



**NATIONAL SEEDS CORPORATION LTD.
(A GOVT. OF INDIA ENTERPRISE)
CENTRAL STATE FARM, Sardargarh**

**NOTICE INVITING E-TENDER FOR PROVIDING SECURITY GUARD ON CONTRACT
BASIS AT NSC Ltd, CENTRAL STATE FARM SARDARGARH (Tender No.
P&A/Outsource Security Guard/Sec/.../2022)**

National Seeds Corporation Ltd. (NSCL), a fast growing “Mini Ratna” Central PSU under Ministry of Agriculture engaged in the business of Production and Marketing of certified seeds invites “E-Tender (Technical proposal & Financial proposal)” from reputed and experienced Security Guard Providing Agency/Service provider to provide Security Guard at NSC CSF, Sardargarh for the period 1st Jan. 2023 to 31st Dec 2023.

Detailed eligibility & other criteria may be viewed from the tender document. The Agencies fulfilling the requisite prescribed criteria are required to submit their proposal by NSC reserves the right to modify, expands, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reasons. Responses received after the stipulated time period or not in accordance with the specified format will be summarily rejected.

Interested agencies fulfilling the above eligibility criteria may apply from NSC website www.indiaseeds.com. Cost of submitting the application will be **Rs. 1000/- + 18% GST = Rs 1180/-** non-refundable drawn in favor of NSC, Sardargarh. While submitting tender documents.

Download tender forms from: **08.12.2022 10:00AM**

Last date for submission of tender documents: **29.12.2022 12:00 PM**

Opening of Technical Proposal: **29.12.2022 02.00 PM**

Opening of Financial Bid: 29.12.2022 at 3.00 PM

In case 29.12.2022 is declared holiday, the tender will be opened at the same time on the next working day. Further, in case of technical glitches or un-avoidable conditions opening of Financial Bid can be shifted to the next day.

**Head of Farm,
CSE, Sardargarh**

TERMS & CONDITION OF TENDER

1. SCOPE OF WORK/CONTRACT

Contractor will provide the services of the desired Security Guards on all working days (06 days a week) during the normal general shift duty hours from 08:00 AM to 04:00 PM/ 04:00 AM to 12:00 AM/12:00 AM to 08:00 AM. It could, however be changed to shift duties, in the case of Technical and other similar types of duties, as per requirements. In case, the services are not given for a particular day, proportionate recovery will be made at the quoted rate of rupees per person. However, if called to work on Sundays/National Holidays then the engaged persons may be paid one day remuneration.

1. The persons engaged to function as of Security Guard at Central State farm, Sardargarh and will be positioned as per discretion of Security Section of the farm.
2. The agency shall maintain, and if necessary, submit to the Farm for inspection on demand the records such as Muster roll, Payment register etc. CSF Sardargarh will not bear any liabilities pertaining to the personnel engaged by the Agency. The security personnel should be of (a) age group between 30 and 50 years (b) The security guards should have the minimum education qualification is 10th Pass and intelligence to check Identity cards and Gate passes (c) Knowledge of Regional Language/Hindi/English is essential.
3. The duty hours should not exceed 12 hours at a stretch. Continuous shifts by the same person should be avoided and no post should remain unmanned. Odd duties/shifts may be required according to exigencies, and have to be provided for.
4. In case of Absenteeism, agency must provide replacement within 24 hours of such event. CSF Sardargarh shall reserve the right to impose penalty for absenteeism or failure to deploy adequate personnel.
5. Uniforms for efficient conduct of duty by the agency personnel shall be provided by the agency and shall be in good, neat and usable condition.
6. No accommodation will be provided on the campus for the agency personnel and the agency shall make its own arrangements for its personnel.
7. Agency will provide requisite experience and educational details of each personal engaged by him.
8. The Security agency shall restrict the entry of all unauthorized persons into the Farm. Entry is restricted to bonafide staff and residents of the Campus only. Visitors shall be allowed after proper identification and verification of bonafide and genuineness of purpose.
9. The agency shall alone be liable to pay compensation for any damage/death /injury sustained by the personnel or any other members of the agency as sustained by them in the course of their work/ duty at the Institute during the contract period.
10. The Agency shall ensure politeness, good behavior, good conduct, application, alertness and commitment in the discharge of duty of personnel engaged by them.
11. The personnel of the Security Agency shall not be treated or considered as employees of the Farm under any circumstances. The Agency personnel shall at all times work with high professional standards and commitment with the farm to maintain strict security

measures round the clock including during.

12. The Agency personnel shall perform their duties effectively and diligently in accordance with the general procedure laid down by the farm from time to time.
13. The agency shall arrange to effectively safeguard men, materials and the interest of the farm and at designated places by posting its personnel in such manner and at such points and at time to assure the farm that its interests are fully and wholly safeguarded.
14. In the event of theft, pilferage or damage to the farms's property, after necessary investigations, if proved beyond doubt that the Agency/their personnel are responsible, the agency shall make good all the losses /damage.
15. The rates agreed upon shall remain unchanged until the expiry of the contract period or till they are amended by the farm in accordance with norms.
16. Bill/s have to be submitted, after the completion of every month and farm will work to release payment within reasonable time from the date of submission of bill/s. The payment of the bill will be effected only on production of the verified photo copies of the previous months wage sheet Service tax, ESI &EPF remittance attendance etc.
17. On all matters pertaining to this tender, the decision of the Director of the Farm shall be the first stage of settlement. Further Arbitration clause in Terms and conditions will be referred in case dispute remains unresolved.
- 18. The agency before engagement of any of the candidate must ensure that the candidate has requisite educational qualification, other qualification, working experience etc, as per prescribed in Annexure-III of this tender document.**
19. Service provider will not collect any amount as service charge/administrative charge from the staff so provided to NSC, CSF Sardargarh on any account. Any complaint received from staff to be engaged /engaged, explanation will be asked from agency liable to be penalized in terms of agreement or may lead to termination of contract.
20. Besides the above, NSC, CSF Sardargarh will also pay subscription/ contribution towards EPF/ESI (if applicable) in respect of the persons engaged for which Service Provider Agency has to produce the necessary documents in the individual name of staff to be engaged for release of payment.
21. The engaged persons will be paid wages by Service Provider latest by 7th of every month the above remuneration by cheque/NEFT only along with necessary detailed slip of salary. No cash disbursement of remuneration shall be allowed in any case **and violation will lead to termination of contract.** The cheques/details regarding NEFT have to be handed over to HR Department of NSC, CSF Sardargarh positively by 07 of every month for delivery to employed Staff/verification thereof. List of Statutory deductions made has to be provided by the contractor with the monthly bill. Apart from this, contractor will also provide separate sheet which will show all deductions from monthly remuneration paid to the engaged persons.

2. SELECTION OF SUCCESSFUL BIDDER (SECURITY GUARD PROVIDING AGENCY/SERVICE PROVIDING AGENCY)

The successful bidder would be selected on the basis of lowest quoted amount of Monthly remuneration and Service charges per person as per the format enclosed at Annexure-I. **(Do not quote**

amount in percentage). However the service charges mentioned by lowest bidder should be workable i.e. should not be zero or impracticable.

The offer shall remain valid for a period of **90 days** from the last date of submission of tender documents.

3. GENERAL INSTRUCTIONS

Interested agencies can upload their duly completed tender proposal on or before **29.12.2022 12:00 PM** via e-tender link at NSC's website

The responses should be submitted strictly as per prescribed format along with documents in support of information submitted therein by the responding Security Guard Providing Agency/Service provider.

NSC, CSF, Sardargarh reserves the right to modify, expands, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reasons. Tender received after the stipulated time period or not in accordance with the specified format will be summarily rejected. Delivery of the responses alongwith documents against the Tender at the above address will be the sole responsibility of the responding agency.

4. SUBMISSION OF PROPOSAL

The Technical proposal and the financial proposal duly signed on every page including terms& conditions, annexures/ appendices shall be submitted through e- Tender link on NSC website as **“Technical Proposal,” and “Financial Proposal.”** respectively. All the relevant documents as desired has to be uploaded by the applicant party. EMD & Tender Fee is a must criterion to be followed by the applicant.

“TENDER FROM EXPERIENCED SECURITY GUARD PROVIDING AGENCY/SERVICE PROVIDING AGENCY FOR PROVIDING SECURITY GUARDS”

The tender should be signed by a duly authorized representative of the Security Guard Providing Agency/ Service Provider Agency on all the pages of the Terms & Conditions. It shall be certified that the person signing the tender is empowered to do so on behalf of the Agency.

The person signing the proposal or any documents forming part of the proposal on behalf of another or on behalf of a agency shall be responsible to produce authority letter duly executed in his favour, stating that he has the authority to bind such other person or the agency as the case may be, in all matters pertaining to the contract. If the person so signing the tender fails to produce the said authority letter, his proposal shall be liable to summarily rejected without prejudice to any other right of **NSC, CSF, Sardargarh** under the law.

The proposal shall be filled in by the agency neatly and accurately. Any corrections or overwriting would render the proposal invalid.

Conditional offer/offers which are not in conformity to the prescribed document will be summarily rejected.

All the documents submitted with the Tender are to be furnished duly signed on all pages. Unsigned copy of the tender will summarily be rejected.

5. PROPOSAL EVALUATION

A two-stage procedure shall be adopted in evaluating the proposals. The technical evaluation shall be carried out first. The financial evaluation will be carried out only of those agencies which fulfill the technical criteria.

Technical Proposal

The Evaluation Committee appointed by Director, NSC, CSF, Sardargarh shall carry out its evaluation for the technical proposal.

The technical proposal will be opened on **29.12.2022, 2:00 PM** at the address given above and the agencies are at liberty to be present personally or through their authorized agents at the time of opening. In case **29.12.2022** is declared holiday, the tender will be opened at the same time on the next working day.

Financial Proposal

Financial proposal of only those agencies which fulfill the technical criteria will be opened and the date and time of opening of financial proposal will be decided & intimated by NSC to such bidders separately. Agencies are at liberty to present personally or through their authorized agent at the time of opening of Financial Proposal. Financial proposal should be inclusive of all taxes including GST. It is necessary to mention the GST amount separately.

The evaluation committee, after determining whether financial proposals are complete and without errors shall determine the lowest financial proposal for conducting negotiation/award of contract.

6. AWARD OF CONTRACT

The contract shall be awarded to the Security Guard Providing Agency/Service Provider Agency, by conveying acceptance of the proposal by NSC, CSF, Sardargarh through Registered/Speed Post/Courier. Negotiation with the L-1 Agency, if needed will be done before award of contract.

All the terms and conditions as stated in the Tender documents, Appendices and Acceptance conveyed by NSC, CSF, Sardargarh will constitute the contract between the Security Guard Providing Agency/Service provider and NSC, CSF, Sardargarh.

The selected agency is expected to commence the Assignment on the date and at the location to be specified in the work order to be issued by NSC, CSF, Sardargarh as per its requirement & on the terms & conditions specified.

7. TECHNICAL CRITERIA FOR SECURITY GUARD PROVIDING AGENCY/SERVICE PROVIDING AGENCY

1. The Agency should have been in existence for the last **03** years continuously i.e. since **01 April 2019**.
2. Should have at least **03 years** of working experience for providing Security Guard in Central Govt. Ministries/Departments/PSUs/Autonomous bodies/Statutory bodies of GOI/ Pvt organisation. (Certificate for having performed the work/services satisfactorily in the said

ministry/dept./organization should be attached.). Work Order without experience certificate will not be considered.

3. The Agency should have the registration prescribed under applicable laws in respect of Sales Tax/Service Tax, ESI, EPF, **GST Registration**, all Labour and Licence etc (certified copy of proof in this regard may be attached)
4. EMD of **Rs. 50,000/-** (Rupees Fifty thousand only) in favour of **NSC, CSF, Sardargarh** to be submitted and the same will be retained by **NSC, CSF Sardargarh** as a interest free Security Deposit/performance guarantee in the case of successful bidder. The Security Deposit will be refunded to the contractor on due and satisfactory performance of services and completion of all obligations by the Contract.
5. **The agency should have at least a turnover of Rs. 50 Lakhs for last three years and must be supported by the returned filed during last three (03) years.**
6. The firm/agency should not have been blacklisted or debarred by any Government Organization/PSUs etc. He may furnish an undertaking to this effect on his letter head duly signed by authorized person of the firm/company.

NOTE: - The agency should have PAN, **GST Registration** and registration under applicable laws and should submit copies of the same.

Consortium bidding to fulfill the eligibility criteria of this tender shall not be allowed at any stage.

The agency should submit the satisfactory performance report from their client from Govt./PSUs/statutory bodies/autonomous bodies/ pvt. organisation.

The Security Guard Providing Agency/Service Provider Agency will be **engaged for one year** from the date of issuance of letter of intent and which may be extended on as per same terms & conditions of the contract for **one more years at a time on mutual consent**, if service so provided found to be satisfactory as per terms & conditions of the contract.

8. VOLUME OF WORK

NSC does not guarantee any definite volume of work or any particular service at any time or throughout the period of contract. However at present, **6 Security guard** workers are required to engage through outsource agencies which may be increased/ decreased subjected to description of Management of Farm.

9. FORCE MAJEURE

For the purposes of this Contract, “Force majeure” means any unforeseen event directly interfering with the services during the currency of the contract such as war, insurrection, restraint imposed by the government, act of legislature or other authority, explosion, accident, strike, riot, lockout, act of public enemy, act of God, sabotage which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

The obligations of NSC and the Security Guard Providing Agency/Service provider agency shall remain suspended if and to the extent that they are unable to carry out such obligations owing to force majeure or reasons beyond their control.

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event.

- (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and
- (b) has informed the other Party as soon as possible about the occurrence of such an event and such impossibility subsists for not less than 60 days.

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

The Security Guard Providing Agency/Service provider agency is entitled to the payments for the portion of the work already completed before the happening of any event constituting force Majeure culminating in termination of contract. Decision of NSC in this regard will be final.

10. INDEMNITY

The Security Guard Providing Agency/Service provider agency hereby agrees to keep indemnified and shall keep indemnified and hold harmless, NSC and its Directors, officers and employees from and against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of this Contract or arising from any breach or non-compliance whatsoever by the Security Guard Providing Agency/Service provider agency or any of the persons deployed by it pursuant hereto of or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether willful or not, and whether within or without the premises. Successful bidder has to execute an Indemnity Bond in prescribed format.

11. EARNEST MONEY DEPOSIT

The Security Guard Providing Agency/Service providing agency shall furnish Demand Draft/ NEFT for Earnest Money deposit (EMD) in favour of **“National Seeds Corporation Limited Sardargarh”** payable at **Suratgarh** issued by any Scheduled Bank or by State Bank of India or its subsidiaries for an amount of **Rs. 50,000/- (Fifty thousand only)** at the time of submission of proposal alongwith technical proposal. The EMD of unsuccessful bidder will be refunded without interest within a period of 60 days of opening of financial proposal through NEFT/RTGS on receipt of the written request from the party along with his account no & Bank IFSC Code. The EMD of the selected Security Guard Providing Agency/Service provider agency will be refunded without interest on expiry of contract unless forfeited on the grounds of unsatisfactory service. The decision as to what constitutes” unsatisfactory service” shall solely lie with NSC and shall be final & binding. EMD/Security Deposit of the contractor lying with NSC for other work/contract will not be adjusted for this Tender. If the L-1/successful bidder withdraws his tender/candidature for whatsoever the reason may be, his/her EMD will not be refunded.

12. OTHER TERMS AND CONDITIONS

Other terms and conditions:-

- a) Applicant should upload his documents on or before **29.12.2022 by 12:00 hrs** and the technical will be opened on the same date at **14:00 hrs**. Late bid will not be accepted under any circumstances. **Bidders will not be allowed to withdraw the bid once the bid is submitted in any circumstances whatsoever. If any bidder withdraws the bid before the awarding of tender, the EMD amount shall be forfeited.**
- b) The technical bid would contain the documents, i.e. certificate of satisfactory experience, EMD, proof of existence since **01st April 2019**, registration of GST, PAN, ESI, PF, Labour License etc as indicated at SL. No.1 to 3 of point No. 07 above. ‘Price-bids’ of

only those bidder will be opened, who has been found successful after evaluation of technical bid.

- c) Rates should be quoted clearly for each Security Personal provided along with service charges in rupees per month.
- d) No service provider will collect any amount as charge after engagement of staff so provided to NSC on any account.
- e) However the service charges mentioned by lowest bidder should be workable i.e. should not be zero or impracticable. **Otherwise his bid will be void ab-initio.**
- f) Offered rates should be valid for one year from the date of commencement of contract and the same may be extended for a period of one year **on mutual consent.**
- g) Payment for such engaged contract security guards to the contractor will be subject to provision of satisfactory service which may be certified by the Officers/Sectional Heads, where ever they have been engaged. Deduction of statutory dues from the payments to the contract security guard and timely remittance thereof would be the sole responsibility of the Contractor.
- h) Verification of character and antecedents of the security guard to be engaged/ deployed will be submitted by the bidder on engagement i.e. before commencement.
- i) The security guard supplied at no time will perform any such act that would lower the dignity of the NSC. In case the quality of services of any personnel supplied is not found satisfactory, the NSC shall have the right to return that person to the Contractor, who shall provide a suitable replacement within twenty four hours.
- j) The contractor shall comply with all provisions of labour laws and other statutory requirements in relations to the persons engaged including payment of minimum wages as laid down by or under any law in force and as amended from time to time. **Further, the contractor shall be bound to attend/defend all/any legal proceedings initiated by any person deployed by him or by the Labour Department of the Govt. concerned in respect of person engaged by NSC in terms of present tender.**
- k) The Contractor shall maintain/produce/the required records/documents as and when called for by the appropriate authority, as well as to NSC to enable it to verify that the Contractor is complying with statutory requirements with regards to Tax, PF, ESI and other labour laws, from time to time.
- l) The engagement does not confer any right for continuation or extension of the contract on any account, and this is purely a short term temporary arrangement on contractual basis.
- m) All liability regarding Government dues as well as any human loss/injury during the course of work will be personal responsibility of the Contractor. The Corporation shall not be liable, in any case and an undertaking to this effect should be furnished by the contractor. NSC shall not be responsible, either directly or indirectly, to pay any compensation for bodily injury to the contract laborer/worker in case of any accident/mis-happening taken place at NSC premises.
- n) The personnel supplied by the Contractor will be the employee of the contractor and there will be no master-servant relationship between the NSC and the contract laborer/workers. All the statutory liabilities and responsibilities will be that of the Contractor and NSC has no legal responsibilities on the same. **The contractor shall issue identity cards to the person deployed by him with NSC. Such persons will exhibit such identity cards on the gate and during duty hours.**

- o) The Contractor shall not give sub-contract, transfer, assign or otherwise, part of the contract to any other persons, firm, company, directly or indirectly.
- p) NSC reserves the right to accept or reject any or all the quotations without assigning any reason, thereof.
- q) Notice inviting e-tender can be seen at NSC web site, www.indiaseeds.com.

13. Commencement, Completion, Modification, and Termination of Contract Effectiveness of Contract

This Contract shall come into effect from the date of issuance of letter of intent by NSC.

Commencement of Services

The selected agency is expected to commence the Assignment on the date and at the location to be specified in the work order to be issued by NSC as per its requirement. If the Security Guard Providing Agency/Service providing agency fails to commence the assignment within the specified schedule as per work order, the contract shall be liable to be terminated and NSC may forfeit the EMD/Security Money.

Expiration of Contract

Unless terminated earlier, this Contract shall expire at the end of such time period after the effective date as specified.

Modification

Any minor changes in the modus of providing Security Guard /services can be made on mutual consent in writing.

Subletting

The Security Guard Providing Agency/Service providing agency shall not sublet, transfer or assign the contract or any part thereof to other party. In the event of the Security Guard Providing Agency/Service providing agency contravening this condition, NSC shall be entitled to terminate the contract and get the work done through other party at the risk & cost of the Security Guard Providing Agency/Service provider agency. In such case the EMD of the selected Security Guard Providing Agency/Service provider agency, will be forfeited **and the said agency will be permanently debarred from participating in any tender process of the Corporation in future.**

Termination

By Corporation (NSC)

NSC may terminate this Contract, by giving not less than thirty (30) days written notice of termination to the Security Guard Providing Agency/Service providing agency, to be given after the occurrence of any of the events specified below in clauses (a) to (c) and sixty (60) days in the case of the event referred to in clause (d):

- a. If the Security Guard Providing Agency/Service providing agency commits breach of contract or do not remedy/rectify a failure in the performance of their obligations under the Contract within period of 30 days.
- b. In case of blacklisting of any bidder/party came to the notice at the later stage.
- c. If the Security Guard Providing Agency/Service providing agency become insolvent or bankrupt;

- d. If, as the result of FORCE MAJEURE, the Security Guard Providing Agency /Service providing agency are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- e. If NSC, in its sole discretion, decides to terminate this Contract.

In the event of termination on unsatisfactory service or in violation of any of the terms & conditions of contract, the EMD shall stand forfeited in addition to banning/blacklisting of Security Guard Providing Agency/Service Providing Agency for a period of 2 years.

Liability for Personnel

All persons employed by the Security Guard Providing Agency /Service providing agency shall be engaged by them as their own Employees/workers in all respects and the responsibility under any statutory enactments in respect of all such personnel shall be that of the Security Guard Providing Agency/Service providing agency. The Security Guard Providing Agency/Service providing agency shall indemnify NSC against all claims whatsoever arising in respect of the said personnel under any statute/law in force.

14. OBLIGATIONS OF THE CORPORATION (NSC)

NSC shall provide the Security Guard Providing Agency/Service Providing Agency such reasonable assistance as may be required in order to carry out the assignment.

15. SCOPE OF SERVICE

In performing the terms and conditions of the Contract, the Security Guard Providing Agency/Service Providing Agency shall at all times act as an Independent Security Guard Providing Agency/ Service Providing Agency. The contract does not in any way create a relationship of principal and agent between NSC and the Security Guard Providing Agency/ Service Providing Agency. The Security Guard Providing Agency/ Service Providing Agency shall not act or attempt or represent itself as an agent of NSC. It is clearly understood and accepted by both parties that this Contract between the parties evidenced by it is on a Principal to Principal basis and nothing herein contained shall be construed or understood as constituting either party hereto, the agent or representative of the other, under any circumstances. The employees of the Security Guard Providing Agency/ Service Providing Agency shall never, under any circumstances whatsoever, be entitled to claim themselves to be the employees of the NSC.

16. MODE OF PAYMENT

Security Guard Providing Agency/Service providing agency will raise the bill for the category of employees so provided with amount of EPF/ESI (Employer and employee contribution) and Service Charges (excluding tax). Along with monthly bill for payment, it is mandatory for Security Guard Providing Agency/Service providing agency to submit individual ESI/EPF challan against each staff engaged by agency and make available necessary ESI Cards to such persons.

17. 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 as amended from time to time. Under this provision, the chairman-cum-Managing Director Notional 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 at New Delhi and shall in English Language the court of Delhi shall have the jurisdiction.

18. JURISDICTION

The parties hereby irrevocably consent to the sole jurisdiction of the Courts of **Suratgarh/Delhi only** in connection with any actions or proceedings arising out or in relation to this Tender.

19. SECURITY DEPOSIT

- (i) Earnest Money/Earnest Money deposit of the successful bidder will converted into Security Deposit and the same will be refunded to the party on successful completion of the work and the amount will be refunded to the successful applicant on receipt of performance security.

**Head of Farm
For & On behalf of NSC**

Annexure-I

**FORMAT FOR SUBMITTING FINANCIAL BID BY THE SECURITY GUARD PROVIDING AGENCY/
SERVICE PROVIDING AGENCY**

(To be submitted on letter head of firm/agency under signatures of the authorized signatory)

Head of Farm,
National Seeds Corporation Ltd.
Central State Farm, Sardargarh
Distt. – Sri Ganganagar (Raj.)
335705

Dear Sir/Madam,

SUBJECT: TENDER FROM EXPERIENCED SECURITY GUARD PROVIDING AGENCY/SERVICE PROVIDING AGENCY FOR PROVIDING CONTRACTUAL, UNSKILLED AND SEMI-SKILLED PERSON ON OUTSOURCE BASIS

I/We hereby submit our financial offer for the captioned Subject, "If the work is awarded to us:

S. No	Category of Security Guard	Fix Remuneration p.m. (Subject to change if Minimum Wages changes)	PF		ESI		* Amount of monthly service charges in rupees against each person to be provided in each category. (excluding GST & any other taxes as applicable)	
			Employer's share @ (as per prevailing norms)	Employee's share @ (as per prevailing norms)	Employer's share @ (as per prevailing norms)	Employee's share @ (as per prevailing norms)	Service charge	GST
I. On Contract Basis			1	2	3	4	5	6
(a)	Security Guard (10 th Pass & Minimum 1 (one) year experience in relevant field of work)		As per prevailing norms		As per prevailing norms			
(b)	Security Guard (Ex. Army Man without Weapon)							

* **Fix Remuneration and Service charges** mentioned by lowest bidder should be workable i.e. should not be zero or impracticable.

Note: - Firm/Agency should quote amount for providing every one person in above the categories separately on monthly basis. Lowest bidder in all categories with service charges will be taken for consideration to deciding and no partial work order will be awarded for sub part of category. As far as possible single work order will be awarded for all categories. But in a unavoidable situation if no single bidder quoted lowest in all category, then only the split of work will be decided by competent Authority.

The offer will be valid for 60 days from the last date of submission of this bid.

The offer is made after taking into consideration and understanding all the terms and conditions stated in the Tender documents and agreeing to the same.

Place:
Date:

Signature of Authorized Signatory:
Name and Seal of the bidder:

CHECK LIST TECHNICAL CRITERIA FOR SECURITY GUARD PROVIDING AGENCY/SERVICE PROVIDING AGENCY

1. Name of the Security Guard Providing Agency/Service providing agency.
2. Address of Security Guard Providing Agency/Service providing agency
3. DD/NEFT of Rs. 1000/- +18%GST= Rs 1180/- as cost of the Tender
4. For EMD, DD/NEFT of Rs. 50000/- (Rs. Fifty Thousand only/-)
5. MSME/NSIC Company should attach copy of Registration for providing Security Guard under MSME/NSIC.
6. Registration Certificate of Establishment issued of Department of Labor as Retail Trade or Business under Rajasthan State Shops & Establishment Act.
7. Income tax return filed and Audited profit & loss account for last 03 years.
8. PAN no
9. GST registration certificate.
10. Labour Licence issued by Labour department for engaging the Security Guard for the earlier allotted particular type of work.
11. EPF registration & PF code
12. ESI Registration and Regional ESI Registration (for outside company),
13. Proof of existence since 01st April, 2017. .
14. Undertaking on Company Letter head regarding Non-Blacklisting/debarring of the firm.
15. Executive Summary about the agency.
16. A copy of any other registrations taken from Government Department for running the business of Security Guard providing agency in compliance of statutory requirement.
17. Name of representative of agency, participating in tender process.
18. Proof of Security Guard provided in PSUs/Govt/Private etc during last **03 years**.

FORMAT FOR SUBMITTING TECHNICAL BID BY THE SECURITY GUARD PROVIDING AGENCY/SERVICE PROVIDING AGENCY

(To be submitted on letter head of firm/agency under signatures of the authorized signatory)

- (1) Name of the Security Guard Providing Agency/Service providing agency
- (2) Address of Security Guard Providing Agency/Service providing agency
- (3) If agency establishment at outside India or other State provide local branch address at Sri Ganganagar or nearby areas of these places in Rajasthan.
- (4) Telephone number and Fax no of the Agency & its branch office in _____ or _____ State (for local/outside Agency).
- (5) Details of Security Guard provided in PSUs/Govt/Private etc during last **03 years (Attach supportive documents*)**

Name of PSUs/Govt. Dept. to whom Security Guard provided	Date award of contract to provide Security Guard	Security Guard	Compliance of Statutory Requirement i.e PF and ESI

- (6) DD of Rs. **1000/- +18%GST= Rs 1180/- non-refundable** as cost of the Tender.
- (7) For EMD, DD/NEFT of Rs. 50000/- (Rs. Fifty Thousand only/-) issued from a Scheduled/Nationalized Bank or State Bank of India or its subsidiaries drawn in favour of **National Seeds Corporation Ltd Sardargarh payable at Suratgarh**
- (8) MSME/NSIC Company should attach copy of Registration for providing Security Guard under MSME/NSIC for claiming Tender Fee & EMD exemption.
- (09) Copy of the Registration Certificate of Establishment issued of Department of Labour as Retail Trade or Business under _____ State Shops & Establishment Act.
- (10) Income tax return filed and Audited profit & loss account for last 03 years _____ (To ascertain the turnover of the agency).
- (11) PAN no. (Attach documentary evidence*)
- (12) GST registration certificate. (Attach documentary evidence*) as applicable.
- (13) A copy of Labour Licence issued by Labour department for engaging the Security Guard for the earlier allotted particular type of work.
- (14) PF registration & PF code (attach copy).
- (15) ESI Registration and Regional ESI Registration (for outside company), attach copy
- (16) Proof of existence since 01st April, 2017 (attach copy)

(17) Proof regarding **03** (three) years working experience and its satisfactory performance report/work completion from their clients of Central Govt./Quasi Government/PSU/Autonomous body/private body.

(18) **Undertaking on Company Letter head regarding Non-Blacklisting/debarring of the firm by any Central Govt./Quasi Government/PSU/Autonomous body.**

(19) Executive Summary about the agency.

(20) A copy of any other registrations taken from Government Department for running the business of Security Guard providing agency in compliance of statutory requirement.

(21) Name of representative of agency, participating in tender process (attach authorization certificate).

* All document should be marked & Flag under proper details columns so marked.

I/We hereby submit that the information submitted hereby are correct & best of my/our knowledge & belief. My/Our agency has not been debarred by any Govt. department /PSUs for providing Security Guard last 3 years. In case of any information/documents found to be false, fake or incorrect, NSC is free to take action against my/our agency as deemed fit by them. I/we, _____do also hereby declare that I/we are not engaged in any activity, which conflicts directly or indirectly with the proposed assignment. I/we further declare that during the currency of the contract, I/we will not engage in any such conflicting activity.

(Signature of Authorized person with seal)

Note: A signed copy of the tender documents as acceptance of all terms and conditions of the tender is to be enclosed along with technical proposal.

Annexure - III

Minimum Qualification & Experience required for following categories of Outsourced staff

Sl. No.	Category of Staff	Minimum Qualification	Minimum Experience	Net Salary in hand per month per head (Rs.)
I. Category- Skilled Staff				
1.				
(a)	Security Guard	10 th Pass	Minimum 1 (one) year experience in relevant field of work.	
(b)	Security Guard	Ex. Army Man without Weapon	-	

AFFIDAVIT CERTIFICATE

I/We _____ (Name, Designation and Address) hereby declare that my/our firm/Company has no arbitration case pending with National Seeds Corporation Ltd.

Signature of Authorized signatory _____

Name _____

Designation _____

Name of the Firm/Company _____

Full address _____

Stamp:-

Place : _____

Date:- _____

AFFIDAVIT CERTIFICATE

I/We _____ (Name, Designation and Address) hereby declaring that price charged for quoted item/items under this contract, our firm has no circumstances exceeded lowest price of identical goods given to any Govt. Deptt./PSUs/ Institutions/Organizations etc. during current year.

Signature of Authorized signatory _____

Name _____

Designation _____

Name of the Firm/Company _____

Full address _____

Stamp:-

Place : _____

Date:- _____

DECLARATION

I/We _____ (Name, Designation and Address) hereby declare that, we have not been banned/de-listed/ black-listed from handling outsource Security Guard by any PSU or Govt. Department during the last three years.

Signature of Authorized signatory _____

Name _____

Designation _____

Name of the Firm/Company _____

Full address _____

Stamp:-

Place : _____

Date:- _____

UNDERTAKING

This is to under that, _____ (Name of the Organisation) has been complying with the Statutory Compliance Requirement for PF and ESI Deduction and following laid down norms of Govt. in this regard.

Signature of Authorized signatory _____

Name _____

Designation _____

Name of the Firm/Company _____

Full address _____

Stamp:-

Place : _____

Date:- _____