



**NATIONAL SEEDS CORPORATION LTD.
(A GOVT. OF INDIA ENTERPRISE)
BLOCK-AQ, SECTOR-V, SALT LAKE
KOLKATA - 700091
PH:033-23671077,FAX: 033- 23671076**

NOTICE INVITING TENDER FOR PROVIDING SKILLED, SEMI- SKILLED AND UN-SKILLED MANPOWER ON CONTRACT BASIS AT NSC ,RO, SALT LAKE, KOLKATA-91.

National Seeds Corporation Ltd.(NSCL), a fast growing “Mini Ratna” Central PSU under Ministry of Agriculture engaged in the business of Production and Distribution of certified seeds invites “Tender (two packet-Technical proposal & Financial proposal)” from reputed and experienced Manpower Providing Agency /Service provider to provide manpower at NSC offices as Mktg. Executive, Team leader and Security Guard.

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 **28.04.2014**. 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 download tender documents from NSC website www.indiaseeds.com. Those who wish to download form have to attach a demand draft of Rs. 100/- drawn in favour of NSC Ltd. Kolkata while submitting tender documents. NSC will not be responsible for any postal delays.

Download tender forms from: **21.04.2014 to 28.04.2014**

Last date for submission of tender documents: **28.04.2014 by 1400 hrs.**

Opening of Technical Proposal: **28.04.2014 at 1500 hrs.**

REGIONAL MANAGER

NATIONAL SEEDS CORPORATION LIMITED

(A Govt. of India Undertaking)

Regional Office : Block-AQ, Plot-12, Sector-V, Salt Lake, Kolkata-91.

Ph. No 033/2367-1074, 2367-1077

No: Admn-4/NSC:KOL/13-14

Dated: **21.04.2014**

NOTICE INVITING TENDER

NSC a Schedule "B" & Mini Ratna Category-I PSU invites applications from professionally qualified candidates for the following posts on contractual basis through Manpower Providing Agency. The positions are available at NSC Area Offices/RO, Kolkata.

S/no	Position	No.of post	Remuneration
1	Marketing Executive	06	Rs.15100/- consolidated(including TA)
2.	Team Leader	01	Rs.24000/- consolidated(including TA+DA)

For details like qualification(s) and experience(s) , age etc. and application Form please visit NSC website: www.indicaseeds.com. Manpower Providing Agencies may also quote rate for providing two nos. Security Guards at NSC, Salt Lake, Kolkata.

Last date of submission of application is **28.04.2014**

Regional Manager

1. SCOPE OF WORK/CONTRACT

Services to be provided on all working days during the normal general shift duty hours from 09.30 am to 05.30 p.m. with half an hour lunch break. It could, however be changed to shift duties, in the case of security and other similar types of duties, as per requirements. In case, the services are not given for a particular day, proportionate recovery will be made at the quoted rate of rupees per person. However, if called to work on Sundays/ National Holidays the engaged persons be paid one day remuneration.

1. The persons engaged as Mktg executive and Team Leader profile well be as follows:-
 - a. **Job Profile:** preferable a local Agril/Bio/Biotech/Management graduate or post graduate for promoting NSC Brand.
 - b. **Posting:** To be posted at Area Manager's HQ or any place in his territory.
 - c. **Requirement:** Own driving license and vehicle.
 - d. **Engagement:** Marketing Executive will be on contract basis.
 - e. **Coverage:** The coverage radius shall be 15 Kms and shall cover 35-40 villages in a year in one/two blocks.
 - f. **Reporting:** Mktg. Executive/Team Leader shall submit the following reports:
 - i. Daily report in prescribed format.
 - ii. Fortnightly report in prescribed format.
 - iii. Monthly report in prescribed format.
 - g. **Job Details:** Mktg. Executive will be responsible for the following: -
 - i. Field Demonstration.
 - ii. Field Day
 - iii. Jeep Campaign.
 - iv. Farmers Meeting.
 - v. Sub-Dealers Meeting.
 - vi. Kisan Mela/Mela.
 - vii. Wall painting/Hordings/Posters/Danglers/Banners.
 - viii. Dealer Board.
2. No service provider will collect any amount as service charge after engagement of staff so provided to NSC on any account.
3. Besides the above, NSC will also pay subscription/contribution towards ESI in respect of the persons engaged for which Service Provider Agency have to produce the necessary documents in individual name of staff to be engaged for release of payment.
4. The engaged persons need to be paid by 7th of every month the above remuneration by cheque only along with necessary detailed slip of salary. No cash disbursement of remuneration shall be allowed.
5. Age limit: Preferably within 25-45 years as on 01.01.2014

2. SELECTION OF SUCCESSFUL BIDDER (MANPOWER PROVIDING AGENCY/ SERVICE PROVIDING AGENCY)

The successful bidder would be selected on the basis of lowest quoted amount of Service charges per person as per the format enclosed at Annexure-I. **(Do not quote amount in percentage)**. However the service charges mentioned by lowest bidder should be workable i.e. should not be zero or impracticable.

The Offer shall remain valid for a period of 30 days from the last date of submission of tender documents.

3. GENERAL INSTRUCTIONS

Interested agencies can send their duly completed tender proposal on or before **28.04.2014 by 1400 hrs.** at

the following address by person or by post to:

**Regional Manager,
National Seeds Corporation Ltd.,
(A Govt. of India Undertaking)
Sector-V, Block-AQ, Plot no.12
Kolkata - 700091**

The responses should be submitted strictly as per prescribed format alongwith documents in support of information submitted therein by the responding Manpower Providing Agency /Service provider.

NSC reserves the right to modify, expands, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reasons. Tender received after the stipulated time period or not in accordance with the specified format will be summarily rejected. Delivery of the responses alongwith documents against the Tender at the above address will be the sole responsibility of the responding agency.

4. SUBMISSION OF PROPOSAL

The Technical proposal and the financial proposal duly signed on every page including annexures /appendices shall be submitted in separate sealed envelopes clearly super-subscribed as ***“Technical Proposal,” and “Financial Proposal.”*** respectively. All the relevant documents except Financial Proposal shall be enclosed with the Technical Proposal. These two envelopes shall be sealed in an outer envelope bearing the address indicated above. The envelope shall be clearly marked:

“TENDER FROM EXPERIENCED MANPOWER PROVIDING AGENCY/ SERVICE PROVIDING AGENCY FOR PROVIDING MANPOWER”

The tender should be signed by a duly authorized representative of the Manpower Providing Agency /Service Provider Agency. It shall be certified that the person signing the tender is empowered to do so on behalf of the Agency.

The person signing the proposal or any documents forming part of the proposal on behalf of another or on behalf of a agency shall be responsible to produce authority letter duly executed in his favour, stating that he has the authority to bind such other person or the agency as the case may be, in all matters pertaining to the contract. If the person so signing the tender fails to produce the said authority letter, his proposal shall be liable to summary rejection without prejudice to any other right of NSC under the law.

The proposal shall be filled in by the agency neatly and accurately. Any corrections or overwriting would render the proposal invalid.

Conditional offers/ offers which are not in conformity to the prescribed document will be summarily rejected

All the documents submitted with the Tender are to be furnished duly signed on all pages alongwith the technical proposal.

5. PROPOSAL EVALUATION

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

Technical Proposal

The Evaluation Committee appointed by NSC shall carry out its evaluation for the technical proposal.

The technical proposal will be opened on **28.04.2014** at **1500** hrs at the address given above and the HR agencies are at liberty to be present personally or through their authorized agents at the time of opening.

Financial Proposal

Financial proposal of only those agencies which fulfill the technical criteria will be opened. The evaluation committee, after determining whether the financial proposals are complete and without errors shall determine the lowest financial proposal for providing manpower.

6. AWARD OF CONTRACT

The contract shall be awarded to the Manpower Providing Agency /Service Provider Agency, by conveying acceptance of the proposal by NSC through Registered /Speed Post/ Courier. 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 Manpower Providing Agency /Service provider and NSC.

The selected agency 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 as per its requirement & on the term & conditions specified.

7. TECHNICAL CRITERIA FOR MANPOWER PROVIDING AGENCY/SERVICE PROVIDING AGENCY

1. The Agency should have been in existence for the last 03 years continuously i.e. since 2010-11.
2. Should have at least two years of working experience of similar nature in Central Govt. Ministries/ Departments/ PSUs/Autonomous bodies/ Statutory bodies of GOI. (Certificate for having performed the work/services satisfactorily in the said ministry/dept./organization should be attached.)
3. The Agency should have the registration for Sales Tax/Service Tax, ESI,PF etc (proof in this regard may be attached)
4. EMD of Rs.25,000/- (Rupees Twenty Five thousand only) in the form of demand Draft in favour of NSC, Kolkata to be submitted and the same will be retained by NSC as a interest free Security Deposit/ performance guarantee in the case of successful bidder. The Security Deposit will be refunded to the contractor on due and satisfactory performance of services and completion of all obligations by the Contract.

5. The firm/agency should not have been blacklisted or debarred by any Government Organization/PSUs etc. He may furnish an undertaking to this effect on his letter head duly signed by authorized person of the firm/company.

NOTE: -The agency should have PAN, Service tax registration and registration under applicable laws and should submit copies of the same.

Consortium bidding to fulfill the eligibility criteria of this tender shall not be allowed at any stage.

The agency should submit the satisfactory performance report from their client from Govt. / PSUs/ statutory bodies/ autonomous bodies.

The Manpower Providing Agency /Service Provider Agency will be engaged for one year from the date of issuance of letter of intent and which may be extended for one more year on mutual consent, if service so provided found to be satisfactory as per terms & conditions of the contract.

8. 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 Manpower Providing Agency /Service provider agency 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 as soon as possible 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 Manpower Providing Agency /Service provider agency 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. Decision of NSC in this regard will be final.

9. INDEMNITY

The Manpower Providing Agency /Service provider agency hereby agrees to keep indemnified and shall keep 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 Manpower Providing Agency /Service provider agency or any of the persons deployed by it pursuant hereto of 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 without the premises.

10. EARNEST MONEY DEPOSIT

The Manpower Providing Agency /Service providing agency shall furnish a Earnest Money deposit (EMD) in favour of “National Seeds Corporation Limited” issued by any Nationalized Bank or by State Bank of India or its subsidiaries for an amount of Rs.25,000/- (Rupees Twenty Five Thousand) at the time of submission of proposal alongwith technical proposal. The EMD of unsuccessful bidder will be refunded without interest within a period of 60 days of opening of financial proposal. The EMD of the selected Manpower Providing Agency /Service provider agency will be refunded without interest on expiry of contract unless forfeited on the grounds of unsatisfactory service. The decision as to what constitutes” unsatisfactory service” shall solely lie with NSC and shall be final & binding.

11. OTHER TERMS AND CONDITIONS

Other terms and conditions:-

- a) Sealed quotations should reach this office on or before **28.04.2014 by 1400** hrs and the quotation will be opened on the same date at 1530 hrs. Late bid will not be accepted under any circumstances.
- b) Sealed cover bids may be submitted in 2 covers, i.e., one containing, “technical bid” and the other containing “price bid”. The technical bid would contain the documents, i.e. certificate of satisfactory experience, EMD, proof of existence since 2010-11, registration of sales tax, PAN, ESI, PF etc as indicated at SL. No.1 to 3 above. ‘Price-bids’ of only those bidder will be opened, who has been found successful after evaluation of technical bid.
- c) Rates should be quoted separately for each staff provided under three categories of Team Leader, Marketing Executive, and Security Guards for service charges in rupees per month.
- d) No service provider will collect any amount as charge after engagement of staff so provided to NSC on any account.
- e) However the service charges mentioned by lowest bidder should be workable i.e. should not be zero or impracticable.
- f) Offered rates should be valid for one year from the date of commencement of contract.
- g) Verification of character and antecedents of the manpower to be engaged / deployed will be submitted by the bidder on engagement i.e. before commencement.
- h) 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 Contractor, who shall provide a suitable replacement within twenty four hours.
- i) The contractor shall comply with all provisions of labour laws and other statutory requirements in relations to the persons engaged including payment of minimum wages as lay down by or under any law in force and as amended from time to time.
- j) The Contractor 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 Contractor is complying with statutory requirements with regards to TDS of tax, PF, ESI and other labour laws, from time to time.
- k) 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.
- l) 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.

- m) The personnel supplied 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 will be that of the Contractor and NSC has no legal responsibilities on the same.
- n) The Contractor shall not give sub-contract, transfer, assign or otherwise, part of the contract to any other persons, firm, company, directly or indirectly.
- o) NSC reserves the right to accept or reject any or all the quotations without assigning any reason, thereof.
- p) Notice inviting tender can be seen at NSC web site, www.indiaseeds.com.

12. Commencement, Completion, Modification, and Termination of Contract Effectiveness of Contract

This Contract shall come into effect from the date of issuance of letter of intent by NSC.

Commencement of Services

The selected agency 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 as per its requirement. If the Manpower Providing Agency /Service providing agency fails to commence the assignment within the specified schedule as per work order, the contract shall be liable to be terminated.

Expiration of Contract

Unless terminated earlier, this Contract shall expire at the end of such time period after the effective date as specified.

Modification

After award of the contract, any minor changes in the modus of implementation can be agreed to mutually in writing.

Subletting

The Manpower Providing Agency /Service providing agency shall not sublet, transfer or assign the contract or any part thereof to other party. In the event of the Manpower Providing Agency /Service providing 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 Manpower Providing Agency /Service provider agency. In such case the EMD of the selected Manpower Providing Agency /Service provider agency, will be forfeited.

Termination

By Corporation (NSC)

NSC may terminate this Contract, by not less than thirty (30) days written notice of termination to the Manpower Providing Agency /Service providing agency, to be given after the occurrence of any of the events specified below in clauses (a) through (c) of and sixty (60) days in the case of the event referred to in clause (d):

- (a) If the Manpower Providing Agency /Service providing agency commits breach of contract or do not remedy /rectify a failure in the performance of their obligations under the Contract.
- (b) If the Manpower Providing Agency /Service providing agency become insolvent or bankrupt;
- (c) If, as the result of FORCE MAJEURE, the Manpower Providing Agency /Service providing agency are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- (d) 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 EMD shall stand forfeited in addition to banning of Manpower Providing Agency /Service providing agency for a period of 2 years.

Liability for Personnel

All persons employed by the Manpower Providing Agency /Service providing agency shall be engaged by them as their own Employees/workers in all respects and the responsibility under any statutory enactments in respect of all such personnel shall be that of the Manpower Providing Agency /Service providing agency. The Manpower Providing Agency /Service providing agency shall indemnify NSC against all claims whatsoever arising in respect of the said personnel under any statute/law in force.

13. OBLIGATIONS OF THE CORPORATION (NSC)

NSC shall provide the Manpower Providing Agency /Service providing agency such reasonable assistance as may be required in order to carry out the assignment.

14. SCOPE OF SERVICE

In performing the terms and conditions of the Contract, the Manpower Providing Agency /Service providing agency shall at all times act as an Independent Manpower Providing Agency /Service providing agency. The contract does not in any way create a relationship of principal and agent between NSC and the Manpower Providing Agency /Service providing agency. The Manpower Providing Agency /Service providing agency 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. The employees of the Manpower Providing Agency /Service providing agency shall never, under any circumstances whatsoever, be entitled to claim themselves to be the employees of the NSC.

15. MODE OF PAYMENT

Manpower Providing Agency /Service providing agency will raise the bill for 3(three) different categories of staff provided which include separate part of his/her salary, amount of ESI (Employer and employee contribution) and service charges (excluding tax). Along with monthly bill for payment it is mandatory for

Manpower Providing Agency /Service providing agency to submit individual ESI challan against each staff engaged by agency and make available necessary ESI Cards to such persons.

16. ARBITRATION

In the event of any dispute arising amongst the Parties, the Parties agree to use their best efforts to attempt to resolve all disputes in prompt, equitable and good faith. In the event the Parties are unable to do so, then such dispute shall be finally resolved by arbitration. The arbitration shall be conducted in the English language and the venue of the arbitration shall be in New Delhi. The sole arbitrator will be appointed by CMD, NSC whose decision in this regard will be final & binding.

17. 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.

18. Performance Guarantee

- i) The successful bidders will have to submit performance security to ensure due performance of providing timely and efficient manpower as Manpower Providing Agency /Service providing agency to an amount of Rs 50,000 (Rupees Fifty Thousand only) in the form of an Account Payee Demand Draft/ Fixed Deposit from a commercial bank/ Bank Guarantee from a commercial bank in the name of National Seeds Corporation Ltd., as per the text provided by the Authority.
- (ii) The performance security will be valid for a period of 30 days beyond the validity of the Contract.
- (iii) Earnest Money will be refunded to the successful Applicant on receipt of performance security.

**Regional Manager
For & On behalf of NSC**

FORMAT FOR SUBMITTING FINANCIAL BID BY THE MANPOWER PROVIDING AGENCY / SERVICE PROVIDING AGENCY.

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

**Regional Manager,
National Seeds Corporation Ltd.
Block-AQ, Salt lake Sector-V,
Kolkata –700091.**

Dear Sir/Madam,

SUBJECT: TENDER FROM EXPERIENCED MANPOWER PROVIDING AGENCY/SERVICE PROVIDING AGENCY FOR PROVIDING TEAM LEADER ,MARKETING EXECUTIVE, AND SECURITY GUARDS OUTSOURCE BASIS.

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

Sl No	Category of Manpower	Fix Remuneration p.m.	ESI @ 6.5 % (Employer & Employee contribution)	Total cost against each persons engaged	* Amount of monthly service charges in rupees against each person to be provided in each category. (excluding Service tax)
I. Category: Team Leader 1 no.					
	NSC, Kolkata	24000/-	1560/-	25560/-	
II. Category - Marketing Executive Each one at:					
	NSC, Siliguri	Rs 15100/-	Rs. 975/-	Rs.16075/-	
	NSC, Malda	”	”	”	
	NSC, Midnapur	”	”	”	
	NSC, Saltlake, Kolkata	”	”	”	
	NSC, Sambalpur	”	”	”	
	NSC, Guwahati	”	”	”	
III. Category – Security Guards 2 Nos.					
	Security Guard (without arms)	Rs.12000/-	Rs.780/-	Rs. 12780/-	

* 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 every one person in above the categories separately on monthly basis. Category wise service charges will be taken for consideration to deciding lowest bidder and no partial work order will be awarded for sub part of category. As far as possible single work order will be awarded for all categories. But in a unavoidable situation if no single bidder quoted lowest in all category, then only the split of work will be decided by competent Authority.

The offer will be valid for 30 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:**

Annexure-II

FORMAT FOR SUBMITTING TECHNICAL BID BY THE MANPOWER PROVIDING AGENCY/SERVICE PROVIDING AGENCY.

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

- (1) Name of the Manpower Providing Agency /Service providing agency
- (2) Address of Manpower Providing Agency /Service providing agency
- (3) Telephone number and Fax no.
- (4) Details of Manpower provided in PSUs/Govt. etc during last three years **(Attach supportive documents*)**

Name of PSUs/Govt. Dept. to whom Manpower provided	Date award of contract to provide manpower	No. of person provided	Skilled	Semi Skilled	Un Skilled	Compliance of Statutory Requirement i.e PF and ESI

(5) PAN no.(attach documentary evidence*)

(6) Service Tax registration no.(attach documentary evidence*)

(7) Nos. of Manpower provided to various organizations (Enclose copy of contract for same*)

(8) Details of satisfactory performance report/work completion from their clients from Govt. /PSUs (Attach documents*)

(9) Executive summary about the agency

(10) Name of representative of agency, participating in tender process.

* All document should be marked & Flag under proper details columns so marked.

I/We hereby submit that the information submitted hereby are correct & best of my/our knowledge & belief. My/Our agency has not been debarred by any Govt. department /PSUs for providing manpower last 3 years. In case of any information/documents found to be false, fake or incorrect, NSC is free to take action against my/our agency as deemed fit by them. I/we, _____do also hereby declare that I/we are not engaged in any activity, which conflicts directly or indirectly with the proposed assignment. I/we further declare that during the currency of the contract, I/we will not engage in any such conflicting activity.

(Signature of Authorized person with seal)

Note: A signed copy of the tender documents as acceptance of all terms and conditions of the tender is to be enclosed along with technical proposal.

Annexure - III

Minimum Qualification & Experience required for following 3 categories of Outsourced staff

SL No.	Category of Staff	Minimum Qualification	Minimum Experience	Net Salary in hand per month
I. Category: Team Leader 1 no.				
	Team Leader	Graduate with six month computer course.	Minimum 3(three) year experience in relevant field of work.	Rs.24000/-
II. Category - Marketing Executive Each one at:				
1.	Marketing Executive.	Graduate with six month computer course.	Minimum 1(one) year experience in relevant field of work.	Rs.15000/-
III. Category – Security Guards 2 Nos.				
2.	Security Guard (without arms)	Matriculate	Ex - serviceman	Rs 12000/-

NATIONAL SEEDS CORPORATION LIMITED.
REGIONAL OFFICE : KOLKATA

No : Admn / 4 / NSC –KOL / 2013-14

Date : **21-04-2014**

TENDER SCHEDULE

➤ **ELIGIBILITY CRITERIA FOR MARKETING EXECUTIVE & SECURITY CONTRACTORS :**

1. The Agency should be in existence for the last 03 years continuously . The manpower / Security contractors must have valid labor license from WB Govt. The contractors having licence from other State Govt are not eligible.
2. The Agency should have the registration for PAN , Sales Tax , Service Tax, ESI, EPF etc (proof in this regard may be attached)
3. The Agency should not have been blacklisted or debarred by any Government Organization /PSU etc. He may furnish an undertaking to this effect on his letter head duly signed by authorized person of the firm/company.
4. The security guards required at Salt lake, Kolakata and marketing executive required at subunits as details in financial bid.

GENERAL TERMS AND CONDITIONS

➤ **EMD :**

EMD of 2nd & 3rd lowest parties will be retained till the agreement is made by L-1 party. EMD of other unsuccessful bidders will be returned immediately. EMD to the successful Applicant will be refunded on receipt of performance security.

➤ **Liability for Personnel**

All persons employed by the contractors shall be engaged by them as their own Employees/workers in all respects and the responsibility under any statutory enactments in respect of all 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.

All the formalities regarding statutory payment and contribution on account of EPF/ESI on behalf of the labourers provided by the contractor to NSC shall also be the sole responsibility of the contractor and proof of payment to EPF/ESI etc/ should be submitted by the Contractor every month and based on the satisfactory production of returns only action will be initiated for release of monthly bill to the Contractor every month. In case of failure, the Corporation shall make such like obligatory payments being the principal employer, on behalf of Contractor concerned, to the authorized concerned and all such like payment are required to be borne/reimbursed by the contractor without any dispute or deducted from the bills submitted by Contractors from time to time.

➤ **PERIOD OF CONTRACT** : Shall be generally for one year from the date of order / agreement and can be mutually extended only in special circumstances beyond control of NSC.

➤ **TERMINATION OF CONTRACT** : In the event of failure or deficiency in service on the part of contractor, the contract can be terminated by giving one week notice. Besides initiating other legal actions, as deemed fit by NSC Ltd.

➤ **ARBITRATION**

In the event of any dispute arising amongst the Parties, the Parties agree to use their best efforts to attempt to resolve all disputes in prompt, equitable and good faith. In the event the Parties are unable to do so, then such dispute shall be finally resolved by arbitration. The arbitration shall be conducted in the English language and the venue of the arbitration shall be in New Delhi. The sole arbitrator will be appointed by CMD, NSC whose decision in this regard will be final & binding.

➤ **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.

➤ **BRIBE** : Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or servant of the NSC shall (in addition to any criminal liability which the tenderer may incur) debar his tender from being considered. Canvassing in any form on the part or on behalf of tenderer, will also make his tender liable for rejection.

➤ **PERFORMANCE GUARANTEE / SECURITY DEPOSIT :**

The successful bidders will have to submit performance security to ensure due performance of providing timely and efficient manpower as Manpower Providing Agency /Service providing agency in the form of an Account Payee Demand Draft/Bank Guarantee from a schedule commercial bank in the name of National Seeds Corporation Ltd payable at Kolkata as per the text provided by the Authority. The performance security will be valid for a period of 30 days beyond the validity of the Contract as below:

(i) Field Staff:

Rs 50,000/- (Rupees Fifty thousand only)

(ii) Security Contact:

Rs 20,000/- (Rupees Twenty Thousand only).

➤ **AGREEMENT :**

The successful tenderer is required to enter in to an agreement on Non-judicial stamp paper of Rs. 100/- as per specimen enclosed. The cost of Non-judicial stamp paper is to be borne by the contractor.

➤ **SUBMISSION OF TENDER DOCUMENTS :**

1. Sealed tender to be submitted by due time, in the prescribed format, separately for technical & commercial bid with envelopes superscribed as “Technical bid” and “Commercial bid” respectively over envelope and both the sealed bids should further be sealed in another envelope superscribed **“Tender For Marketing Executive & Security Guards Supplier”** and put their office address rubber stamp on left side of each cover. The tenderers must fill in their rates both in words and in figures in the tender form.
2. The tenders not confirming to the prescribed terms and condition or conditional tender shall stand rejected. The tenders will be opened on the specified date and time in the presence of such tenderer.
3. 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 the matter shall be final and binding in all respects and it can not be challenged by any tenderers.
4. 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.
5. The tender should be submitted only after going through all the terms & conditions and in case the tender is accepted, the contractor shall execute an agreement on the prescribed Performa.

➤ **OTHER TERMS AND CONDITIONS FOR SECURITY CONTRACT :**

1. The contractor is not eligible for sub-contracting the work awarded to him. He will be responsible to make good any loss that may be suffered from accounts/contract or from his security deposit to NSC. In the event of loss incurred to NSC exceeding the amount of security deposit and the bills, which may be payable or may become payable to the contractor, the contractor shall be under an obligation to pay that amount on demand within a week's time.
2. Security guards so provided by the contractor should be educated minimum up to 10th Class so as to be able to maintain various NSC schedule registers kept at the main gate. Security guards should be in the age group of 21 years to 55 years and also to be physically fit. The police verification of each guard for his character , age proof and education proof is to be provided essentially .
3. Security personnel provided should be deployed in shifts, for round the clock duty, in such a manner that each guard will perform 08 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.

4. The bill should be accompanied with the documents such as photocopy of the attendance register duly verified by Area Manager, Copy of Service tax / EPF / ESI paid to respective Govt. authority. The Contractor shall not pay wages less than minimum wage announced by WB Govt time to time to the Security Guard. Contractor should take suitable insurance for the guards employed.
5. 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 security men provided by him. NSC reserves the right to call all such like records for inspection and contractor is obliged to provide the requisite record to NSC
6. 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 the Security Staff by the contractor.
7. Requirement of guards can increase or decrease depending upon the circumstances and contractor is bound to accept and provide the same on the quoted/approved rate “per security guard for 08 hours of duty on monthly basis” depending upon the number of days for which employed.
8. 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.
9. The contractor should be fully responsible for the security of the Corporation premises, assets, Seed stocks, equipments and materials and 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, 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 if the contractor fails to make good of the such losses.

NATIONAL SEEDS CORPORATION LTD., RO, KOLKATA

**TECHNICAL BID FOR PROVIDING SECURITY AND FIELD STAFF ON CONTRACT
FOR YEAR 2014-15**

1. Name & Address of the Firm _____

2. Name of the proprietor/partner _____
3. Registration under Shops & Estb Act
(Enclose copy of the registration) _____
4. labour licence issued by WB State labour department
(Enclose copy of the registration) _____
5. Registration issued Govt of india
(Enclose copy of the registration) _____
6. NOC number
issued by Commissioner of Police (applicable in case of security contract)
(enclosed Copy):
7. Service Tax Reg. No.
(Enclose Copy)
8. Income Tax, PAN No.....
(Enclose Copy)
9. EPF Registration no
(Enclose Copy)
10. ESI Registration no
(Enclose Copy)
11. Previous experience (minimum 03 years)
(a) NSC :years
(b) Govt experience :years . (enclosed copy)
(c) Reputed Private firms :years . (enclosed copy)
12. Enclose an undertaking on letter head duly signed by authorized person of the firm/company. That company is not blacklisted or debarred by any Government Organization/PSU etc.
13. Name of Bank , Number, Date and amount of Demand Draft :
.....

Date:

Place :

Name & Signature of the tenderer with stamp
Mob.No.....

FINANCIAL BID FOR SECURITY FILED STAFF CONTRACT FOR THE YEAR 2014-15

Date :

From

To

The Regional Manager,
National Seeds Corporation Ltd.,
Kolkata.

Dear Sir,

We have carefully gone through all the details of the Tender Notice including terms and conditions and will abide by them during the period of contract . My / Our lowest rate offered are :

Particulars of Job	Location	Rate inclusive of EPF, ESI & Service Charge excluding service tax :
Providing Security Guards for 08 Hours of Duty. (Security guards so provided will be insured , physically fit, educated minimum upto 10 th Class in the age group of 21 years to 55 years and will be paid wages not less than Minimum Wage announced by WB Govt time to time and shall comply all Legal Provisions under Labours Act.)	NSC Kolkata	Rs..... Per Security Guard per month (in words)
Field Staff: Preferable a local Agriculture/Bio/Biotech/Management Graduate or Post Graduate	Guwahati Siliguri Malda Midnapur Saltlake Kolkata Sambalpur (One each Total-6) Team Leader- 1 : RO Saltlake Kolkata.	Rs..... Per month (in words)

Signature of Authorize signatory / proprietor

Name :

Stamp of Firm

Mob.No.....