

NATIONALSEEDS CORPORATION LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING-MINIRATNA COMPANY)
SECTOR-V, BLOCK-AQ, PLOT NO. 12,
SALT LAKE CITY, KOLKATA-700091 (West Bengal)
(CIN NO: U 74899 DL 1963 GOI 003913)



TERMS & CONDITIONS OF SHORT TERM E- TENDER NOTICE
FOR

NIT Name: work for Custom processing and packing of seeds at West Bengal, Odisha

TENDER SHOULD BE SUBMITTED IN TWO BIDS SYSTEM ON LINE ONLY

TENDER DOCUMENT AVAILABLE FOR ONLINE SUBMISSION: from 18.05.2023 to 25.05.2023 UP TO 2.30 p.m.

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

OPENING OF TENDER (TECHNICAL BID): Dated on 25.05.2023 at 15.00 Hours

COST OF TENDER FORM: Rs. 200/- (Rs. Two Hundred only) to be paid online only.

Contact details:

Particulars	Telephone	E-mail
H.O. New Delhi	011-25842209	sgm.prod@indiaseeds.com
Regional Office – Kolkata	033-23671077	nsc.kolkata.ro@gmail.com rm.kolkata@indiaseeds.com
Web Site	www.indiaseeds.com	



राष्ट्रीय बीज निगम लिमिटेड

(भारत सरकार का उपक्रम - मिनिरल कम्पनी)

बीज भवन, पूसा परिसर,

नई दिल्ली - 110 012.

फैक्स - 011 - 2584 6462.

NATIONAL SEEDS CORPORATION LIMITED

(A Government of India Undertaking)

(CIN : U74899DL1963GOI003913)

Sector - V, Block - AQ, Plot No. 12. Salt Lake, Kolkata - 700 091, WB.

Fax: 033 - 2367 1076, Phone: 033 - 2367 1077(O), 2367 1074(RM).

E-mail: nsc.kolkata.ro@gmail.com, rm.kolkata@indiaseeds.com;

REDG OFF: BEEJ BHAWAN, PUSA COMPLEX,

NEW DELHI - 110 012 (INDIA).

Website: www.indiaseeds.com; e-mail - nsc@indiaseeds.com;

PHONES: 011 - 2584 - 2383, 6272, 2692, 6295.

No. Engg(CP)/NSC-KOL/2023-24

Dated:18.05.2023

SHORT TERM TENDER NOTICE

Online e-tenders are invited in two bid system at Regional Office, NSC Kolkata from the recognized seed processing plant holders situated within 50 Kms radius from our production area in **West Bengal** state (Birbhum, Burdwan & Nadia districts) and in **Odisha** state (Mayurbanj, Balasore, Kalahandi, Cuttack, Keonjhar and Puri districts.) (Table-1) who have got processing facility such as godown & seed processing machinery as indicated in tender document and trained/professional man-power for operation / management of seed processing plant for processing of Kharif-2022 & Rabi/Summer 22-23 produce, along with **Earnest Money Deposit Rs. 10,000/- (Rupees Ten Thousand only)** by way of Demand Draft from Nationalized / scheduled bank only in the name of 'National Seeds Corporation Limited, payable at Kolkata or through NEFT.

The custom processors will be appointed for processing of the produce of both Kharif-2022 (Paddy etc.,) & Rabi/Summer 2022-23 (Peas, lathyrus, Lentil, Urd, Moong, Maize, Gram and Mustard etc.,). The Processing Plant should be registered with valid license from State Seeds Certification Agency for year 2023-24 & to be registered for 2024-25. Custom Processing work has to be got done for expected raw seed (Table-1) appx. 8670.00 qtls during Kharif-2022 & appx. 8650.00 Qtls during Rabi/Summer 2022-23.

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. Security deposit however, will have to be deposited in the case of grant of work.

Last date and time for receipt of Bids : 25.05.2023 upto 2.30 PM

Time of Opening of Bids : 25.05.2023 at 3.00 PM

Regional Manager

NSC, Kolkata

INSTRUCTIONS TO BIDDER

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 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: 9355030620, 9355030608
Tel: 011-49606060
Email ID - enividahelpdesk@gmail.com

NATIONAL SEEDS CORPORATION LIMITED
(A Government of India Undertaking)
Sector – V, Block – AQ, Plot No. 12. Salt Lake, Kolkata – 700 091, WB.

Section- I

NATIONAL SEEDS CORPORATION LIMITED is interested to get the processing of seeds of various crops and varieties of Kharif & Rabi/Summer Produce. The sealed tenders in online are invited from the reputed and experienced registered seed plant, who have got processing facility such as godown, seed processing machinery like Seed Cleaner cum Grader, Gravity Separator, Spiral separator, Seed Treater, Destoner, Elevator, Flight belt Conveyor, Storage Bin, Weigher Bagger, Sealer, Moisture Meter, bag closer, electric supply etc. and trained and professional man-power for operation and management of seed processing plant in Kharif & Rabi/Summer Season. **The processing Plant should be registered with State Seeds Certification Agency and License should have been renewed for the current year ending on 31st March 2024 an to be renewed for next year.**

(I) Quantum of seeds for processing :

- It is expected that the sizeable quantity of fresh stock may be available in Kharif & Rabi/Summer season. The quantity can vary depending upon the season and vagaries of nature. NSC will first utilize its own capacity then quantity will be spared to Custom Processors, so quantity for processing cannot be assured.
- The details of NSC Grower production programme Areas in different districts along with tentative amount of raw seed to be processed is given in below Table-1.

SN	Season	Crops	Production Area & Raw Seed Qty. In Qtls			
			Nalhati (Sanketpur & Chatra)	Sargoria & Gotan	Krishana nagar & Nadia	Mayurbhanj, , Balasore, Kalahandi, Cuttack, Keonjhar Ganjam Bhavanipatna Puri.
			Birbhum	Burdwan	Nadia	Bhubaneswar
			WEST BENGAL		ODISHA	
A	Kharif 2022					
1		Paddy	-	2720	2000	2550
		Urd				1400
B	Rabi/Summer 2022-23					
1		Lentil	-	1200	-	-
2		Lathyrus	-	1000	-	-
3		Moong	-	-	-	1900
4		Urd	-	-	-	4000
5		Maize	-	-	-	-
6		Pea	-	-	-	-
7		Mustard	-	300	-	-
8		Gram	-	-	-	-
9		Sesamum		250		

NSC does not take guarantee to provide the quantum if availability is affected by natural factors/ any other decision of the management.

- The location of the Seed Processing Plant should be around production area convenient for transportation of raw seed to N.S.C seed growers. N S C may allot in case of more quantity to more than one custom processor in one district/location.
- If the stores/ processing plant shed are apart, transportation of raw/ graded/ packed seeds from one godown/ plant shed to other and vice-versa will have to be arranged by custom processor on his own cost.
- The Agreement will be effective for 1 year from the date of execution of Agreement.

Period of Contract

This contract will be for a period of **one year** and if mutually agreed it can be extended for further one year at the same rates and same terms and conditions.

(2) Eligibility as a Custom Processor:

1. The Processing Plant should be registered with State Seeds Certification Agency and License should have been renewed for the current year ending on 31th March, 2024. The party has to further renew his Seed processing plant license for next year and so on as per requirement of NSC.
2. The Custom Processor should be experienced in carrying out custom processing of Kharif & Rabi/Summer crop seeds.
3. The Custom Processor should have seed processing machinery like Seed Cleaner cum Grader, Gravity Separator, Seed Treater, Spiral separator, Destoner, Elevator, Flight belt Conveyor, Storage Bin, Weigher Bagger, Sealer, Moisture Meter, bag closer etc. in good condition so as to complete the processing of above quantum of seed in Kharif & Rabi/Summer Season on time.
4. The Custom Processor should be able to complete the processing of seeds in time limit given as availability of seeds timely for marketing is a crucial parameter for the Custom Processor and NATIONAL SEEDS CORPORATION LIMITED.
5. The Custom Processor should have sufficient trained and professional man-power at the plant. The staff has to be available throughout the year at the plant and if required for running the plant in three shifts, additional qualified and experienced staff will have to be engaged by the Custom Processor.
6. The Custom Processor should be able to run the plant by engaging labours/ handling labours and professional staff with the minimum pay and allowance as applicable as per Government rules and regulations and various Acts and provision of Laws. It will be the responsibility of the Custom Processor to produce all the records to the Government authority like Factories Inspector, labours Inspector, Statistical Department, Pollution Control Office, Shops and Establishment Office, Weights and Measures Office etc. There shall be no liability of the Corporation on this account.
7. The Custom Processor should submit the copy of registration with Assistant Commissioner of Labours for engaging labours and handling labours more than 40 numbers and also registration from Shop and Establishment Office (if any).

8. The Custom Processor should submit the copy of CPF registration from Commissioner of CPF Office and Professional Tax registration (if any).
9. The Custom Processor should submit the copy of GST Registration, and PAN.
10. Seed Processing Plant should be approved by the Factories Inspection Office and Seed Certification Agency for running the plant. Building, civil structure and electrification should be safe and should have stability certificate and approved from Govt. Electrical Inspector. All civil structures and electrical installations and machinery should be insured against fire, theft and natural calamity.
11. Godown for storage of seeds should be constructed of RCC and brick work and should have sufficient plinth height of at least 1 to 3 ft. from ground level to avoid dampness and also sufficient ventilation for aeration in the godown and good open-able shutters/ doors and flooring of PCC or mastic flooring or trimix flooring.
 - Godown for storage of raw seed/ good seed/pass seed around to 30,000 sq. Ft
 - Godown for storage of low grade/ fail seed & processing materials 5,000 sq. Ft
 - Godown should have brick wall, steel shutters, steel/ wooden ventilator and A.C. Sheets roof preferably instead of G.I. Sheets and the height of the godown to eave level should be minimum four metre (13 feet) from plinth level. The godown should be leak proof and well ventilated.
 - The premises of seed processing plant should have either compound wall or at least barbed wire fencing or chain link fencing to protect premises and for protection of seed processing plant and stock.
 - Processing plant building and godown should be located on elevated ground area and should not be nearby river/ Nalla/ stream or should not be located near explosive industry to avoid fire. Similarly location of plant and godown should be away from domestic area.
12. Sufficient availability of water for fire hydrant system and drinking purpose should be available at the plant with either from source of water like well, dam, reservoir, SIDC, Corporation or Nagar Parishad.
13. Required number of labours male and female and additional labours should be made available for processing work.
14. Electric supply of minimum 40 HP should be available for running the seed processing machinery and electrification. Sufficient lights in the godown and in the open premises of plant should be available and electric bill has to be paid by the custom processor.
15. The Custom processor should run plant in two or three shifts as per the processing load allotted by NATIONAL SEEDS CORPORATION LTD to complete the processing within time limit given by National Seeds Corporation Ltd. In case of load shading/ continuous power failure the custom processor should run the plant by using DG set either owned or hired so that processing should be completed within time limit given by NATIONAL SEEDS CORPORATION LTD. National Seeds Corporation Ltd will not provide DG set, diesel, oil etc. neither NATIONAL SEEDS CORPORATION LTD will bear any extra expenditure.
16. All the stationery, stamp, sample bags, Pen, Pencil, papers, polyethylene bags will be required and will be supplied by NATIONAL SEEDS CORPORATION LTD.
17. Seed certification charges will be paid directly by NATIONAL SEEDCORPORATION LTD to the Seed Certification Agency. However, shift charges due to low output/shift in the

- plant charged by SCA will have to be paid by Custom Processors, sitting arrangement having separate office for NATIONAL SEEDS CORPORATION LTD Officers and Seed Certification Agency Officers has to be made by the Custom Processor and the tea/Coffee at least two times in shift has to be arranged by the Custom Processor.
18. Sufficient space for sitting and waiting for seed growers and if required for night halt has to be made by the Custom Processor.
 19. Rest house for SCA staff for night shifts should be provided by custom processor Sufficient drinking water facility, toilet, bathroom etc should be provided by custom processor Office attendant to SCA and National Seeds Corporation Ltd officers should be provided by custom processor.
 20. Separate cupboard with lock and key arrangement should be provided for SCA and National Seeds Corporation Ltd to keep record, tags etc while period of processing by custom processor
 21. All the staff, labours and handling labours have to be engaged by the Custom Processor.
 22. Any injury caused to handling labour, casual labour, National Seeds Corporation Ltd or SSCA staff while working at custom processor plant for which compensation is to be paid will be sole responsibility of the custom processor for the same.
 23. The Custom Processor has to raise the bill monthly and payment will be made by NATIONAL SEEDS CORPORATION LTD at the approved rates within 30 days from the date of receipt of bill to Regional office with clear certificate from the NATIONAL SEEDS CORPORATION LTD's officer posted at seed processing plant for supervising the work.
 24. The quality of the seed has to be maintained in the storage as well as quality of seeds at the time of processing has to be maintained well as per the directives of NATIONAL SEEDS CORPORATION LTD officers posted at the plant. NATIONAL SEEDS CORPORATION LTD technical staff will direct to operate processing machinery to get good quality as well as optimum low grade. All the standard procedures of Seed Certification has to be followed while processing.
 25. No excessive shortages should occur in the seed lots of seed growers due to careless handling, leakages and overages, sweeping and cleaning and bad storages and if occurred the Custom Processor will be responsible and amount will be recovered from the Custom Processor for such wastage, excessive shortages in seed stock as well as in processing materials. In case of theft and fire of seed stock and processing materials or any other material from godown/ premises of Custom Processor, it will be the responsibility of the Custom Processor and cost of such stock/material will be recovered from Custom Processor at selling rates of seed stock and material.
 26. Custom Processor will insure the stock and material against fire, theft, thunder storm, hail storm, strikes, agitations, accidents etc. in the name of NSC. In case of any loss to National Seeds Corporation Ltd, SSCA materials and seed stock at custom processor premises then the cost of the same will be recovered at selling rate decided by National Seeds Corporation Ltd.

27. No security or watch and ward charges will be provided by NATIONAL SEEDS CORPORATION LTD and sufficient Security/ watch and ward has to be provided by the Custom Processor
28. Custom Processor or his authorized representative should always be present in the plant to attend to the problems of seed growers, labours, handling labours, Seed Certification Agency and NATIONAL SEEDS CORPORATION LTD.
29. In case of delay in processing, the penalty @ Rs. 50/- per quintal per day will be charged to the Custom Processor for a period of fifteen days and thereafter seed stock will be moved from the plant and it will be processed either at NATIONAL SEEDS CORPORATION LTD own plant or at other plant and full amount of processing expenditures and transport and handling expenses incurred will be recovered in advance.
30. For maintaining the seed stock in good condition, the fumigation, spraying and dusting, cleanliness, sweepage will to be carried out by Custom processor. All the material to be processed, will be supplied by NATIONAL SEEDS CORPORATION LTD. NSC will seal all the godowns and plant buildings of Custom Processors to ensure safety and security of NATIONAL SEEDS CORPORATION LTD stock and material. In no case Custom Processor will deliver the stock or material to any other party or seed grower on his own. Else, it will be the Responsibility of custom processor.
31. All the records at Seed Processing Plant like raw seed receipt register, control register, low grade, failed seed register, seed certification register, samples register etc. will be maintained by NATIONAL SEEDS CORPORATION LTD staff and it will be checked and signed by NATIONAL SEEDS CORPORATION LTD officers. All the raw seed receipts and low grade, failed seed gate pass will be issued by NATIONAL SEEDS CORPORATION LTD staff to the seed growers, dealers and NATIONAL SEEDS CORPORATION LTD units. The Custom Processor will have to assist in maintaining records. All records will be in the custody of NATIONAL SEEDS CORPORATION LTD staff.
32. Limited staff like Plant / Shift Incharge may be provided by NATIONAL SEEDS CORPORATION LTD for supervising and running the seed processing plant in three shifts. It will be the responsibility of Custom Processor to provide sufficient staff, labours and handling labours to run the plant and to maintain the records and management and operation of plant. The intimation letters to seed growers will be given by NATIONAL SEEDS CORPORATION LTD on NATIONAL SEEDS CORPORATION LTD own expenditure.
33. The Custom Processor should keep good liaison with seed growers, NATIONAL SEEDS CORPORATION LTD officers and Seed Certification officers and all concerned Government Officers.
34. If any dispute arises out of the contract will be settled mutually and Arbitrator will be the Chairman Cum Managing Director, National Seeds Corporation Limited, New Delhi, whose decision will be binding on both the parties i.e. NATIONAL SEEDS CORPORATION LTD and Custom Processor.
35. All the payments of processing contract will be released by the concerned Regional Manager's office as under through NEFT/RTGS, by account payee cheque or Demand Draft and Demand Draft commission is to be borne by the Custom Processor.

Payment terms:

1. The 75% payment of graded quantity will be released after receipt of verified Bill from concerned Area Office/Production Centre. Balance 25% payment will be released after completion of the processing work and handling over the left over quantity, certification and packing material in good condition to concerned Area office/Production Centre.

2. It will be responsibility of custom processor to return all processing materials with its account to NSC and Certification materials to SCA with its accounts. Also all records like Control Register, tagging register, tag account register, Gate pass and Release orders etc. should be handed over to NSC and SCA. Also all low grade, empty gunny bags, rejected seed and failed seed should be returned to the seed growers.
3. TDS @2% **or** as per rules applicable for the bill amount will be deducted from each bill, when valid PAN Card is produced. Otherwise, as per rules, it shall be deducted.

Settlement of disputes:

1. 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 discussion, 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 be in English Language. The court of Delhi shall have the jurisdiction.
2. **All above payments will be on FINAL GOOD SEED BASIS.**
3. **The payment will be released for the activities done by Custom PROCESSOR BY RTGS from Regional Office after getting certificate on back side of the Bill from NSC, Area Manager.**
4. **Detail draft agreement is enclosed.**

Section- II

General Terms and Conditions :

1. It is the responsibility of the Custom Processor to arrange Generator Set incase electric power supply is off from Electricity Company/ Board or supply source and delay in processing on account of power off will not be tolerated and it will be penalized. Therefore, Custom Processor has to arrange Generator Set either on rent or his own for running the plant for electrification such as lighting.
2. The Custom Processor will seal all the doors and shutters of the plant in presence of NATIONAL SEEDS CORPORATION LTD officers and whenever NATIONAL SEEDS CORPORATION LTD officers are not present or the plant is required to operate except where the NATIONAL SEEDS CORPORATION LTD stock is not stored that can be opened by the Custom Processor. In case of theft of NATIONAL SEEDS CORPORATION LTD stock or delivering seed or any material without knowledge or written order to any other party, entire responsibility will be of custom processor and losses will be fully recoverable from custom processor.
3. The Custom Processor will not accept as well as deliver/ dispatch any seed stock from other private or public and Government Seed Company unless permitted in writing after completion of entire processing of NATIONAL SEEDS CORPORATION LTD seed. The Custom Processor has to give first preference of processing of NATIONAL SEEDS CORPORATION LTD seed stock. In case, it is found that the Custom Processor is processing other Company seeds, then suitable penalty will be charged and contract may be terminated. The Bid valid for 365 days.
4. The Custom Processor has to deposit **50,000/-** (Rupees Fifty Thousand Only) as a Security Deposit with NATIONAL SEEDS CORPORATION LTD and Earnest Money Deposit of Rs. **10,000/-** (Rupees Ten Thousand Only) will be adjusted against security deposit and to be provided by way of Demand Draft from Nationalized/ scheduled bank or RTGS with valid proof. In the absence of EMD required with tender it will be rejected.

BANK ACCOUNT DETAIL:-

Payee Name:-National Seeds Corporation Ltd.

Bank:- State Bank of India

Branch:- Sector-V, Salt Lake

AccountNo.-32920585087

IFSC Code:- SBIN0012363

5. All the Court matter will be dealt with New Delhi Court irrespective of location of Seed Processing Plant and irrespective of the dispute arising at location.
6. If it is observed that there is an admixture of good seed, failed seed and low grade or varietal admixture in the good seed intentionally done by the Custom Processor, then the compensation has to be paid by the Custom Processor as all the stock is stored and processed in the Custom Processor's plant.
7. NATIONAL SEEDS CORPORATION LTD reserves the right to terminate the contract of processing at any time with one month's notice to the Custom Processor.

Custom Processing Charges :

The Custom Processor has to quote the processing rates for the following individual operation on per quintal basis, so that in case of single operation performed, the payment can be done for individual operation also and in case of all operations are performed then total processing charges on per quintal basis can be released to the Custom Processor.

Important

- **Total storage period from raw seed receipt to dispatches of passed seed and Low grade, failed seed disposal will be nine months and in case more than nine months storage is required, NATIONAL SEEDS CORPORATION LTD will pay rent @ Rs. 2.00 per quintal per month at taluka level & @ Rs.3.00 per quintal at district level.**
- The taxes will be deducted as per norms.

Instructions for custom processor:

Custom processor should have his own registered processing plant, facilities, godown facilities and technical manpower. Complete details of plant, processing facilities, godown facilities and technical manpower to be provided by custom processor. NATIONAL SEEDS CORPORATION LTD only one representative to look after quality of seed.

Processing rates:

The processing rates will include the following activities;

- Unloading of raw seed/carry over seed.
- Writing grower's name, receipt number, lot number etc on each and every gunny bags. Required ink, color will have to be provided by Custom processor.
- Drawing sample from each and every bag while unloading. Custom processor will have to use his own sampler.
- Checking moisture content of lot. Custom processor will have to use his own moisture meter.
- Bifurcation of sample and preparation of sample by putting sample slip inside sample bag, stitching of sample bags etc to send to QCL. Sample bags will be provided by National Seeds Corporation Ltd. Stitching/sewing machine, thread, stamps etc will have to be provided by Custom processor.
- Stitching of torn gunny bag. Only Jute twine will be provided by National Seeds Corporation Ltd. If National Seeds Corporation Ltd representative desires to change the more torn gunny bag the same have to be changed by new gunny bag provided by National Seeds Corporation Ltd.
- Custom processor will have to unload raw seed / carry over seed at any godown at which raw seed/ carry over seed is to be stored for processing on particular plant.
- Writing and maintenance of all records as per directives of National Seeds Corporation Ltd. , representative.
- Sorting of passed and failed lots in QCL test.
- **Processing of raw seed i.e. lot wise grading of raw seed on air screen seed cleaner, gravity separator, spiral separator seed treatment (slurry or dry). If National Seeds Corporation Ltd desires to put treatment materials like thiram inside the good seed bags then the packets of the same will have to be prepared by Custom processor. No separate charge will be given for the same. Empty packets will be provided by National Seeds Corporation Ltd for packing, Weighing of good seed and low grade, Stitching of good seed bags either with tags and labels or without tags and labels. Stitching of low-grade gunny bags. Printing tags and labels, good seed bags with all required matter. Writing lot number and weight on low grade gunny bag, Bundling of empty gunny bags, Bifurcation of sample and preparation of sample by putting sample slip inside sample bag, stitching of sample bags etc to send to STL/QCL. Sample bags will be provided by National Seeds Corporation Ltd. Stitching/sewing machine, thread, stamps etc will have to be provided by Custom processor. Writing and maintenance of all records i.e. control register, grading/shift register, tagging register, history register, and any record as per directives of National Seeds Corporation Ltd representative and SCA.**
- Sorting of passed, failed and result awaited lots.
- Bagging and Tagging of passed lots.
- MRP and other matter printing on good seed bags as desired by National Seeds Corporation Ltd.
- Dispatches of released seed lots for marketing.

- Returning of failed lots and low grade, empty gunny bags to seed growers.
- Delivery of failed seed / low grade to successful tenderer called by National Seeds Corporation Ltd.
- It will be a responsibility of custom processor to process seed to achieve maximum quality with optimum recovery %.
- There should not be excess/shortage while processing as well as while storage.
- If shortages are excessive or intentional then the same will be recovered from custom processor.
- It will be a responsibility of custom processor to satisfy seed growers by intimating them about processing, by giving proper attention to them. Behaviour with NATIONAL SEEDS CORPORATION LTD seed grower should be courteous and polite.
- If SSCA or National Seeds Corporation Ltd representative find that grading is not done satisfactory then such quantity is to be again graded and no additional charge will be given to custom processor.
- Entire electrical bills will be paid by custom processor.
- All expenditure required for office and tea to AO etc will have to be borne by Custom processor.
- All taxes, levies etc are to be borne by custom processor.
- Entire certification charges will be paid by NATIONAL SEEDS CORPORATION LTD.
- Responsibility of National Seeds Corporation Ltd is to provide all processing materials required for packing of good seed. All other miscellaneous processing materials like ink, colour, printing facilities, rubber stamps, stencils etc will have to be provided by custom processor.
- Accounts of all seed, processing materials and seed certification materials will have to be kept by custom processor. Any loss to the same will be recovered from custom processor.

Storage of seed

1. It will be a responsibility of custom processor to store raw seed, good seed, marketable seed as well as low grade and empty gunny bags of seed grower in proper and good condition.
2. It will be the responsibility of custom processor to keep seed without infestation. The chemicals, equipments and covers etc required to keep seed free from infestation will have to be available with custom processor.
3. Any loss to seed in storage or in transit after receipt i.e. due to infestation, rodents, theft, fire, rains, hail storm, strikes, accidents or by any reason will have to be borne by Custom processor.
4. The raw seed stored in Custom processor godown it be in the custody of NSC representative.
5. Custom Processor cannot be Custom Producer of NSC.

A G R E E M E N T

This AGREEMENT is executed BETWEEN the **National Seeds Corporation limited**, a company registered under Companies Act, 1956 and having its registered office at New Delhi (who and whose successors and assignees are here in after called the NSC) of the ONE PART.

AND

M/S(who and whose heirs, legal representative and successors are here in after called "Processor") of the OTHER PART on the date mentioned under the signature of signing on behalf of NSC and signing on behalf of custom processor.

WHEREAS the Processor has agreed to take up storage and custom processing works out of Kahrif-2022 and Rabi/Summer 2022-23 produce in full or in part as per convenience of NSC on the rate approved by H.O. vide letter no. dated and as per Terms & Conditions specified in Tender no..... Dated

NOW THIS AGREEMENT WITNESSETH.

1. That the terms and conditions as incorporated in tender's no..... Dated and this office work order no..... Dated, attached to this agreement shall be binding on the parties and the same shall govern their relationship.

IN WITNESS WHEREOF, the parties have set their hands on the, month and year mentioned below:-

Signature of Custom Processor

Signature of the NSC Authorized Signatory

WITNESS

1. _____
With Name & Address

2 _____
With Name & Address

TECHNICAL BID

Section-III

Table-1

The Custom Processor has to provide the following documents.

Sr. No	Particulars of documents	Enclosed/ not enclosed	Remark
1.	License from Assistant Commissioner of Labour and relevant Board if any constituted by the Govt. for engaging handling labour at plants. (if any)		
2.	Copies of CPF registration from CPF Commissioner of the state. (if any)		
3.	Copy of registration of Profession Tax (if any)		
4.	Experience Certificate about processing work done by the Custom Processor from private or Public /Government Seed Companies.		
5.	Area of godowns with plan and elevation. Drawing certified by professional Engineer/ Architect. (if any)		
6.	Registration of plant with State Seeds Certification Agency of the state.		
7.	Factory license from Deputy Director, Health and Safety as a Seed Processing Plant. (if any)		
8.	PAN photocopy duly attested.		
9.	GST Registration photocopy duly attested.		
10.	Photocopy Aadhaar Card duly attested.		
11.	Bank Account Details duly attested.		

Table-2

Name of the seed processing plant machinery available and installed

Sr. No.	Name of Machine	Make & Model	Capacity Mt/Hour	No. of Machines	Remarks
1.	Air Screen Seed Cleaner				
2.	Sp. Gravity Separator				
3.	Flight belt conveyor				
4.	V.B.Elevator				
5.	Spiral separator				
6.	Seed Treater				
7.	De-stoner				
8.	Moisture Meter				
9.	Bag closer				
10.	Weigher Bagger				
11.	Storage Bin				
12.	Weighing balances				

Note: For any machine available other than above machines may be written in above format

Table:-3

List of professional man-power available with the Custom Processor to carry out the processing at plant with photo identity.

Sr. No.	Name of Employee	Qualification	Experience
1.			
2.			
3.			
4.			
5.			

Table-4 IMPORTANT

Name of Production Area for which rate of custom processing are quoted

Sr. No.	Name of Production Area (S)	Season of Prodn. (Kharif/Rabi)	Name of crop(s) for which part is interested for grading
1.			
2.			
3.			
4.			
5.			

I have read all the terms and conditions mentioned in this tender document and I have also experience of running Seed Processing Plant and understood the processing operations to be carried out at my plants.

Signature of Custom Processor_____

Name of Custom Processor (s)_____

Seal of Custom Processor_____

Location:_____

Date :

FINANCIAL BID

Section-IV

Rate schedule for processing operations: Processing rates at custom processing plants:

1. Fresh Grading rates (first grading rate) : This includes all operations like conveying raw seed to the seed processing machinery and stacking the raw seed lot wise, opening the bags and feeding to elevator and conveyor, weighing of good seed and low grade with lot wise stacking, sampling(QCL/STL).

S.No	Name of Crop	Custom Processor Plant/Go down Location	Fresh raw seed grading rates for 1 st grading (Rs.Per Qtl) Good seed basis <i>(including godown storage charges)</i>	Fresh raw seed grading rates for 1 st grading (Rs.Per Qtl) Good seed basis <i>(Excluding godown storage charges)</i>	Agreed Qty. In Qtls. For processing From Table-1 (including storage)	Agreed Qty. In Qtls. For processing From Table-1 (Excluding storage)
1	Paddy					
2	Urd					
3	Maize					
4	Moong					
5	Lathyrus					
6	Lentil					
7	Mutard					
8	Pea					
9	Gram					
10	Sesamum					

The rates should be quoted in figures as well as in words. Scratching must bear signature of tenderer).

2. Revalidation :

i) **Direct Re-validation** (without grading): Rs. per qtl for different packing sizes.

Sr. No.	Packing Size	Rates Offered in Rs. /Qtl
1.	Up to 1.5 Kg	
2.	2 Kg to 3 Kg	
3.	4 Kg to 10 Kg	
4.	11 Kg to 20 Kg	
5.	21 Kg to 50 Kg	

This includes all operations like carrying to working place, Lot wise sorting, sampling (QCL/STL), tagging & filling bags in gunny bags, carrying gunny bags and its stacking etc. complete.

ii) **Indirect Re-validation** (with grading):

Sr. No.	Packing Size	Rates Offered per quintal in Rs. /Qtl	
		Grading & Sampling Charges	Packing Charges**
1.	Up to 1.5 Kg		
2.	2 Kg to 3 Kg		
3.	4 Kg to 10 Kg		
4.	11 Kg to 20 Kg		
5.	21 Kg to 50 Kg		

** Will be applicable only for the seed lots which qualify seed standards

This includes all operations like carrying to working place, Lot wise sorting, opening of small bags and bulking, filling bags, stitching gunny bags, carrying bags to the seed processing machinery and stacking lot wise, opening bags for feeding to the elevator and conveyor, weighing of good seed and low grade, sampling, bagging, tagging, printing of seed bags, tags & labels, stitching, filling bags in gunny bags, carrying gunny bags and its stacking etc.

Complete

(The rates should be quoted in figures as well as in words. Scratching must bear signature of tenderer).

3.Packing rates:

This will include all the operations like opening the bags of graded seeds, weighing in standard packing weight, filling in seed containers, stitching tagging printing of seed containers, filling in outer packing bags ,stacking & bundling of empty gunny bags and its stacking.

Sr. No.	Packing Size	Packing Rates (Rs. Per Qtl.)
1.	1 – 2 Kg	
2.	3 – 5 Kg	
3.	6 – 10 Kg	
4.	11 – 25 Kg	
5.	30 – 40 Kg	
6.	> 40 kg.	

(The rates should be quoted in figures as well as in words. Scratching must bear signature of tenderer).

4.FUMIGATION & SPRAYING RATES:

Sr. No.	Particulars	Rates (Rs. Per Qtl.)
1.	Fumigation Charges	
2.	Spraying Charges	

Fumigation covers/Sprayer is to be arranged by custom processor however fumigant/spraying chemical will be provided by NSC.

Note :-

- 1) Cleaning and sweeping of plant and godown will not be paid by NATIONAL SEEDS CORPORATION LTD and it is the responsibility of the Custom Processor to engage labours for this operation and also providing one Peon for Certification and NATIONAL SEEDS CORPORATION LTD office. This is the responsibility of the Custom Processor and no separate payment will be made for such

services.

- 2) For printing of crops and varieties, MRP at the time of advance tagging and for printing of gunny bags and cloth bags at the time of first grading will not be paid separately and it is the responsibility of the Custom Processor to provide labours for this work. The material like ink, stencil, Slips, etc should also be provided by Custom Processor.
- 3) Printing/ stamping of truthful labels and tags is the responsibility of the Custom Processor and the labour charges for this are included in the processing contract rate and no separate charges will be paid for this work to the Custom Processor. Truthful labels shall be supplied by NATIONAL SEEDS CORPORATION LTD.
- 4) Printing on bags should be either stencil printing or screen printing. Hand writing on bags should not be allowed.

I have read all the terms and conditions of this processing contract and I am offering these rates for custom processing with full knowledge of processing operations in plants.

Signature of Custom Processor_____

Name of Custom Processor (s)_____

Seal of Custom Processor_____

Location:_____

Date :

Section- V

The Custom Processor should maintain the following records as per the contract Rules and Regulations Act :

1. Register of persons employed form No. IX.
2. Employment Card In form no. X will be issued to each worker on 1st day of employment.
3. Wages cum Muster Roll in form XIV.
4. Deduction registers in form No. XIV and XVIII.
5. Over time register in form No. XIX.
6. The labour Welfare fund deductions in the month June & Dec.
7. Every Custom Processor should issue slips to the workers at least a day prior to the disbursement in form No. XV.
8. Signature of thumb impression of every worker on the register of wages cum muster roll be obtained and entries there should be authenticated by the initials of the Custom Processor or his representatives. The authorized representative of the principal employer shall affix his initials against each entries in the following forms :-
"Certified that the amount shown in column No. has been paid to the workman Concerned in my presence".
9. Register of fines information No. XVII.
10. Service certificate be issued to the worker whose service have been terminated in form XI.
11. Custom Processor should sent half yearly returns in form No. XX in duplicate to the licensing officer before 31st & 31 st July of every year.
12. Every Custom Processor should display in abstract of the Act and rule in English and Hindi in such a form as approved by the commissioner of Labour.
13. Tax payment Register.

Checklist for Technical Evaluation

Sr. No	Particulars of documents	Enclosed (Y/N/NA)
1.	Tender document Fee Rs.200.00/- to be paid online	
2.	Earnest Money Deposit Rs. 10,000/- to be online	
3.	License from Assistant Commissioner of Labour and relevant Board if any constituted by the Govt. for engaging handling labour at plants. (if any)	
4.	Copies of CPF registration from CPF Commissioner of the state. (if any)	
5.	Copy of registration of Profession Tax (if any)	
6.	Experience Certificate about processing work done by the Custom Processor from private or Public /Government Seed Companies.	
7.	Area of godowns with plan and elevation. Drawing certified by professional Engineer/ Architect. (if any)	
8.	Registration of plant with State Seeds Certification Agency of the state.	
9.	Factory license from Deputy Director, Health and Safety as a Seed Processing Plant. (if any)	
10.	PAN photocopy duly attested.	
11.	GST Registration photocopy duly attested.	
12.	Photocopy Aadhaar Card duly attested.	
13.	Bank Account Details duly attested.	
14.	Party Details- Name &Address of the Party	
15.	Contact Person Name	
16.	Contact No.	
17.	Email Id	