

NATIONAL SEEDS CORPORATION LIMITED

(A GOVERNMENT OF INDIA UNDERTAKING-MINIRATNA COMPANY)

SECTOR-V, BLOCK-A-Q, PLOT NO. 12,
SALT LAKE CITY, KOLKATA-700091 (West Bengal)
(CIN NO: U 74899 DL 1963 GOI 003913)



E- Tender Notice

For

**Name of work: Hiring of Vehicle on Monthly basis for Official use at the Office of the
Regional Manager, National Seeds Corporation Ltd., Kolkata**

E-TENDER SHOULD BE SUBMITTED IN TWO BIDS SYSTEM ON LINE ONLY

**TENDER DOCUMENT AVAILABLE FOR ONLINE SUBMISSION UP TO 2.30 pm on 14.09.2022
ON NSC e-Portal :<https://indiaseeds.enivida.com/>**

**OPENING OF TENDER (TECHNICAL BID) : Dated on 14.09.2022at 15.30 Hours
COST OF TENDER FORM: Rs. 1000/- (Rs. One thousandonly)incl. all taxes to be paid online only.**

Contact details:

Particulars	Telephone	E-mail
Regional Office – Kolkata	033-23671077	nsc.kolkata.ro@gmail.com rm.kolkata@indiaseeds.com
Website	https://indiaseeds.com	
E Portal	https://indiaseeds.enivida.com/	

**NATIONAL SEEDS CORPORATION LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING)
SECTOR-V, BLOCK-A-Q, PLOT NO. 12,
SALT LAKE CITY, KOLKATA-700091 (West Bengal)
(CIN NO: U74899DL 1963GOI003913)**

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NATIONAL SEEDS CORPORATION LIMITED
(A GOVT. OF INDIA UNDERTAKING MINIRATNA COMPANY)
REGIONAL OFFICE: KOLKATA - 700091 (WB)
(CIN NO: U 74899 DL 1963 GOI 003913)

No. Admn-37NSC:KOL/2022-23

Dt. 24.08.2022

“E-TENDER NOTICE”

National Seeds Corporation Ltd. (NSC) , **REGIONAL OFFICE , KOLKATA-700091 (West Bengal)** invites online tender from prospective contractors/Suppliers/Car Owners/Firms for supply of AC Car for hiring on monthly basis to this office of the Regional Manager, National Seeds Corporation Limited, Block-AQ, Plot-12, Sector-V, Salt Lake, Kolkata-700091.

Name of Job	Hiring of Vehicle on Monthly basis for Official use at the Office of the Regional Manager, National Seeds Corporation Ltd., Block-AQ, Plot-12, Sector-V, Salt Lake, Kolkata-700091.
Tender Fee	Rs. 1000/- (Rs. One thousand only) incl. all taxes to be paid online only.
EMD	Rs.10,000/- (Rupees Ten thousand only)
Last Date & Time for submission of tender	14.09.2022 up to 14.30 hours.
Date & Time for opening of tender	14.09.2022 at 15.30 hours.

1. Tender will be available on NSC e-Portal:<https://indiaseeds.enivida.com> Up to 14.09.2022 till 14.30 hours. for uploading .
2. The eligibility criteria for participation are given in the tender document.
3. EMD of Rs 10,000/- (Rupees Ten Thousand only) is to be submitted along with the Tender documents online.
4. Technical bid may be opened on 14.09.2022 at 15.30 hours and Price bid of all eligible bidders will be opened on suitable date & time.
5. Tenderers should submit both Technical bid and Price bid strictly as per instructions to tenderers given in the tender documents.
6. Tender not accompanied with requisite amount of EMD & Tender cost and not submitted as per instructions contained in the tender document are liable for rejection.
7. The Office reserves the right to cancel or postpone the tender at any stage without assigning any reason

Sd/-

Regional Manager

INSTRUCTIONS TO BIDDER – ONLINE MODE

1. Bidders/Vendors/Suppliers/Contractors must get themselves registered on the portal for participating in the e-tenders published on <https://indiaseeds.enivida.com> by paying the charges of Rs. 2360/- (Inclusive taxes) per year.
2. Bidders must provide the details of PAN number, registration details etc as applicable and submit the related documents. The user id will be activated only after submission of complete details. The activation process will take minimum 24 working hour's enividahelpdesk@gmail.com
3. Bidders must have a valid email id and mobile number.
4. Bidders are required to obtain Class 3 Digital Certificates (Signing & Encryption) as per their company details.
5. Once bidder DSC is mapped with the user id, the same DSC must not be used for another user id on the same portal. However bidder can update the digital certificate to another user id after unmapping it from the exiting user id.
6. Bidders now can login with the activated user Id & DSC for online tender submission process in this portal.
7. Bidders can upload required documents for the tender well in advance under My Documents and these documents can be attached to the tender during tender participation as per the tender requirements. This will save the bid submission duration/time period and reduce upload time of bid documents.
8. Bidders must go through the downloaded tender documents and prepare and upload bid documents as per the requirements of the department.
9. Once the bidders have selected the tenders they are interested in, Bidders will pay the processing fee Rs 550/- per tender (NOT REFUNDABLE) by net-banking / Debit / Credit card then Bidder may download the Bid documents etc. Once Bidders will pay both fee tenders status will be shown "form received". This would enable the e- tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tenderdocument.
10. Bidders are advised to read complete BoQ/SoQ/Price Bid/Financial Bid and Terms & Conditions before quoting rates in the bid document.

11. Any modification/replacement in BoQ/SoQ/Price Bid/Financial bid template is not allowed. Bidders must quote only in predefined fields in the bid sheet and save the bidsheet. After saving, the same bid sheet must be uploaded in the portal.
12. Bidders must pay required payments (Tenderfee, EMD, Tender Processing Fee etc) as mentioned in the tender document, before submitting the bid.
13. Bidders are recommended to use PDF files for uploading the documents. Only price bid sheet will be in Excel format.
14. The bidders must ensure to get themselves registered on the portal at least 1 week before the tender submission date and get trained on the online tender submission process. For tender submission and registration process bidders are advised to refer respective manuals on website. Tender inviting Authority/Department will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues like internet connectivity/PC speed/etc...
15. Offline Submission of bids/documents/rates by the bidders will not be accepted by the department, under any circumstance.
16. After final submission of the bid, a confirmation message and bid submission acknowledgement will be generated by the portal. The bid submission acknowledgement contains details of all documents submitted along with bid summary, token number, date & time of submission of the bid and other relevant details. Bidder can keep print of the bid submission acknowledgement.
17. If bidder is resubmitting the bid, bidder must confirm existence of all the required documents, financial bid and again submit the bid. Once submitted, the bid will be updated.
18. Submission of the bid means that the bid is saved online; but system does not confirm correctness of the bid. Correctness of the bid will be decided by tender inviting authority only.
19. The time displayed in the server is IST(GMT 5:30) and same will be considered for all the tendering activities. Bidders must consider the server time for submission of bids.

20. Bid documents being entered by the Bidders/Vendors/Contractors will be encrypted at the client end and the software uses PKI encryption techniques to ensure security/secretcy of the data. The submitted bid documents/data become readable only after tender opening by the authorized individual.

Thank You

Technical Support - Phone: 8927976198, 9355030617, 8448288980

Tel: 011-49606060

Email ID - enividahelpdesk@gmail.com, enivida2021@gmail.com

PART-A

SECTION - I

Instruction to Tenderers

Tender for Hiring of Vehicle on Monthly basis for Official use at the Office of The Regional Manager, NSC, Kolkata,

TERMS & CONDITIONS OF THE CONTRACT

1. The tenderis being invited by Regional Manager, National Seeds Corporation, NSC, Kolkata.
2. The contractor should read the terms & conditions carefully before submittingtender.
3. The earnest money and Tender Fee should be submitted online along with tender documents.
4. Micro small enterprises MSE's registered with NSIC or any other body specified by Ministry of MSME, for such works are exempted from payment of Tender fee as well as EMD subject to furnishing valid documentary proof in support of their claim along with their request.
5. Car to be provided should be of make Maruti DZIRE / Hyundai XCENT / Honda AMAZE or similar in nature in good condition preferably new vehicle. **The Car should be AC Car in good condition and well maintained and should be in excellent working condition mechanically as well as get up wise that is outer body and upholstery should be of decent look and should not have run more than 10,000 (Ten Thousand) kms on the date of hiring.**
6. The vehicle should have the commercial registration certificate, should be insured comprehensively and should have necessary permits from Transport Department / Authority like P. U. C. certificate etc.
7. The vehicle must be insured in all respects. All liabilities of any legal disputes, accidents etc. shall be paid by tenderer or car owner.
8. The Tenderer/Contractor should ensure that the driver should possess valid License and experience and carry all necessary documents. Driver must be well mannered and courteous and should possess a mobile phone for contacts during the service.
9. The Tenderer/Contractor should have the arrangements for repairing their vehicle in short time & during the repair time the owner/contractor/tenderer should provide a substitute vehicle and driver immediately, so that there is no inconvenience and restriction in official work.
10. The Tenderer/Contractor should produce bills for hiring the car on monthly rent basis (English Calender).
11. Vehicle is required on all working days i.e. Monday to Saturday normally from 09:30

hrs. to 19:30 hrs. i.e. for 10 hours; and also on Sunday and other holidays on demand as per requirement. Sunday and other gazette holiday will be covering definition of month. Late sitting beyond 22:00 hrs. on any day will be compensated by meals cum transport allowance of Rs. 150/- (Rupees one hundred and fifty only) per day which will be claimed in the monthly basis (Mentioning separately).

12. The Tenderer/Contractor is required to produce the rate for following:

- i. Monthly Rent for minimum running of 1,500 (Fifteen Hundred) kms.
- ii. Extra hour in excess of 10 (Ten) hrs. per day and
- iii. Extra km. in excess of 1,500 (Fifteen Hundred) km. per month.

13. Tender Documents to be submitted along with EMD of Rs. 10,000/- (Rupees Ten Thousands only) to be deposited online. The EMD of successful tenderer will be adjusted against the security deposit and in case of unsuccessful tenderer the EMD will be returned.

14. Tender fee of Rs. 1000/- (Rs. One thousand only) incl. all taxes to be paid online only.

15. The daily record indicating the Time, Mileage, etc. of vehicle should be maintained in the **LOG BOOK**.

16. The office will be responsible for parking charge/Toll Tax if the vehicle is on official duty and the same will be claimed on monthly basis.

17. The office is not responsible for any challan loss, damage or accident of the vehicle or any other vehicle injury.

18. GST as applicable will be paid on billing. The deduction of sources such as Income Tax / GST etc. shall be recovered as applicable as per Government rule.

19. If the vehicle fails to report at the schedule time a penalty of Rs. 100/- (Rupees One Hundred only) per hour will be charged.

20. The penalty of Rs. 1,000/- (Rupees One Thousand only) per day of vehicle may be levied if the vehicle fails to meet the terms and conditions. The successful bidder have to entered into an agreement on Rs. 100/- (Rupees One Hundred only) non judicial stamp paper. However, office reserves the right to cancel agreement at any time without assigning any reason thereof.

21. The contract will be initially for 02 (Two) years from the date of entering into an agreement and which may be extended on mutual consent for another one year on the same rates, on rendering satisfactory service.

22. The acceptance of a Tender will rest with the Competent Authority who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the Tenderer received without assigning any reason.

23. No advance will be granted for any case.

24. The rate quoted will be valid for 2 (Two) years.
25. The contract will be terminated within 1 (One) month notice in case either of the party wish to conclude the contract on any reason whatsoever if may be.
26. The last date of submission of e-tender is upto 14:30 hrs. on 14.09.2022 and will be opened on the same date at 15:30 hrs.
27. The successful tenderer should deposit interest free security of Rs. 35,000/- (Rupees Thirty Five Thousand only) before / at the time of agreement thorough NEFT / RTGS / DD favoring NATIONAL SEEDS CORPORATION LIMITED, Kolkata, Name of the Bank: State Bank of India, Sector-V Branch, Kolkata, Account No. – 32920585087, IFSC No: SBIN0012363. The security deposit will be retained by this office in the event of failure to provide in the services satisfactorily; otherwise the same will be refunded without any interest at the end of the contract period.
28. Any employee of the Corporation and their relatives are not allowed to participate in the tender.
29. In case the successful bidder is interested to provide brand new vehicle then 15 (Fifteen) days' time will be allowed from the date of contract but within such period the successful bidder must provide a substitute vehicle for the purpose.
30. The vehicle should report at the Regional Office, NSC, Kolkata, i.e. Block-AQ, Plot-12, Sector-V, Salt Lake, Kolkata-700091, WB.
31. Tenders who do not fulfill all or any of the above conditions or incomplete tenders in any respect are liable to be summarily rejected.
32. An undertaking on company letter head, stating that the firm is not black listed by Govt. Deptt./ Public Enterprises/ Govt. Undertaking etc. in prescribed format given at Annexure-A.
33. **Agreement:** The successful tenderer shall, within 15 days of having been informed through letter to be bound to execute a formal agreement as per Terms & Condition of Tender document. The cost of stamping for agreement should not be less than Rs.100/- which shall be borne by the successful tenderer.
34. **Refund of Earnest Money:**

A. Unsuccessful Tenderers

In case of unsuccessful tenderers who do not withdraw their offers before the receipt of final decision, the earnest money shall be returned without interest after the finalization of tenders.

B. Successful Tenderers

After the successful tenders have completed all formalities as stated ,the earnest money deposit of the successful party shall be adjusted with the Security Deposit.

35. The Corporation shall have the right of rejecting all or any of the tender without assigning any reason whatsoever and will not be bound to accept the lowest tender or any of the tender.

36. **Arbitration-** In case any dispute arises between NSC and the other party due to any term or matter, both the parties will opt to resolve it through mutual, understanding and discussion. In case, dispute remains even after discussions, then it shall be binding upon parties to resolve issue under the provisions of Arbitration & Conciliation Act, 1996 amended from time to time. Under this provision, the Chairman-cum-Managing Director' National Seeds Corporation Limited with the concurrence of both the parties shall appoint sole Arbitrator to resolve the issue and both the parties will have to abide by the decision. The parties will bind to resolve this dispute through arbitration before going to court of law. The Arbitration shall be conducted to New Delhi and shall in English Language. The court of Delhi shall have the jurisdiction.

Certify that I have read all the Terms & Conditions mentioned and undertake to abide by the same.

.....

Section:-II

FORMAT FOR TECHNICAL BID

(To be Filled in given Format and Uploaded with supporting Documents)

DETAILS OF THE TENDERER:

1. Name & Address :
2. Contact Nos.:
3. Permanent Address:
4. PAN Details:
5. Bank Details:
6. GST No:
7. Details Of The Vehicle Offered:
(Make / Model / Colour)
8. Year Of The Vehicle:
9. Copy Of Vehicle Registration Certificate, Road Tax, Insurance Papers:
10. Copy of Income Tax Return for last three years (2019-20 to 2021-22):
11. Any Other Information:

(With Seal)

Signature of the Tenderer

SECTION - III

FORMAT OF AGREEMENT (on Rs 100/- Non-Judicial Stamp Paper)

This agreement is executed between between National Seeds Corporation Limited, a company registered under Companies Act with its Head Office at New Delhi and its Regional Office at Block-AQ, Plot No. 12, Sector-V, Salt Lake, Kolkata-700091 (whose successor and assignees are herein called the NSC) as the first part, under the signature of the Regional Manager, NSC, Kolkata.

AND

M/S , of.....
the party as the second part, represented by -----
on behalf of car Hiring Job.

Whereas M/s has agreed for Car hiring Job from 01.10.2022 to 30.09.2024 as per the Terms & Conditions as mentioned herein.

TERMS & CONDITIONS

1. Car to be provided should be of make Maruti DZIRE / Hyundai XCENT / Honda AMAZE or similar in nature in good condition preferably new vehicle. **The Car should be AC Car in good condition and well maintained and should be in excellent working condition mechanically as well as get up wise that is outer body and upholstery should be of decent look and should not have run more than 10,000 (Ten Thousand) kms on the date of hiring.**
2. The vehicle should have the commercial registration certificate, should be insured comprehensively and should have necessary permits from Transport Department / Authority like P. U. C. certificate etc.
3. The vehicle must be insured in all respects. All liabilities of any legal disputes, accidents etc. shall be paid by tenderer or car owner.
4. The Tenderer/Contractor should ensure that the driver should possess valid License and experience and carry all necessary documents. Driver must be well mannered and courteous and should possess a mobile phone for contacts during the service.
5. The Tenderer/Contractor should have the arrangements for repairing their vehicle in short time & during the repair time the owner/contractor/tenderer should provide a substitute vehicle and driver immediately, so that there is no inconvenience and

restriction in official work.

6. The Tenderer/Contractor should produce bills for hiring the car on monthly rent basis (English Calender).

7. Vehicle is required on all working days i.e. Monday to Saturday normally from 09:30 hrs. to 19:30 hrs. i.e. for 10 hours; and also on Sunday and other holidays on demand as per requirement. Sunday and other gazette holiday will be covering definition of month. Late sitting beyond 22:00 hrs. on any day will be compensated by meals cum transport allowance of Rs. 150/- (Rupees one hundred and fifty only) per day which will be claimed in the monthly basis (Mentioning separately).

8. The Tenderer/Contractor is required to produce the rate for following:

- iv. Monthly Rent for minimum running of 1,500 (Fifteen Hundred) kms.
- v. Extra hour in excess of 10 (Ten) hrs. per day and
- vi. Extra km. in excess of 1,500 (Fifteen Hundred) km. per month.

9. The daily record indicating the Time, Mileage, etc. of vehicle should be maintained in the **LOG BOOK**.

10. The office will be responsible for parking charge/Toll Tax if the vehicle is on official duty and the same will be claimed on monthly basis.

11. The office is not responsible for any challan loss, damage or accident of the vehicle or any other vehicle injury.

12. GST as applicable will be paid on billing. The deduction of sources such as Income Tax / GST etc. shall be recovered as applicable as per Government rule.

13. If the vehicle fails to report at the schedule time a penalty of Rs. 100/- (Rupees One Hundred only) per hour will be charged.

14. The penalty of Rs. 1,000/- (Rupees One Thousand only) per day of vehicle may be levied if the vehicle fails to meet the terms and conditions. The successful bidder have to entered into an agreement on Rs. 100/- (Rupees One Hundred only) non judicial stamp paper. However, office reserves the right to cancel agreement at any time without assigning any reason thereof.

15. The contract will be initially for 02 (Two) years from the date of entering into an agreement and which may be extended on mutual consent for another one year on the same rates, on rendering satisfactory service.

16. The acceptance of a Tender will rest with the Competent Authority who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the Tenderer received without assigning any reason.

17. No advance will be granted for any case.

18. The rate quoted will be valid for 2 (Two) years.

19. The contract will be terminated within 1 (One) month notice in case either of the party wish to conclude the contract on any reason whatsoever if may be.

20. The successful tenderer should deposit interest free security of Rs. 35,000/- (Rupees Thirty Five Thousand only) before / at the time of agreement through NEFT / RTGS / DD favouring NATIONAL SEEDS CORPORATION LIMITED, Kolkata, Name of the Bank: State Bank of India, Sector-V Branch, Kolkata, Account No. – 32920585087, IFSC No: SBIN0012363. The security deposit will be retained by this office in the event of failure to provide in the services satisfactorily; otherwise the same will be refunded without any interest at the end of the contract period.

21. Any employee of the Corporation and their relatives are not allowed to participate in the tender.

22. In case the successful bidder is interested to provide brand new vehicle then 15 (Fifteen) days' time will be allowed from the date of contract but within such period the successful bidder must provide a substitute vehicle for the purpose.

23. The vehicle should report at the Regional Office, NSC, Kolkata, i.e. Block-AQ, Plot-12, Sector-V, Salt Lake, Kolkata-700091, WB.

24. After the successful tenders have completed all formalities as stated ,the earnest money deposit of the successful party shall be adjusted with the Security Deposit.

25. **Arbitration-** In case any dispute arises between NSC and the other party due to any term or matter, both the parties will opt to resolve it through mutual, understanding and discussion. In case, dispute remains even after discussions, then it shall be binding upon parties to resolve issue under the provisions of Arbitration & Conciliation Act, 1996 amended from time to time. Under this provision, the Chairman-cum-Managing Director' National Seeds Corporation Limited with the concurrence of both the parties shall appoint sole Arbitrator to resolve the issue and both the parties will have to abide by the decision. The parties will bind to resolve this dispute through arbitration before going to court of law. The Arbitration shall be conducted to New Delhi and shall in English Language. The court of Delhi shall have the jurisdiction.

Signature of Owner/Tenderer

(With Seal)

NATIONAL SEEDS CORPORATION LTD.

Annexure-A-

Undertaking
(On Company Letter Head)

I /We_____ (Name, Designation and Address) hereby declaring that my/our firm/Company has not been neither black-listed nor de-barred from participation in tender by any of the Govt. Department/ Organization /PSUs /Institution etc , where I /We had provided the services during the last_____02_____ years as well as no arbitration case pending in NSC .

Signature of Authorized signatory -----

Name_____

Designation _____

Name of the Firm/Company _____

Full address _____

stamp_____

Place: _____

Dated: _____

PART-B

Format of Price Bid
(TO BE SUBMITTED ONLINE ONLY)

SECTION - I

PRICE BID:

TENDER FOR HIRING OF A CAR ON MONTHLY BASIS FOR OFFICE USE

SL. NO.	QUOTE FOR	AMOUNT (RS.)
1.	CAR RENT FOR CALENDER MONTH WHICH INCLUDE 1,500 (FIFTEEN HUNDRED) KMS. ALONG WITH DRIVER SERVICE	Rs. In Words:
2.	CHARGES FOR EXCESS KM BEYOND 1,500(FIFTEEN HUNDRED) KMS. IN A CALENDER MONTH IN (RATE PER KM)	Rs. In Words:
3.	CHARGES FOR EXTRA HOURS BEYOND 10 (TEN) HOURS IN A DAY IN (RATE PER HOUR)	Rs. In Words:

Signature of the Tenderer
(With Seal)

SECTION – II
CHECK LIST FOR TECHNICAL EVALUATION OF TENDER

SN	Particulars	Remarks / Yes or No
1	Tender fee as per NIT (Non- refundable) Rs1000/- online	
2	EMD as per tender Rs.10,000/- online	
3	Duly filled Technical Bid Form (along with supportive documents)- Section II	
4	PAN Card/Number	
5	Income-tax Return for last three years .	
	ITR-FY-2019-20	
	ITR-FY--2020-21	
	ITR-FY-2021-22	
6	Name and addresses of the Bank,	
	Account No.,	
	IFC Code.	
7	Undertaking that not black listed and no arbitration case pending in this office, as per Annexure-A	
8	Other document if any in support of the tender.	
9	Each and every pages of tender document should be signed with stamp as token of acceptance .	
10	Address of the contractor	
	Contact No.	
	E-mail ID	