

National Seeds Corporation Limited
[A Government of India Undertaking " Mini Ratna" Company]
BeejBhawan, Pusa Complex,
New Delhi-110012 [India]

CIN : U74899DL1963GOI3913

Website: www.indiaseeds.com

Phone No. – +91-11-25846292, 25842672

Fax : +91-11-25846462

No.Misc/Housekeep/17-18/NSC/Wel

Dated : 30/01/2018

Quotation

NSC invites '**Sealed Quotation**' for housekeeping services from reputed agencies fulfilling the criteria laid down in Techno-commercial bid format at **Annexure-2**. The job specifications and scope of work are given in **Annexure-1**. The technical quotation / bid alongwith documentary evidence be kept in closed/sealed envelope –A and the financial quotation / bid in the prescribed format should be kept in closed envelope – B, both envelope[A&B] must be contained in main envelope and clearly superscribed as " Quotation for Providing Housekeeping Services on Rate Contract Basis". [**Last Date – 15/02/2018 – 13.00 Hrs.**]

Particulars	Details
Date of issue of Quotation	30/01/2018
Date and time for submission of Quotations	From 30/01/2018 to 15/02/2018
Time for collecting	10.00 A.M To 5.00 P.M [Monday to Friday] 15/02/2018 – Upto 13.00 Hrs
Technical Quotation-Annexure-2	Envelope – A
Financial/Price Quotation-Annexure-3	Envelope – B
Quotation sale price	Rs.100/- -Demand Draft to attached
EMD	Rs.10,000/-
Validity period of Quotation	90 Days
Contact Person with Phone No & e-mail	Dharmendra Kumar Manager(HR/Welfare) National Seeds Corporation Ltd. BeejBhawan, Pusa Complex, New Delhi-110012. Fax: 011-25846462,25842383 Mob No.8860106964
Address for submission of quotation	Manager(HR/Welfare) National Seeds Corporation Ltd. BeejBhawan, Pusa Complex, New Delhi-110012.

The quotation can be viewed / downloaded from our website www.indiaseeds.com. NSC reserves the right to make any alteration/modification in the terms and conditions of the document and will be available on website or scrap the work at any stage without assigning any reason.

Manager [HR/Welfare]



NATIONAL SEEDS CORPORATION LTD.

(A GOVT. OF INDIA UNDERTAKING)

BeejBhawan, Pusa Complex

NEW DELHI-110012

**NOTICE INVITING TENDERS (NIT) FOR HOUSEKEEPING
SERVICES ON RATE/WORK CONTRACT BASIS**

TENDER DOCUMENT

1. National Seeds Corporation Ltd.(NSCL), a fast growing schedule 'B' and a "Mini Ratna" Category-I, Central Government PSU under Ministry of Agriculture and Farmers Welfare engaged in the business of Production and Distribution of certified seeds invites '**Sealed Bids**' for housekeeping services from reputed agencies fulfilling the criteria laid down in Techno-commercial bid format at **Annexure-2**. The job specifications and scope of work are given in **Annexure-1**.The format for Financial Bid at **Annexure-3**. The rate/work contract period will initially be for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by maximum upto two years.

Detailed eligibility & other criteria may be viewed from the tender document. The Agencies fulfilling the requisite prescribed criteria are required to submit their proposal by **15/02/2018**. 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 agencies fulfilling the above eligibility criteria may obtain tender document on the address mentioned below, on payment of Rs. 100/- (Rupees Hundred only) through cash or by demand draft (Rs. 100/- by post) favouring National Seeds Corporation Ltd, payable at New Delhi. The tender document will also be available at NSC website www.indiaseeds.com. Those who wish to use the downloaded form have to attach a demand draft of Rs. 100/- while submitting. NSC shall not be responsible for any postal delays.

Sale of tender forms from: **30/01/2018 to 15/02/2018**.

{From 10.00 a.m. to 5.00 p.m. from [Monday to Friday] and on (15/02/2018) the Tender Form will be available till 1.00 P.M.

Last date for submission of tender documents: **15/02/2018 by 1500 hrs.**

Opening of Technical Proposal: **15/02/2018 at 15:30 hrs.**

In case (15/02/2018) is declared holiday, the tender will be opened at the same time on the next working day.

**Manager(HR/Welfare)
National Seeds Corporation Ltd.
BeejBhawan, Pusa Complex,
New Delhi-110012.
Fax: 011-25846462**

2. The bids are to be sent in two parts – one sealed envelope superscribed as **‘Techno-Commercial Bid’** giving details in the format as per Annexure-2, and second envelope superscribed as **‘Financial Bid’** in the format at Annexure-3. The two sealed envelopes as above will be placed in another sealed envelope superscribed as **‘BID FOR HOUSEKEEPING SERVICES ON RATE CONTRACT BASIS’**. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to :-

**Manager(HR/Welfare),
National Seeds Corporation Limited,
[A Govt. of India Undertaking],
BeejBhawan, Pusa Complex,
NEW DELHI-110012.
Ph. No. 011-25846292, 25842672
Mob No. 8860106964**

3. The sealed bids will be received by NSC upto **15/02/2018 by 15:00 hrs.** Any bid NSC receives after the prescribed deadline shall not be considered. The Techno-Commercial bids will be opened on the same date 09/02/2018 in the presence of the representatives of the bidders present. Date of opening of financial bids of such firms which meet the prescribed prequalification criteria will be notified separately.
4. Earnest Money (EMD) of Rs.10,000/- (Rupees Ten thousand only) should accompany the **Techno-Commercial Bid document**. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized Bank/Scheduled Commercial Bank in favour of National Seeds Corporation Limited payable at New Delhi. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and shall be rejected by NSC.
5. The EMD shall be forfeited:
 - a) If the bidder withdraws his bid during the period of Tender validity.
 - b) If the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified.
6. The bid shall remain valid for a period of 90 days from the date of receipt of the bid.
7. The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after submission of the required Performance Guarantee.
8. The Bidder should inspect the site before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required.

9. Other terms and conditions:-

A]. Sealed quotations should reach this office on or before **(15/02/2018) by 15:00hrs** and the quotation will be opened on the same date at **15.30** hrs. Late bid shall not be accepted under any circumstances.

B]. Housekeeping workers shall be engaged by the Contractor on the basis of work allocated to the housekeeping worker accordingly and will quote the rates in the financial bid. In case of leave/absence of manpower, alternate arrangement shall have to be made by the contractor. The contractor has to provide the details of the workers to be engaged in advance to NSC and such workers should have proper ID issued by the contractor. In case of change of the worker also advance intimation is to be provided.

C]. Payment for such engaged contract persons to the Agency will be subject to provision of satisfactory service which may be certified by the Officers/ Sectional Heads, wherever they have been engaged.

D]. Verification of character and antecedents of the Technical Persons to be engaged / deployed will be submitted by the bidder on engagement i.e. before commencement.

E]. The Housekeeping worker / manpower engaged 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 engaged is not found satisfactory, the NSC shall have the right to return that person to the Agency, who shall provide a suitable replacement within twenty four hours.

F]. The Agency shall comply with all provisions of labour laws and other statutory requirements in relation to the persons engaged including payment of minimum wages/Payment of Wages Act, EPF, ESI, Workmen Compensation Act, etc., as laid down by or under any law for the time being in force and as amended from time to time.

G]. The Agency shall maintain /produce/ the required records/ documents as and when called for by the appropriate authority, as well as to NSC to enable it to verify that the Agency is complying with statutory requirements from time to time.

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]. All liability regarding Government dues as well as any human loss/injury during the course of work will be personal responsibility of the Contractor. 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 labourer/worker in case of any accident/ mis-happening taken place at NSC premises.

J]. The personnel engaged by the Contractor will be the employee of the contractor and there will be no master-servant relationship between the NSC and the contract workers. All the statutory liabilities and responsibilities arising out of the above relationship shall be that of the Contractor and workers engaged by him and NSC shall have no legal responsibilities on the same.

K]. The Agency shall not make sub-contract, transfer, assign or otherwise, part with the contract to any other persons, firm, company, directly or indirectly.

L]. NSC reserves the right to accept or reject any or all the quotations without assigning any reason, thereof.

10. **RATES AND PRICES**

10.1 Bidders should quote the rates in the format given at **Annexure-3**. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over-writings are permissible.

10.2 All statutory duties and taxes (including GST) and other may be on the part of the contractor. Price quoted shall be final and including all taxes as may be applicable, whatsoever may be and any variation in rates, prices or terms during validity of the offer shall not be accepted. GST is to be mentioned separately.

10.3 No additional freight or any other charges, etc, would be payable.

11. **TERMS OF PAYMENT**

Payment will be released on monthly basis within a fortnight after receipt of bill complete in all respect and certification by HR Division that the services provided during the month are satisfactory. The contractor has to submit bills alongwith EPF & ESI Challan & ECR is mandatory and without which bills will not be processed.

12. **LIQUIDATED DAMAGES [L.D]**

NSC reserves the right for termination of the rate/work contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency, at the cost, risk and responsibilities of contractor and excess expenditure incurred on account of this shall be recovered by NSC from Security Deposit or pending bill or by raising a separate claim for imposition of Liquidated Damages.

13. **DEDUCTIONS FOR EXCEPTIONS**

In case of non-compliance/non-performance of the services according to the terms of the contract, the NSC shall be at liberty to make suitable deductions (ranging from 2% to 5%) from the bill without prejudice to its right under other provisions of the contract.

14. **PERFORMANCE GUARANTEE**

14.1 The successful bidder shall furnish a performance guarantee for an amount equal to 10 percent of the annual awarded value within 10 calendar days from the date of acceptance of the bid for due and proper fulfillment of contract as per **Annexure-4**.

- 14.2 EMD of successful bidder shall be discharged after receipt and acceptance of the Performance Guarantee towards full Security Deposit in the valid format. EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.
- 14.3 The performance guarantee provided by the successful bidder may be in the form of a bank guarantee from a Nationalized Bank/Scheduled Bank(as per format given in **Annexure-4**) which should be valid for one year from the date of award and will be further renewed with renewal of the contract if required.

15. **CONCILIATION/ ARBITRATION**

- 15.1 If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view for its amicable resolution and settlement through a committee appointed by the Chairman cum Managing Director, NSC.
- 15.2 In the event, no amicable resolution or settlement is reached upon between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to the Sole Arbitrator appointed by the Chairman cum Managing Director, NSC for adjudication under the Arbitration and Conciliation Act, 1996 as amended from to time.
- 15.3 Notwithstanding the existence of any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.
- 15.4 The venue of the arbitration shall be New Delhi, India and the arbitration proceedings shall be in English language. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act.
- 15.5 The arbitrator will give the speaking and the reasoned award. The parties will not be entitled to any pendente-lite interest during arbitration proceedings.

16. **FORCE MAJEURE**

- 16.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force

Majeure shall be suspended for the period during which such cause lasts.

- 16.2 The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire affecting the performance of the Contract, Flood and change in laws.
- 16.3 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure forthwith and by giving another notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, NSC shall have the option of terminating the contract in whole or part at his discretion without any liability at his part.
- 16.4 Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

17. **APPLICABLE LAW AND JURISDICTION**

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi/New Delhi.

18. No alternative offer shall be considered.
19. NSC reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of NSC's action.
20. NSC reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
21. Any clarification on the documents may be obtained from:-

<p>Dharmendra Kumar, Manager(Welfare), NATIONAL SEEDS CORPORATION LIMITED, (A. Govt. of India Undertaking) BeejBhawan, Pusa Complex, NEW DELHI-110012 Ph. No. 011-25846292, 25842672 Mob. No. 8860106964</p>

22. Afterwards of Letter of Acceptance [LOA], the Contractor is required to enter into a contract with NSC on the terms & conditions as detailed in the tender document.

JOB SPECIFICATIONS AND SCOPE OF WORK

A. AREA COVERAGE FOR HOUSEKEEPING SERVICES

1. Entire premises of National Seeds Corporation Limited, BeejBhawan, Pusa Complex, (Ground Floor to 1st Floor)

B. BROAD DETAILS OF SCOPE OF WORK:

1. Cleaning, sweeping, moping and wiping of floors, staircase on daily basis from Monday to Saturday or as required by Officer-In-charge. Cleaning activity shall start in the morning at 7.00 AM so as to complete all the dusting/ cleaning/ moping work before 9.00 AM.
2. The housekeeping work of cleanliness at the NSC premises shall be done by the housekeeping worker on regular basis from Monday to Saturday.
3. Continuous moping to be done at reception floor and other floors during office hours (9.30 AM to 6.00PM)
4. Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals, wash basins and WC area.
5. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
5. Lifting, carrying and disposing the dead bird's animals, rats, insect's etc. if found in and around the office building.
6. Clearing of any choking's in the drainages, manholes etc.
7. Removal of beehives and cobwebs/honey webs from the office building and its premises.
8. Cleaning and sweeping of open area including balconies and roof tops with brooms.
9. The bidder shall also be responsible for **pest control** in the office and shall carry out sprays etc. minimum once in a month. The insecticides and pesticides should be sufficient enough to take care of Mosquitoes, Cockroach, Silver fish, crawling insects at library and carpeted rooms, rats etc. The spray operation in the premises and the rooms shall have to be taken once in a month.

10. The contractor / bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the bidder must rotate the staff once in six months with prior written intimation to NSC.
11. Proper registers/records for the jobs carried out on daily, weekly, fortnightly and monthly basis shall be maintained by the Supervisor of the bidder and will be countersigned by the NSC officer-in-charge at regular intervals and finally at the end of each month.
12. The bidder should possess or procure needful infrastructure, gadgets and other material required for smooth housekeeping services, which shall be arranged by the contractor. No additional cost towards this will be borne by NSC.

C. JOBS TO BE CARRIED OUT DAILY

[i] Cleaning of general toilets at least thrice daily (at 8.30 AM, 12.00 Noon & 3.30 PM) with phenyl and detergent etc., and maintain the toilets floors dry during office hours. Cleaning of windows and window sills of all toilets to be done regularly. Wash basins, urinals, WC are to be cleaned with suitable detergent. Flushing system of all toilets is to be checked at regular interval every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be arranged by the contractor regularly to ensure continuous availability of these materials in requisite place/container.

[ii] Cleaning of attached toilets with phenyl, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day. Naphthalene balls air purifier; toilet rolls/paper rolls and liquid soap will be provided by the NSC on regularly basis to ensure continuous cleanliness of the premises and the materials provided by the NSC shall be kept in the secured place by the agency supervisor providing housekeeping workers.

[iii]. Cleaning of corridors staircases and common area with phenyl in the morning and with plain water continuously.

[iv]. Cleaning & moping of canteen / pantries and electrical rooms once in a day during office hours.

[v]. Cleaning of office working areas, removing dust from floors, windows, doors, furniture's, fixtures, telephones, cupboards, air conditioners, filing almirahs, cabinets, glass panes, computers etc. with dry/wet duster and or with suitable cleaning agent. Moping of floors with phenyl.

[vi]. Collection of waste paper from rooms, waste paper, baskets, lobbies and putting in bags at the specified location.

- [vii]. To clean glass panes on doors, windows & partitions with soap/cleaning agent.
- [viii]. Cleaning of chokage in sewer and pumping lines within premises as and when required.
- [ix]. Cleaning gulley trap and manholes within and surrounding of premises as and when required.
- [x]. Cleaning of duct and shaft spaces, garbage, and removal and putting them in dustbin kept outside the building.
- [xi]. Cleaning/removal of any type of stains of ink etc. from the building premises and staircases.
- [xii]. Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. during office hours.
- [xiv]. Cleaning of carpets in rooms by vacuum cleaners.
- [xv]. Room fresheners in all office area to be used daily in the morning. Room freshener shall be arranged by the contractor.
- [xvi]. Spray of scented Mosquito and cockroach killer on all floors as and when required. Special scented purifiers shall be sprayed at least twice daily in all rooms, cabins, bathrooms, reception, conference halls, lobby etc.

D. JOBS TO BE CARRIED OUT WEEKLY

- a. Acid cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals, automatic mopper/scrubbing machine to be used at least once in a week.
- b. Cleaning of fabric upholstered sofa sets with vacuum cleaners and leatherite upholstered sofa set and chairs with soap solution/ cleaning agent of approved quality.
- c. Cleaning of brass letters by brasso (polish).

E. JOBS TO BE CARRIED OUT FORTNIGHTLY BASIS

- [i]. Polishing of brass items with approved brass cleaning material.
- [ii]. Cleaning of rooms by vacuum cleaners without damaging the carpet.
- [iii]. Dusting of false ceiling etc. with soft broom and cloth.
- [iv]. Cleaning of sofa sets with soap water/ vacuum cleaners.
- [v]. Washing and cleaning of driveways, parking areas and roads within the office premises.

- [vi] Scrubbing of entire floors of NSC premises by scrubbing machines on quarterly basis.

F. JOBS TO BE CARRIED OUT ON MONTHLY BASIS:

1. All floors in common area floors including staircases shall be cleaned thoroughly with floor scrubbing machine with soap and water to remove all stains etc. After cleaning the floors with soap and water the floors shall be properly wax polished.
2. Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of Officer-In-charge.

G. PROVIDING WORKFORCE;

The bidder has to provide and deploy sufficient workforce in order to carry out housekeeping work and to maintain the buildings as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the Officer-In-Charge.

- [a]. Trolley - 02 (For carrying away waste and garbage), Agency shall maintain the trolley itself and expenses shall be borne by the contractor.

The bidder shall ensure that all the workforce deployed wear uniform while on duty.

H. SUPPLY OF MATERIAL AND CONSUMABLES:

All materials/consumables other related item shall be procured and arranged by the contractor and accordingly will bear the expenses on it, for which NSC shall not bear any expenses on it. The agency has to furnish expenses to be incurred on housekeeping items, which shall be part of work contract.

I. WASTE DISPOSAL MANAGEMENT:

The bidder shall ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The bidder shall also ensure segregation of bio degradable and non-bio degradable garbage. Finally, the bidder will arrange for disposal of garbage at such a place as may be permissible by Delhi Municipal Corporation.

HOUSEKEEPING SERVICES – TECHNICAL/ PREQUALIFICATION 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 _____
- iii) Email ID _____

2. Type of Firm : Private Ltd./Public Ltd./Cooperative/Partnership Firm
(Please tick and enclose copy of Memorandum/Articles of Association/Certificate of Incorporation)

3. PAN/GIR No. : _____
(Please enclose attested photocopy)

4. TIN No. : _____
(Please enclose attested photocopy)

5. GST Regn. No.: _____
(Please enclose attested photocopy)

6. EPF Registration No. _____
(Please enclose attested photocopy)

7. ESI Registration No. _____
 (Please enclose attested photocopy)

6. Annual Turnover for the last 3 years:
(Should not be less than Rs 25.00 lakh)

2016-17 _____
2015-16 _____
2014-15 _____

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

9. Experience of similar work in the field during the last three years

- a) Please submit copies of documentary evidence e.g. work order and corresponding satisfactory job completion certificates from clients specifying value and period of work order

_____ enclosed (please specify)

10. Infrastructure Details

i) Workforce (Nos.) _____ (Sufficient no. of housekeeping workers)
(Please enclose the list giving employee)

11. Earnest Money Details :

D.D. No. _____ Date _____
Amount - Rs.10,000/-
Drawn on _____

Signatures of authorized signatory
Name _____

Designation _____

-

Seal:

Proforma towards Performance Security

Ref. No. _____ Bank Guarantee No _____

Dated _____

To

National Seeds Corporation Limited,

Dear Sir's,

1. In consideration of **National Seeds Corporation Limited, [NSC]**, _____ (hereinafter called the "Owner" which expression shall unless repugnant to the subject or context include its successors and assigns) having entered into a contract No. _____ dated _____ (hereinafter called 'the Contract' which expression shall include all the amendments thereto) with M/s _____ having its registered/head office at _____ (hereinafter referred to as the 'Contractor') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and the owner having agreed that the Contractor shall furnish to the owner a performance guarantee for Indian Rupees..... for the faithful performance of the entire contract.

2. We (name of the bank) _____ registered under the laws of _____ having head/registered office at _____

(hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing by the owner /all moneys to the extent of Indian Rs./-_____ (in figures) [Indian Rupees/- (in words)_____] without any demur, reservation, contest or protest and/or without any reference to the Contractor. Any such demand made by the owner on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by the owner in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the Contractor and shall remain valid, binding and operative against the bank.

3. The Bank also agrees that the owner at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that the owner may have in relation to the Contractor's liabilities.

4. The Bank further agrees that the owner shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in the owner against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the owner or any indulgence by the owner to the said Contractor(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the contract and all dues of the owner under or by virtue of this contract have been fully paid and its claim satisfied or discharged or till the owner discharges this guarantee in writing, whichever is earlier.

6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of the owner or that of the Contractor.

7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.

8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase order has been placed.

9. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs.(in figures) _____ [Indian Rupees/- (in words) _____] and our guarantee shall remain in force until _____ . In case of any extension of contract, Performance Guarantee will be suitably extended.

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of NSC under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of

the owner under this Guarantee shall be valid and shall not cease until we have satisfied their claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this.....day of 20at

WITNESS NO. 1

(Signature)
Full name and official
address (in legible letters)

(Signature)
Full name and official
address (in legible letters)

WITNESS NO. 2

(Signature)
Full name and official
address (in legible letters)

HOUSEKEEPING SERVICES – FINANCIAL BID
(To be put in separate sealed envelope)

FORMAT FOR SUBMITTING FINANCIAL BID BY THE HOUSEKEEPING WORKER

PROVIDING AGENCY / SERVICE PROVIDING AGENCY

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

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

Dear Sir,

SUBJECT : Financial Bid for Providing Housekeeping Service on rate / work contract basis at NSC, Corporate Office.

I/We, hereby submit our financial offer for the captioned Subject, "If the work is awarded to us:

S.No.	Name of the agency with address	Cost on housekeeping contract in Rs. and %age of GST.	Cost on housekeeping items/consumables [Including GST] per month In Rs.	Total rate contract In Rs. + GST.
1.				

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:**

