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TECHNICAL BID

1. Name, Address & Phone No.:

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2. Company profile including
previous experience of man-
power supply to Govt. Depart-
ment etc.

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3. Provident Fund Registration No. :.....

4. ESI Registration No. :.....

5. Registration No. :.....

6. PAN No. :.....

7. Service Tax No. :.....

8. Demand Draft for EMD Rs.DD No.....Date

9. Details of Educational Qualification of Stenographers alongwith all
relevant information (copy of record):

S.No.	Name of The Candidate	Educational Qualification

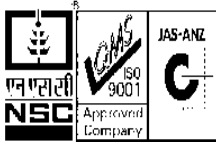
10. Details of Educational Qualification of Computer Operator alongwith
all relevant information (copy of record):

S.No.	Name of The Candidate	Educational Qualification

11. Photocopies of certificates in S. No 2,3,4,5,6 & 7 are enclosed.

I/We hereby accept all the terms and conditions of the Tender as
contained in Annexure-I of the tender.

Seal & Signature of
Authorized Officer of Agency



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PRICE BID

Cost of the Tender Form (Rs.100/-)

S . N .	Category	Minimum wage (as per the minimum wages Act)	EPF @ Rs.	ESI @ ____ Rs.	Service Charge @ ____ Rs.	Service Tax @ ____	Total per month wages to be paid by NSC Rs.
1	Stenographer (English)						
2	Computer Operator						

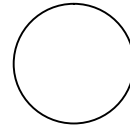
I/We hereby accept all the terms and conditions of the Tender as contained in
Annexure-I of the tender.

Signature _____

Name _____

Place :

Seal/Stamp of the Agency:





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TECHNICAL – COMMERCIAL BID

Sealed tender are invited from reputed main power agencies for Computer Operator & Stenographer on contract basis work in the NSC as detailed below:

- | | |
|----------------------|-----|
| 1. Stenographer | One |
| 2. Computer Operator | One |

Eligibility:

i) Stenographer (English):

Graduate with good knowledge of English and proficient in stenography candidate should have speed of 80 wpm in short hand and 40 wpm in English typing. Candidates with 2 years related experience would be preferred.

ii) Computer Operator:

- 1 Computer operator should have BCA or Graduate with diploma in Computer Application
- 2 Computer operator should have thorough knowledge of MS office, data feeding.
- 3 Period approximately for one year
- 4 Security consideration:
The person supplied by the agency should not have any police records/criminal cases against them. The agency should make adequate enquiries about the characters and antecedents of the person whom they are recommending.
- 5 Period within which the manpower is to be supplied within 15 days of awards of contract.
- 6 Terms & Conditions: At Annexure-I.
- 7 The tenders should be submitted in two sealed covers. The first sealed cover should be super scribed "Technical- Commercial Bid" and should contain.
 - (i) Company profile including previous experience of manpower supply to Government Department etc.
 - (ii) Acceptance of terms & conditions at Annexure-I
 - (iii) Demand draft for earnest Money deposit.
 - (iv) The second sealed envelop super scribed 'Price Bid' should contain only rates which is to be quoted on monthly basis for normal duty of 8 hours per day per person. Both the sealed covers should be placed in the main sealed envelops super scribed. This should be address to RM National Seeds Corporation Ltd. Bhopal, within two week of this advertisement.
- 8 The tenders will be opened by the Bid Committee on a date immediately after the expiry of two week stated above in Room in front in the participating bidders.



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Terms & Conditions

- (a) Compliance with all statutory requirements as per Labour Laws and the Payment of Minimum Wages Act in force shall be the sole responsibility of the service providing agency. The NSC shall not be responsible for any mishap during the course of duty or any liability on that account
- (b) The service provider shall have to indicate their Provident Fund and ESI numbers in the Tender Form and furnish attested photocopies in proof thereof; this is a mandatory requirement.
- (c) The service provider shall indicate their Registration Number; Permanent Account Number; Service Tax Number in the Tender Form and provide attested copies thereof as mandatory requirements. Tenders received without these statutory documents shall be summarily rejected.
- (d) The service provider has to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/his/her their misconduct and service provider shall forthwith comply with such requirements.
- (e) The service provider has to provide the Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
- (f) The Service provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office. Replacement on account of incompetence or any other reason, should not be more than two, otherwise the contract may be terminated with forfeiture of security.
- (g) Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipments or vehicles of the personnel of the service provider.
- (h) The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
- (i) The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.

- (j) The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as all are of confidential/secret nature.
- (k) The service provider's person shall not claim any benefit/compensation/absorption/regularization of services with office under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
- (l) The person deployed shall not claim any Master & Servant relationship against this office.
- (m) The service provider shall ensure deployment of suitable people from proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
- (n) The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
- (o) The service provider shall engage the necessary person as required by our office from time to time. The said person engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no Master & Servant relationship between the employees of the service provider and the said person of the service provider shall not claim any absorption.
- (p) The transportation, food, medical and other statutory requirement in respect of each personnel of service provider will be the responsibility of the service provider.
- (q) The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment and a certification to this effect submitted to NSC.
- (r) Working hours would be normally 7 ½ hours per day including half hour lunch break between 10.00 AM. to 5.30 P.M. during working days. Actual amount per hour would be calculated for the personnel deployed on duty. The personnel may be called on Second Saturday, Sunday and other gazette holidays, if required. They may be paid extra as per the rates approved by the office.
- (s) The service provider will submit the bill in duplicate every month with the following documents by 1st of next month and will have to make payment to his employee on the same day of getting the payment from NSC:
 - a. Copy of EPF/ESI challans towards remittance of statutory dues with a certified list of contributors against the challan with description of employees & employer contribution and administrative charges.
 - b. ESI card of personnel provided to the NSC.
 - c. EPF A/c No. of personnel provided to the NSC.
 - d. Certified copy of Wages Register.
 - e. Service Tax Challan provided to the NSC

- (t) The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the office.
- (u) The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- (v) Payments to the service provider would be strictly on certification by the officer with whom he is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.
- (w) The service provider shall be contactable at all times and message sent by e-mail/Fax/Special Messenger from NSC office to the service provider shall be acknowledged immediately on receipt on the same day.
- (x) The agency should be registered with the concerned Govt. Authorities, and a copy of the registration may be submitted.
- (y) The agency should submit its PAN and Sales Tax registration Number.
- (z) An earnest money deposit of Rs. 1,000/- each category in the form of demand draft drawn in favour of National Seeds Corporation Limited should be submitted along with the tender failing which their bids will not be considered valid. The successful bidder will be required to deposit Rs. 5,000/- each category as security deposit in favour of National Seeds Corporation Limited and the security money deposited will be retained till the tenure of the Contract. In the event of service of the service provider not found satisfactory, the security money shall be forfeited.

Signature of tenderer