

NATIONAL SEEDS CORPORATION LTD/राष्ट्रीय बीज निगम लिमिटेड
(A Govt of India Undertaking/भारत सरकार का उपक्रम-मिनीरत्न कंपनी)
681-690, Beej Bhavan, Pusa Complex, New Delhi -12

निविदा सूचना

राष्ट्रीय बीज निगम लिमिटेड, परिशिष्ट 'बी' एवं मिनि-रत्न वर्ग- । कंपनी प्रोफेशनल योग्यता रखने वाले टेक्निकल, क्लेरिकल, शिपाई व ड्रायव्हर पद के लिये मानवसेवा प्रदाता संस्था के माध्यम से कान्ट्रेक्ट पर आवेदन आमंत्रित करती है। राष्ट्रीय बीज निगम लिमिटेड, 681-690, बीज भवन, मार्केट यार्ड, गुलटेकडी, पुणे - 411037 के लिये विवरण निम्न है।

रा.बी.नि. शेड्यूल 'बी' व मिनि-रत्न कटेगरी- । कंपनी प्रोफेशनल पात्रता योग्य उम्मीदवारों से तकनीकी स्टाफ, क्लेरिकल स्टाफ, ड्रायव्हर व चपरासी पदों के लिये मानवसेवाप्रदाता संस्थाओं के माध्यम से कान्ट्रेक्ट बेसिस पर अर्ज मंगाये जाते हैं। राष्ट्रीय बीज निगम लिमिटेड, 681-690, बीज भवन, मार्केट यार्ड, गुलटेकडी, पुणे - 411037 टेंडर के फॉर्म की किंमत रु.210/- रहेगी अधिक जानकारी कंपनी के वेबसाइट www.indiaseeds.com पर है दर्शाई गयी है। **Last Date of submission of application is 19.05.2015.** आवेदन पत्र जमा करने की **अंतिम तिथि 19.05.2015** को 1330 बजे तक जमा किये जायेंगे व उसी दिन 1500 बजे निविदा खोली जायेगी।

(आर.के.माथुर)

क्षेत्रीय प्रबंधक

रा.बी.नि पुणे

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

TENDER NOTICE

National Seeds Corporation Ltd, Pune invites tender for obtaining services of “Technical Staff/ Clerical staff/Driver (LMV) Peon with having qualification, Diploma in Agriculture and MSCIT/ Graduate in any discipline & MSCIT/ Driver with valid Driving License from experienced Manpower Service Provider for our different Area Offices situated at Akola, Amravati, Aurangabad, Jalgaon, Nagpur, Nasik and Pune.

Tender form can be purchased from the above mentioned address on any working day from 03.05.2015 to 18.05.2015 between 1000hrs to 1700 hrs by paying an amount of Rs. 210/ (including VAT). Tender form can also be downloaded from NSC website www.indiaseeds.com . Tenderer shall submit DD of Rs. 210/- (non-refundable) drawn in favour of National Seeds Corporation Ltd, Pune payable at Pune along with the downloaded tender form. Filled Tender form will be accepted on 19.05.2015 till 1330 hrs and it will be opened on the same day at 1500 hrs in the presence of tenderers/ their representatives. Regional Manager Pune reserves the right to cancel any or all the Tender without assigning any reason.

Regional Manager
NSC Pune

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

**TERMS AND CONDITIONS FOR OBTAINING TECHNICAL STAFF
FOR THE VARIOUS AREA OFFICE LOCATED IN MAHARASHTRA
UNDER PUNE REGION**

- 1 The tenderers should thoroughly go through the terms & conditions before submitting their tender.
- 2 Sealed tender to be submitted in the prescribed format, separately for Technical & Commercial bid with envelopes super scribed as “**Technical bid**” and “**Commercial bid**” respectively over envelope and both the sealed bids should further be sealed in another envelope super scribed as “**Contract for Providing Technical Staff/ Clerical staff/Driver (LMV)/ Peon 2015 -16**”.
- 3 **Rate** to be quoted separately by the Service provider on the sheet attached for Financial Bid for providing the Technical Staff on Monthly basis according to the Minimum wages Act of Maharashtra.
- 4 The Security Deposit of the parties which is already lying in this office will not be adjusted against this tender and the tenderers will have to submit the fresh EMD.
- 5 The Cost of the tender form is **Rs. 210/- (including 5% VAT)** per set, non-refundable. Tender form can be purchased from the above mentioned address by paying **Rs. 210/-** (Two Hundred Ten Only) on any working day from /03.05.2015 to / 18.05.2015 between 1000 hrs to 1700hrs. The same can also be downloaded from the NSC website i.e. www.indiaseeds.com. Tender form downloaded from NSC website must be accompanied with a **DD** of Rs. **210/- (Two hundred Ten only)** drawn in favour of **National Seeds Corporation Ltd.** payable at **Pune**.
- 6 Tenders in sealed envelope will be received at National seeds Corporation Ltd, 681-690, Beej Bhavan, Market Yard, Gultekdi – 411037 on 19.05.2015 till **1330hrs. Technical bid** will be opened on the same day at **1500 hrs** and **Financial bid** of the technically qualified tenderers will be opened thereafter. The decision of the committee will be communicated to successful tenderer either telephonically/in writing within a period of 60 days.

Cont’d.....

- 7 Tender downloaded from website be accompanied with the undertaking given by the tenderer that he has not made any alteration/change in the downloaded term & condition of the tender. If any alteration/change is found in the term/condition during the process of Tender/during the currency of the contract (if awarded any) will be out rightly cancelled without giving any notice.
- 8 Tender received after prescribed date and time shall not be accepted.
- 9 In confirmation of acceptance of the Tender terms and condition, the tenderer is required to sign on all the pages of the tender document and submit the same along with the **Technical Bid**.
- 10 Incomplete and conditional tender may be rejected at the discretion of NSC.
- 11 Tenderers should submit Undertaking duly notarized that his/her/their firm has neither been BLACK LISTED by any Government/Other agencies nor having any relation/co-relation directly or indirectly with the employee of the NSC.
- 12 The Tenderer shall submit **Rs. 10000/- (Rs. Ten Thousand only)** towards **Earnest Money Deposit** at the time of submitting the tender. The payment of EMD shall be made by **Demand Draft** drawn in favour of **National Seeds Corporation Ltd.** payable at **Pune** or **in cash** deposited at the **cash counter of NSC Pune. Tender without** having the **EMD of Rs. 10000/- (Rs. Ten Thousand only) will summarily be rejected.** Upon **acceptance** of the tender by NSC, he shall also remit **Rs. 15000/- (Rs. Fifteen Thousand Only)** towards **Security Deposit**. These deposits will not earn any interest. The decision of the Committee in this matter will be binding to all the tenderers. The EMD will be converted into Security deposit in respect of successful tenderer. NSC reserves the right to forfeit the security deposit (in part or full) in the event of failure of the tenderer to comply with the terms of contract. Whenever the Security Deposit fall short of the stipulated amount, the tenderer shall make good the deficit, so that the deposit at any point time remains intact at Rs. 25000/ (Rs. Twenty Five Thousand Only). The Security Deposit or such part there of not been forfeited or adjusted will be refunded to the Service Provider only on expiry of the contract and on satisfactory completion of the work under the agreement.

EMD of the unsuccessful bidder will be returned to the respective parties in due course of time

Cont'd.....

- 13 The employees of NSC/members of their family or their relatives are not entitled to take part in this tender directly or indirectly. In case, suppression of the facts comes to the light later on this regard, strict action will be taken against the defaulting NSC officials as per conduct rules.
- 14 The Corporation shall not be bound to accept the lowest tender. The decision of the Regional Manager NSC Pune in the matter shall be final and binding in all respects and the same cannot be challenged by any of the tenderers.
- 15 The successful tenderers shall be intimated by the letter or other means of communication. The tenderers so informed shall be bound from the time of successful tender, but it will serve as merely confirmation of the initial intimation and shall be effective from the date it is bound by the Contract. The successful tenderer is required to enter into an agreement on Non-judicial stamp paper of Rs. 500/ as per the agreed terms & conditions of NIT. The cost of Non-judicial stamp paper of Rs. 500/ is required to be borne by the contractor.
- 16 That the Service provider will provide Technical Staff/ Clerical staff/Driver (LMV) Peon with having qualification, Diploma in Agriculture and MSCIT/ Graduate in any discipline & MSCIT/ Driver with valid Driving License. The engagement term can be extended on the mutual understanding between the Contractor and NSC. Competency of the staff provided by the contractor will be checked by the concerned Area manager of the Sub-unit before accepting the candidate and the same will be communicated to the Regional Office along with name, requisite qualification and experience. The requirement of number of Technical Staff / Clerical staff with Computer/ Peon/ Driver are likely to be increase/decrease and contractor will not have any right to claim for the volume of work (deployment of Technical Staff).
- 17 The contractor shall not be eligible for giving Sub-contract. Monthly payment in respect of Technical Staff will be made by Regional Office Pune, on receipt of the bill in duplicate submitted by the Contractor at concerned Area Office after expiry of the month. All such bills are required to be get verified from the concerned Area Manager of sub unit. Only one bill, after expiry of the month is required to be submitted and no part payment during the month shall be allowed. The bill should be accompanied with the documents such as photocopy of the attendance register duly verified by Area Manager, Copy of

Cont'd.....

EPF/ESI paid with the respective authorized Govt. Department by the contractor for the previous month. It is the sole duty of the Contractor to pay the wages every month to the Technical Staff provided by him for doing various Technical work at the concerned Sub-unit.

- 18 It shall be the sole responsibility of the contractor to comply with all the formalities regarding statutory payment such as Service Tax and Statutory contribution towards EPF and ESI on behalf of the security men provided by him for the Security of the premises and assets within. He should also submit the copy of the payment made for Service Tax return, EPF and ESI (for previous month) along with the payment details of the Technical Staff so engaged at the concerned Sub-unit. Based on such returns, action for releasing the monthly payments will be initiated. In the case of failure to comply with the said Statutory provisions, the Corporation shall make such like obligatory payments being the Principal employer, (on behalf of the Contractor concerned) with the authorized concerned and the same will be deducted from the bills due to be paid to the Contractors /from the Security Deposit. All such like payments are required to be borne/reimbursed by the contractor to NSC without any dispute
- 19 The contractor is required to maintain full requisite records as per by laws/statutory provision, such as attendance register, wages disbursement register etc in respect of the Technical Staff provided by the him at the concerned Sub-unit. RO Pune reserves the right to call all such like records for inspection by the nominated officer of the RO and contractor is obliged to provide the requisite record to the nominated officer without hesitation immediately on receipt of instruction in this regard. In the event of failure on the part of contractor, the contract can be terminated forthwith, besides initiating other legal action, as deemed fit by the National Seeds Corporation Ltd. The NSC shall not be responsible for any mishap during the course of duty or any liability on that account.
- 20 The contractor shall comply with the provisions of the Minimum Wages Act of Maharashtra. He will also ensure to comply with the concerned Legal Provisions under Contract Labors Act and all the points raised by the concerned inspector if any.
- 21 Service Tax payable (if any) shall be borne by the Corporation and the Service Provider separately as application. NSC will not be bound to pay the service tax on the part of the Service provider.

Cont'd.....

- 22 The Technical Staff provided by the Contractor shall not claim any benefit/compensation/absorption/regularization of services with NSC under provision of Industrial Dispute Act, 1947 or Contract Labour Regulation Act 1970. Undertaking from the person to this effect will be required to be submitted by the contractor with NSC.
- 23 NSC does not guarantee the services of minimum/maximum number of Technical Staff
- 24 The Contractor shall ensure deployment of suitable people after verification/inquiry through local police, collecting proof of identity like driving license, Bank Account detail and proof of residence, previous work experience and recent passport size photograph. The technical staff so provided by the service provider will comply with the instruction of the concerned Area Manager and do the assigned job. He (Technical Staff) will also do the field inspection/preparation of IDP/ duty at processing plant and other works. Time to time he will have to go on tour as per the instruction given by the Area Manager. During Tour period they will be paid with TA/DA apart from the monthly payment given by the Service Provider as per the approval of the Head Office from time to time. He will withdraw such persons who are not found suitable by the NSC for any reasons immediately on receipt of information and suitable replacement to be provided as per the satisfaction of the concerned Area Manager.
- 25 The Service provider will not submit the bill directly to the Regional Office Pune for payment. He will submit the bill in respect of the Technical Staff provided by him as per the letter of intimation/Job Order through the respective Area Offices. Area Manager of the concerned sub-unit will verify the bill for the satisfactory completion of the work and the number of day the Technical Staff was present in the office.
- 26 Service provider will submit the bill in the very next week of the completed month.

27 **ABRITRTION**

In the event any question, dispute or difference arising under or in connection with this agreement, its implementation or its satisfaction, the same shall be referred to the sole arbitrator, who may be appointed by the chairman of NSC or by any other officer who at the relevant time is occupying the highest office in NSC. It shall be competent for the chairman or such other officer of NSC as aforesaid to act as the sole Arbitrator himself. The transporter shall have no objection that the Chairman or the Arbitrator nominated as above is a person who has or had dealt with the matter to which the contract relates or that in the course his duties has expressed views on all or any of the matter of dispute or difference. It is agreed between the parties that in the event of the Chairman or the Arbitrator nominated as above vacating the office by resignation or otherwise or refusing to

act as an Arbitrator it shall be lawful for the Chairman NSC or the officer occupying the highest office in NSC at the relevant time to nominate any other person as the Arbitrator and he shall continue the proceeding from the stage at which the same have been left by his predecessor. The venue and the cost of Arbitration shall be at the discretion of the Arbitrator, it is agreed by the parties that the Arbitrator may on the request of the parties and in the interest of justice

and proper determination of the dispute extend the time for making award by an order in writing conveyed to the parties. In case of any dispute, the court of jurisdiction of the law will be at New Delhi and this agreement will be deemed to have been entered at New Delhi irrespective of the place of performance of the agreement.

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

TECHNICAL BID

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

Date:

Place : _____ Name & Signature of the tenderer with official stamp _____

FINANCIAL BID

TENDER FOR TECHNICAL STAFF (05) AT THE VARIOUS AREA OFFICE UNDER PUNE REGION

Name of the Tenderer/ Party:

**(RATE offered in Rupees on Monthly Basis, Per Technical Staff / clerical Staff/
Peon/Driver according to the Minimum Wages Act of Maharashtra Govt plus service
charges) The party may give the details of pay and its remittance plus their service charges
below.**