

NATIONAL SEEDS CORPORATION LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING-MINIRATNA COMPANY)

REGIONAL OFFICE: GANDHINAGAR (GUJARAT)
B-116 TO 118, SWAGAT RAINFOREST II, KUDASAN, GANDHINAGAR (GUJARAT)-382421
(CIN NO: U74899DL1963GOI003913)

No. 1-19/HR/NSC-GNR/2022-23/

Date: 17/03/2023

Notice Inviting E-Tender

National Seeds Corporation Ltd. (NSC), Regional Office, Gandhinagar– 382421 (Gujarat) invites online e-tender under two bid system For Commercial/Office Premises on monthly lease rental basis from Central/State Government Agencies or Individual Owners/ Power of Attorney holders/ Firm/ Company having Carpet up area of 1500/- Sq feet + - 10% located in Gandhinagar (Preferably in Kudasan, Raysan, Randesan, Sargasan, Infocity, Reliance Chokdi, Sector 2 to 13, Sector 21 to 22). The entire space should be on one single floor. Lease will be initially for the period of 03 years. The bid validity will be 90 days and last date & time for submission online bid is 10-04-2023 upto 1400 hours. Tender Fee is Rs. 236.00 and EMD for participating in the tender is Rs. 10,000.00. Preference will be given to the premises owned by the Govt. department / Public Sector /Banks. Tender document and other details are available on www.indiaseeds.com , <https://eprocure.gov.in> and [https://indiaseeds .enivida.com](https://indiaseeds.enivida.com).

Regional Manager

NATIONAL SEEDS CORPORATION LIMITED

(A GOVERNMENT OF INDIA UNDERTAKING-MINIRATNA COMPANY)

REGIONAL OFFICE: GANDHINAGAR (GUJARAT)

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(CIN NO: U74899DL1963GOI003913)



TERMS & CONDITIONS OF E-TENDER/ CONTRACT FOR

**HIRING OF OFFICE PREMISES ON MONTHLY RENT BASIS FOR REGIONAL
OFFICE, NSC, GANDHINAGAR (GUJARAT)**

E-TENDER SHOULD BE SUBMITTED IN TWO BIDS SYSTEM ONLINE

DATE OF PUBLISHING: 18.03.2023

**TENDER DOCUMENT AVAILABLE FOR ONLINE SUBMISSION:
UP TO 10.04.2023, 1400 hours.**

ON NSC e-Portal: <http://indiaseeds.enivida.com>

OPENING OF TENDER: Dated on 10/04/2023 at 1500 Hours

COST OF TENDER FORM : Rs. 200 + 18%(GST) paid online only

Contact details:

Particulars	Telephone	E-mail
Regional Office – Gandhinagar (Gujarat)	079-46001444	rm.ahmedabad@indiaseeds.com
Website		https://www.indiaseeds.com https://indiaseeds.enivida.com

NATIONAL SEEDS CORPORATION LTD.

(A Government of India Undertaking – Miniratna Company)

(CIN NO: U74899 DL1963GOI003913)

REGIONAL OFFICE: GANDHINAGAR (GUJARAT)

No. 1-19/HR/NSC-GNR/2022-23/

Date: 17/03/2023

NOTICE INVITING E-TENDER

National Seeds Corporation Ltd. (NSC) , Regional Office, Gandhinagar (Gujarat) invites online e-tenders under two bid system from the owners, who are having own premises for:-

Sr. no.	Particulars	Details
1.	Tender called for	Office Premises hiring on rent for Regional Office, NSC, Gandhinagar (Gujarat) with an carpet up area of 1500 /-Sq.ft +-10%
2.	Location	Gandhinagar (Gujarat)
3.	Period of contract	Initially for the period of 3 Years
4.	Bid validity	90 days
5.	Earnest money For Premises hiring	Rs.10,000/- (Rupees Ten Thousand)
6.	Tender Document cost	Rs. 200 + 18 % (GST) (Rs. 236.00)
7.	Last Date & Time for submission of e-tender	10.04.2023 up to 1400 Hrs.
8.	Date & Time for opening of e-tender	10.04.2023 up to 1500 Hrs.
9.	Venue of bid opening	National Seeds Corporation Ltd., Regional Office, B-116 to 118, Swagat Rainforest II, Kudasan, Gandhinagar (Gujarat)-382421.

1. Tender document will be available on NSC e-Portal: <https://indiaseeds.com>, <https://indiaseeds.enivida.com> & <https://eproc.gov.in> Up to 10.04.2023 till 1400 hours for uploading.
2. The eligibility criteria for participation are given in the tender document. Parties participating for Tender EMD amount should be submitted online along with cost of tender document.
3. Technical bid will be opened on 10/04/2023 at 1500 hours.
4. Price bid will be opened after scrutiny of technical specifications in presence of bidders or their authorized representatives who wish to participate in the opening of tender.
5. Tenderers should be submitted both Technical bid and Price bid strictly as per instructions to tenderers given in the terms & conditions/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. Micro Small Enterprises registered with MSEs/NSIC for the quoted item under single point registration scheme are exempted from payment of cost of tender document and EMD as well as entitle to avail the benefit of Public Procurement Policy for Micro and Small Enterprises (MSEs) 2012, according to the policy approved in the NSC subject to furnish documentary proof in support of their claim along with their request.
8. The Corporation reserves the right to accept or reject any/all tenders without assigning any reason whatsoever and decision of the Corporation shall be final and binding on tenderer.

Note:- The property advisors are advised not to participate in the tender as no brokerage amount will be paid or entertained in any manner.

Regional Manager

NATIONAL SEEDS CORPORATION LTD.

(A Government of India Undertaking – Miniratna Company)

(CIN NO: U 74899 DL 1963 GOI 003913)

REGIONAL OFFICE: GANDHINAGAR (GUJARAT)

SECTION -I

No. 1-19/HR/NSC-GNR/2022-23/

Date: 17/03/2023

National Seeds Corporation Limited, Gandhinagar is interested to get the hiring of premises for Commercial/Office Premises on lease rental basis from Central/State Government Agencies or Individual Owners/ Power of Attorney holders/Firm/Company having Carpet up area of 1500/- Sq feet +-10% located in Gandhinagar (Gujarat) municipal area (Preferably in Kudasán, Raysán, Randesán, Sargasan, Infocity, Reliance Chokdi, Sector 2 to 13, Sector 21 to 22). The entire space should be on one single floor. The premises shall be preferably free hold & should be situated in good commercial with congenial surroundings.

Important points of Parameters

1	Carpet up Area	1500 Sq feet (+ - 10%)
2	Regional Manager Chamber	There should be a separate Chamber/Room for Regional Manager in the given space.
3	Parking Space	Sufficient open/close parking space.
4	Amenities	24 hours water supply, Electricity supply, electricity plug /connection for office computers & other office equipment's and facility of washroom/utility.
5	Possession	Ready possession
6	Preference	(i)Premises duly completed in all respect with required occupancy certificate and other statutory approval of local authority. (ii)Single floor (iii)Central or State Govt. Deptt./PSU /Banks
7	Initial period of lease	Initially lease period will be of 3 years with an option to renew after every 3 years up to 6 years at the time of renewal on mutual consent of both the parties.
8	Bid Validity	90 days from the date of submission of the offer

Eligibility and General terms and conditions for premises owner

- i. The bidder who are participating to provide premises on rent to National Seeds Corporation Ltd shall submit an EMD of Rs.10,000/- through online e-tender. The online submitted tender will be opened at RO NSC GANDHINAGAR.
- ii. A Separate Room/Chamber will be required for Regional Manager, NSC, Gandhinagar.
- iii. Small pantry chamber with water connection and separate toilet is required in the provided office space.
- iv. NATIONAL SEEDS CORPORATION LTD reserves the right to terminate the contract of leased space at any time with one month's notice to the Premises owner.

- v. The owner should arrange for annual repair & maintenance, white/color washing as and when required. All repairs and maintenance of lease space will be borne by premises owner on his own cost.
- vi. The short listed lessors will be informed by the NSC for arranging site inspection of the offered premises.
- vii. The floor area i.e. ground floor with the corresponding rate for rent including taxes should be mentioned in the Price bid. There should not be any water logging inside the premises and surrounding area.
- viii. The successful intending lessor should arrange to obtain the Municipal license / All types of NOC / approval of building plan from Local Civic Authority / town planning etc.
- ix. The landlord shall carry out civil, sanitary, electrical repair / maintenance works and ensure the roof remains water tight during the lease period.
- x. Electricity and water charges will be paid on actual utilization basis (sub-meter units) by NSC. Maintenance charges of complex will be borne by the premises owner and rate should be quoted in financial bid including maintenance charges.
- xi. The NSC reserves the right to accept or reject either full or part of tender or all the tenderers without assigning any reason. NSC further reserves the right to award the tender.
- xii. The tenderer shall be responsible for State Sales Tax/Central Sales Tax/GST/Municipal Tax/Property Tax and Income Tax liabilities, If any. NSC will not carry any tax liability.
- xiii. NSC will not be responsible for the losses change in Govt. decisions natural calamities which are beyond the control of NSC.
- xiv. The tenderer will have to give Name of the firm/ Name of the owner, Postal address, Telephone no., E-mail of the responsible person in the tender form itself, So also make further communication.
- xv. The landlord shall execute necessary repairs usually made to premises in that locality as and may be specified by the NSC in a notice in writing within such time as may be mentioned therein and if the landlord fails to execute any repairs in pursuance of the notice, the NSC may cause the repairs specified in the notice to be executed at the expenses of the landlord and the cost thereof may, without prejudice to any other mode of recovery be deducted from the rent payable to the landlord.
- xvi. If NSC shall be desirous of taking a new lease of the said premises, after the expiration of the term hereby granted and of such its desire shall deliver, to the landlords or leave for them or send by registered post to them at their last known place of abode or business, notice in writing , not less than one month before the expiration of the term hereby granted when

- the landlords will at or before the expiration of term hereby granted if there shall be no subsisting breach of any of the leases obligation under this present agreement on the part of NSC, grant to the NSC a new lease of the said premises for a further term of mutually agreed period to commence from and after the expiration of the term hereby granted, on the same terms and condition as in this present agreement reserved and contained including the present covenant for renewal and so on from year to year on the NSC exercising such option and giving the notice as aforesaid.
- xvii. NSC shall be entitled to terminate the lease at any time by giving to the landlord one month prior notice in writing of its intention to do so. Landlord is also entitled to terminate the lease at any time by giving one month prior notice to the NSC.
- xviii. Building should have electricity connection as per guidelines of concerned department. Electricity supply will be providing to office. For this a separate sub meter should be installed. The consumed electricity and water bill payment will be paid by NSCL as per consumption.
- xix. Transfer and subletting: - Tenderer or party shall not sublet, transfer, or assign the contract to any person, firm or company directly or indirectly or any part thereof without the previous written permission of the Corporation.
- xx. The successful Tenderer shall have to execute the agreement on Rs. 500/- stamp paper within 07 days of awarding the contract to him at his cost. The successful tenderer will have to produce attested copy of partnership deed in case of Partnership Firm and also power of attorney on stamp paper in favor of authorized representative duly registered with Notary for execution of agreement and setting all matters related to this contract. If landlord require that the agreement shall be registered then all the charges (stamp duty, registration fees etc) is to be borne by landlord. Initially the agreement will be for a period of 3 years and will be renewed thereafter with mutual consent of both the parties.
- xxi. Annual rent increment will be of 5% every year.
- xxii. Final agreement will be signed by Regional Manager, NSC, Gandhinagar on behalf of the Corporation. Other persons/employees are not authorized to change/alter the terms & conditions of the agreement. Letters issued by other employees on changing clauses of agreement will not be accepted by the management and it is mandatory requirement to execute the agreement by both the parties.
- xxiii. Canvassing in any form will disqualify the tenderer. No brokerage will be paid to any broker.

Other Terms & Conditions

Advance Lease/ Rent Payment:-

Monthly advance rent payment will be made on production of monthly bill after TDS @10% or applicable taxes as per Income tax Act 1961, from each bill will be deducted. Taxes: All the indirect taxes like GST, Municipality/Nagarpalika/Property tax and other taxes, maintenance charges etc. will be borne by premises owner as per rule.

Refund Of Earnest Money:-

- (A) Unsuccessful Tenderers: In case of unsuccessful tenders 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 or after expiry of validity period of the respective offer
- (B) Successful Tenderers: The successful tenders to fulfill the requirement of signing of agreements and After completing tender tenure of 3 years, the earnest money deposit will be refundable to him/ them. No interest shall be allowed on earnest money.
- (C) FORFEITURE OF EMD:- If a tenderer withdraws its tender during the period of Tender validity specified by the NSC on the Tender Form or breach any terms and conditions during the period of tender/lease period, then the EMD may be forfeited.

Payment :- All the payments of rent will be released by the regional office through RTGS/NEFT. After making necessary deductions and any other recoverable against bill. All the bank charges shall be borne by the premises owner.

MSMEs Registered party :-

Micro Small Enterprises (MSEs) registered with NSIC for the quoted item under single point registration scheme in India are exempted from payment of cost of tender document and EMD as well as entitled to avail the benefit of Public Procurement Policy for Micro and Small Enterprises (MSEs) 2012, according to the policy approved in the NSC subject to furnish documentary proof in support of their claim along with their request.

Settlement Of Disputes: -

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, 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 at New Delhi and shall in English Language. The court of Delhi shall have the jurisdiction.

Regional Manager

E-TENDER FOR HIRING OF OFFICE PREMISES FOR RO, NSC, GANDHINAGAR

TECHNICAL BID

1. The Premises owner has to provide the following documents

Name of the Firm/Owner of Premises with location of offered premises	Inside Area of premises (In Sq. Feet)	Number of Toilets Available	Availability of Lift (if on first floor & above) Yes or No	Other Facilities
Name-..... Address..... Contact no.....				

2. Registration : GST No ----- / Aadhar no----- (in case of Individual)

3. Income tax Details

Detail	Returns for Last Three Years (to be attach)	
PAN no.....	FY. 2019-20	
	FY. 2020-21	
	FY. 2021-22	

4. Owner Ship Title (Attach copy self certified):-

5. Parking Space available (Yes or No):-

6. As a token of acceptance a signed copy of our terms & conditions

(Attach copy)

Signature of Premises owner : _____
Name of Premises owner : _____
Seal of Premises owner : _____

E-TENDER FOR HIRING OF OFFICE PREMISES

FINANCIAL BID

The premises charges have to quote rates month rent basis.

Taxes: All the indirect taxes like GST, Municipality/Property tax/Maintenance charges etc will be borne by premisesowner as per rule.
The TDS or any applicable Taxes will be deducted from each @10% of billed amountfor premises hiring.

Period of Lease Annual increment in the rent will be 5% of annual rent. Initially lease period for 3 years with an option to renew after 3 years up to 6 years at predetermined increase in rent after expiry of first term of 3 years at the time of renewal.

Payment: Payment of rent will be on Carpet area basis only. Carpet area will include only inside area of premises.

Sr.No	Available premises in Sq. ft.	Total Rent per month (Inclusive of all taxes & maintenance charges)
1.		

Signature of owner of the Premises : _____
Name of the Premises Owner : _____
Seal of the Premises Owner : _____
Cell No./Phone No. : _____
Location : _____
Dated : _____

SECTION -VII

NATIONAL SEEDS CORPORATION LTD.

INSTRUCTIONS TO BIDDERS 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 ` 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 ` 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 tender document.
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 bid sheet. After saving, the same bid sheet must be uploaded in the portal.
12. Bidders must pay required payments (Tender fee, 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: 9355030617, 8448288980

Tel: 011-49606060

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