



## नेशनल सीड्स कारपोरेशन लिमिटेड

(भारत सरकार का उपक्रम)

चौमू हाऊस: सी - स्कीम: जयपुर: 302 001

फोन - 0141 - 2376760 / 2365947 फैक्स - 0141 - 2363910

### निविदा सूचना

निगम के बीज विधायन केन्द्र अजमेर, भरतपुर, चित्तौडगढ़, कोटा एवं श्रीगंगानगर में वित्तीय वर्ष 2011-12 के लिये अनुभवी जॉब कान्ट्रेक्टर नियुक्त करने हेतु श्रम विभाग में (लेबर कान्ट्रेक्टर) कम से कम 20 श्रमिकों हेतु पंजीकृत साथ ही भविष्य निधि विभाग में पुजीकृत हों, से दिनांक 8.3.2011 को 1.00 बजे तक क्षेत्रीय कार्यालय, जयपुर में मुहरबन्द निविदायें आमंत्रित की जाती हैं, जो उसी दिन 2.30 बजे निविदादाताओं के समक्ष खोली जायेगी ।

निविदा जिसमें ई.एम.डी. रूपये 25000/- का बैंक ड्राफ्ट वैध लेबर लाईसेंस, भविष्य निधि विभाग का पंजीयन संख्या का प्रमाण पत्र, किसी सरकारी अथवा अर्द्ध सरकारी विभाग से कार्य करने का अनुभव प्रमाण पत्र तथा आयकर का पेन नम्बर की छाया प्रति, टेण्डर की दरें मुहरबन्द लिफाफे में आमंत्रित की जाती हैं।

निविदा प्रपत्र जिसमें निविदा के नियम, शर्तें एवं कार्य का विवरण संलग्न है, हमारे क्षेत्रीय कार्यालय, जयपुर एवं निगम के अजमेर, भरतपुर, चित्तौडगढ़, कोटा एवं श्रीगंगानगर कार्यालय से किसी भी कार्य दिवस को रु. 100.00 (एक सौ मात्र) का नकद भुगतान कर प्राप्त किये जा सकते हैं । निविदा के नियम व शर्तें वेबसाइट [www.indiaseeds.com](http://www.indiaseeds.com) से सीधे डाऊनलोड कर रु. 100.00 का डी.डी. एन.एस.सी. जयपुर को देय लगाकर प्रस्तुत कर सकते हैं ।

निगम को किसी भी निविदा को बिना कोई कारण बताये निरस्त करने का अधिकार सुरक्षित है ।

### **कार्यालयों का दूरभाष सं.**

अजमेर-0145-2695294; भरतपुर: 05644-222713; चित्तौडगढ़: 01472-245087; कोटा: 0744-2425954; श्रीगंगानगर 0154-2440232

**क्षेत्रीय प्रबंधक**

**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 2011-12 for **Ajmer, Bharatpur, Chittorgarh, Kota & Sriganga-Nagar Plant** are invited on prescribed Tender Form from Labour Contractors registered with Labour Department to undertake the items of work as indicated in Annexure “A” enclosed with the tender documents.

However, in case the valid Labour License 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. Even 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., Ajmer, Bharatpur, Chittorgarh, Kota & Sriganga-Nagar on 08.03.2011 up to 1.00 PM and will be opened 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 tenders 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 Section 194-C of Income Tax and the rules made there under.
4. Under any statutory requirement contractor will be responsible to bear the EPF, 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 accompanied 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 should be deposited in cash directly with the Area Manager, National Seeds Corporation Ltd., Ajmer, Bharatpur, Chittorgarh, Kota & Sriganganagar.
  - B) The receipt obtained from the Corporation should be attached with the tender documents.
  - C) By mean of attaching a Demand Draft drawn on SBI group of Banks or Nationalized Bank payable at SBI, Sangneri 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. 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 10<sup>th</sup> 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 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.
16. 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.

17. 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.
18. 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.
19. The tenders received from black listed Labour Contractor by NSC or any other Govt. department shall not be considered.
20. The cost of the tender form is Rs.100/- per set (Not refundable) and tender form shall be issued on payment of Rs.100/- by cash only. The sale of tender form shall be closed on 07.03.2011 up to 11.00 AM and no tender can be sold after this date and time. The tender form shall be available for sale at Area Office, Ajmer, Bharatpur, Chittorgarh, Kota & Sriganga-Nagar on all working days from 10.00 AM to 5.30 PM.
21. The agreement entered into with the labour contractor shall be valid for 2011-12 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.
22. The contract may be discontinued at any time at the desecration of Regional Manager without assigning any reason.
23. 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.
24. 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.

**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**  
  
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). In case of Soya bean, seed grading the feeding shall not be done, through elevator and it shall be fed by labour directly to the machines.
3. **Indirect Packing**
  1. 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).
  2. 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 in case of Paddy seed till it meets the desired standard), 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. 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.)

5. Shifting of seed from one go down to another or within go down if required. Full particulars and reasons for shifting may be given. No shifting payable for grading or packing of seeds.
6. **Local Transportation** : This includes loading / unloading local transportation from NSC office / Plant to Railway Station, Transport Company and vice-versa for seeds and certification & packing material. In case railway wagons they will have to give the clear RR and demurrage etc., will be borne by contractors, and arrangement of demurrage as may be.
7. **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.
8. **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.
9. **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.
10. **Re-grading, packing of carryover stocks** : Segregation of lot-wise of carryover stocks from stocks. Opening of seed bags, its 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.

**Note** : RATES ONCE APPROVED SHALL NOT BE CANGED FOR THE PERIOD  
THE TENDER HAS BEEN CALLED i.e. 2011 – 2012

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

The Regional Manager  
National Seeds Corporation Ltd.  
Jaipur

**TENDER FORM**

**Ref.: Your open tender notice for appointment of Job Contractor for the  
Year 2011-2012**

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 2011-12 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 weighment (Item No.1 of Annexure 'A')                     | Rs..... (Rupees ..... |                 |
|        | b) Loading / unloading of trucks and trollies with wieghment                                                  | Rs..... (Rupees ..... |                 |
| 2.     | <b>All items of work as indicated against Item No.2 of Annexure 'A' i.e. Direct Packing</b>                   |                       |                 |
|        | a) For packing sizes upto 2 Kgs. bags                                                                         | Rs..... (Rupees ..... |                 |
|        | b) For packing size above 2 Kgs. to 5 Kgs. Bags.                                                              | Rs..... (Rupees.....  |                 |
|        | c) For packing size above 5 Kgs. to 10 Kgs. bags                                                              | Rs..... (Rupees ..... |                 |
|        | d) For packing size above 10 Kgs. to 20 Kgs. bags                                                             | Rs..... (Rupees.....  |                 |
|        | e) For packing size above 20 Kgs. to 30 Kgs. Bags                                                             | Rs..... (Rupees ..... |                 |
|        | f) For packing size above 30 Kgs. to 40 Kgs. Bags                                                             | Rs..... (Rupees ..... |                 |
|        | g) For packing size more than 40 Kgs. size                                                                    | Rs..... (Rupees ..... |                 |
| 3.     | <b>Direct Packing</b>                                                                                         |                       |                 |
|        | a) For packing size above 30 Kgs. to 40 Kgs. for Soyabean                                                     | Rs..... (Rupees ..... |                 |
|        | b) For packing size 40 Kgs. and above                                                                         | Rs..... (Rupees ..... |                 |
| 4.     | <b>All items of work is indicated against Item No. 4 (i) &amp; (ii) of Annexure 'A' i.e. indirect packing</b> |                       |                 |
|        | a) For packing sizes upto 2 Kgs. bags                                                                         | Rs..... (Rupees ..... |                 |
|        | b) For packing size above 2 Kgs. to 5 Kgs. Bags.                                                              | Rs..... (Rupees.....  |                 |
|        | c) For packing size above 5 Kgs. to 10 Kgs. bags                                                              | Rs..... (Rupees ..... |                 |
|        | d) For packing size above 10 Kgs. to 20 Kgs. bags                                                             | Rs..... (Rupees.....  |                 |
|        | e) For packing size above 20 Kgs. to 30 Kgs. Bags                                                             | Rs..... (Rupees ..... |                 |
|        | f) For packing size above 30 Kgs. to 40 Kgs. Bags                                                             | Rs..... (Rupees ..... |                 |
|        | g) For packing size more than 40 Kgs. size                                                                    | Rs..... (Rupees ..... |                 |

- |     |                                                                                                                                                                      |                       |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 5.  | 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 ..... |
| 6.  | Shifting of seed from one godown 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 ..... |
| 7.  | Local transportation from office / plant to CWC Railway / Transport and Vice-versa including Loading & unloading (Item No.7 of Annexure 'A')                         |                       |
|     | a) Upto 5 Qtls.                                                                                                                                                      | Rs..... (Rupees ..... |
|     | b) Above 5 Qtls.                                                                                                                                                     | Rs..... (Rupees ..... |
| 8.  | Hand Picking (Peas & other crops)                                                                                                                                    | Rs..... (Rupees ..... |
| 9.  | Hand Picking (Groundnut only)                                                                                                                                        | Rs..... (Rupees ..... |
| 10. | Revalidation of seeds as per item No.9 of Annexure 'A'                                                                                                               | Rs..... (Rupees ..... |
| 11. | <b>Regrading and packing of carryover stocks (Item No.10, Annexure 'A')</b>                                                                                          |                       |
|     | a) For Packing upto 10 Kgs.                                                                                                                                          | Rs..... (Rupees ..... |
|     | b) For Packing above 10 Kgs. to 40 Kgs.                                                                                                                              | Rs..... (Rupees ..... |
|     | c) For Packing above 40 Kgs.                                                                                                                                         | Rs..... (Rupees ..... |

I / We are enclosing herewith the Draft No. / CR No..... dated ..... for Rs.25,000/- on account of Earnest Money.

Photocopy of Labour license, EPF No, PAN No. issued form Concerned Department is enclosed herewith.

Signature .....

Name in Block letters .....

Complete postal Address .....

.....

Telephone Nos. (if any).....