

राष्ट्रीय बीज निगम लिमिटेड  
( भारत सरकार का उपक्रम )  
681-690, मार्केट यार्ड, गुलटेकडी,  
पुणे - 411 037

दूरभाष संख्या : 020-24264587, फेक्स : 020-24272584, मेल :

[rm.nscpune@gmail.com](mailto:rm.nscpune@gmail.com)

संप्रशा/सेवा प्रदाता)रा०बी०नि०लि०-पुणे/2018-19

दिनांक : 31.08.2018

**सेवा प्रदाताओं से तकनीकी / गैर तकनीकी स्टाफ़ उपलब्ध करने हेतु निविदा आमंत्रण सूचना**

राष्ट्रीय बीज निगम लिमिटेड, पुणे क्षेत्र के अंतर्गत आनेवाली विभिन्न उप-इकाईयों पर तकनीकी / डाटा एंट्री ऑपरेटर / लीगल सहायक एवं मेकेनिक स्टाफ़ उपलब्ध करने हेतु प्रतिष्ठित और अनुभवी जनशक्ति सेवा प्रदाताओं से मुहरबंद निविदा आमंत्रित करती है I निविदा फार्म, नियम एवं शर्तें एन० एस० सी० की वेबसाइट [www.indiaseeds.com](http://www.indiaseeds.com) से डाउनलोड किया जा सकता है I

(डॉ० विजय कराहणे)

क्षेत्रीय प्रबन्धक

एन० एस० सी०, पुणे

NATIONAL SEEDS CORPORATION LIMITED  
(A Govt of India Undertaking-Miniratna company)  
Beej Bhavan, Market Yard, Gultekdi  
Pune-411037

**TERMS AND CONDITIONS FOR OBTAINING OUTSOURCE STAFF AT THE  
VARIOUS AREA OFFICE LOCATED IN  
MARASHTRA UNDER PUNE REGION**

1. The tenderers should thoroughly go through the terms & conditions before submitting their tender.
2. Sealed tender to be submitted in the prescribed format, separately for Technical & Commercial bid with envelopes super scribed as “**Technical bid**” and “**Commercial bid**” respectively over envelope and both the sealed bids should further be sealed in another envelope super scribed as “**Contract for Providing Technical / (DEO) Clerical /Legal Asstt. & Mechanic Staff during 2018-19**”.
3. Rate to be quoted separately by the Service provider on the sheet attached for Financial Bid for providing the Clerical & Mechanic Staff on Monthly basis according to the existing Minimum wages Act of Maharashtra. As regards Technical staff & Legal Asstt. the rates shall be within the limit approved by NSC.
4. The Security Deposit of the parties which is already lying in this office will not be adjusted against this tender and the tenderers will have to submit the fresh EMD.
5. The Cost of the tender form is **Rs. 590/- (including 18% GST)** per set, non-refundable. Tender form can be purchased from the above mentioned address by paying **Rs. 590/- (Five Hundered Ninty Only)** in cash on any working day from 01.09.2018 to 21.09.2018 between 1000 hrs to 1700hrs and the same can also be downloaded from the NSC website i.e. [www.indiaseeds.com](http://www.indiaseeds.com). Tender form downloaded from NSC website must be accompanied with a **DD** of Rs. **590/- (Five Hundred Ninty only)** drawn in **favour of National Seeds Corporation Ltd. Pune**. The decision of the Committee in the matter will be binding to all the tenderers.
6. Tenders in sealed envelope will be received at National seeds Corporation Ltd, 681-690, Beej Bhavan, Market Yard, Gultekdi – 411037 on 22.09.2018 till **1300hrs**. **Technical bid** will be opened on the same day at **1600 hrs** and **Commercial bid** of the technically qualified tenderers will be opened thereafter

on the same day. The decision of the committee will be communicated to successful tenderer either telephonically / in writing within a period of 60 days.

7. Tenders downloaded from website be accompanied with the undertaking given by the tenderer that he has not made any alteration / change in the downloaded terms & conditions. If any alteration / change is found in the terms & conditions during the process of Tender / during the period of the contract (if awarded any) will be out rightly cancelled without giving any notice.
8. Tender received after prescribed date and time shall not be accepted
9. Tenderers should submit Affidavit duly Notarized that their firm has neither been BLACK LISTED by any Government / Other Agencies nor having any relation / co-relation directly or indirectly with the employees of NSC.
10. In confirmation of acceptance of the Tender terms and condition, the tenderer is required to sign on all the pages of the tender document and submit the same along with the **Technical Bid**.
11. Conditional & incomplete tender shall not be accepted.
12. The Tenderer shall submit **Rs. 10,000/- (Rs. Ten Thousand only)** towards **Earnest Money Deposit** at the time of submitting the tender. The payment of EMD shall be made by **Demand Draft drawn in favour National Seeds Corporation Ltd. Pune or transfer to NSC SBI Account No.32919549520 IFSC Code SBIN0006117 Branch Market Yard, Pune. Tender without** having the EMD of **Rs. 10000/- (Rs. Ten Thousand only) will summarily be rejected**. Upon **acceptance of the tender by NSC**, he shall also remit **Rs. 15000/- (Rs. Fifteen Thousand Only)** towards **Security Deposit**. These deposits will not earn any interest. The decision of the Committee in this matter will be binding to all the tenderers. The EMD will be converted into Security deposit in respect of successful tenderer. NSC reserves the right to forfeit the security deposit (in part or full) in the event of failure of the Security provider to comply with the terms of contract. Whenever the Security Deposit fall short of the stipulated amount, the contractor shall make good the deficit, so that the deposit at any point time remains intact at Rs. 25000/ (Rs. Twenty Five Thousand Only). The Security Deposit or such part there of not been forfeited or adjusted will be refunded to the

Service Provider only on expiry of the contract and on satisfactory completion of the work under the agreement.

EMD of THE unsuccessful tenderers, **EMD** will be refunded without any interest within the reasonable time on the receipt of the request.

13. The employees of NSC/members of their family or their relatives are not entitled to take part in this tender directly or indirectly. In case, suppression of the facts comes to the light later on this regard, strict action will be taken against the defaulting NSC officials as per conduct rules.
14. The Corporation shall not be bound to accept the lowest tender. The decision of the Regional Manager NSC Pune in the matter shall be final and binding in all respects and the same cannot be challenged by any of the tenderers.
15. The successful tenderers shall be intimated by the letter or other means of communication. The tenderers so informed shall be bound from the time of successful tender, but it will serve as merely confirmation of the initial intimation and shall be effective from the date it is bound by the Contract. The successful tenderer is required to enter into an agreement on Non-judicial stamp paper of Rs. 500/ as per the agreed terms & conditions of NIT. The cost of Non-judicial stamp paper of Rs. 500/ is required to be borne by the contractor.
16. That the Service provider will provide Clerical Staff / Mechanic / Legal & Technical Staff with having minimum qualification as mentioned below :-
  - a) Clerical (Data Entry Operator)
    - i) 12<sup>th</sup> Pass to Graduate
    - ii) Language known Marathi, Hindi, English & knowledge of typing
    - iii) Experience : Fresh to One year
  - b) Mechanic at Processing Plans at Jalgaon / Amravati / Aurangabad
    - i) 12<sup>th</sup> Pass
    - ii) Minimum one year experience in the related filed.
  - c) Technical Staff
    - i) B. Sc. Minimum completed
    - ii) Fresher to 1 year experience
  - d) Legal Assistant
    - i) LLB completed
    - ii) 2 + Years experience in Legal representation

The engagement term can be extended on the mutual understanding between the Contractor and NSC. Competency of the staff provided by the contractor will be checked by the concerned Area manager of the Sub-unit before accepting the candidate and the same will be communicated to the Regional Office along with

- name, requisite qualification and experience. The requirement of number of Technical Staff/ Clerical Staff / Mechanic / Legal are likely to be increase / decrease and contractor will not have any right to claim for the volume of work.
17. The contractor shall not be eligible for giving Sub-contract. Monthly payment in respect of outsource Staff will be made by Regional Office Pune, on receipt of the bill in duplicate submitted by the Contractor at concerned Area Office after expiry of the month. All such bills are required to be get verified from the concerned Area Manager of sub unit. Only one bill, after expiry of the month is required to be submitted and no part payment during the month shall be allowed. The bill should be accompanied with the documents such as photocopy of the attendance register duly verified by Area Manager, Copy of EPF/ESI paid with the respective authorized Govt. Department by the contractor for the previous month. It is the sole responsibility of the Contractor to pay the wages every month to the Staff provided by him for doing various work at the concerned Sub-unit.
  18. It shall be the sole responsibility of the contractor to comply with all the formalities regarding statutory payment such as GST and Statutory contribution towards EPF and ESI on behalf of the Technical Staff/Clerical Staff/Mechanic/Legal Asstt. provided by him. He should also submit the copy of the GST return, EPF and ESI (for previous month) along with the payment details of the Outsource Staff so engaged at the concerned Sub-unit. Based on such returns, action for releasing the monthly payments will be initiated. In the case of failure to comply with the said Statutory provisions, the Corporation shall make such like obligatory payments being the Principal employer, (on behalf of the Contractor concerned) with the authorized concerned and the same will be deducted from the bills due to be paid to the Contractors /from the Security Deposit. All such like payments are required to be borne/reimbursed by the contractor to NSC without any dispute
  19. The contractor is required to maintain full requisite records as per by laws/statutory provision, such as attendance register, wages disbursement register etc in respect of the Staff provided by the him at the concerned Sub-unit. RO Pune reserves the right to call all such like records for inspection by the nominated officer of the RO and contractor is obliged to provide the requisite record to the nominated officer without hesitation immediately on receipt of instruction in this regard. In the event of failure on the part of contractor, the contract can be terminated forthwith, besides initiating other legal action, as deemed fit by the National Seeds Corporation Ltd. The NSC shall not be responsible for any mishap during the course of duty or any liability on that account.

20. The contractor shall comply with the provisions of the existing Minimum Wages Act of Maharashtra except in case of Technical / Legal Assistant which shall be as per the NSC approved rates. He will also ensure to comply with the concerned Legal Provisions under Contract Labors Act and all the points raised by the concerned inspector if any.
21. GST will be applicable as per rules.
22. The Outsource staff provided by the Contractor shall not claim any benefit/compensation/absorption/regularization of services with NSC under provision of Industrial Dispute Act, 1947 or Contract Labour Regulation Act 1970. Undertaking from the person to this effect will be required to be submitted by the contractor with NSC.
23. NSC does not guarantee the services of minimum / maximum number of Technical / other staff.
24. The Contractor shall ensure deployment of suitable people after verification/inquiry through local police, collecting proof of identity like driving license, Bank Account detail and proof of residence, previous work experience and recent passport size photograph. The staff so provided by the service provider will comply with the instruction of the concerned Area Manager and do the assigned job. Time to time he will have to go on tour as per the instruction given by the Area Manager. During Tour period they will be paid with TA/DA apart from the monthly payment given by the Service Provider as per the approval of the Head Office from time to time. He will withdraw such persons who are not found suitable by the NSC for any reasons immediately on receipt of information and suitable replacement to be provided as per the satisfaction of the concerned Area Manager.
25. The Service Provider will not submit the bill directly to the Regional Office, Pune for payment. He will submit the bill in respect of the Staff provided by him as per the letter of intimation / job order through the respective Area Managers. Area Manager of the concerned sub-unit will verify the bill for the satisfactory completion of the work and the number of day of staff was present in the office.
26. Service provider will submit the bill in the very next week of the completed month.
27. Tender party registered with National Small Industries Corporation under single point registration schemes are exempted from payment of Earnest Money and tender cost deposit provided they furnished photo copy of valid registration with NSC under the single point registration scheme, in support of claim along

with their request letter. This facility will, however, will not be provided to those parties who are registered under the old registration scheme which were extended upto 30<sup>th</sup> June, 1981, only. In this regard a written request is to be made by the bidder.

## 28. **ARBITRATION**

In the event of any dispute or difference arising out in connection with the agreement entered, its implementation or its satisfaction between NSC and the Contractor the same shall be referred to the jurisdiction of the sole arbitrator who may be nominated by the Chairman/Managing director of the National Seeds Corporation Ltd. It shall be competent for the Chairman or such other officer of NSC as aforesaid to act as the sole Arbitrator himself. The Contractor shall have no objection that the Chairman or the Arbitrator nominated as above is a person who has or had dealt with the matter to which the contract relates or that in the course of his duties has expressed views on all or any of the matter of dispute or difference. It is agreed between the parties that in the event of the Chairman or the Arbitrator nominated as above vacating the office by resignation or otherwise or refusing to act as an Arbitrator, it shall be lawful for the Chairman, NSC or the officer occupying the highest office in NSC at the relevant time to nominate any other person as the Arbitrator and he shall continue the proceeding from the stage at which the same have been left by his predecessor. The venue and the cost of Arbitration shall be at the discretion of the Arbitrator, it is agreed by the parties that the Arbitrator may on the request of the parties and in the interest of justice and proper determination of the dispute extend the time for making award by an order in writing conveyed to the parties. In case of any dispute, the court of jurisdiction of the law will be at New Delhi and this agreement will be deemed to have been entered at New Delhi irrespective of the place of performance of the agreement.

29. Regional Manager reserves the right to accept or reject any or all the tender without assigning any reason whatsoever.

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**TECHNICAL BID**

**TENDER FORM FOR OUTSOURCE STAFF AT THE VARIOUS AREA  
OFFICE UNDER PUNE REGION**

1. Name & Address of the tenderer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Name of the proprietor/partner \_\_\_\_\_
3. Registration under Shops & Estb Act  
(Enclose copy of the registration) \_\_\_\_\_
4. Income Tax/PAN No  
(Enclose copy) \_\_\_\_\_
5. EPF Registration  
(Enclose copy) \_\_\_\_\_
6. ESI Registration  
(Enclose copy) \_\_\_\_\_
7. Previous experience  
(a) Govt experience certificate/  
from having Reputed Private firms
8. Number, date and amount of Demand Draft  
Enclosed as EMD \_\_\_\_\_
9. Authorization of competent authority to  
Sign this Tender document \_\_\_\_\_
10. GST Registration -----
11. Certificate for EMD exemption along with request letter .....

Date:

Place : Name & Signature of the tenderer with official stamp



## FINANCIAL BID

### TENDER FOR OUTSOURCE STAFF AT THE VARIOUS AREA OFFICE UNDER PUNE REGION

**Name of the Tenderer/ Party:**

**(RATE offered in Rupees on Monthly Basis, for Outsource Staff**

| <u>S.<br/>No.</u> | <u>Particulars</u>  |                 | <u>Technical</u> | <u>Data Entry<br/>Operator /<br/>Clerical</u> | <u>Legal<br/>Asstt.</u> | <u>Mechanic</u> |
|-------------------|---------------------|-----------------|------------------|---|-------------------------|-----------------|
| 1                 | Basic (Unskilled)   | Fixed           |                  |   |                         |                 |
| 2                 | D.A.                | Fixed           |                  |   |                         |                 |
| 3                 | E.P.F. @ 13.16<br>% | Fixed           |                  |   |                         |                 |
| 4                 | E.S.I. @ 4.75 %     | Fixed           |                  |   |                         |                 |
| 5                 | Service Charges     | To be<br>quoted |                  |   |                         |                 |

NATIONAL SEEDS CORPORATION LTD.  
(A Government of India Undertaking - Mini-Ratna Company)  
Beej Bhavan, Market Yard, Gultekdi  
Pune – 411037

**CHECK LIST FOR OUTSOURCE STAFF**

1. Check that the tender is submitted in Two bid system. Separately for Technical and Financial Bid.
2. DD (issued in favour of National Seeds Corporation Ltd payable at Pune) for Rs. 590/-.
3. DD for EMD (issued in favour of National Seeds Corporation Ltd. payable at Pune) of Rs.10,000/-.
4. Undertaking regarding Tender Form downloaded from Website as per clause-7 of NIT Term and Condition.
5. Undertaking regarding Non- Blacklisted and other as per clause-9 of NIT Term and Condition.
6. Tender form is completely filled , duly signed on all pages and not conditional.
7. Documents are attached with Technical Bid.
8. GST No. (copy attached)
9. EPF & ESI Nos. License
10. Income Tax Return (Form – 16)/ PAN No. (copy attached)
11. Registration of the firm under Shops and Establishment Act (copy attached).
12. Certificate for EMD exemption along with request letter.
13. All the above documents from Sr. No. 1 to 12 are to be submitted in the Technical Bid only. If any of the documents mentioned above is submitted in the financial bid, the responsibility for any consequence lies with the tender party and th tender will be out rightly rejected.