



NATIONAL SEEDS CORPORATION LTD.,
(A Government of India Undertaking-Mini Ratna)
Regional Office, Sheikhpura, Patna-800014
Phone No. 0612-2287744, Fax No. 0612-2282412

पत्रांक:- 31/एन.एस.सी.-पटना /13-14

दिनांक - 28/3/2014

निविदा आमंत्रण सूचना

राष्ट्रीय बीज निगम लि०, पटना वर्ष 2014-15 के लिए *पंजीकृत* मैन पावर एजेन्सियों से *कॉन्ट्रैक्ट* बेसिस पर कार्यालय के लिए *मार्केटिंग एग्जिक्यूटिव*(6 पद), *टीम लीडर*(1 पद), हिन्दी टाईपिस्ट (1 पद), एवं डाटा इन्ट्री ऑपरेटर (1 पद) उपलब्ध कराने हेतु दिनांक 21/4/2014 को अपराह्न 14.00 तक क्षेत्रीय कार्यालय पटना में टू विड सिस्टम में निर्धारित प्रपत्र पर मोहरबन्द निविदाएं आमंत्रित करती हैं जो उसी दिन सायं 15.00 बजे खोली जायेगी । निर्धारित प्रपत्र एवं विस्तृत जानकारी एवं शर्तें कार्यालय दिवस /समय में क्षेत्रीय कार्यालय पटना से राशि रु० 500/- (पाँच सौ मात्र) जमा कराकर दिनांक 19.04.2014 को 17.00 बजे तक प्राप्त किये जा सकते हैं। निविदाकर्ता एजेन्सी को अपने लेटर हेड पर उपयुक्त प्राधिकारी के साथ एजेन्सी के पंजीकरण, ई.एस.आई एवं ई.पी.एफ रजिस्ट्रेशन नंबर, सेवा कर रजिस्ट्रेशन नंबर, इन्कम टैक्स पैन नंबर अंकित करते हुए रु० 5000/- (पाँच हजार मात्र) के अग्रधन राशि (E.M.D) जो कि नेशनल सीड्स कारपोरेशन लिमिटेड के नाम पटना में देय हो, के साथ टैन्डर फार्म निर्धारित प्रपत्र में उपरोक्त कार्यालय में जमा करना अनिवार्य होगा। बिना अग्रधन राशि के प्रस्ताव अस्वीकृत कर दिये जायेंगे । निविदा को स्वीकृत अथवा अस्वीकृत करने का अधिकार, बिना कोई कारण बताये, राष्ट्रीय बीज निगम लिमिटेड के पास सुरक्षित होगा। निविदा का विवरण एन.एस.सी की वेबसाइट www.indiaseeds.com पर देखा जा सकता है ।

(क्षेत्रीय प्रबंधक)

NATIONAL SEEDS CORPORATION LTD.,
(A Government of India Undertaking-Mini Ratna)
Regional Office, Sheikhpura, Patna-800014
Phone No. 0612-2287744, Fax No. 0612-2282412

NOTICE

Details of manpower requirement of NSC for Marketing Executive/Team Leader/Data Entry Operator/Hindi Typist

S. No,	Name of the post	Minimum Educational Qualification and Experience	Wages
1	Marketing Executive (6 posts)	B.Sc(Agril.) preferably with sale experience of one year in any company of seed, pesticide, agril, Micro nutrient etc company Age:-Not exceeding 30 yrs as on 01.01.2014	15100/-consolidated (Including TA)
2	Team Leader (01 Post)	M.Sc.(Agril/Allied) in addition MBA with two years field experience in reputed company of seed, pesticide, agril, micro nutrient etc company Age: Not exceeding 35 yrs as on 01.01.2014	24000/-Consolidated (Including TA and DA)
3	Hindi Typist	Graduate with typing speed of 40 words per minutes and 80 words per minute stenography in Hindi. Working experience in any reputed concern. He should be having the knowledge of computer.	As applicable under Minimum Wages Act, 1948
4	Data Entry Operator	12 th Pass and Diploma in computer application. He/She must be having the knowledge of MS-Office, Internet, Data feeding and typing on personal computer.	As applicable under Minimum Wages Act, 1948

Terms:-

1. The personnel provided will not be the employee of NSC and they may not prefer any service claimed with NSC.
2. NSC will not pay any other payment over and above to the approved rate by NSC.
3. Any statutory or obligatory payment will be liability of service provider
4. Working hours will be 10.00 hrs to 18.00 hrs
5. Sunday will be weekly off

**NATIONAL SEEDS CORPORATION LTD.,
(A Government of India Undertaking-Mini Ratna)
Regional Office, Sheikhpura, Patna-800014
Phone No. 0612-2287744, Fax No. 0612-2282412**

TENDER FORM

Financial Bid

Details of manpower requirement of NSC for Marketing Executive/Team Leader/Data Entry Operator/Hindi Typist:-

S. No,	Name of the post	Service Charges Quoted
1	Marketing Executive	
2	Team Leader	
3	Hindi Typist	
4	Data Entry Operator	

I/we hereby accept all the terms and conditions of the tender as contained in annexure I of the tender

Signature
Name
Seal/Stamp of Agency

Date/Place:

**NATIONAL SEEDS CORPORATION LTD.,
(A Government of India Undertaking-Mini Ratna)
Regional Office, Sheikhpura, Patna-800014
Phone No. 0612-2287744, Fax No. 0612-2282412**

TENDER FORM

Technical bid

Documents attached:-

- | | |
|-----------------------------------|--------|
| 1. Employee Provident Fund Number | Yes/No |
| 2. ESI No. | Yes/No |
| 3. Registration No. | Yes/No |
| 4. PAN No. | Yes/No |
| 5. Service Tax No. | Yes/No |

Other terms and conditions, if any, should also be specified

I/we hereby accept all the terms and conditions of the tender as contained in annexure I of the tender

Signature
Name
Seal/Stamp of Agency

Date/Place:

**NATIONAL SEEDS CORPORATION LTD.,
(A Government of India Undertaking-Mini Ratna)
Regional Office, Sheikhpura, Patna-800014
Phone No. 0612-2287744, Fax No. 0612-2282412**

TERMS & CONDITIONS

1. **EARNEST MONEY** : The tenderers are required to deposit Rs. 5,000/- (Rupees five thousand only) towards Earnest Money with the Corporation in the following manner. By means of attaching a demand draft drawn on SBI Group of Banks or any nationalized Bank, payable to National Seeds Corporation Ltd., Patna. Cheques will not be accepted. Successful tenderer should deposit security deposit of Rs. 50,000/- (Rupees fifty thousand only). The amount of EMD deposited can be adjusted towards Security Deposit at the time of entering into the contract. NSC shall not be liable to pay any interest on the security deposit amount and the same will be refunded only after expiry of the contract period., Provided there are no outstanding dues, on any account, against the MPA including outstanding of any statutory amount/payment arising out of this contract. In the event of service of the contractor found not satisfactory, the security money shall be forfeited. In case of un-successful tenderers, EMD will be refunded without any interest, within the reasonable time.
2. All the candidates work shall be attended on " to be billed " basis and the payment will be made by the **Regional Office after receipt of the bill in duplicate, after expiry of the month.** All such like bills are required to be get verified from the officer concerned. No part payment is allowed during the month. The bill should accompanied with the documents such as copy of EPF/ESI challans towards remittance of statutory dues with a certified list of contributors against the challan with the description of employees and employer contribution, administrative charges etc certified copy of the wages register.
3. The payment shall be made by crossed A/c payee cheque in favour of MPA (Manpower Providing Agency) on Production of bills and certificates as mentioned in the preceding para and such payments will be made on the basis of work done in the rates approved by the corporation. The personnel deployed will be the employees of the MPA and it is the sole duty of the MPA to pay their wages every month. Payment to the MPA would be strictly on certification by the officer with whom candidate is attached that his services were satisfactory and attendance as per the bill preferred by the MPA. The MPA shall be contactable at all time and messages sent to him shall be acknowledged immediately.
4. All the formalities regarding statutory payments and contribution on account of EPF/ESI on behalf of the candidate provided by the MPA to NSC shall be the sole responsibility of the MPA and Proof of payment to EPF/ESI etc. should be submitted by the MPA, every month for verification, based on the satisfactory returns only. The action for monthly payments will be initiated for releasing the amount to the MPA every month. In case of failure, the corporation shall make such like obligatory payments being the principal employer, on behalf of MPA concerned, to the authorized concerned and all such like payments are required to be borne/reimbursed by the MPA without any dispute or deducted from the bills submitted by the MPA from time to time.

5. The tenders received from the MPA black-listed by NSC or any Other Government Department shall not be considered.

6. Original Labour out source licence and experience certificates are required to be attached with the tender, failing which tender is liable to be rejected forth-with and no further correspondence should be entertained by NSC. The tenderers shall have to indicate their PF, ESI, PAN and Service Tax number in the tender form and furnish attested copies of proof thereof.

7. In the event of any differences or dispute arising out or in connection with the agreement entered into by the MPA, shall be referred to the jurisdiction of sole arbitrator to be nominated by the Chairman/Managing Director of the National Seeds Corporation Ltd., on application being made to him by either of the parties. There shall be no objection to such person being nominated as arbitrator being in a manner connected with either NSC or the Government of India or any other Government Undertakings. The arbitrator so appointed shall have such powers to decide and determine it as per own procedure and shall make an award within such time as may be possible in the circumstances of the case.

8. The parties hereby agree that in the event of any disputes no cause of action shall arise in their favour to approach any court unless they have resorted to and exhausted the remedy of arbitrator as envisaged above.

9. The employees of NSC or members of their family or their relatives are not entitled to take part in this tender directly or indirectly. In case, suppression of facts comes to the light later on in this regard, strict action against the defaulting NSC officials as per conduct rules, will be taken.

10. The MPA personnel deployed by him shall not claim any benefit/compensation/absorption/regularization of services with NSC under provisions of the Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act 1970. The persons deployed shall not claim any Master & Servant relationship against NSC. Undertaking from the person to this effect will be required to be submitted by the MPA to NSC.

11. The MPA shall ensure deployment of suitable people from proper background after enquiry, through local Police, collecting proof of identity like driving licence, bank account details, previous work experience, proof of residence and recent pass-port size photograph and to withdraw such persons who are not found suitable by the NSC for any reasons immediately on receipt of such a request.

12. The tender should be submitted only after going through all the above conditions and in case the tender is accepted, the MPA shall execute an agreement on the prescribed proforma.

13. Regional Manager reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.

(Regional Manager)

