

**Open tender for Selection of Human Resource
(HR) Consultancy Agency for preparation of
Strategic plan on HRD and Organizational
Restructuring**



National Seeds Corporation Ltd.

13th June, 2011

Tender Document No: NSC/HR/CONSULTANT/2011/01

Bid Data Sheet

Date of Issue	13.06.2011
Pre requisite for purchasing the tender	The company should be a Management Consultancy firm/Agency
Last Date, time of Submission	Upto 1500 Hrs 07.07.2011
Place for Submission	National Seeds Corporation Ltd. Beej Bhawan Pusa Complex, Inderpuri New Delhi-110012
Last Date for sending queries	Upto 1700 Hrs 30.06.2011
Mail ID to which any query is to be sent	gm.nsc@gov.in or am.rectt@nsc.gov.in
Cost of tender to be submitted with proposal	Rs.2000/- by way of a Demand Draft drawn in favour of 'National Seeds Corporation' and payable at New Delhi
Amount of EMD to be submitted along with Bid	Rs.20,000/- (Twenty Thousand only) by way of a Demand Draft to be given in favour of 'National Seeds Corporation' and payable at New Delhi
Period of Bid validity	180 days.
Name of contact person	D.R. Sarin, General Manager (Pers. & Admn.)
Contact Details	Tel: 011-25849415 Fax: 011-25842904

Disclaimer

This Tender Document is not an agreement and is not an offer or invitation by National Seeds Corporation (NSC) to any party other than the one that qualifies to submit the Bid. The purpose of this Tender Document is to provide information to the potential bidders to assist them in responding to this Tender Document. Though this Tender Document prepared with sufficient care to provide all required information to the potential bidders, they may need more information than what has been provided. In such cases, the potential bidder is solely responsible to seek the information required from NSC. NSC reserves the right to provide such additional information at its sole discretion. In order to respond to the tender, if required, and with the prior permission of NSC, each bidder may conduct his own study and analysis, as may be necessary.

NSC makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations on any claim the potential bidder may make in case of failure to understand the requirement and respond to the Tender document. NSC may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender Document.

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Background

National Seeds Corporation (NSC) is a Schedule 'B'-Miniratna Category-I company wholly owned by Government of India under the administrative control of Ministry of Agriculture. The NSC was established in 1963 to undertake production of foundation and certified seed. At present, it is undertaking production of seeds of nearly 600 varieties through its registered seed growers. There are about 8000 registered seed growers all over the country who are undertaking the seed production programmes in different agro-climatic conditions. At present, the Corporation turnover is over 600 crores.

There are 11 Regional Offices and 83 Area Offices of the Corporation spread all over the country. Detail of Regional Offices, Area Offices and Quality Control Laboratories is given in **Appendix 1**. In the seed production, emphasis is given for production of oil seeds, pulses and hybrids including vegetables. A strict Quality Control is ensured to maintain the seed quality by undertaking internal quality checks. NSC has established five Quality Control Laboratories, one each at New Delhi, Secunderabad, Bhopal, Kolkata and Pune to undertake seed testing to maintain the quality of seeds. Besides, production and distribution of quality seeds, NSC is also involved in the production of Tissue Culture Plants like Banana and supplies seedlings/saplings of fruits crops through procurement from the MOU Partners. Seed marketing is carried out through three channels namely sale through dealers, sale of seeds and mini kits supply to the State Governments & Govt. of India and sale through its own sale counters. There are about 2800 dealers of the Corporation who account for more than 65% of the sale turn over.

With the launching of the National Seed Project (NSP) in 1974, NSC has assumed the role of a key leader to develop the seed industry in the country on sound lines. NSC has also contributed in the establishment of various State Seed Corporation under the NSP.

National Seeds Corporation plays a key role in the implementation of various schemes of the Govt. of India like integrated scheme for Oil seeds, Pulses, Oil and Palm & Maize (ISOPOM) and in the implementation of "National Food Security Mission.". It also provides technical support to the seed producing agencies including State Seed Corporations through training of personnel involved in the seed production in this organization. NSC is the nodal agency for the implementation of the Central Sector Scheme to create infrastructure facilities like processing plants and storage godowns in different states in the private sectors. The seed bank maintained by the Corporation with the grant in aid of the Govt. of India holds larger qty. of seeds of different crops/varieties that are meant to meet the demand that arises during natural calamities like flood, drought etc. NSC also takes care to meet the demand for quality seed of the farmers in the interior parts of the country like North Eastern States & other hilly regions where no other seed producers are interested to reach.

The Corporation has around 820 regular employees in its roll. The strategic vision of NSC is to become a professional organization with appropriate organization structure and well defined roles and responsibilities of its employees. NSC endeavors to have a focused business strategy and therefore desire to develop well defined strategy in this regard. Broadly, the consultant is to review, the existing staff strength and project the requirement of manpower in the coming 10 years in proportion to growth of the Corporation and recommend the road map to be adopted to achieve this objective. The details of the deliverables are given in the document separately.

Aim

To take care to meet the demand for quality seeds in the country.

Vision

To lead the Indian Seed Industry by producing and marketing quality seeds of a wide range of crop varieties and hybrids, and adding value through other agro related inputs and services to the satisfaction of farmers.

Mission

To contribute to the prosperity of farmers through supply of quality seeds and other agro inputs / services and to enhance agricultural productivity

Main Objective

- a) To ensure growth in the activities of the Corporation.
- b) To undertake production and supply of quality seeds for enhancing agricultural productivity in the country.
- c) To diversify the product-mix with more focus on oilseeds, pulses and hybrid seeds.
- d) To introduce new crop varieties.
- e) To strengthen and modernize infrastructural facilities.
- f) To enhance seed production, processing and marketing by expanding Growers net work and through Public-Private-Partnership.
- g) To explore new distribution channels & strengthen the existing distribution network.
- h) To provide training/extension and other seed related services to the farmers.
- i) To expand activities in North Eastern States.

SCOPE OF WORK

A. The scope of work of preparation Strategic plan on HRD and organizational Re -structuring having following targets:

Organizational Restructuring and Setup

The scope of work related to finalization of NSC's Organizational Re -structured setup and detailing the roles and responsibility, these may be categorized broadly under the following heads:-

- 1. Study of the existing Manpower Plan and activities/work and to project year wise future manpower requirement** for all categories of staff for next ten years i.e. Executives, Supervisors, non-supervisory staff & daily wages workers stationed at 11 Regional Offices, 83 Area Offices & Head Office. While assessing the future requirement of manpower, it shall be presumed that the Corporation would continue to improve its production and sales turnover of certified seeds by 10%(target) per annum which is currently around 16.93 lakhs qtls. and turnover of Rs.647 crores for the year 2010-11. To study the activities/work which may be outsourced and to make recommendations in this regard.
- 2. To study existing Organization structuring and roles** and changes are to be proposed in the existing pay scales structure at each level to make up the gaps, if any, in the existing hierarchy with due justifications including creation of new positions at the executive levels particularly after studying the executive hierarchy set up in other Schedule B-Mini Ratna Category -1, CPSEs with an objective also to train and develop middle and senior level executives from within the organization in a phase manner.
- 3. Competency Mapping and Evolution of Robust Performance Management System(PMS) and compensation under the Performance Related Pay(PRP)** and other benefits after studying similar practices in other CPSEs in accordance with the guidelines of Department of Public Enterprises, Ministry of Heavy Industry, GOI including revision of proforma for assessment of performance at each level.
- 4. Cadre review** to suggest an appropriate cadre re-structuring keeping in mind the nature and extent of Business growth and future potential for business expansion in the Regional/Area Offices and Corporate Office.
- 5 Review of all existing Recruitment Rules including assessment for age relaxation for internal candidates**

The Consultant's scope of work under each of the above mentioned group will be as follows:-

1. Manpower Plan and Projection in respect of all category including Executives, Supervisor and Worker.

The Consultant shall assess the availability of manpower at each level of hierarchy and conduct independent study to assess the manpower requirement and submit yearwise requirement of manpower for next 10 years by taking production of seeds/sale of seeds as prime indicators. The manpower plan should contain the requirement of executive/supervisors/non-supervisory employees daily wagers at each level of hierarchy for the coming 10 years. The Consultant shall be required to outline the implications of the Corporation Business and to develop a road map for acquisition of manpower of various levels, Training & Retraining and redeployment to achieve an optimum manpower position over the next 10 year period with the assumption that the Corporation would continue to improve its production targets of certified seeds by 10% which is currently around 16.93 lakhs qtls and turnover of 647 crores for the year 2010-11. The consultant would be required to prepare a detailed job description for each position (at Executive category) to serve as an organizational aid for identifying and delegating responsibilities, coordination and division of work and prevention of duplication of efforts. A Job Description should be used as a guide and are not intended to be all-inclusive of a person's abilities, the requirements for fulfilling their position, or as work limitations or restrictions on employee roles. Describe specific job tasks with details of the major duties and/or responsibilities for performing the job. Whenever possible use descriptive terms related to the objectives or action of a particular function rather than to indicate merely what is done. It is very important to note specific deliverables for a task. It is recommended that job descriptions should not contain more than ten duties, ideally five or six duties is best in order to make the responsibilities description easier to understand.

2. Organization Structure and Roles

The Consultant may undertake independent study of the existing organization structure and also to make assessment about re-structuring of the existing set up and will recommend necessary changes. Consultant shall also submit the same after identifying the key performance areas and suggest the methodology. The Corporation shall provide a copy of the report submit of National Productive Council (NPC) on organizational re-structuring, manpower assessment and review of recruitment/promotional policy/rules study predominantly of the Corporation in Regional Offices, Area Offices and Head Office in the year, 2004.

3. Competency Mapping and Evolution of Robust Performance Management System (PMS) for compensation under the Performance Related Pay (PRP) and other benefits including revision of proformae for assessment of performance at each level.

Competency Mapping:

- a) Identify key attributes and skills required for each position. These attributes shall be elaborated in such a manner that occupant of the position is aware of his responsibilities and his superior also becomes aware of the expected outcomes of his subordinate.
- b) Conduct a job analysis by asking incumbents at Executive level to complete a Position Information Questionnaire (PIQ). This may be provided to the incumbent to complete but Consultant shall also conduct one-on-one interview (for each level or kind of posts) by using the PIQ as a guide. Objective is to gather from incumbents what they feel are the key behaviors necessary to perform their respective jobs.
- c) Using the results of the job analysis, develop a competency based job description. A sample of a competency based job description generated from PIQ may be analyzed and discussed before finalizing the standard competencies which may also be helpful in reviewing the Recruitment Rules of each executive position.
- d) With a competency based job description, map the competencies throughout human resources processes. The competencies of the respective job description shall also become the factors for assessment on the performance evaluation in an objective manner
- e) Using the competency mapping to identify the competencies individual need additional development or training.

Performance Management System (PMS):

The consultants will prepare a system which will provide for a systemic review of individual performance & identify development opportunities. The competencies identified in the earlier phase should also get integrated into to devise a robust Performance Management System. This performance management system and Competency mapping of the individual should be in line with the 2nd wage revision guidelines issued by Department of Public Enterprises (DPE) for implementation of the **Performance Related Pay (PRP). The existing proforma to be revised for effective Performance Management System(PMS)**

4. Review and suggest an appropriate cadre structure across the Corporation keeping future business expansion in mind.

5. Review of all existing Recruitment Rules including assessment for age relaxation for internal candidates

Deliverables

Deliverables from the bidder for the scope of work with time frame from the award of work are mentioned below:

Organization Restructuring

- Methodology to be adopted to undertake the above studies - Within 7 days of the award of work
- Review of the progress by the Evaluation Committee - Once in a month
- Submission of interim report - Within 2 months of the award of the work.
- Submission of final report - Within 3 months of the award of the work

Instruction to Bidders

The Bidder is required to submit Covering Letter in **Form No. 1**. Following are the guidelines for bidders to submit Technical and Commercial Bids for this consultancy project.-

Bid Format:

The bid would consist of two parts i.e. Technical bid & Financial bid.

1. Envelop No. 1 to contain the EMD in original and Money Receipt towards cost of Tender documents and original declaration/information with respect to compliance with pre qualification criteria as per **Form No. 2**.

2. Envelop No. 2 to contain the original Financial Bid as per **Form no 3**.

These bids are required to be submitted in separate sealed covers duly marked to identify it e.g. "Technical Bid" should be written on the envelope containing "Technical bid". These two envelopes in turn should be placed in an envelope duly sealed and marked in bold letters Proposal for Engagement of HR Consultant Agency for preparation of Strategic plan on HRD and Organizational Re-structuring " NOT TO BE OPENED BEFORE 1500Hrs. ON 7.7.2011. *If the tender documents have been downloaded from the website then fee of tender document (Rs.2,000=00 in the form of DD favouring "National Seeds Corporation" should be enclosed along with the application.* Technical bids of the firms will only be opened. A demand draft of Rs.20,000=00 favouring "National Seeds Corporation." as Earnest Money Deposit (EMD) should be submitted with the technical bid. At the time of opening of the bid, it will be first seen whether both items i.e. EMD as well as fee of the tender document are properly submitted or not with the technical bid. Application not accompanying Tender fee, if required and EMD would be summarily rejected and their Technical and Financial bids will not be opened. No communication in this regard will be entertained in future.

Note: Documentary evidences are to be submitted towards compliance with Mandatory qualification criteria.

Technical Bid:

The technical bid document should include specific responses addressing the requirements described below:

1. Understanding of National Seeds Corporation needs.
2. Implementation Methodology
 - a. Proposed Approach and Methodology.
 - b. Risk Identification and Mitigation Strategy.
3. The bidder's organization profile
4. Relevant Experience of the firm.
5. Project organization and details of the curriculum vitae of key members of the team to be associated with this study.
5. Curriculum vitae of other team members to be associated with this study.
6. Strength of resources having implementation experience.

Note 1: Documentary evidences are to be submitted towards all the experiences claimed and clearly highlighting the relevant part in the document.

Note 2: At the time of evaluation of the Technical bid, the Evaluation Committee may, if required, may ask the bidders to make a presentation on the above points for more clarity.

Financial Bid:

In the Financial bid, which shall be submitted separately provide for a single quotation for the fees to be charged by the bidder for the present assignment. Detailed break-up of charges should be submitted in **Form-3**.

Important Milestones:

Last Date for Bid Submission	1500 Hrs. on 07.07.2011	
Bid Validity Period	180 Days	
Withdrawal of Bids	A bidder may request for withdrawal of the bid after submission by making a written representation to NSC specifying the reasons for withdrawal. He may be allowed to do so before the deadline for submission of bid i.e. 7.7.2011 Bids cannot be withdrawn during the bid validity period.	
Bid Opening	Stage 1	NSC will open the Technical bid in the presence of the bidder who wish to be present.
	Stage 2	NSC will open the Financial Bids of only those bidders who will qualify in technical bid evaluation by the technical evaluation committee.

Mandatory Eligibility Criteria

The following are the essential qualifying criteria for the bidders to qualify in Technical bid:-

1. Bidder must be management consultancy firm/Agency and should have earned more than Rupees Five Crore per year revenue from management consulting practice in India during last three years ending on 31/03/2011.
2. Bidder must have completed similar project of organization restructuring assignment for at least three Government/PSU/Autonomous Bodies in the last five years ending on 31/03/2011.
3. Net worth of the bidder shall not have eroded by more than 50% during last three years ending 31/03/2010
4. The bidder should be operating in India for at least 5 years ending 31/03/2011 and should have completed similar assignments in Govt./Public Sectors out of which three similar assignment Govt./PSU.
5. The bidder should have Service Tax Number and PAN of Income Tax.

Evaluation Criteria

Stage 1: Technical Evaluation

Stage 1 evaluation will be taken up for those bidders who have submitted required EMD and DD towards cost of Tender documents. The bid will be scrutinized with respect to the mandatory eligibility requirements. Only those bids who meet all the eligibility requirements shall be considered for stage 2 evaluation. The details of these parameters are given in Form No - 2 Technical Bid. Technical evaluation will be done on credentials of the consulting company on various parameters like experience, methodology etc and after seeing the presentation if required. Commercial bid shall be opened for only those bidders which qualify Technical evaluation by the Evaluation Committee constituted by the Corporation.

Stage 2: Financial Evaluation

Bidders who qualify in stage 1, their Financial bids shall be opened. The lowest bid i.e. the bid has lowest quoted by the bidder shall be taken for further consideration. The details of these parameters are given in Form No- 3 Financial Bid.

General Terms and Conditions

Contract Award Criteria

The Contract shall be awarded after the evaluation of the commercial bid.

Partial Work Order

NSC, at its own discretion, may award the whole job or part of it to one or multiple vendors as found suitable. The bidders have to execute the whole or part of the job at the rate quoted for the awarded job.

NSC's right to accept/ reject Bids

Notwithstanding anything stated in the Tender Document or in any related correspondence, NSC reserves the right to accept or reject any Bid. It also reserves the right to cancel/annul the bidding process and reject all Bids at any time before the award of the Contract, without assigning any reason and thereby without incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for NSC's action/decision.

Signing of the Contract

Issue of Letter of Intent (LOI)/ Fax of Intent (FOI) shall amount to award of the Contract and the bidder shall initiate execution of the work within the timeframe specified in the Contract. Subsequent to the bidder acknowledging the Letter of Intent (LOI)/ Fax of Intent (FOI):

1. The bidder will be required to furnish security against Performance Guarantee as described in this document.
2. The bidder and NSC will sign the contract within Fifteen (15) working days from the date of the bidder receiving the LOI/ FOI, provided that the requisite security against Performance Guarantee has been furnished by the bidder,
3. NSC retains the right and authority to negotiate certain terms with the bidder before signing the Contract,
4. The Contract will be prepared in English and Hindi Languages in two originals, one each for the bidder and NSC. The bidder will be required to submit to NSC six photocopies of the entire contract and supporting documents duly bound. For all legal matters the contents mentioned in English Language Contract will be valid.
5. No deviation will be allowed in the contract from the terms and conditions as mentioned in this tender Document.
6. This tender document, the proposal submitted by the bidder and any other communication in relation to this tender will form a part of the contract document.

The successful tenderer shall be required to execute an agreement with the NSC on requisite non-judicial stamp paper, within 15 working days of the receipt by him of the notification of acceptance of the tender.

Performance Security

The bidder is required to furnish, within Seven (7) working days of receipt of the LOI/ FOI/ Start of Work letter, a Performance Guarantee for an amount equivalent to 10% of the contract price as applicable.

Return of Bid Security

On signing of agreement by the successful bidder, NSC will notify the other bidders of award of the contract and shall discharge their EMD. The EMD submitted by the successful bidder may be released once a performance guarantee is submitted by the bidder for the whole contract.

Failure to abide by the Contract

The bidder is expected to strictly adhere to the terms specified in this Tender document as well as the Contract. Any violation of any of the terms could lead to immediate termination of the Contract at the risk and cost of such bidder without prejudice to the rights of NSC with such penalties as specified in the Tender Document and the Contract.

Terms of Payment

NSC will release payments for execution of the contract based on milestones of work completion as indicated in **APPENDIX - 2**.

Mobilization of resources

The contractor should mobilize resources within 15 days of issue of LOI/Start Work Letter as per terms of tender.

Conflict of Interest

Neither the selected consultant nor any of the consultant's personnel shall engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations in relation to this project. The key members quoted in the Tender document shall not be changed in any circumstances other than Corporation will have the right to cancel the Contract at the risk and cost of such bidder without prejudice to the rights of NSC with such penalties as specified in the Tender Document and the Contract.

Penalty/Cancellation

In case of delay in completion of the assignment, the penalty @ 0.5% of the basic order value per week subject to maximum up to 5% of the basic order value shall be levied. In case of delay exceeding the specified completion period, it shall be open to the management of the Corporation to cancel the Order or, extend the time period.

Effective Date

Start Date:

The total work mentioned in the contract have to start on date desired by NSC and will be intimated by NSC in writing however the assigned project will start within 15 days of the contract signing.

End date:

Shall mean completion of time period for & Organizational restructuring three months from the date of signing contract.

Consultant shall deploy appropriate number of personnel to conduct studies for HR Operation & Organizational restructuring to ensure to complete the same on the above mentioned timelines.

Price Validity

The price quoted by the bidder should be valid for 180 days from the tender due date.

Consortium or Sub-contracting

Consortium or sub-contracting for this job mentioned in this tender is not allowed. The bidder must have the capacity to execute the work by themselves.

Form 1: Cover Letter

To

Date:

The General Manager (Personnel & Administration),
National Seeds Corporation Limited
Beej Bhawan, Pusa Complex
New Delhi-110012

Sub: Proposal for Selection of Human Resource (HR) Consultancy Agency for preparation of Strategic plan on HRD and Organizational Restructuring.

Dear Sir,

1. Having examined the Terms mentioned in the tender document we, the undersigned, submit our technical & financial proposals for the above tender.
2. We have read the provisions contained in the tender document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. If we are entrusted the consultancy assignment, we undertake to provide a Performance Bank Guarantee in the form and amount prescribed.
4. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification and without prejudice to other remedies available to NSC

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this Proposal for and on behalf of [Name of Consultants]

Name of Firm:

Address:

Technical Bid

Sl. No.	Mandatory Criteria	Yes/No (To be filled by Bidder)	Required Documentary Evidence
1	Bidder must be management consultancy firm/Agency should have earned more than Rupees Five Crore per year revenue from management consulting practice in India during last three years ending on 31/03/2011.		<i>Documentary Proof to be certified by CA in practice.</i>
2	Bidder must have completed similar assignment for at least three Government/PSU/Autonomous Bodies/ customer in the last five years ending on 31/03/2011.		<i>Submit either of the following client concerned document</i> 1. Work orders OR 2. Agreements OR 3. Completion Certificate
3	Net worth of the bidder shall not have eroded by more than 50% during last three years ending 31/03/2010		<i>Documentary Proof to be certified by CA in practice.</i>
4	The bidder should be operating in India for at least 5 years ending 31/03/2011 and should have completed three similar assignments in Govt./Public Sectors/ Autonomous Bodies		<i>Documentary Proof to be certified by CA in practice.</i>

(A) - The technical bid document should include specific responses addressing the requirements described below:-

1. Understanding of National Seeds Corporation needs.
2. Implementation Methodology
 - a. Proposed Approach and Methodology.
 - b. Risk Identification and Mitigation Strategy.
3. The bidder's organization profile
4. Relevant Experience of the firm.
5. Project organization and details of the curriculum vitae of key members of the team
5. Curriculum vitae of other team members.
6. Strength of resources having implementation experience.

Note 1: Documentary evidences are to be submitted towards all the experiences claimed and clearly highlighting the relevant part in the document.

Note 2 : At the time of evaluation of the Technical bid, the Evaluation Committee may ,if required, ask the bidders to make a presentation on the above points for more clarity.

(B) - Credentials related to the works / assignments completed/continuing for last 5 (five) years.

Sl. No.	Name of the Client/ Organization with Address	Contacting person of Client with telephone Number	Scope of Services Provided by Bidder	Year of services provided with contract period	Value of Contract (INR)	Period of completion / on going

(C)- Qualifications and Experience of Key Personnel to be associated with the Project:

Particulars	Professional # 1	Professionals #2, #3 etc.
Name and Designation		
Experience/ Work History		
Educational / Professional Qualification(s)		
Expected Nature of Involvement (Specific roles / activities Full time/ part time		

Financial Bid

For the Scope of Work mentioned in this tender documents and fee to be charged for the deployment of experts and support staff. The bidder should calculate the manpower requirement as per their understanding of resource requirement for the scope of work and quote accordingly.

Strategic plan on HRD and Organization Restructuring

Module of Study	No of resource person	Total Man Months	Man-Month rate	Total
Manpower Plan and Projection(Manpower planning)				
Organization Structure and Role				
Competency Mapping and Performance Management Systems				
Review and suggest an appropriate cadre structure				
Review of the existing Recruitment Rules				
Total Fees				

Note :- Total fee will be taken for consideration to deciding lowest bidder and no Partial Work Order will be awarded for part of module for study. A single work order will be awarded for whole study.

(Amount in words Rs.....)

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this Proposal for and on behalf of [Name of Consultants]

Name of Firm: Address:

APPENDIX -I

Details of Head Office, Regional Offices, Area Offices & Quality Control Laboratory of NSC across the India

Sl.No.	Head Office / Regional Office	Sl.No.	Area Offices
	Head Office, New Delhi	1	Delhi
		2	Quality Control Laboratory (North)
1	Ahmedabad	1	Godhra
		2	Himmatnagar
		3	Rajkot
		4	Vadodara
2	Bangalore	1	Bellary
		2	Davanagere
		3	Dharwar
		4	Hassan
		5	Haveri
		6	Mysore
		7	Raichur
3	Bhopal	1	Bhopal
		2	Gwalior
		3	Indore
		4	Niwari
		5	Raipur
		6	Quality Control Laboratory (Central), Bhopal
4	Chandigarh	1	Bhatinda
		2	Hissar
		3	Jalandhar
		4	Jammu
		5	Karnal
		6	Solan
5	Chennai	1	Coimbatore
		2	Madurai
		3	Ootacamund
		4	Palakkad
		5	Trichy
		6	Thiruvananthapuram
6	Jaipur	1	Ajmer
		2	Alwar
		3	Bharatpur
		4	Chittorgarh
		5	Jodhpur
		6	Kota
		7	Sikar
		8	Sriganganagar

7	Kolkata	9	Udaipur
		1	Kolkata
		2	Bhubaneswar
		3	Darjeeling
		4	Guwahati
		5	Malda
		6	Silchar
		7	Midnapur
		8	Sambalpur
9	Tissue Culture Laboratory, Sambalpur		
8	Lucknow	1	Agra
		2	Vegetable Seed Packing Centre (North), Agra
		3	Bareilly
		4	Etawah
		5	Gorakhpur
		6	Kanpur
		7	Meerut
		8	Shahjahanpur
		9	Hempur
		10	Rudrapur
		11	Varanasi
9	Panta	1	Patna
		2	Madhubani
		3	Muzaffarpur
		4	Purnea
		5	Ranchi
		6	Samastipur
		7	Siwan
10	Pune	1	Pune
		2	Akola
		3	Amravati
		4	Aurangabad
		5	Ahmednagar
		6	Jalgaon
		7	Nagpur
		8	Nasik
		9	Quality Control Laboratory (West), Pune
11	Secunderabad	1	Guntur
		2	Kurnool
		3	Nandyal
		4	Warangal
		5	Vegetable Seed Packing Centre (South)
		6	Quality Control Laboratory (South), Secunderabad

Schedule of Payments

The following schedule will be adopted for the payment of fees:

Organisation Restructuring

Payment of fees as mentioned in commercial bid for Strategic plan on HRD & Organizational restructuring will be done as per following milestone

Milestone	Frequency	Schedule of % Payment against the fee
Methodology to be adopted to undertake the above studies	One Time	15% (against the bank guarantee of the same amount).
Submission of interim report	One Time	35%(against the bank guarantee of the same amount
Submission and acceptance of final report	One Time	50%