

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)

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

Dated: 27.09.2022

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**

Sealed Tenders are invited 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. The tender form along with terms and conditions may be obtained from the above cited office against Cash / DD payment of Rs. 1000/- (Rupees One thousand only) per tender form on any working day from 10:00 AM to 5:30 PM. w.e.f. 27.09.2022. The tender forms can also be downloaded from NSC's website www.indiaseeds.com, with the same fees of Rs. 1000/- (Rupees One thousand only) in form of DD in favour of "National Seeds Corporation Limited", payable at Kolkata or through RTGS / NEFT as per the bank details (Mentioned below). The Tender Paper is to be submitted to the Regional Manager, National Seeds Corporation Limited, Block-AQ, Plot-12, Sector-V, Salt Lake, Kolkata-700091. The last date of Submitting of Tender Papers is 18.10.2022 till 14:30 hrs. and will be opened in the same day at 15:30 hrs. EMD of Rs. 10,000/- (Rupees Ten Thousand Only) is to be submitted along with the tender documents in form of DD in favour of "NATIONAL SEEDS CORPORATION LIMITED" payable at KOLKATA, or through RTGS / NEFT as per the bank details: NATIONAL SEEDS CORPORATION LIMITED, Name of the Bank: State Bank of India, Sector-V Branch, Kolkata, Account No.: 32920585087, IFSC No.: SBIN0012363. The office reserves the right to cancel or postpone the tender at any stage without assigning any reason.

OPENING OF TENDER : Dated on 18.10.2022 at 15.30 Hours
COST OF TENDER FORM : Rs. 1000/-
EARNEST MONEY DEPOSIT : Rs 10,000/-

Contact details:

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

Regional Manager
NSC, Kolkata

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. 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.
4. 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.**
5. 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.
6. **The owner of the Car provider will not use the Car provided, for his own purpose or other commercial use, during the agreement period with NSC.**
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. EMD of Rs. 10,000/- (Rupees Ten Thousand Only) is to be submitted along with the tender documents in form of DD in favour of "NATIONAL SEEDS CORPORATION LIMITED" payable at KOLKATA, or through RTGS / NEFT as per the bank details: NATIONAL SEEDS CORPORATION LIMITED, Name of the Bank: State Bank of India, Sector-V Branch, Kolkata, Account No.: 32920585087, IFSC No.: SBIN0012363. The EMD of successful tenderer will be adjusted against the security deposit and in case of unsuccessful tenderer the EMD will be returned.
14. The tender form along with terms and conditions may be obtained from the above cited office against Cash / DD payment of Rs. 1000/- (Rupees One thousand only) per tender form on any working day from 10:00 AM to 5:30 PM. w.e.f. 27.09.2022. The tender forms can also be downloaded from NSC's website www.indiaseeds.com, with the same fees of Rs. 1000/- (Rupees One thousand only) in form of DD in favour of "National Seeds Corporation Limited", payable at Kolkata or through RTGS / NEFT as per the bank details: NATIONAL SEEDS CORPORATION LIMITED, Name of the Bank: State Bank of India, Sector-V Branch, Kolkata, Account No.: 32920585087, IFSC No.: SBIN0012363.
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 01 (One) year 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 01 year.
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 the tender is upto 14:30 hrs. on 18.10.2022 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 through 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.

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Section-I

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. Any Other Information:

(With Seal)

Signature of the Tenderer

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: _____

Section-II
Format of Price Bid

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)

CHECK LIST FOR TECHNICAL EVALUATION OF TENDER

SN	Particulars	Yes/No
1	Tender fee as per NIT (Non- refundable) Rs 1000/-	
2	EMD as per tender Rs.10,000/	
3	Duly filled Technical Bid Form (along with supportive documents)	
4	PAN Card/Number	
5	Name and addresses of the Bank,	
	Account No.,	
	IFC Code.	
6	Undertaking that not black listed and no arbitration case pending in this office, as per Annexure-A	
7	Other document if any in support of the tender.	
8	Each and every pages of tender document should be signed with stamp as token of acceptance .	
9	Address of the contractor	
	Contact No.	
	E-mail ID	