invites **Tenders** from reputed Manpower Service Providers/ Security Agency Contractors through eNivida portal <https://indiaseeds.enivida.com> under two bid systems for Security services & Peon on contract basis for Two (2) years from 01.09.2025 to 31.08.2027 on following Terms and Conditions at the below mentioned locations:-

Sr. No.	Location	No. of Security Guard	No. of Peon
1.	Regional Office, NSC, Secunderabad	NIL	1 No.
2.	Area Office, NSC, Lalaguda	3 No.	NIL
3.	Area Office, NSC, Warangal	3 No.	NIL
4.	Area Office, NSC, Guntur	3 No.	NIL
5.	Area Office, NSC, Nandyal	1 No.	NIL
6.	Area Office, NSC, Kurnool	3 No.	NIL
7.	Production Center, NSC, Gooty	3 No.	NIL

TWO BID SYSTEMS:

1. **TECHNICAL BID:** For Manpower Service Provider, security guards/ Peon contract should be submitted online along with EMD and as per Annexure-I.
2. **PRICE BID:** For Manpower Service Provider, security guards/ Peon contract should be submitted online only as per Annexure-II.

The details of works to be carried out at different locations and eligibility & other criteria may be viewed from the tender documents. NSC reserves the right to modify, expand, restrict, retender 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.

The cost of tender document (non-refundable) of **1180/-** (Including GST) and **EMD of 30,000.00/- (Rs. Thirty Thousand only)** for each location for each service can be paid online through enivida portal <https://indiaseeds.enivida.com> or through DD drawn in favour of NSC Ltd payable at Hyderabad. The EMD of successful bidder will be retained and adjusted against the Security Deposit/ performance guarantee and others will be returned.

E-Tender will be accepted on or before 2 P.M. on **22.08.2025** and the same will be open on the same day at 2.30 P.M. at Regional Office, NSC Ltd., Secunderabad. Tenders received after prescribed date and time shall not be accepted. The tenders not confirming to Terms and Conditions of the Corporation shall stand rejected.

The tender document containing Tender Forms, Specifications, Terms and Conditions, destinations etc. can be seen and downloaded from our website www.indiaseeds.com or from enivida portal <https://indiaseeds.enivida.com>. A bid without payment of Tender cost and EMD is liable for rejection. However, **MSMEs registered with NSIC** are exempted from payment of Tender cost and EMD, subject to furnishing valid documentary proof in support of claim along with their request letter.

Bidder has to submit the tender online by following the instructions of the enivida portal <https://indiaseeds.enivida.com>. Any further corrigendum(s) to this tender shall be published only on our website www.indiaseeds.com. Hence, all concerned are requested to follow up the website/e-portal.

Tender terms and conditions and forms are enclosed.

Enclosed: as above

(Gajanand Singh)
REGIONAL MANAGER

ACCOUNT DETAILS

- | | |
|-----------------------------------|--------------------------------|
| 1. Name of the A/c Holder: | NATIONAL SEEDS CORPORATION LTD |
| 2. Name of bank: | STATE BANK OF INDIA |
| 3. Name of branch: | MALKAJGIRI (WEST) , HYDERABAD |
| 4. Account No.: | 32897527652 |
| 5. IFSC No.: | SBIN0020822 |
| 6. MICR Code: | 500002381 |
| 7. PAN No.: | AABCN8973F |

(Gajanand Singh)
Regional Manager

INSTRUCTIONS TO THE BIDDER'S- 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 can download the Bid documents etc. Once Bidders will pay both fees, tender status will be shown as “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 ONE 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.

TECHNICAL SUPPORT	
Phone	8448288980, 8448288989, 8448288987, 8448288986, 8448288994
Email ID	EPROCHELPDESK.03@GMAIL.COM , EPROCHELPDESK.01@GMAIL.COM , EPROCHELPDESK.06@GMAIL.COM , EPROCHELPDESK.44@GMAIL.COM

ADDITIONAL INSTRUCTIONS FOR VENDORS

The bidders are required to submit soft copies of their bid electronically on the **E- nivida Portal** using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the **E-nivida Portal**, prepare their bids in accordance with the requirements and submit their bids online on the E-nivida Portal. For more information, bidders may visit the Portal (<https://indiaseeds.enivida.com>)

1. REGISTRATION PROCESS ON ONLINE PORTAL:

- (a) Bidders to enroll on the E-nivida module of the portal <https://indiaseeds.enivida.com>. By clicking on the link “Bidder Enrolment”.
- (b) The bidders to choose a **unique username and assign a password** for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. This would be used for any communication from the e-nivida Portal.
- (c) Bidders to register upon enrolment, with their **Valid Digital Signature Certificate** (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.
- (d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- (e) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
- (f) After registration send mail to Helpdesk: enividahelpdesk@gmail.com for Account activation.
- (g) As per portal norms Registration Fee and Tender Processing Fee will be applicable.

2. TENDER DOCUMENTS SEARCH:

- (a) Various built-in options are available in the e-Wizard Portal like Department name, Tender category, estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal.
- (b) Once the bidders have selected the tenders they are interested in; they may download the required documents/tender schedules. These tenders can be moved to the respective ‘Interested tenders’ folder.
- (c) The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

3. BID PREPARATION:

- (a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- (b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- (c) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- (d) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLSX/PNG, etc. formats.

4. BID SUBMISSION:

- (a) Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- (b) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (c) Bidders to note that they should necessarily submit their financial bids in the prescribed format given by department and no other format is acceptable.
- (d) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- (e) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- (f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (g) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- (h) The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.
- (i) As per portal norms Tender Processing Fee will be applicable.

5. AMENDMENT OF BID DOCUMENT:

At any time prior to the deadline for submission of proposals, the department reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to

the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

6. ASSISTANCE TO BIDDERS:

- (a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- (b) Any queries relating to the process of online bid submission or queries relating to e-nivida Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 8448288994/86/87/89/88/81/90/92/82 011-49606060, 07903269552, 9355030608, 9055030613, 7903810198, 9355030606, 9315620706, 9355030623, 9355030628, 8800526452, 9205898228, 9122643040, 9355030604, eprochelpdesk.01@gmail.com, eprochelpdesk.44@gmail.com, eprochelpdesk.06@gmail.com, eprochelpdesk.03@gmail.com
- (c) The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).
- (d) The bid should be submitted through E-nivida portal (<https://indiaseeds.enivida.com/>) only.
- (e) All payments should be done through **E-nivida Payment gateway.**

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(A Govt. of India Undertaking)

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SECURITY GUARDS/ PEON FROM REPUTED MAN POWER SERVICESAT AREA
OFFICES UNDER REGIONAL OFFICE, SECUNDERABAD**

GENERAL CONDITIONS OF CONTRACT (GCC)

1. **BRIEF:** National Seeds Corporation Ltd. (NSC), a fast growing “Mini Ratna” Central PSU under Ministry of Agriculture & Farmers Welfare, Govt. of India engaged in the business of Production and Distribution of certified seeds invites tenders through e-Nivida Portal from reputed and experienced Manpower/Service Providing Agency to provide manpower on outsourcing basis at **NSC Regional Office, Secunderabad and its Area Offices at Lalaguda, Kurnool, Gooty, Guntur, Nandyal and Warangal** on contract basis for various works. NSC reserves the right to accept, modify, expand, restrict, scrap, retender or reject any or all the tenders, alter or cancel the quantity without assigning any reason thereof. Any further corrigendum(s) to this tender shall be published only on e-Nivida Portal and information in this regard will also be available on our website www.indiaseeds.com. Hence, all concerned are requested to follow up the website as well.
2. **GENERAL INFORMATION:** NSC invites “Tender (two packets - Technical Bid & Financial Bid)” from reputed and experienced Manpower providing agency/Services to provide manpower of Security & Peon on contract basis at NSC, Secunderabad. The Manpower Providing Agency/services should be preferably Telangana & Andhra Pradesh based. If, the Agency is operating from outside Telangana & Andhra Pradesh, then their Branch Office must be in Hyderabad, Telangana & Andhra Pradesh, proof of which has to be submitted by the agency at the time of submitting the Tender. The Bid of the Agency operating outside Telangana & Andhra Pradesh and not having their Branch Offices in Telangana & Andhra Pradesh will summarily be rejected.
3. **TERMINOLOGY:** Unless the context otherwise requires, the following terms whenever used in this document have the following meanings:
 - a) **CONTRACT:** Means the Contract signed by the parties, to which these GCC are attached together with all the documents listed/ required in such signed Contract.
 - b) **GOVERNMENT:** Means Government of India or State Government, as the case may be.
 - c) **MINISTRY:** Means Ministry of Agriculture and Farmers Welfare, Govt. of India (MoA&FW).
 - d) **COMPETENT AUTHORITY:** Means Competent Authority of National Seeds Corporation Ltd. (NSC).
 - e) **CORPORATION/ NSC:** Means National Seeds Corporation Limited.

- f) **CONTRACTOR:** Registered Agency / Firm, approved by the corporation for providing manpower.
- g) **AGENCY/AGENCIES:** Means Manpower providing Agencies/Service providers.
- h) **APPLICABLE LAW:** This contract including all matters connected with this contract shall be governed and construed in accordance with the Indian Laws both substantive and procedural and shall be subject to the exclusive jurisdiction of Courts at New Delhi.
- i) **PARTY:** Means the Corporation OR the Agency/Service provider, as the case may be, and **Parties** means both the Corporation and Agency/Service provider.

4. PREPARATION & SUBMISSION OF APPLICATION:

- a) Bidders must provide the details of PAN number, GST number, EPF/ESI registration details & Registration in Labour Law, etc. as applicable and submit the related documents as per technical requirement.
- b) Bidders must have a valid email id and mobile number.
- c) Detailed NIT may be downloaded from NSCL e-tendering portal and the Application/ Quotation may be submitted compulsorily through online mode following the instructions appearing on the screen /NIT.
- d) Bidders are advised to read complete Documents and Terms & Conditions/ Manual before quoting rates on e-Nivida Portal.
- e) Bidders must properly sign and stamp all the uploaded documents. Any unsigned/unstamped documents will not be entertained.
- f) Tenderer/ Bidder can pay Tender Document Fee, as per the tender document, online through Internet Banking / Debit Card / Credit Card.

5. MODIFICATION/SUBSTITUTION/WITHDRAWAL OF BIDS: The Bidder may modify, substitute or withdraw its e-bid after submission prior to the Bid Due Date. Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid Due Date, unless the same has been expressly sought for, by NSC, shall be disregarded.

For modification of e-bid, bidder has to decrypt its old bid from e-tendering portal and upload /resubmit digitally signed modified bid.

For withdrawal of bid, bidder has to click on withdrawal icon at e-tendering portal and can withdraw its e-bid.

6. QUOTATION OF PRICES: Tenderer shall give final firm price of service charge per manpower and free from all escalation. Request for increase/decrease in service charge will not be accepted under any circumstances after approval. For the purpose of comparison and evaluation of bids, the tenderers are required to quote the rates for entire work as mentioned in the financial bid and inclusive of all taxes and charges. The Agency/ Firm / Contractor is free to apply for one Area Office or for all and EMD & security deposit to be paid as per requirement.

7. PRINTED TERMS & CONDITIONS OF TENDERING FIRM: The Bid with any Additional and conditional terms and conditions of the tender by the party shall not

be considered and the same shall not be binding or become part of the contract unless any of such terms is specifically laid down by the tenderer in the tender and accepted by the Corporation in writing except to the extent stated above, it will be deemed that the **printed terms and conditions of the tendering firms will be rejected by the Corporation.**

The tenders not confirming the prescribed terms & conditions and or conditional tender shall stand rejected.

8. **OPENING AND EVALUATION OF APPLICATIONS:** Opening of Applications will be done through online process as per schedule in the e-Nivida Portal. NSC will subsequently examine and evaluate the bids in accordance with the provisions set out in the NIT. However, Corporation reserves the right for evaluation and decision based on tender submitted online.

A two-stage procedure shall be adopted in evaluating the bids. The technical evaluation shall be carried out first. The financial evaluation will be carried out of only bids of those contractors who fulfill the technical criteria.

- a) **TECHNICAL BID:** The Evaluation Committee appointed by NSC shall carry out its evaluation for the technical proposal.

The technical Bid **will be opened on 22.08.2025 at 14.30 Hrs** at NSC, Secunderabad and the Contractors are at liberty to be present or send their authorized agents at the time of opening. In case **22.08.2025** is declared as holiday, the tender will be opened at the same time on the next working day.

- b) **FINANCIAL BID:** Financial bids of only those Contractors who fulfil the technical criteria will be opened and the date and time of opening of financial bid will be decided & intimated by NSC to such bidders separately. Contractors are at liberty to be present personally or through their authorized agent at the time of opening of financial bid. Financial proposal should be inclusive of all taxes including GST where the GST amount should be mentioned separately.

The evaluation committee, after determining whether the financial bids are complete and without errors shall determine the lowest financial bid for conducting negotiation / award of contract.

9. **SELECTION OF SUCCESSFUL AGENCY:** The successful bidder/contractor after qualifying on the basis of Technical bid, enclosed at Annexure-I, would be selected on the basis of lowest quoted rate for further financial evaluation. In case the number of L1 party is more than one (01), then the final L1 will be decided as per the criteria enclosed at Annexure-III.

The Offer shall remain valid for a period of 90 days from the last date of submission of tender documents.

10. **OBLIGATIONS OF WORK CONTRACTOR:** The Work Contractor shall perform the work and carry out their obligations with all due diligence, efficiency, confidentiality and economy in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate

advanced technology and safe secured methods. The Contractor shall always act, in respect of any matter relating to this Contract, or to the Services, as faithful advisers to NSC, and shall at all times support and safeguard NSC's legitimate interests in any dealings with third parties.

- a) **AGENCY SHALL NOT TO TAKE BENEFIT BY WAY OF COMMISSIONS, DISCOUNTS, AND ADMINISTRATIVE CHARGES:** The charges in the name of administrative charge by the Agency shall constitute the Agency's sole responsibility in connection with this Contract or the Services, and the Agency shall not accept for their own benefit any trade commission, discount, or similar payment or any other benefits in connection with activities under the Contract, and the Agency shall use their best efforts to ensure that the Personnel or agents too shall not receive any such payment/benefit other than service charges claimed by Manpower Agency from NSC in reimbursement or bill for providing manpower.

Neither the Agency nor their Personnel shall engage, either directly or indirectly, in any such activities which conflicts with their role under the assignment.

Agency shall be liable to pay damages to NSC for any losses, costs and expenses incurred by NSC due to breach of any of the terms and conditions of this contract and failure to perform any of the obligations under the contract.

- b) **CONFIDENTIALITY AND NONDISCLOSURE AGREEMENT:** Each party shall not without prior written consent of the other party at any time divulge or disclose to any person or use for any purpose unconnected with the implementation of the project, any information concerning the project, the services, Proprietary Material except to their respective Officers, Directors, Employers, Agents, Representatives and Professional Advisors on a need to know basis or as may be required by any law, rule, regulation or any judicial process.

This Clause shall not apply to information:

- i. Already in the public domain, otherwise than by breach of this Agreement.
- ii. Already in the possession of the receiving Party before it was received from the other Party in connection with this Agreement and which was not obtained under any obligation of confidentiality; or
- iii. Obtained from a third Person who is free to divulge the same and which was not obtained under any obligation of confidentiality.

The Agency shall obtain NSC's prior approval in writing wherever necessary.

Documents Prepared by the Agency to be the Property of NSC. All plans, charts, specifications, designs, reports, and other documents and software submitted by the Agency shall become and remain the property of NSC, and the Agency shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to NSC, together with a detailed inventory thereof. The Agency may retain a copy of such documents and software provided the future use of these documents, if any, shall be subject to the prior written approval of the NSC.

- c) **REMOVAL AND/OR SUBSTITUTION OF OUTSOURCED MANPOWER:** If NSC finds that any of the Outsourced Manpower has (i) committed serious misconduct or has been charged with having committed a criminal action, or (ii) NSC has reasonable cause to be dissatisfied with the performance of any of the Outsourced Manpower,

then the Agency shall, at NSC's written request specifying the grounds thereof shall provide suitable substitute of the personnel.

The Agency shall have no claim for additional costs arising out of or incidental to any removal and/or substitution of Personnel.

- 11. NEGOTIATION:** As per CVC guideline, if necessary, only with L-1 bidder and the service charge will be finalized on the negotiated & accepted rates for the proposed work.

- 12. AWARD OF CONTRACT:** The work contract shall be awarded to the contractor, by conveying acceptance of the bid by NSC through registered post/speed post/courier/email. Negotiation with the agency, if needed, will be done before award of contract.

All the Terms and Conditions as stated in the Tender documents, Appendices and acceptance conveyed by NSC will constitute the contract between the Contractor and NSC.

The contract shall come into effect from the date of issuance of letter of intent by NSC. The selected Contractor is expected to commence the assignment on the date and at the location to be specified in the work order to be issued by NSC generated on e-Nivida Portal as per its requirement and on the terms & conditions specified.

The Work Contractor will be engaged for two year from the date of issuance of letter of intent and which may be extended for one year more on mutual consent, if service so provided found to be satisfactory as per terms & Conditions of the contract.

If the Agency fails to commence the assignment within the specified schedule as per work order, the contract shall be liable to be terminated.

- 13. DISCLAIMER:** The vendor/Applicant must read and wholly understand all the instructions in the tender Document and submit the same accordingly.

NATIONAL SEEDS CORPORATION LTD

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OFFICES UNDER REGIONAL OFFICE, SECUNDERABAD**

GENERAL TERMS AND CONDITIONS

1. TECHNICAL CRITERIA:

- a) The Agency should be in existence for the last 3 years continuously of similar nature (i.e. since 2021-2022) in Central Govt. Ministries / Departments / PSUs / Autonomous bodies / statutory bodies of GOI. Mere submitting the work order will not be considered as experience. Satisfactory work/service completion certificate from the said Ministry/Dept./Organization is mandatory and should be attached.
- b) The Labour/ Security Contractors must have valid labour/ Security license issued under PSARA from Govt.of India, Ministry of Labour& Employment or State Government/ Private Security Agencies (Regulation) Act, 2005 (PSARA) license (Validity: 5 years).
- c) The Agency should have the registration for Shop and Establishment Act License, PAN, GST, ESI, EPF etc. in Concerned State Govt. (proof in this regard may be attached).
- d) The Agency should not have been blacklisted or debarred by any Government Organization/PSU etc in the last 3 years. The Agency may furnish an undertaking to this office on their letter Head duly signed by an authorized person of the firm/company. If the company is found so, then his tender or work order will be cancelled.
- e) The Contractor should have a **minimum turnover of 50,00,000.00/- (Rupees Fifty Lakh only)** per year from related works in last three financial years i.e. **2021-22, 2022-23 & 2023-24**. Audited financial statement for last three years should be submitted along with the technical proposal. In case, segment wise result is not mentioned in the audited financial statement, a certificate to this effect may be enclosed from Company's Chartered Accountant.

2. EDUCATIONAL QUALIFICATION OF THE WORKERS EMPLOYED BY THE SERVICE PROVIDER: Minimum matriculate. His age should be minimum 21 years and should be less than 60 years. He should be physically fit.

The police verification, character certificate, age proof, ID proof, EPF no., ESI no., of each employed worker shall be provided essentially by the service provider.

3. PAYMENT TO WORKERS BY SERVICE PROVIDER: Manpower for Security to be provided on all the days including Sundays and all notified public holidays (by respective State Govt.). Manpower for Peon to be provided only on all working days

except Sundays and all notified public holidays (by respective State Govt.). The rate of Remuneration is mentioned as below:

Sr . N o.	Category of Manpower/ Security Guard	Location	Remuneratio n per month per employee (in Rs.)	Manage- ment Contri- bution	Percentage of Service Charges on the remuneration	Amount of Service Charges on the remuneration (in Rs)
1.	Peon	Lalaguda	As per the latest GO of Telangana	ESI at 3.25 % and EPF 13%		
2.	Security Guard	Lalaguda				
3.	Security Guard	Warangal				
4.	Security Guard	Guntur	As per the latest GO of Andhra Pradesh			
5.	Security Guard	Kurnool				
6.	Security Guard	Gooty				
7.	Security Guard	Nandyal				

Contribution towards EPF/ESI, will be paid by NSC, in respect of the persons engaged, for which Service Provider/Agency has to produce the necessary documents in individual name of Workers to be engaged for release of payment. The above remuneration will be paid to the engaged persons by 7th of every month through online or cheque along with necessary detailed salary slip. No cash disbursement of remuneration shall be allowed.

All formalities regarding statutory payment and condition, if any, on behalf of workers shall be the responsibility of contractor.

4. **PAYMENT TO SERVICE PROVIDER BY NSC:** Payment will be released every month on production of Bill along with the following documents:
- Proof of payment of remuneration paid to worker.
 - Proof of deposit of EPF/ESI of workers (Electronic challan of EPF/ESI).
 - Work certificate from concerned Area Office of NSC.
 - GST Invoice of the amount paid against each bill.
 - Undertaking from the service provider that all statutory payment to the Security/ Peon engaged for NSC, has been paid and any dispute arises, the service provider is only responsible.

All the bills along with the above documents have to be submitted latest, by end of 5th of the following month, so that the same can be processed on time. The payment shall be made only through RTGS/NEFT to the bank account of the contractor. Payment will be released on original bills only.

5. **EARNEST MONEY DEPOSIT:**The Agency shall furnish an Earnest Money deposit (EMD) issued by any Nationalized Bank or by State Bank of India or its subsidiaries for an amount of **Rs. 30,000/- (Rupees Thirty Thousand only), for each location**, at the time of submission of bids in the form of DD in favour of National Seeds Corporation Limited payable at Hyderabad or online through NEFT/RTGS. The EMD of unsuccessful bidders will be refunded without interest, within a period of 60 days of opening of financial proposal, through RTGS only. However, EMD of 2nd& 3rd lowest

parties will be retained till the agreement is made by L-1 party. The EMD of the successful bidder will be refunded without interest on after completion of contract satisfactorily.

6. **SECURITY DEPOSIT AND AGREEMENT:** The Agency shall deposit **Rs.30, 000.00 (Rupees Thirty Thousand only)** for each location, through online or DD, as Security Deposit/ performance guarantee, /e-PBG within fifteen days of issue of order along with execution of an agreement in **Rs.100/-on Non Judicial stamp paper**. The Security Deposit will be refunded to the Agency on due and satisfactory performance of services on completion of all obligations by the Contract. Only DD or Bank Guarantee will be accepted and Cheque will not be accepted.

In case if the party breaches any clause of Terms and Conditions, the service of the contract will be terminated and will be forced to forfeit the Security Deposit/ performance guarantee deposited by them.

7. **WAGE PAYMENT:** The Contractor shall comply with all the provisions of labour laws and other statutory requirements in relations to the persons engaged including payment of minimum wages as laid down by or under any law in force and as amended from time to time, as per the minimum wage gazette notification of the respective State Government Minimum Wages and Factories Act in Seed Processing Plant, applicable to seed industry, plus DA as per CPI points announced in every April and October months. Any payment to the workers for any work along with statutory payment Viz., EPF & ESI, is the responsibility of the contractor.

8. **VOLUME OF WORK:** NSC does not guarantee any definite volume of work or any particular service at any time or throughout the period of contract.

9. **LIABILITY FOR PERSONNEL:** All persons employed by the contractors shall be engaged by them as their own employees in all respects and the responsibility under any statutory enactments/ Government dues as well as any human loss/ injury during the course of work, in respect of such personnel, shall be that of agency. The agency shall indemnify NSC against all Claims whatsoever arising in respect of the said personnel under any statute/law in force. The Corporation shall not be liable, in any case and an undertaking to this effect should be furnished by the Contractor. NSC shall not be responsible, either directly or indirectly, to pay any compensation for bodily injury to the contract worker in case of any accident/mis-happening taken place at NSC premises.

All the formalities regarding statutory payment and deposits on account of EPF/ESI on behalf of the laborers provided by the contractor to NSC shall also be the sole responsibility of the Contractors from time to time. The contractor is required to maintain full requisite records, in respect of workers, as per the laws/statutory provisions, such as attendance register, wages disbursement register, etc., including photocopy of Bank cheques through which payment to be made to the workers. NSC reserves the right to call for all such records for inspection, by any of the nominated officer by the Regional Manager, and the contractor is obliged to provide the requisite record to NSC. In the event of failure on the part of work contractor and the contract

can be terminated forthwith besides intimating other legalization as deemed fit by NSC.

10. COMMENCEMENT OF SERVICES: The selected agency is expected to commence the Assignment on the date and at the location to be specified in the contract issued. If the Agency fails to commence the assignment within the specified schedule as per work order, the contract shall be liable to be terminated.

11. EXPIRATION OF CONTRACT: Unless terminated earlier, Contract shall expire at the end of such time period after the effective date as specified.

12. MODIFICATION: After award of the contract, any incidental changes in the modus of implementation can be agreed to mutually in writing.

13. SUBLETTING: The Agency shall not sublet, transfer or assign the contract or any part thereof to other party. In the event of the Agency contravening this condition, NSC shall be entitled to terminate the contract and get the work done through other party at the risk & cost of the Agency. In such case the performance guarantee/e-PBG of the selected Agency, will be forfeited and the said agency will be permanently debarred from participating in any tender process of the Corporation in future.

14. CORRUPT OR FRAUDULENT PRACTICES: NSC expects the highest standard of ethics during the selection and executions of such contracts. In pursuance of the above objective, the following defines, for the purposes of this provision, the terms set forth below as follows:

- a) "**Corrupt practice**" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution;
- b) "**Fraudulent practice**" means misrepresentation or omission of facts in order to influence a selection process or the execution of a contract to the detriment of NSC. Submission of forged documents in connection with this tender;
- c) "**Collusive practice**" means a scheme or arrangement between two or more Agencies, with or without the knowledge of NSC (prior to or after proposal submission) designed to establish bid prices at artificial non-competitive levels; or
- d) "**Coercive practice**" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the executive of contract.

It is further provided that NSC will end the contract, forfeit the e-PBG and ban the Agency permanently if it is found that the Agency has engaged in corrupt or fraudulent activities in competing for the contract in question. NSC shall be free to take any other action also.

NSC reserves the right to inspect the accounts and records of the Agency relating to the performance of the contract and to have them audited by auditors appointed by NSC.

15. TERMINATION OF CONTRACT

a) **BY CORPORATION (NSC):** NSC may terminate this Contract, by giving not less than thirty (30) days written notice of termination to the Agency, after the occurrence of any of the events specified below in clauses (i) to (iii) and sixty (60) days in the case of the event referred to in clause (iv), beside initiating other legal actions, as deemed fit by NSC Ltd:

i) If the Contractor commits breach of the contract or does not remedy/ rectify a failure in the performance of its obligations under the Contract;

ii) If the Agency becomes insolvent or bankrupt;

iii) If, as the result of FORCE MAJEURE, the Contractor is unable to perform a material portion of the processing for a period of not less than sixty (60) days;

iv) If NSC, in its sole discretion, decides to terminate this Contract.

In the event of termination on unsatisfactory service or in violation of any of the terms & conditions of contract, the Performance Guarantee/Security Deposit shall stand forfeited in addition to banning/blacklisting of Manpower/Service Providing Agency for a period of 2 years. In such event when NSC terminates the contract in whole or part, NSC may procure services similar to those cancelled with such terms and conditions and in such manner as it deems fit at the "Risk and Cost" of the contractor. The contractor shall be liable to NSC for extra expenditure, if incurred by NSC for arranging such procurement.

b) **BY CONTRACTOR:** The Contractor may terminate this Contract, by giving not less than thirty (60) days written notice to NSC if it fails to pay any undisputed amount due to the contractor under the Contract, provided that if NSC pays such amount within the notice period such termination notice shall become in fructuous.

Payment upon Termination- NSC at its sole discretion may decide to pay remuneration for work performed satisfactorily prior to the effective date of termination provided such termination is not on account of any breach of terms of contract by the Contractor.

16. FORCE MAJEURE: For the purposes of this Contract, "Force Majeure" means any unforeseen event directly interfering with the services during the currency of the contract such as war, insurrection, restraint imposed by the Government, Act of Legislature or other Authority, explosion, accident, strike, riot, lockout, act of public enemy, act of God, sabotage which is beyond the reasonable control of a party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

The obligations of NSC and the Contractor shall remain suspended if and to the extent that they are unable to carry out such obligations owing to force majeure or reasons beyond their control.

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event, (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party in writing as soon as possible not beyond 48 hours about the

occurrence of such an event and such impossibility subsists for not less than 60 days.

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

The Contractor is entitled to the payments for the portion of the work already completed before the happening of any event constituting Force Majeure culminating in termination of contract only if the purpose of NSC is fulfilled partly to proceed further. Decision of NSC in this regard is final.

For the avoidance of doubts, force majeure shall not include:-

- a) Financial distress or inability of either party to make a profit or financial loss;
- b) Changes in market prices or conditions; or
- c) A party's financial inability to perform its obligations hereunder.

17. ARBITRATION & SETTLEMENT OF DISPUTES: In the event of any dispute arising 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 events where the parties are unable to do so, then it shall be binding upon the parties to resolve the issue under the provision of Arbitration and Conciliation Act, 1996 as amended from time to time. Under this provision, CMD, NSC Ltd. 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 the dispute through arbitration before going to court of law. The Arbitration shall be conducted at New Delhi and shall in Hindi/ English Language. The court of Delhi shall have the jurisdiction.

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.

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 one 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 & Reconciliation 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.

18. INDEMNITY: The **Agency/ Firm** hereby agrees to keep NSC indemnified and hold harmless, NSC and its Directors, Officers and Employees from and against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of this Contract or arising from any breach or non-compliance whatsoever by the Contractor or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether willful or not, and whether within or outside the premises.

19. CORRUPT GIFTS & PAYMENTS OF COMMISSION: Any bribe, commission, gifts or advantages given, promised or offered by or on behalf of the contractor, his agents or representative or agent of the Corporation/or any person on his behalf in relation to the execution of this or any other contract with the Corporation shall in addition to the criminal liability under the Law enforce, subject the contractor to cancellation of this and other contracts with the Corporation and also to payment to any loss resulting from any such cancellation to the extent as is provided in case of cancellation under “DEFAULT AND RISK PURCHASE’ and the Corporation shall be entitled to deduct the amount so payable from any money otherwise due to the contractor under this or any other contract or may recover the same by appropriate proceedings.

20. LEGAL JURISDICTION: The parties hereby irrevocably consent to the sole jurisdiction of the Courts of Delhi only in connection with any actions or proceedings arising out or in relation to this Tender.

21. OTHER TERMS AND CONDITIONS:

- a) The contractor shall undertake the responsibility for providing adequate workers as is desired by the Corporation.
- b) The Corporation shall not be bound to accept tender. Any or all the tenders can be rejected without assigning any reasons, whatsoever. The decision of the Regional Manager, NSC, Secunderabad in such matter shall be final and binding in all respects and it cannot be challenged by any tenderers.
- c) No service provider will collect any monetary as charge after engagement from staff so provided to NSC on any account.
- d) The outsource staff will be engaged/changed as per the direction/requirement of the NSC at any stage.
- e) NSC reserves all the rights and will have full authority on making decision on retaining or otherwise of existing outsource staff.
- f) Offered rates should be valid for one year from the date of commencement of contract.
- g) The minimum wages will be applicable during the contract period subjected to the revision from time to time by the appropriate authority.
- h) The engagement does not confer any right for continuation or extension of the contract on any account, and this is purely a short term temporary arrangement on contractual basis.
- i) The contractor shall be responsible for any losses that may occur in the

Accounts/contract and the same will be recovered from their security deposit that was paid to NSC. In the event of losses/shortages occurring due to the fault of workers provided by the Contractor, the cost, thereof, at the prevailing rates of the Corporation, if exceeds the security deposit, shall be recovered from the contractor out of their bills or pay that amount on demand within a week's time.

- j)** Security personnel provided should be deployed in three shifts, for round the clock duty, in such a manner that each guard will perform 8 hours duty in a day. In the event of failure of the contractor to provide the desired security men, it will open to NSC to arrange security men on the prevailing/market rate at the cost of contractor. In such condition the payment made by NSC will be deducted from the bills of the Contractor/ Security deposit. The Contractor shall provide necessary workers immediately, on demand given by NSC to the Contractor, even on the telephone or otherwise. In the event of failure of the contractor to provide the desired workers, it will be open to NSC to arrange workers at the cost of contractor and in such events, NSC being obliged to pay to such workers, the same amount shall be recovered from the respective Contractors' bills with whom the agreement has been made. Workers engaged by the Corporation shall be conclusive evidence of the amount paid and contractor shall not dispute the correctness of the same and contractor shall be under obligation to pay the same either in cash or can be recovered/ adjusted from the bills amount at the credit of the contractor.
- k)** Three Securities will be engaged at each Location of Lalaguda, Kurnool, Gooty, Guntur and Warangal and only one will be engaged in Nandyal. The engaged Security will guard the premise of NSC, Godown and all Seeds, packing materials and machineries. One Skilled Manpower will be engaged at RO, NSC, Secunderabad and will carry out the duty of a Peon.
- l)** The manpower supplied at no time will perform any such act that would lower the dignity of the NSC. In case the quality of services of any personnel supplied is not found satisfactory, the NSC shall have the right to return that person to the Agency, who shall provide a suitable replacement within 24 hours.
- m)** Manpower will be supplied by the Agency as per actual requirement, which will be informed to the Agency generally with a notice period of more than 8 hours. However, in case of emergency manpower may have to be supplied at a short notice of 3 hours. In case of leave/absence of manpower, alternate arrangement will be made by the Agency.
- n)** The contractor shall be fully responsible for the security of the Corporation premises, assets, seed stocks, equipments and materials, and NSC shall take up the matter suitable with the police and other concerned Govt. Authorities in case of theft, damage, unrest and any law, and other problems. That the Security staff on duty shall keep watch on the whole corporation's properties, Motor cars, Scooters, Cycles and Generator machine etc. and also other activities in the premises of the Corporation and any loss occurred due to the negligence of the Security Guard, the Contractor is bound to reimburse/pay for the losses or the same will be deducted from the monthly payment due to be paid to the contractor and from the Security deposit as per the prevailing market rate.
- o)** The contractor is required to maintain full requisite records as per by Laws/ statutory provision, such as attendance register, wages disbursement register etc.

including xerox copy of Bank cheques through which payment made to security personnel and workers. NSC reserves the right to call all such records for inspection and contractor is obliged to provide the requisite record to NSC.

- p)** Contractor should ensure that the Security Staff provided are well dressed as per the prevailing weather condition and to the satisfaction of NSC. Necessary accessories i.e. lathies, torch and whistle etc. will be provided to the Security Staff by the contractor.
- q)** Security Guards provided by the Contractor should be trained in Fire Fighting Services and capable to discharging the duties to the utmost satisfaction of the Corporation. Contractor is bound to change the guard immediately on getting the information regarding the same without any query.
- r)** Any changes in the terms of the document can only be made in writing and by mutual agreement. The contract, its meaning and interpretation, and the relation between the Parties shall be governed by the laws of India for the time being in force.
- s)** Any notice, request, or consent made pursuant to the final contract shall be in writing and shall be deemed to have been made when delivered in person or sent by registered/ speed post/ courier to an authorized representative of the Party.
- t)** Any action required or permitted to be taken, and any document required or permitted to be executed, under this contract by NSC or the Agency, may be taken or executed only by the officials authorized by their Competent Authority, respectively.
- u)** Unless otherwise specified, the Contractor, and their personnel shall pay such taxes, duties, fees etc. as may be levied under Central / State law and the same will not be reimbursed by NSC under any circumstances, whatsoever.
- v)** The payment made/credit afforded to the contractor by NSC from time to time under the contract to be entered in to with the contractor shall be subject to the deduction of Income Tax at source according to the provision of Section 194-C of Income tax and the rules made there under.
- w)** In performing the terms and conditions of the Contract, the contractor shall at all-time act as an Independent contractor. The contract does not, in any way, create a relationship of principal and agent between NSC and the Contractor. The Contractor shall not act or attempt or represent itself as an agent of NSC. It is clearly understood and accepted by both parties that this Contract between the parties evidenced by it is on a Principal-to-Principal basis and nothing herein contained shall be construed or understood as constituting either party hereto, the agent or representative of the other, under any circumstances.
- x)** The labour of the Contractor shall never, under any circumstances whatsoever, be entitled to claim themselves to be Employees of NSC. The labour engaged by the Contractor will be the labour of the Contractor and there will be no employer / employee relationship between the NSC and the contract workers. All the statutory liabilities and responsibilities will be that of the Contractor and NSC has no legal responsibilities on the same.

NATIONAL SEEDS CORPORATION LIMITED
REGIONAL OFFICE: SECUNDERABAD

ANNEXURE-I

TECHNICAL & COMMERCIAL BID
(To be submitted through Online)

1. Constitution or legal status of Bidder (Attach Copy)

Sr. No.	Particulars	To be filled up / uploaded by the Bidder/ To be enclosed
1	Name of Tendering Contractor	Attach Certificate of Registration
2	Name of the Proprietor / Director of Company / Firm/ Agency	
3	Detailed official postal address of the agency with i) Telephone number ii) Website iii) E-mail id iv) Mobile number	
4	Proof of having operation office at Hyderabad/ Kurnool/ Guntur/ Warangal / Nandyal	Copy to be uploaded
5	Names & designation of authorized persons eligible to enter into contract	Power of attorney/Affidavit in favour of person signing the papers to be uploaded
6	Name of person & Contact Number to be contacted in the absence of authorized person mentioned above	Copy to be uploaded
7	EPF registration number	Copy to be uploaded
8	ESI registration number	Copy to be uploaded

Upload following documents in support:

- Place of registration: _____
- Principal place of business: _____
- Power of attorney of signatory of Bid
- Details of incorporation under Companies Act, 1956 (Attach Memorandum & Articles of Association, Certificate of Incorporation)

2. Work Experience and Past Performance:

Year	Name of PSUs/Govt. Dept. & Contact person with Mob. No.	Work Order No. & date	Value (Rs.)	Period of work (in years/ Month)	No. of Person engaged during the period				Total remuneration paid to persons engaged during the period	Total amount received for service for providing manpower	Remarks explaining reasons for delay in work complete
					Skilled	Semi-skilled	Un-skilled	Total			

- Uploading copies of similar nature of work in the past three years:-Work Orders, proof of completion and performance certificate(s) in Central Govt. Ministries/ Departments/ PSUs/ Autonomous bodies/ statutory bodies of GOI, is mandatory.

3. The eligible firm shall have minimum average turnover of Rs. 50 Lakhs in providing manpower services related works in last three financial years.

Financial year	Annual Turnover (Rs. in Lakhs.)	Annual Profit/ loss (Rs. In Lakhs)	Remarks

- Upload copies of Annual turnover of last 3 financial years from recruiting & testing services (audited Balance Sheet statement of last 3 years to be enclosed)
- If Company's CA certificate in segment turnover is not disclosed in the financial statements, then year wise turn over by CA may be uploaded.
- Solvency Certificate for minimum amount of Rs 2,50,000/- for each location to be uploaded.

4. Bank Details:

Bank Name	Account No.	Type of Account	IFSC Code
Upload copies of supporting documents			

5. GST Registration No.:

GST No.	Upload copies of supporting documents in both Telangana & Andhra Pradesh
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6. Income tax Details:

PAN No	IT Returns in the Last Three Financial Years	
	Financial Year	IT Returns
Upload copies of supporting documents.		

7. MSME registration under relevant code (NSIC registered unit) along with a valid copy of NSIC Registration Certificate:

Registration No.	Category of Firm General/SC/ST	Validity Period	Registered Item/Items	Quantitative Capacity	Monetary Limit

8. Upload copies of License issued by Labour Department to engage manpower for similar works under Shops & Establishment Act (copy of the registration too).
9. Upload copies of License issued under Private Security Agencies (Regulation) Act, 2005(PSARA) from Home Ministry for providing Security Guards.
10. Upload Dept/Institution/Public Enterprises Undertaking that no arbitration/ court case is lying pending with this office as on date as per **Appendix-I**.
11. Upload Affidavit that under no circumstances exceeded lowest price of identical services to Govt. / Semi Govt. Organizations as per **Appendix-II**.
12. Upload that the agency has not been debarred/banned/blacklisted by any Govt. Dept. /PSUs for proving manpower work in last 5 years as per **Appendix-III**.
13. Upload Compliance of statutory Requirement i.e. PF & ESI as per **Appendix-IV**.
14. Upload Undertaking of having Branch Office in Telangana & Andhra Pradesh as per **Appendix-V**.

15. Upload Undertaking for liability regarding Govt. dues as well as any human loss/injury during the course of work as per **Appendix-VI**.
16. Upload Undertaking for responsibility under any statutory enactment in respect of all outsources manpower as per **Appendix-VII**.
17. Upload Authorization for Signing Bid (With Valid Letterhead) as per **Appendix-VIII**.
18. Upload Undertaking for quoting rates for all the categories as per **Appendix-IX**.
19. **The bid document along with Terms & Conditions and scope of work should be signed and stamped by authorized signatory and mandatorily uploaded along with other documents.**

I/We, M/s _____ (The name of the contractor/Bidder) have read and understood e-Tender Terms & Conditions and I agree to abide by them. I hereby certify that all the information submitted hereby are true & best of my/our knowledge & belief. In case of any information/ documents found to be false, fake or incorrect, my bid may be treated as rejected by NSC Management and NSC is free to take action against my/our agency as deemed fit by them.

Thanking you,

Stamp of the Company

Date:	Signature	_____
Place:	Name of Authorized Signatory	_____
	Complete Postal Address	_____
	Delhi/NCR Address (for outside agency)	_____
	Phone No.	_____
	E-mail	_____

NATIONAL SEEDS CORPORATION LIMITED
REGIONAL OFFICE: SECUNDERABAD

ANNEXURE – II

FINANCIAL BID

(To be submitted in on line mode)

To,
Regional Manager,
National Seeds Corporation Ltd.
Secunderabad.
Dear Sir,

Date:

SUB:TENDER NOTICE FOR PROVIDING SECURITY GUARDS/ SKILLED MAN POWER SERVICES FOR THE PERIOD FROM 01.09.2025 to 31.08.2027 AT 6 LOCATIONS OF TELANGANA & ANDHRA PRADESH

My/Our lowest rates offered are:

Sr . N o.	Category of Manpower/ Security Guard	Location	Remuneratio n per month per employee (in Rs.)	Manage- ment Contri- bution	Percentage of Service Charges on the remuneration	Amount of Service Charges on the remuneration (in Rs)
1.	Peon	Lalaguda	As per the latest GO of Telangana	ESI at 3.25 % and EPF 13%		
2.	Security Guard	Lalaguda				
3.	Security Guard	Warangal				
4.	Security Guard	Guntur	As per the latest GO of Andhra Pradesh			
5.	Security Guard	Kurnool				
6.	Security Guard	Gooty				
7.	Security Guard	Nandyal				

Service charges mentioned by lowest bidder should be workable i.e. should not be zero or impracticable.

Note: Firm/Agency should quote amount for providing everyone person in above the categories separately on monthly basis. The offer will be valid for 90 days from the last date of submission of this bid. The offer is made after taking into consideration and understanding all the terms and conditions stated in the Tender documents and agreeing to the same.

Place:
Date:

Signature of Authorized Signatory
Name and Seal of the bidder

BID EVALUATION (IF MORE THAN ONE L-1)

In case of more than one L1 firms, following marking point would be taken into account.

Sr. No.	Details	Marking Category	Marks
1	Number of years in operation of the Firm. (Registration certificate of the firm)	03 to 05 Years >5 to 8 Years >8 to 11 Years >11 to 14 Years >14 to 17 Years >17 to 20 Years More than 20 Years	05 Marks 07 Marks 09 Marks 12 Marks 15 Marks 18 Marks 20 Marks
2	Experience in similar nature of work Category	03 to 05 Years >5 to 8 Years >8 to 11 Years >11 to 14 Years >14 to 17 Years >17 to 20 Years More than 20 Years	05 Marks 07 Marks 09 Marks 12 Marks 15 Marks 18 Marks 20 Marks
3	Turnover of last 03 Financial Years (Audited financial statements of last 03 years to be enclosed {each year}).	Upto 07 Crores >7 to 15 Crores >15 to 23 Crores >23 to 31 Crores >31 to 41 Crores >41 to 50 Crores More than 50 Crores	05 Marks 07 Marks 09 Marks 13 Marks 15 Marks 18 Marks 20 Marks
4	Number of Manpower on rolls. (PF/ESI documents are required to provide.)	Upto 200 Numbers >200 to 300 Numbers >300 to 400 Numbers >400 to 500 Numbers >500 to 600 Numbers >600 to 700 Numbers More than 700 Numbers	05 Marks 07 Marks 09 Marks 13 Marks 15 Marks 18 Marks 20 Marks
5	ISO Certification in Manpower (Currently existing Certificate is required to be provided)	Yes/No	04 Marks

AFFIDAVIT CERTIFICATE

I/We_____ (Name, Designation and Address) hereby declare that my/our firm/Company has no arbitration/court case pending with National Seeds Corporation Ltd.

Signature of Authorized signatory_____

Name_____

Designation _____

Name of the Firm/Company _____

Full address _____

Stamp_____

Place: _____

Dated: _____

AFFIDAVIT CERTIFICATE

I /We_____ (Name, Designation and Address) hereby declaring that price charged for quoted item/items under this contract, our firm has no circumstance exceeded lowest price of identical goods given to any Govt. Dept./PSUs/Institutions/Organizations etc during current year.

Signature of Authorized signatory_____

Name_____

Designation _____

Name of the Firm/Company _____

Full address _____

Stamp_____

Place: _____

Dated: _____

DECLARATION

I/We M/s _____ (The name of the Contractor/bidder) hereby certify and confirm that We or any of Promoter / C.E.O / Directors / Managers are not banned/ debarred/de-listed/blacklisted from providing outsource manpower in the last 5years by any Govt. or Public Sector or International Donor Agencies in India or any other jurisdiction to which we belong or in which we conduct business from participating in any project or being awarded any contract, either individually or a member of a consortium and such bar or blacklisting subsists as on the last date of submission of tender.

I/We M/s _____ (The name of the Contractor/bidder) also hereby declare that I/we are not engaged in any activity, which conflicts directly or indirectly with the proposed assignment.

I/We M/s _____ (The name of the Contractor/bidder) further declare that during the currency of the contract, I/we will not engage in any such conflicting activity.

Signature of Authorized signatory_____

Name_____

Designation _____

Name of the Firm/Company _____

Full address _____

Stamp_____

Place: _____

Dated: _____

UNDERTAKING

This is to undertake that, (Name of the Organization) has been complying with the Statutory Compliance Requirement for PF and ESI Deduction and following laid down norms of Govt. in this regards.

Signature of Authorized signatory_____

Name_____

Designation _____

Name of the Firm/Company _____

Full address _____

Stamp_____

Place: _____

Dated: _____

UNDERTAKING

This is to undertake that, (Name of the Organization) is having its branch office in
Telangana & Andhra Pradesh which is situated at

“
.....
.....”

Signature of Authorized signatory_____

Name_____

Designation _____

Name of the Firm/Company _____

Full address _____

Stamp_____

Place: _____

Dated: _____

UNDERTAKING

This is to undertake that, (Name of the Organization)/The Second Party/Agency will have all liability regarding Government dues as well as any human loss/injury during the course of work and will be personal responsibility of the Agency. National Seeds Corporation Limited/ the First Party shall not be liable, in any case. NSC will not be responsible, either directly or indirectly, to pay any compensation for bodily injury to the contract labourer/worker in case of any personal injury is caused by accident/mis-happening arising out of and in the course of any work at NSC premises.

Signature of Authorized signatory_____

Name_____

Designation _____

Name of the Firm/Company _____

Full address _____

Stamp_____

Place: _____

Dated: _____

UNDERTAKING

This is to undertake that All Outsourced Manpower employed by (Name of the Organization)/The Second Party and engaged by them will be as their own Employees/workers in all respects and the responsibility under any statutory enactments in respect of all such Outsourced Manpower shall be that of (Name of the Organization)/The Second Party. The Agency shall indemnify National Seeds Corporation Limited/The First Party against all claims whatsoever arising in respect of the said Outsourced Manpower under any statute/law in force.

Signature of Authorized signatory_____

Name_____

Designation _____

Name of the Firm/Company _____

Full address _____

Stamp_____

Place: _____

Dated: _____

UNDERTAKING

I/We _____ (Name, Designation& Address) hereby declare that my/ our Firm/ Company has formally certified skilled workforce and commitment to the effect that I/ We would ensure that all our workers would be skilled through Recognition of Prior Learning (RPL) within two months from the date of commencement of work under the project, at the cost of our own.

Signature of Authorized signatory_____

Name_____

Designation _____

Name of the Firm/Company _____

Full address _____

Stamp_____

Place: _____

Dated: _____

UNDERTAKING

I/We_____ (Name, Designation and Address) hereby declare that my/our firm/Company has quoted rates for all the categories. I understand that Non-quoting of the rates in any of the category will make my/our participation as disqualified and my EMD will be forfeited there off.

Signature of Authorized signatory_____

Name_____

Designation _____

Name of the Firm/Company _____

Full address _____

Stamp_____

Place: _____

Dated: _____