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TENDER DOCUMENT FOR NSC LTD. PROCFSING PLANTS

Sealed tenders Super scribed “TENDER FOR APPOINTMENT OF JOB CONTRACTOR” for the year 2011-12 for Bhopal plant are invited on prescribed Tender Form from Labour Contractors registered with labour department to undertake the items of work as indicated (**Annexure-A**) enclosed with tender document .

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 from the date of receipt of work order. Even if the contractor fails to furnish the license within scheduled time, the Corporation will have the 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. Bhopal on 14.04.2011 upto 1.00 PM and he opened on the same day at 2.00 PM in presence of the tenderer or their representative, if any. The tender received after scheduled time of receipt and not accompanied with the requisite Earnest Money may not be considered.

TERMS & CONDITIONS

1. The tenderer must indicate on the sealed envelope containing tenders the name of NSC Branch Office for which tender is furnished. Specimen of superscription in tender for Appointment of Job Contractor at NSC Ltd., Govindpura, Bhopal.
2. The tenderer must fill in their rates both in words and in figures in the tender form and rates 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 in to with the Labour Contractor shall be subject to the deduction of Income Tax at source according to the provision 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 laborers provided by him.
5. Tenderer 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.

(2)

7. **EARNEST MONEY:** Tender must accompanied the EMD of Rs. 10000/- (Rupees ten thousands only) separately for each plant in the following manner:

a) In Cash: This should be deposited in cash directly with the Accounts Officer, National Seeds Corporation Ltd., 48-49, Sector-B, Industrial Area, Govindpura, Bhopal or at the concerned Sub-Unit office.

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

c) By mean of attaching a Demand Draft on SBI group of Banks or Nationalized Bank payable at SBI, SSI Branch. Industrial Area. Govindpura, Bhopal in favour of National Seeds Corporation Ltd., Bhopal.

CHEQUES WILL NOT BE ACCEPTED: Amount of the 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 tenders EMD will be refunded without any interest.

8. The Contractor shall undertake the responsibility for providing adequate laborers 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 become payable to the work contractor, the contractor shall be under an obligation to pay that amount on demand within a weeks 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.
- In case of indirect packing of size less than 20 Kgs - 30% of payment on the approved rates shall be made after grading and packing of seeds in bulk bags and stacking the same in the processing plant/adjoining seeds stores. Rest 70 % payment will be made after final packing.
 - In case of indirect packing of size 20 Kgs or more than 20 Kgs - 50% of payment on the approved rates shall be made after grading and packing of seeds in bulk bags and stacking the same in the processing plant/adjoining seeds stores. Rest 50 % payment will be made after 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 sampling work is done and balance amount payable after completion of full revalidation work.

(3)

11. All the work be attended on 'TO be billed basis' and the payment will be made by the Regional Office of NSC, 48-49, Sector-B, Industrial Estate, Govindpura, Bhopal 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 Manager 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 on monthly basis latest by 10th of following months then penalty may be imposed by the competent Authority @ 2% of the bills for first week and later on 4% if submitted later than this.
12. The payment shall be made by crossed A/c payee cheque in favour of the contractor on production of the 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 labour provided by the work contractor the cost, therefore at the prevailing sale rates of the corporation shall be came 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 laborers, it will be open to NSC to arrange laborers at the cost of contractor and in the event of NSC being obliged to pay excess to such labours, the amount paid shall become recoverable from the contractor with whom the agreement has been entered. The payment made to the laborers engaged by NSC the same bill deduct-able from bills of the labour contractor. Laborers 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 out side of the godown at the dust collector needed.
16. The contractor is required to maintain full requisite record as per bye-law such as attendance and wages disbursement register in report of laborers 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 for work contractor and 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 & 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 decision about the acceptance of tenders will be taken on the date of opening of the tenders or as soon as thereafter be possible.

(4)

18. The successful tenders shall be intimated by the letters or other means of communication and the tenders so informed shall be bound from the time of transmission of the such acceptance. Formal acceptance of the tenders will be forwarded to successful tenderer 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 tenders is required to enter into on agreement on non judicial stamp paper of Rs. 100/. Cost of stamp paper is borne by 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, Bhopal reserves the right to reject any or all to accept any or part of the offer made and further he reserves the right to allot specified jobs to different tenders and split the job without assigning any reasons. The decision of the NSC Bhopal in the matter shall be final and binding in all respects and it will not be challengeable by any of the tender.
20. The tenders received from black listed labour contractor by NSC or any other Govt. Department shall not be considered.
21. The cost of 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 14.04.2011 upto 11.30 a.m. and no tender can be sold after this date and time. The tender form shall be available for sale at Regional Office Bhopal or concerned sub-units on all working days from 10.00 A.M. to 5.30 P.M.
22. The agreement entered into with the labour contractor shall be valid for one year i.e. April 2011 to 31st March 2012 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, Bhopal 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 and without assigning any reason.
24. In the event of any difference or dispute 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/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 Govt. 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 circumstanced 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.

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

1. Loading/Unloading of trucks and trolleys and stacking at the processing plant/adjoining stores as per instruction from this corporation: NSC seed producers and growers seed. In case of growers raw seeds payment will be at growers cost at NSC approved rates.

A) Loading/Unloading with weighment. Weighment sheet must be attached with the bills for passing the bills at Regional Office, Bhopal.

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 weighment of seed bags, after putting leaflets, chemical packets wherever 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. In case of Soyabean, seed grading the feeding shall not be done, through elevator and it shall be feed by labour directly to the machines (if conveyor belt is not under operation).

3. Indirect Packing:

- 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 weighment 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 Sutali to be provided by NSC). Weighing and stacking of undersized seed. In case of Soyabean, seed grading the feeding shall not be done, through elevator and it shall be feed by labour directly to the machines (if conveyor belt is not under operation).
 - b. Lifting of Lot wise graded seed stock from stocks of processing plant/adjoining seed stores 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 and also on tags/chemical packets wherever necessary and inserting lead seals on each seed bags, stitching of seed bags, inserting of small packets and stitching of outer packing material and stacking of finished material lot wise at the processing plant or adjoining stores (packing material 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. (Sutali to be provided by NSC).

(6)

5. a). Shifting of seed from one godown to another (adjoining), or within godown if required. Full particulars and reasons for shifting may be given. No shifting payable for grading or packing of seeds.

b). Shifting of seed from one godown to another (not adjoining but within premises), 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 of raw seed and graded seeds from plant to warehouse and vice-versa.
7. **Hand picking of seeds**: In some of the cases the hand packing being organized by the NSC specially in case of peas, Gram and Soybean etc., rates per qtls is also required to be quoted.
8. **Hand packing of Groundnut seeds**: This includes separation of light, broken black seed from the lot as per the guidelines of the processing incharge from time to time.
9. **Revalidation work**: The carry over stock are required to be revalidation 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 the 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 the all respects.

Note: - RATES ONCE APPROVED SHALL NOT BE CHANGED FOR THE PERIOD THE TENDER HAS BEEN CALLED 2011-2012.

TENDER FOR APPOINTMENT OF JOB CONTRACTOR AT NATIONAL SEEDS CORPORATION LIMITED (PLANT BHOPAL)

The Regional Manager
National Seeds Corporation Ltd.,
Bhopal

TENDER FORM

Ref: Your open tender notice for appointment of job Contractor for the Year 2011-12.

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 My/Our lowest and firm rates for different items of work relating to your NSC processing Plant Bhopal are quoted hereunder:-

S.No.	Item of work	(In Figures) Per Qtl.	(In words)
1. a)	Loading/unloading of trucks and trolleys without weightment (Item No.1 of Annexure-A)	Rs.....	(Rupees.....)
b)	Loading/Unloading of trucks and trolley's with weightment.	Rs.	(Rupees)
2.	All items of work as indicated against item No.2 of Annexure-A i.e. Direct Packing.		
a)	For packing sixes 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.	Direct Packing		
	For packing size above 30 kgs to 40 kgs for Soyabean	Rs.	(Rupees)
	For packing size 40 kgs and above	Rs.	(Rupees)
4.	All items or work is indicated against Item No.3 (I) & (II) of Annexure-A i.e. indirect packing		
a)	For packing sixes 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.	Weighing and packing of undersized seed in Gunny bags and stacking thereof.	Rs.	(Rupees)
6.	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.per bundle	(Rupees)

- 7 a. Shifting of seed from one godown to another (adjoining),if required within the plant premises (Item No.5a of Annexure-A) Rs. (Rupees)
- (No shifting for grading or packing of seeds payable.)
- 7 b. Shifting of seed from one godown to another, (not adjoining but within premises) if required within the plant premises (Item No.5b of Annexure-A) Rs.(Rupees)
- (No shifting for grading or packing of seeds payable).
8. Local transportation of raw seed and graded seed from plant to warehouse and vice-versa including loading and unloading(item No 6 of Annex-A)
- a. Within 10 Kms Rs. (Rupees)
- b. Above 10 kms to 30 Kms Rs. (Rupees)
8. Hand Picking (Peas & Other Crops) Rs. (Rupees)
- 9 Hand Picking (Groundnut only) Rs. (Rupees)
10. Revalidation of seeds as per items No.9 Annexure-A Rs. (Rupees)
11. Re-grading and packing of carryover stocks (Item No10, Annexure-A)
- 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)
12. Loading and unloading charges certification and packing material:
- a) Cloth/HDPE Bag/Chemical Drum/bag /Bundles/bales : 20 Kgs to 50 Kgs Rs. (Rupees)
- b) Cloth/HDPE Bag/Chemical Drum/bag /Bundles/bales : 51 Kgs to 100 Kgs Rs. (Rupees)
13. Fumigation charges per stack upto 50 Qtls Rs. (Rupees)
- 51 Qtls to 200 Qtls Rs. (Rupees)
- 201 Qtls to and above Rs. (Rupees)
14. Spraying charges (per day) Rs. (Rupees)

I/we am / are enclosing herewith the Draft No./CR No. Dated..... for Rs.10000/- on account of Earnest Money.

Labour license issued from Labour Department is enclosed herewith.

Signature:

Name in Block Letters:

Complete postal address:

.....

.....

Telephone No. (if any):.....

TECHNICAL BID
TENDER FOR APPOINTMENT OF JOB CONTRACTOR AT
NATIONAL SEEDS CORPORATION LIMITED (PLANT BHOPAL)

- | | |
|---|-------|
| 1. Name & Address of the tenderer | _____ |
| | ===== |
| 2. Name of the proprietor/partner | _____ |
| | _____ |
| 3. Labour license No. of the tenderer/Organization
Along with copy of registration | _____ |
| 4. EPF Registration No. (Copy of registration) | _____ |
| 5. Income Tax Pan No. (Copy of PAN Card) | _____ |
| 6. Experience Certificate (Copy of Certificate) | _____ |
| 7. Number, date and amount of Demand Drafts
/Cash enclosed as EMD | _____ |

Signature

Date:

Party Name:
Address & Phone No.
.....
.....

To
Regional Manager
National Seeds Corp. Ltd
48 – 49, Industrial Area,
Govindpura, Bhopal