



फोन / Phones : 0755-2580271, 2580319 फैक्स / FAX : 0755-2580638

राष्ट्रीय बीज निगम लिमिटेड

(भारत सरकार का उपक्रम - मिनिरातना कम्पनी)

क्षेत्रीय कार्यालय : मध्यप्रदेश, छत्तीसगढ़ एवं गुजरात
48-49, इंड. एरिया, बी-सेक्टर, गोविन्दपुरा, भोपाल-462023

NATIONAL SEEDS CORPORATION LIMITED

(A Govt. of India Undertaking - Miniratna Company)

Regional Office: Madhya Pradesh, Chattisgarh & Gujrat
48-49, Industrial Area, B-Sector, Govindpura, Bhopal-462023

ई-मेल / E-mail : nscbhopal@gmail.com

क्र. 2 / एनएससी-भो / आर.ओ. / प्रशा.(5) / 2014-15 /

दिनांक 19.03. 2014

"निविदा सूचना"

सभी इच्छुक अधिकृत मेन पावर एजेन्सीयों को सूचित किया जाता है कि कान्ट्रेक्ट बेसिस पर कार्यालय के लिए स्टेनोग्राफर (अंग्रेजी), कम्प्यूटर आपरेटर एवं चपरासी/हेल्पर उपलब्ध कराने हेतु दिनांक **03.04.2014** को अपरान्ह 14.00 बजे तक उक्त क्षेत्रीय कार्यालय, भोपाल में निर्धारित प्रपत्र में (टू बिड सिस्टम) प्रस्ताव आमंत्रित किये जाते हैं जो उसी दिन अपरान्ह 15.00 बजे खोली जायेगी। निर्धारित प्रपत्र एवं विस्तृत जानकारी एवं शर्तें कार्यालयीन दिवस/समय में क्षेत्रीय कार्यालय, भोपाल से राशि रु. 100/- जमा कराकर दिनांक **03.04.2014** को 12:00 बजे तक प्राप्त किये जा सकते हैं।

निविदा प्रपत्र व शर्तें हमारी वेबसाईट www.indiaseeds.com से भी डाउनलोड की जा सकती है। इस स्थिति में रु. 100/- का बैंक ड्राफ्ट भरे हुए निविदा प्रपत्र के साथ जमा कराना अनिवार्य है। निविदाओं को स्वीकार करना व निगम हित में बिना कारण बताये अस्वीकार करने का अधिकार एनएससी के पास सुरक्षित है।

क्षेत्रीय प्रबंधक

  	राष्ट्रीय बीज निगम लिमिटेड (भारत सरकार का उपक्रम - मिनिरातन कम्पनी) क्षेत्रीय कार्यालय : मध्यप्रदेश, छत्तीसगढ़ एवं गुजरात 48-49, इंड. एरिया, बी-सेक्टर, गोविन्दपुरा, भोपाल-462023 फोन / Phones : 0755-2580271, 2580319 फैक्स / FAX : 0755-2580638	NATIONAL SEEDS CORPORATION LIMITED (A Govt. of India Undertaking - Miniratna Company) Regional Office: Madhya Pradesh, Chattisgarh & Gujrat 48-49, Industrial Area, B-Sector, Govindpura, Bhopal-462023 ई-मेल / E-mail : nscbhopal@gmail.com
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TECHNICAL BID

1.	Name, Address & Phone No.:	:	
			
			
2.	Company profile including previous experience of manpower supply to Govt. Department etc.	:	
			
			
3.	Provident Fund Registration No.	:	
4.	ESI Registration No.	:	
5.	Registration No.	:	
6.	PAN No.	:	
7.	Service Tax No.	:	
8.	Demand Draft for EMD Rs.DD No.....Date		
9.	Details of Educational Qualification of Stenographers alongwith all relevant information (copy of record):	:	
S.No.	Name of The Candidate	Educational Qualification	
10.	Details of Educational Qualification of Computer Operator alongwith all relevant information (copy of record):	:	
S.No.	Name of The Candidate	Educational Qualification	
11.	Details of Educational Qualification of Peon/ Helper alongwith all relevant information (copy of record):	:	
S.No.	Name of The Candidate	Educational Qualification	
12.	Photocopies of certificates in S.No. 2, 3, 4, 5, 6 & 7 are enclosed		

I/We hereby accept all the terms and conditions of the Tender as contained in Annexure-I of the tender.

Seal & Signature of
Authorized Officer of Agency



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PRICE BID

Cost of the Tender Form (Rs.100/-)

S. No.	Category	Minimum Wages (As per The Minimum Wages Act) (in Rs.)	EPF @ Rs.	ESI @ Rs.	Service Charge @ Rs.	Service Tax @ Rs.	Total per month wages to be paid by NSC Rs.
1	Stenographer (English)						
2	Computer Operator						
3	Peon/Helper						
4	Marketing Executive	-----	-----	-----		-----	
5	Team Leader	-----	-----	-----		-----	

I/We hereby accept all the terms and conditions of the Tender as contained in Annexure-I of the tender.

Note:-

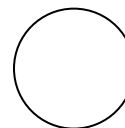
- Please give only Service Charges for S.No. 4 & 5 i.e. Marketing Executive & Team Leader.

Signature _____

Name _____

Place :

Seal/Stamp of the Agency:



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TECHNICAL – COMMERCIAL BID

Sealed tender are invited from reputed Manpower Agencies/ Service Providers for supply of Manpower as shown below:

1. Stenographer	One
2. Computer Operator	One
3. Peon/Helper	Six (3 Nos. Bhopal, 1 No. Indore & 2 Nos. Niwari)
4. Marketing Executive	Six
5. Team Leader	One

Eligibility:

i) Stenographer (English):

Graduate with good knowledge of English and proficient in stenography candidate should have speed of 80 wpm in short hand and 40 wpm in English typing. Candidates with 2 years related experience would be preferred.

ii) Computer Operator:

Computer operator should have BCA or Graduate with diploma in Computer Application 2 Computer operator should have thorough knowledge of MS office, data feeding.

iii) Peon/Helper :

Should be passed 8th class.

1. Period approximately for one year
2. Security consideration: The person supplied by the agency should not have any police records/criminal cases against them. The agency should make adequate enquiries about the characters and antecedents of the person whom they are recommending.
3. Period within which the manpower is to be supplied within 15 days of awards of contract.
4. Terms & Conditions: At Annexure-I.
5. The tenders should be submitted in two sealed covers. The first sealed cover should be super scribed "Technical- Commercial Bid" and should contain:
 - (i) Company profile including previous experience of manpower supply to Government Department etc.
 - (ii) Acceptance of terms & conditions at Annexure-I
 - (iii) Demand draft for earnest Money deposit.
 - (iv) The second sealed envelop super scribed 'Price Bid' should contain only rates which is to be quoted on monthly basis for normal duty of 8 hours per day per person. Both the sealed covers should be placed in the main sealed envelops super scribed. This should be address to RM National Seeds Corporation Ltd. Bhopal, within two week of this advertisement.
6. The tenders will be opened by the Bid Committee on a date immediately after the expiry of two week stated above in Room in front in the participating bidders.

NATIONAL SEEDS CORPORATION LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING)
BEEJ BHAVAN, PUSA COMPLEX
NEW DELHI- 110012

EMPLOYMENT NOTICE

NSC a Schedule 'B' & Mini Ratna Category – I PSU which is in the business of producing and distributing high quality certified seeds all over India, invites applications from professionally qualified candidates for the following posts on contractual basis through Manpower Providing Agency for intensifying the NSC Marketing and NSC Brand Promotion to increase the sale production of various Hybrids and Vegetable Seeds. The positions are available at NSC, Regional Office, Banglore/ Bhopal/ Chandigarh/Chennai/Jaipur/Kolkata/Lucknow/Patna/Pune/Secunderabad. Full address of our Regional Office is available at our website i.e. www.indiaseeds.com. * (The candidates may send their application to Regional Office where he is interested to work)

Name of Position	No. of Position	Educational qualification(s), Experience, Age, Pay scale etc.
Marketing Executive	06	1. <u>Qualification & Experience:-</u> B.Sc (Agril.) preferably with sale experience of one year in any company of seed, pesticide, Agril. Micro nutrient etc. Company. 2. <u>Age:</u> Not exceeding 30 years as on 01.01.2014. 3. <u>Remuneration:</u> Rs. 15100/- consolidated (including TA)
Team Leader	01	1. <u>Qualification & Experience:-</u> M.Sc (Agril./Allied) in addition MBA with 2 year field experience in reputed company of seed pesticide, Agril. Micro nutrient etc. Company. 2. <u>Age:</u> Not exceeding 35 years as on 01.01.2014. 3. <u>Remuneration:</u> Rs. 24,000/- consolidated (including TA & DA)

GENERAL INSTRUCTIONS:-

Interested candidates may send their applications in the prescribed format which may be downloaded from NSC website www.indiaseeds.com.

Application form duly filled in all respect along with attested copies of certificates and mark sheets in support of educational qualification(s), age, experience(s), salary details etc. may be sent in an envelope superscribing the name of the post on top of envelope which may reach the Regional Manager, National Seeds Corporation Limited, 48-49, B-Sector, Industrial Area, Govindpura, Bhopal on or before 15.04.2014.

Computation of educational qualification(s), age limit and experience(s) will be counted as on 01.04.2014. The Corporation shall not be responsible for any postal delays. Incomplete application will be rejected. The candidates applying in response to this advertisement should satisfy themselves regarding their eligibility in all respect for the post. Candidates must ensure that application form is sent along with enclosures & duly completed in all respect for the above post. In case, large numbers of applications are received for the above positions, screening will be done to limit the number of candidates to those possessing higher qualification(s) and relevant experience(s). Mere fulfillment of qualification and experience will not entitle the person to be called for interview. Canvassing in any form and or bringing in any influence will be treated as disqualification. Corporation reserves the right to change i.e. increase or decrease numbers of vacancies or even scrap the advertisement in total.

IMPORTANT INSTRUCTIONS:

a) Applicants must ensure that their applications should reach the Regional Manager, National Seeds Corporation Limited, 48-49, B-Sector, Industrial Area, Govindpura, Bhopal on or before 15.04.2014. The applications received after the last date will not be entertained.

b) Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in the Advertisement. In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and /or has furnished any incorrect/false information or has suppressed any material facts, his/ her candidature will stand cancelled even if he/she is screened & called for interview. Moreover, any shortcoming(s) is/ are detected even after appointment, his/her services are liable to be terminated.

The last date of receipt of application is 15.04.2014.

Candidates are requested to get information/update about the above recruitment by visiting our website (www.indiaseeds.com) regularly.

Annexure-I

  	राष्ट्रीय बीज निगम लिमिटेड (भारत सरकार का उपक्रम - मिनिरातना कम्पनी) क्षेत्रीय कार्यालय : मध्यप्रदेश, छत्तीसगढ़ एवं गुजरात 48-49, इंड. एरिया, बी-सेक्टर, गोविन्दपुरा, भोपाल-462023 फोन / Phones : 0755-2580271, 2580319 फैक्स / FAX : 0755-2580638	NATIONAL SEEDS CORPORATION LIMITED (A Govt. of India Undertaking - Miniratna Company) Regional Office: Madhya Pradesh, Chattisgarh & Gujrat 48-49, Industrial Area, B-Sector, Govindpura, Bhopal-462023 ई-मेल / E-mail : nscbhopal@gmail.com
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TERMS & CONDITIONS

- Compliance with all statutory requirements as per Labour Laws and the Payment of Minimum Wages Act in force shall be the sole responsibility of the service providing agency. The NSC shall not be responsible for any mishap during the course of duty or any liability on that account
- The service provider shall have to indicate their Provident Fund and ESI numbers in the Tender Form and furnish attested photocopies in proof thereof; this is a mandatory requirement.
- The service provider shall indicate their Registration Number; Permanent Account Number; Service Tax Number in the Tender Form and provide attested copies thereof as mandatory requirements. Tenders received without these statutory documents shall be summarily rejected.
- The service provider has to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/his/her their misconduct and service provider shall forthwith comply with such requirements.
- The service provider has to provide the Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
- The Service provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office. Replacement on account of incompetence or any other reason, should not be more than two, otherwise the contract may be terminated with forfeiture of security. The replacement of candidate should be made immediately and in case the replacement is not provided within 3 days, the contract may be terminated with the forfeiture of security.**
- Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipments or vehicles of the personnel of the service provider.
- The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
- The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.

- (j) The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as all are of confidential/secret nature.
- (k) The service provider's person shall not claim any benefit/ compensation/ absorption/ regularization of services with office under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
- (l) The person deployed shall not claim any Master& Servant relationship against this office.
- (m) The service provider shall ensure deployment of suitable people from proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
- (n) The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
- (o) The service provider shall engage the necessary person as required by our office from time to time. The said person engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no Master & Servant relationship between the employees of the service provider and the said person of the service provider shall not claim any absorption.
- (p) The transportation, food, medical and other statutory requirement in respect of each personnel of service provider will be the responsibility of the service provider.
- (q) The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment and a certification to this effect submitted to NSC.
- (r) Working hours would be normally 7 ½ hours per day including half hour lunch break between 10.00 AM. to 5.30 P.M. during working days. Actual amount per hour would be calculated for the personnel deployed on duty. The personnel may be called on Second Saturday, Sunday and other gazette holidays, if required. They may be paid extra as per the rates approved by the office.
- (s) The service provider will submit the bill in duplicate every month with the following documents by 1st of next month and will have to make payment to his employee on the same day of getting the payment from NSC:
 - a. Copy of EPF/ESI challans towards remittance of statutory dues with a certified list of contributors against the challan with description of employees & employer contribution and administrative charges.
 - b. ESI card of personnel provided to the NSC.
 - c. EPF A/c No. of personnel provided to the NSC.

- d. Certified copy of Wages Register.
- e. Service Tax Challan provided to the NSC
- (t) The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the office.
- (u) The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- (v) Payments to the service provider would be strictly on certification by the officer with whom he is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.
- (w) The service provider shall be contactable at all times and message sent by e-mail/Fax/Special Messenger from NSC office to the service provider shall be acknowledged immediately on receipt on the same day.
- (x) The agency should be registered with the concerned Govt. Authorities, and a copy of the registration may be submitted.
- (y) The agency should submit its PAN and Sales Tax registration Number.
- (z) An earnest money deposit of Rs. 1,000/- each category in the form of demand draft drawn in favour of National Seeds Corporation Limited should be submitted along with the tender failing which their bids will not be considered valid. The successful bidder will be required to deposit Rs. 5,000/- each category as security deposit in favour of National Seeds Corporation Limited and the security money deposited will be retained till the tenure of the Contract. In the event of service of the service provider not found satisfactory, the security money shall be forfeited.

SIGNATURE OF TENDERER