

NATIONAL SEEDS CORPORATION LTD
(A Government of India Undertaking)
REGIONAL OFFICE: JAIPUR

Head Office

**Beej Bhawan, Pusa Complex,
New Delhi – 12**

Regional Manager

**Chomu House (Tabela)
S. P. Marg, Jaipur-1**

TENDER DOCUMENT FOR NSC LTD PROCESSING PLANT

Sealed tenders super scribed “**TENDER FOR APPOINTEMNT OF JOB CONTRACTOR**” for the year 2015-16 for **Ajmer, Bharatpur, Chittorgarh, Plant** are invited on prescribed Tender Form from Labour Contractors registered with Labour Department, EPF department, Income-Tax Department, Service Tax Department & ESI Department to undertake the items of work as indicated in Annexure “A” enclosed with the tender documents.

However, in case the valid Labour License & Service Tax No. is not provided along with tender or due for renewal, the contractor will have the liberty to furnish the same within 15 days time form the date of receipt of work order. If the contractor fails to furnish the license within scheduled time, the Corporation will have a right to forfeit their Earnest Money deposit straightway and contractor will have no right for its refund.

The tender forms shall be received in the office of NSC Ltd., Jaipur on 15.04.2015 up to 1.00 PM and Technical Bid & Financial bid will be opened at 2.30 PM On the same day at Regional Office, Jaipur The tenders received after scheduled time of receipt and not accompanied with the requisite Earnest Money may not be considered.

TERMS & CONDITIONS

1. The tenderers must indicate on the sealed envelope containing tender the name of NSC branch office for which tender is being furnished. Specimen of superscription in tender for appointment of Job Contractor at NSC Ltd., ----- (Name of Processing Plant)
2. The Tenderers must fill in their rates both in words and in figures in the tender form & rate quoted in all cases must be firm inclusive of all charges / taxes, if any.
3. Payment made/credit afforded to the labour contractor by NSC from time to time under the contract to be entered into with the labour contractor shall be subject to the deduction of Income Tax at source according to the provisions of Income Tax Act.
4. Under any statutory requirement contractor will be responsible to bear the EPF, ESI, if any, of the Labourers provided by him.
5. Tenderers must check his offer thoroughly before submission & request for change of rates will in no circumstances be considered after opening of the tenders.
6. Tenderer herein after called 'WORK CONTRACTOR' should quote firm rates / offers made subject to rates, variation are to be passed over.
7. **EARNEST MONEY** : Tenders must be accompanied with the E.M.D. of Rs.25,000/- (Rupees Twenty Five Thousand only) separately for each plant in the following manner:-

- A) **In Cash** : This can be deposited in cash directly with the Area Manager, National Seeds Corporation Ltd., Ajmer, Bharatpur, & Chittorgarh or at Regional Office Jaipur.

The receipt obtained from the Corporation should be attached with the tender documents.

- B) By mean of attaching a Demand Draft drawn on SBI group of Banks or Nationalized Bank payable at SBI, Sanganeri Gate, Jaipur in favour of National Seeds Corporation Ltd., Jaipur

CHEQUES WILL NOT BE ACCEPTED : Amount of EMD deposited shall be treated as Security at the time of entering into the contract. NSC shall not be liable to pay any interest on the security 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 Labour Contractor. In case of unsuccessful tenderers EMD will be refunded without any interest.

8. The contractor shall undertake the responsibility for providing adequate labourers and finish the work well in time as desired by the Corporation. The contractor shall not be eligible for giving sub-contract. He will be responsible to make any loss that may be suffered on these accounts by NSC and the same will be recovered / deducted from the bills of labour contractor or from his security deposit. In the event of loss incurred by NSC exceeding the amount of security and the bills which may be payable or may become payable to the work contractor, the contractor shall be under an obligation to pay that amount on demand within a week's time.

9. NSC does not guarantee the minimum or maximum workload.
10. In case of processing, grading, packing and stacking of seeds, NSC shall pay to the labour contractor at the rates approved on finished goods only and not on the unprocessed quantity. Sometime due to non-fixation of sale price at the time of packing it is not written/printed on bags but as per weight & measurement department it is mandatory to be printed/written, which is written /printed latter on, the expanse incurred on the same will not paid by NSC separately to the labour contractor. However, 30 % of payment on the approved rates shall be made after grading and packing of seeds in 60 Kgs. / 40 Kgs. Bags and stacking the same in the processing plant / adjoining seeds stores in case of indirect packing. Balance 70 % payment shall however be released after completing all processes of final packing. For direct packing full payment shall be released. In case of revalidation work, the payment up to 40 % of the rate shall be released when stamping work is done and balance amount payable after completion of full revalidation work.
11. All the work shall be attended on 'To be billed' basis and the payment will be made by the Regional Office of NSC, Chomu House, Jaipur after the receipt of bill within a month. All such like bills before submission to the Regional Office are required to get verified from the Area Managers of concerned branch office. Labour Contractor is required to submit printed serially machine numbered bills indicating full details of work done during the month through the Area Manager of the concerned branch office. Only one bill after expiry of month is required to be submitted and no part payment during the month shall be allowed. The contractor is required to submit the bill on monthly basis latest by 10th of following months to concerned Area Manager.
12. The payment shall be made by crossed A/c Payee cheque in favour of the Contractor on production of bills and certificates and such payments will be made on the basis of work done on the rates approved by the Corporation. Losses/ shortages occurring due to the fault of Labours provided by the Work Contractor the cost therefore at the prevailing sale rates of the Corporation shall become recoverable from the Labour Contractor out of his bills.
13. The Labour contractor shall provide necessary labours immediately on demand given by NSC to the labour contractor even on the telephone or otherwise. In the event of failure of the contractor to provide desired labourers, it will be open to NSC to arrange labourers at the cost of contractor and in the event of NSC being obliged to pay excess to such labourers, the amount paid shall become recoverable from the contractor with whom the agreement has been entered. The payment made to the labourers engaged by NSC the same will be deductible from the bills of labour contractor. Labourers engaged by the Corporation shall be conclusive evidence of the amount paid and the labour contractor shall undertake not to dispute the correctness and the same shall be deposited either in cash or through recovery-adjustment from the amount at the credit of labour contractor.
14. All the formalities regarding statutory payment and condition if any, on behalf of labours provided by the contractor to NSC shall also be the responsibility of contractor. In case of failure the Corporation shall make such like obligatory payment being principal employer on behalf of contractor and be recoverable from him.
15. The regular cleaning of wastages outside / inside of the go down and also at the dust collector is needed.

16. The contractor is required to maintain full requisite record as per bye-law such as attendance and wages disbursement register in respect of labourers provided by the Contractor to NSC and the NSC reserve the right to call for such like record for inspection by any of the nominated officer by the RM and labour 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 work contractor the contract can be terminated forthwith besides intimating other legalization as is deemed fit by the National Seeds Corporation Ltd.
17. The tenders not confirming the prescribed terms and conditions and or conditional tender shall stand rejected. The tenders will be opened on the specified date and time in the presence of such tenderers as may be present. The decisions about the acceptance of tenders will be taken on the date of opening of the tenders or as soon as thereafter be possible.
18. The successful tenderers shall be intimated by the letters or other means of communication and the tenderers so informed shall be bound from the time of transmission of such acceptance. Formal acceptance of the tenders will be forwarded to successful tenderers in due course but it will serve us merely confirmation of the initial intimation and shall not effect the time from which the offers is / are bound by the contractor(s). The successful tenderer is required to enter into an agreement on non-judicial stamp paper of Rs.100/-. Cost of the stamp paper is borne by the labour contractor.
19. The Corporation shall not be bound to accept the lowest tender, any and or all the tenders may be rejected without assigning any reason whatsoever and Regional Manager, NSC, Jaipur reserves the right to reject any or all or to accept any or part of the offer made and further he reserves the right to allot specified jobs to different tenderers and split the job without assigning any reasons. The decision of the RM, NSC, Jaipur in the matter shall be final and binding in all respects and it will not be challengeable by any of the tenderer.
20. The tenders received from black listed Labour Contractor by NSC or any other Govt. department shall not be considered.
21. The cost of the tender form is Rs.200/- per set (Not refundable) and tender form shall be issued on payment of Rs.100/- .The tender form shall be available for sale at Area Office, Ajmer, Bharatpur & Chittorgarh, on all working days from 10.00 AM to 5.30 PM.
22. The agreement entered into with the labour contractor shall be valid for 2015-16 and the same can be renewed with the mutual written consent of the parties if need so. However, in case of failure on the part of labour contractor to comply with any of the conditions, the Regional Manager, NSC, Jaipur reserves the right to terminate the contract at any time.
23. The contract may be discontinued at any time at the desecration of Regional Manager without assigning any reason.
24. In the even of any difference or disputes arising out or in connection with agreement entered into the labour contractor shall be referred to the jurisdiction of a sole arbitrator to be nominated by the Chairman-cum-Managing Director of the NSC on application being made to him by either of the parties. There shall be no objection to such person being nominated as an arbitrator being in any manner connected with either NSC or the Govt. of India or any other Government Undertaking. The arbitrator so appointed shall

have the power to decide and determine its own procedure and shall make an award within such time as may be possible in the circumstances of the case.

25. NSC also reserves the right to terminate the contract and forfeit the security of the contractor if the performance of the contractor is not found satisfactory.
26. The Tentative quantities to be processed at each processing plant during the year 2015-2016 is as under :-
 1. Ajmer:-16000qtls.
 2. Chittorgarh:-70000qtls.
 3. Bharatpur: - 25000 Qtls.

Automatic Weighing / Stitching machines of capacity 01Kg. – 05 Kg. &10Kgs – 40 Kgs. are available at our processing plant in Kota & 01 kg – 5 Kgs Capacity at Bharatpur processing plants.

NATIONAL SEEDS CORPORATION LTD

**ITEMS OF WORK REQUIRED TO BE UNDERTAKEN BY THE
LABOUR CONTRACTOR**

1. Loading / Unloading of trucks and trollies and stacking at the Processing Plant / Adjoining stores as per instructions from this Corporation: NSC seeds producers and growers seeds. In case of growers raw seeds payment will be at growers cost at NSC approved rates.

(A) Loading / Unloading with wieghment, & wieghment sheet must be attached with the bills for passing the bills at Regional Office, Jaipur

2. **Direct Packing (Manually)**

A)Lifting of raw seed from the stores situated within the Processing Plant and adjoining stores to the processing plant machines, grading the stock, treatment of seed as per NSC norms, writing of lot No. etc. on packing material and also on tags, labels & packing of seed in different sizes of bags after proper wieghment of seed bags, after putting leaflets, chemical, packets where-even necessary and inserting lead seals on each seed bags, stitching of seed bags, stacking lot-wise at adjoining stores (Material to be provided by NSC). Weighing and stacking of undersized seed.

Direct Packing (Using automatic machines)

B) Where weighing, stitching & sealing will be done with the help of machines requiring minimum man-power.

3. **Indirect Packing (Manually)**

(A) Lifting of raw seed from the stores situated within the processing plant and adjoining stores to the processing plant machines, grading the stock, packing and stitching the graded seed after wieghment in standard packing as per instructions in gunny bags and stacking at the desired place in the processing plant or adjoining stores (Gunny bags and sutli to be provided by NSC).Weighing and stacking of undersized seed.

(B) Lifting of lot-wise graded seed stock from stocks of processing plant / adjoining seed store to the packing centre, opening of graded seed bags (also sun drying if required till it meets the desired standard) Wieghment of seed in desired packing, treatment of seed as per NSC norms, writing of lot No. etc. on packing material & also on tags / chemical packets where-ever necessary and inserting lead seals on each seed bags, stitching of seed bags and stacking of finished material lot-wise at the processing plant or adjoining stores (Packing materials shall be provided by NSC).

4. **Indirect Packing (Using automatic machines)**

The packing of graded seed as indicated in 3 (A) & (B) can be done by using machines where weighing, stitching & sealing will be done with the help of machines requiring minimum manpower.

5. Segregation of gunny bags & to make bundles of 50 Nos. separately for serviceable & unserviceable and stacking of these bags / bundles in countable position in the processing plant or adjoining stores. (Sutli to be provided by NSC.)
6. Shifting of seed from one go down to another adjoining or within go down if required. Full particulars and reasons for shifting may be given. No shifting payable for grading or packing of seeds.
7. **Local Transportation**: This includes loading / unloading local transportation from NSC office / Plant to Railway Station, Transport Company, Warehouse, any storage point in the city / town and vice-versa for seeds and certification & packing material.
8. **Hand picking of seed**: In some of the cases the hand picking being organized by the NSC specially in case of peas etc. rates per qtls. is also required to be quoted.
9. **Hand picking of Groundnut Seeds** : This includes separation of light, broken black seed from the lot as per the guidelines of the Processing Plant In-Charge from time to time.
10. **Revalidation Work** : The carryover stocks are required to be revalidated by the Certification Agency. This work includes lot-wise sorting of seeds, sampling, stamping, packing and complete revalidation and then its stacking at the desired place as per the instructions of NSC officials.
11. **Re-grading, packing of carryover stocks**: Segregation of lot-wise of carryover stocks from stocks. Opening of seed bags, it's grading and treatment of seed if required, and packing of seed bags as per NSC norms and stacking of seed bags lot-wise at store or plant duly completed in all respects.
12. **Fumigation** : Fumigation and spraying work is to be attended by the labour contractor. Fumigation cover and treatment material is to be provided by NSC.
13. **Spraying** : Spraying work is to be attended by the labour contractor. Spraying Machine and chemical is to be provided by NSC.

Note: RATES ONCE APPROVED SHALL NOT BE CANGED FOR THE PERIOD THE TENDER HAS BEEN CALLED i.e. 2015 – 2016

**TENDER FOR APPOINTMENT OF JOB CONTRACTOR AT
NATIONAL SEEDS CORPORATION LTD., (-----)**

The Regional Manager
National Seeds Corporation Ltd.
Jaipur

TENDER FORM (Financial Bid)

**Ref.: Your open tender notice for appointment of Job Contractor for the
Year 2015-2016**

Sir,

We have carefully gone through the terms and conditions prescribed for entering into contract as indicated in Schedule-I appointment of job contractor for the year 2015-16 and my / our lowest and firm rates for different items of work relating to your NSC Processing Plant ----- are quoted hereunder :-

S. No.	Item of Work	Rate per Qtl.	Amount in Words
1.	a) Loading/unloading of trucks and trollies without Wieghment (Item No.1 of Annexure 'A')	Rs..... (Rupees	
	b) Loading / unloading of trucks and trollies with Wieghment	Rs..... (Rupees	
2.	All items of work as indicated against Item No.2 of Annexure 'A' i.e. Direct Packing		
	a) For packing sizes up to 2 Kgs. bags	Rs..... (Rupees	
	b) For packing size 3 Kgs. to 5 Kgs. Bags.	Rs..... (Rupees.....	
	c) For packing size 6 Kgs. to 10 Kgs. bags	Rs..... (Rupees	
	d) For packing size 11 Kgs. to 20 Kgs. bags	Rs..... (Rupees.....	
	e) For packing size 21 Kgs. to 30 Kgs. Bags	Rs..... (Rupees	
	f) For packing size 31 Kgs. to 40 Kgs. Bags	Rs..... (Rupees	
	g) For packing size 41 Kgs. Size & Above	Rs..... (Rupees	
	Direct packing using automatic machine as indicated against Item No.2 of Annexure 'B' i.e. Direct Packing		
	a) For packing sizes up to 2 Kgs. bags	Rs..... (Rupees	
	b) For packing size 3 Kgs. to 5 Kgs. Bags.	Rs..... (Rupees.....	
	c) For packing size 6 Kgs. to 10 Kgs. bags	Rs..... (Rupees	
	d) For packing size 11 Kgs. to 20 Kgs. bags	Rs..... (Rupees.....	
	e) For packing size 21Kgs. to 30 Kgs. Bags	Rs..... (Rupees	
	f) For packing size 31 Kgs. to 40 Kgs. Bags	Rs..... (Rupees	
	g) For packing size 41 Kgs. Size & Above	Rs..... (Rupees	
3.	All items of work as indicated against Item No. 3 (A) of Annexure 'A' i.e. indirect packing (Manually)		
	a) For packing sizes up to 2 Kgs. bags	Rs..... (Rupees	
	b) For packing size 2 Kgs. to 5 Kgs. Bags.	Rs..... (Rupees.....	
	c) For packing size 6 Kgs. to 10 Kgs. bags	Rs..... (Rupees	
	d) For packing size 11 Kgs. to 20 Kgs. bags	Rs..... (Rupees.....	
	e) For packing size 21 Kgs. to 30 Kgs. Bags	Rs..... (Rupees	
	f) For packing size 31 Kgs. to 40 Kgs. Bags	Rs..... (Rupees	
	g) For packing size 41 Kgs. Size & above	Rs..... (Rupees	

Indirect packing using automatic machine (3 B)

- | | | |
|----|--|-----------------------|
| a) | For packing sizes up to 2 Kgs. bags | Rs..... (Rupees |
| b) | For packing size 2 Kgs. to 5 Kgs. Bags. | Rs..... (Rupees |
| c) | For packing size 6 Kgs. to 10 Kgs. bags | Rs..... (Rupees |
| d) | For packing size 11 Kgs. to 20 Kgs. bags | Rs..... (Rupees |
| e) | For packing size 21 Kgs. to 30 Kgs. Bags | Rs..... (Rupees |
| f) | For packing size 31 Kgs. to 40 Kgs. Bags | Rs..... (Rupees |
| g) | For packing size 41 Kgs. Size & above | Rs..... (Rupees |
4. Segregation of gunny bags and making bundles of gunny bags and stacking in countable condition for serviceable and un-serviceable (Item No.5 Annexure `A`)
- Rs..... (Rupees
5. Shifting of seed from one go down to another, if required within the plant premises (Item No. 6 of Annexure `A`) (No shifting for grading or packing Of seed payable)
- Rs..... (Rupees
6. Local transportation from office / plant to CWC Railway / Transport / any stacking point in the city / Town and Vice-versa including Loading & unloading
- | | | |
|----|---------------|-----------------------|
| a) | Up to 5 Qtls. | Rs..... (Rupees |
| b) | Above 5 Qtls. | Rs..... (Rupees |
6. Hand Picking (Peas & other crops)
- Rs..... (Rupees
7. Hand Picking (Groundnut only)
- Rs..... (Rupees
8. Revalidation of seeds as per item No.9 of Annexure `A`
- Rs..... (Rupees
9. **Regarding and packing of carryover stocks**
- | | | |
|----|--------------------------------|-----------------------|
| a) | For packing up to 10 Kgs. | Rs..... (Rupees |
| b) | For packing 11 Kgs. to 40 Kgs. | Rs..... (Rupees |
| c) | For packing 41 Kgs. & Above | Rs..... (Rupees |
10. **Fumigation Charges per stack upto 50 Qtls.(Item No.12)**
- | | |
|-----------------------|-----------------------|
| | Rs..... (Rupees |
| 51 Qtls. To 200 Qtls. | Rs..... (Rupees |
| 201 Qtls. And above | Rs..... (Rupees |
11. **Spraying charges (per day) (Item No.13)**
- Rs..... (Rupees

I / We, am / are enclosing herewith the Draft No. / CR No..... Dated
For Rs.25,000/- on account of earnest money.

Signature

Name in Block letters

Complete postal Address

Phone / Mobile Nos. (if any).....



TECHNICAL BID
TENDER FORM FOR LABOUR CONTRACTOR

1. Name & Address of the Labour Contractor _____
2. Registration number of the Labour Department _____
Enclose copy of registration
- 3 Registration number of the EPF Department _____
Enclose copy of registration
4. Service Tax Reg. No. _____
Enclose copy _____
5. Income Tax Pan No. _____
Enclose copy _____
6. ESI No. _____
Enclose copy _____
7. Number, date and amount of Demand Drafts _____
Enclosed as EMD

Signature

Name in Block letters

Complete postal Address

.....
Phone / Mobile Nos. (if any).....

To

Regional Manager
National Seeds Corp. Ltd
Chomu House. S. P. Marg, Jaipur