

NATIONAL SEEDS CORPORATION LTD.

(A GOVT. OF INDIA UNDERTAKING)

REGIONAL OFFICE-CHENNAI
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No. 1(17)/HR/NSC-CHN/2023-24

Dated : 13.07.2023

TENDER NOTICE FOR PROVIDING SKILLED, SEMI-SKILLED AND UNSKILLED MANPOWER ON CONTRACT BASIS TO NSC REGIONAL OFFICE CHENNAI, AREA OFFICE AT TAMIL NADU AND PALAKKAD (KERALA)

National Seeds Corporation Limited, Regional Office, CHENNAI invites e- tender in two bid system from reputed firm for providing skilled, semi skilled & unskilled manpower 2023-24 (01.08.2023 to 31.07.2024) through service provider to attend various work to **NSC, Regional Office, CHENNAI and AREA OFFICE, MADURAI, TRICHY, COIMBATORE & PALAKKAD (KERALA)**. Tender documents along with terms and conditions can be downloaded from web site www.indiaseeds.com,. **The tender fee is Rs. 590/- (includes GST)**. The last date of receipt of tenders is **27.07.2023 up to 02.00 P.M.** Tenders will be opened on the same day at **03.00 P.M.** Tenders without tender fees; earnest money will not be entertained. The Corporation reserves the right to accept or reject any or all the tenders without assigning any reason thereof. If there is any kind of change in the tender, NSC will be uploaded such changes on the above website only.

Regional Manager



NATIONAL SEEDS CORPORATION LIMITED

(A GOVERNMENT OF INDIA UNDERTAKING-MINIRATNA COMPANY)

REGIONAL OFFICE: CHENNAI

(CINNO:U74899DL1963GOI003913)

TERMS & CONDITIONS OF TENDER CONTRACT FOR SUPPLY OF MANPOWER

TENDER SHOULD BE SUBMITTED IN ONLINE MODE

Date of uploading the Tender	- 13.07.2023
Time of Closing of Tender	- 27.07.2023 /14.00Hrs.
Opening of Tender (Technical Bid)	- 27.07.2023 /15.00Hrs.
Opening of Tender (Financial Bid) Cost of	- Immediately (After Evaluation of Technical Bid)
Tender Fees (Non-Refundable)	- Rs.590.00(Rupees Five Hundred and Ninety Only)

NATIONAL SEEDS CORPORATION LIMITED
REGIONAL OFFICE, CHENNAI

TENDER DOCUMENT

NSC a Schedule 'B' Mini Ratna Category-I PSU which is in the business of producing and distributing high quality certified seeds all over India requires professionally qualified candidates for the following posts on contractual basis **through Manpower Providing Agency**. The positions are available at NSC, Regional Office, CHENNAI and within the States of **Tamilnadu and Palakkad (Kerala)**. **Full address of our Regional Office is National Seeds Corporation Ltd. 22-C, SIDCO Industrial Estate, Ambattur, Chennai-600050.**

Sr.No.	Name of Position	No. of Position	Educational qualification (s) , Experience Age, Pay Scale etc.
1.	Clerk cum Data Entry Operator/ PA	6	Graduate with six month Computer Course- Minimum 01(One) year experience in relevant field of work. OR Intermediate with one year computer course - Minimum 01(One) year experience in relevant field of work. <u>Remuneration:</u> Will be as per the minimum wages Act, as declared by the State Govt. from time to time.
2.	Peon/M.P.A	1	8 th Std and Physically fit. <u>Remuneration:</u> Will be as per the minimum wages Act , as declared by the State Govt. from time to time.
3.	Security Guard	12	8 th Std and Physically fit, preferable Ex-Serviceman. <u>Remuneration:</u> Will be as per the minimum wages Act, as declared by the State Govt. from time to time.
4.	Labourer	5	5 th Std and Physically fit <u>Remuneration:</u> Will be as per the minimum wages Act , as declared by the State Govt. from time to time.

GENERAL INSTRUCTIONS:-

Interested Manpower Supplying Agencies may download Tender Document from www.indiaseeds.com,. For payment of tender fees Rs. 590/- (includes GST) & EMD amount, please follow instruction of **Section-I**. E-tender website is www.enivida.com Computation of educational qualification(s), experience(s) will be counted as on 01.01.2023.

Regional Manager

1. SCOPE OF WORK/CONTRACT

Services to be provided on all working days during the normal general shift duty hours from 10.00 am to 05.30 p.m. with half an hour lunch break. It could, however be changed to shift duties, in the case of security 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. Presently, NSC is observing six days working in a week. Persons so engaged, However, if called to work on Sundays/ National Holidays the engaged persons be paid one day remuneration.

1. The persons engaged to will be paid remuneration as stated above.
2. No service provider will collect any amount as service charge after engagement of staff so provided to NSC on any account.
3. Besides the above, NSC will also pay subscription/contribution towards EPF, ESI in respect of the persons engaged for which Service Provider Agency have to produce the necessary documents in individual name of staff to be engaged for release of payment.
4. The engaged persons need to be paid by 3rd of every month the above remuneration by RTGS only along with necessary detailed slip of salary. No cash disbursement of remuneration shall be allowed.

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

The successful bidder would be selected on the **basis of lowest quoted amount of Service charges per person as per the format enclosed at Section-I.** 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 60 days** from the last date of submission of tender documents.

3. GENERAL INSTRUCTIONS

Interested agencies can apply online duly completed tender proposal on or before **27.07.2023** by **14:00** hrs.

The tender should be submitted strictly as per prescribed format along with documents in support of information submitted therein by the responding Manpower Providing Agency /Service provider. NSC 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. Submission of e-tender along with documents against the tender documents will be the sole responsibility of the responding agency.**

4. SUBMISSION OF PROPOSAL

The Technical Bid and the Financial Bid duly signed on every page including annexure /appendices shall be submitted. All the relevant documents except Financial Proposal shall be enclosed with the Technical Proposal.

“TENDER FROM EXPERIENCED MANPOWER PROVIDING AGENCY/ SERVICE PROVIDING AGENCY FOR PROVIDING MANPOWER”

The tender should be signed by a duly authorized representative of the Manpower Providing Agency /Service Provider Agency. 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 summary rejection without prejudice to any other right of NSC 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 offers/ offers which are not in conformity to the prescribed document will be summarily 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 of only those agencies which fulfill the technical criteria.

Technical Proposal

The Evaluation Committee appointed by NSC shall carry out its evaluation for the technical proposal. The technical proposal will be opened on **27.07.2023** at **15:00 hrs** at the address given above and the HR agencies are at liberty to be present personally or through their authorized agents at the time of opening. In case of **27.07.2023** 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. The evaluation committee, after determining whether the financial proposals are complete and without errors shall determine the lowest financial proposal for providing manpower.

6. AWARD OF CONTRACT

The contract shall be awarded to the Manpower Providing Agency /Service Provider Agency, by conveying acceptance of the proposal by NSC through Registered /Speed Post/ Courier. Negotiation with the 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 will constitute the contract between the Manpower Providing Agency /Service provider and NSC.

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 & on the term & conditions specified.

7. TECHNICAL CRITERIA FOR MANPOWER PROVIDING AGENCY/SERVICE PROVIDING AGENCY

1. The Agency should have been in existence for the last 03 years continuously i.e. since 2020-21.
2. Should have at least two years of working experience of similar nature in Central Govt. Ministries/ Departments/ PSUs/Autonomous bodies/ statutory bodies of GOI. (Certificate for having performed the work/services satisfactorily in the said ministry/dept./organization should be attached.)
3. The Agency should have the registration for GST/Service Tax, ESI,PF etc (proof in this regard may be attached)
4. **EMD of Rs. 25,000/- (Rupees Twenty Five Thousand Only)** has to be remitted through RTGS. For EMD & tender fees please follow instruction of Section-III. E-tender website is www.enivida.com Security Deposit/Performance guarantee is Rs.50,000/-. EMD of successful bidder will be converted by NSC as a interest free Security Deposit/ performance guarantee. Further successful bidder has to deposit addition Rs. 25,000/- toward difference of security deposit. 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. EMD for unsuccessful bidders will be refunded after completion of tender process i.e issue of work order.
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, Service tax 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.

The Manpower 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 for one more year 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, 18 (in various category) workers are engaged through outsource agencies in all the categories (this number is indicative only).

9. FORCE MAJEURE

- i) 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, 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.
- ii) The obligations of NSC and the Manpower 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.
- iii) 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 Manpower 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 Manpower 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 Manpower 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.

11. EARNEST MONEY DEPOSIT

- The Manpower Providing Agency /Service providing agency has to remit **Earnest Money deposit (EMD) Rs. 25,000/- (Rs. Twenty Five Thousand Only) through RTGS. MSME's registered firms are exempted for tender fees & EMD amount (The bidders who are MSME and registered with NSIC are exempted from paying EMD and tender document cost, for which they have to submit the documentary proof).** For payment of EMD please follow instruction of Section III of tender documents. The EMD of unsuccessful bidder will be refunded without interest within a period of 60 days of opening of financial proposal or issue of work order in favour of successful bidder. The EMD of the selected Manpower Providing Agency /Service provider agency will be converted in security deposit & 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.

Security Deposit: Security deposit is Rs. 50,000. EMD of successful bidder will be converted as Security deposit. Successful bidder has to deposit Rs. 25,000/- additional for security deposit.

12. OTHER TERMS AND CONDITIONS

- a) Online tender should complete on or before **27.07.2023 by 14:00** hrs and the tender will be opened on the same date **at 15:00 hrs.**
- b) The technical bid would contain the documents, i.e. certificate of satisfactory experience, EMD, proof of existence since 2020-21, registration of GST, PAN, ESI, PF etc as indicated at SL. No.1 to 3 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 separately for each staff provided under different categories Data Entry Operator/Clerk/PA,Peon/M.P.A, Security Guard and Labourer for 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.
- f) Offered rates should be valid for one year from the date of commencement of contract.
- g) Manpower will be supplied by the Contractor as per actual requirement, which will be informed to the contractor generally with a notice period of more than 8 hours. However, in case of emergency manpower may have to be supplied at a short notice of 3 hours. In case of leave/absence of manpower, alternate arrangement will be made by the contractor. All the staff provided by the Agency must preferably be possessing requisite qualification and experience.
- h) Payment for such engaged contract labourers 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 labourers and timely remittance thereof would be the sole responsibility of the Contractor.
- i) Verification of character and antecedents of the staff to be engaged / deployed will be submitted by the bidder on engagement i.e. before commencement.
- j) The manpower 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.
- k) 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 lay down by or under any law in force and as amended from time to time. For comply of this provision, NSC will pay minimum wages amended time to time by the concerned state.
- l) 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 **TDS of tax, PF, ESI and other labour laws, from time to time.**
- m) 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.
- n) 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 labourer/worker in case of any accident/ mis-happening taken place at NSC premises.
- o) 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 labourer/ workers. All the statutory liabilities and responsibilities will be that of the Contractor and NSC has no legal responsibilities on the same.

- p) The Contractor shall not give sub-contract, transfer, assign or otherwise, part of the contract to any other persons, firm, company, directly or indirectly.
- q) **NSC reserves the right to accept or reject any or all the quotations without assigning any reason, thereof.**
- r) **The Agency should first pay the salary to the staff and submit the bills [along with receipts having paid the salary to the staff] for reimbursement/releasing the payment.**
- s) Notice inviting tender can be seen at NSC web site, www.indiaseeds.com.

12. 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 Manpower 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.

Expiration of Contract

Unless terminated earlier, this Contract shall expire at the end of such time period after the effective date as specified i.e **31st July 2024**.

Modification

After award of the contract, any minor changes in the modus of implementation can be agreed to mutually in writing.

Subletting

The Manpower 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 Manpower 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 Manpower Providing Agency /Service provider agency. In such case the EMD/Security Deposit of the selected Manpower Providing Agency /Service provider agency, will be forfeited.

Termination

By Corporation (NSC)

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

- (a) If the Manpower 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.
 - (b) If the Manpower Providing Agency /Service providing agency become insolvent or bankrupt;
 - (c) If the Manpower Providing Agency /Service providing agency found nonpayment of wages to manpower engaged even after release of payment from NSC side.
 - (d) If, as the result of FORCE MAJEURE, the Manpower 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/Security Deposit shall stand forfeited in addition to banning of Manpower Providing Agency /Service providing agency for a period of 2 years.

Liability for Personnel

All persons employed by the Manpower 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 Manpower Providing Agency /Service providing agency. The Manpower 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.

13. OBLIGATIONS OF THE CORPORATION (NSC)

NSC shall provide the Manpower Providing Agency /Service providing agency such reasonable assistance as may be required in order to carry out the assignment & will pay minimum wages fixed by the concerned state applicable time to time.

14. SCOPE OF SERVICE

In performing the terms and conditions of the Contract, the Manpower Providing Agency /Service providing agency shall at all times act as an Independent Manpower Providing Agency /Service providing agency. The contract does not in any way create a relationship of principal and agent between NSC and the Manpower Providing Agency /Service providing agency. The Manpower 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 Manpower Providing Agency /Service providing agency shall never, under any circumstances whatsoever, be entitled to claim themselves to be the employees of the NSC.

15. MODE OF PAYMENT

Manpower Providing Agency /Service providing agency will raise the bill for different categories of staff provided which include separate part of his/her salary, amount of ESI (Employer and employee contribution) and service charges (excluding tax). Along with monthly bill for payment it is mandatory for Manpower Providing Agency /Service providing agency to submit individual EPF, ESI challan against each staff engaged by agency and make available necessary ESI Cards to such persons.

16. ARBITRATION

In case any dispute arise between NSC and 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 the 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.

17. Performance Guarantee

- i) The successful bidders will have to submit performance security to ensure due performance of providing timely and efficient manpower as Manpower Providing Agency /Service providing agency to an amount of Rs 50,000/- (Rupees Fifty Thousand only) in the form of an RTGS payment/Demand Draft in the name of National Seeds Corporation Ltd.
- (iii) Earnest Money will be refunded to the successful Applicant on receipt of performance security.

**REGIONAL MANAGER
NATIONAL SEEDS CORP. LTD;
CHENNAI
For & On behalf of NSC**

Section-I

Financial Bid**SUBJECT: TENDER FROM EXPERIENCED MANPOWER PROVIDING AGENCY/SERVICE PROVIDING AGENCY FOR PROVIDING SKILLED, SEMI SKILLED AND UN-SKILLED PERSON ON OUTSOURCE BASIS**

S. No.	Name of manpower	Remuneration per month	EPF/ESIC Contribution	Monthly service charge against each category (excluding GST/Service tax)
1	Person to perform function of (PA/Data Entry Operator/ Clerk and Office Assistant) at NSC Chennai and Area Office in Tamilnadu, Kerala.	Minimum wages as declared by State Govt Tamilnadu and Kerala time to time.	ESIC/EPF,if Applicable, will be paid by corporation as per rule.	Rs.
2	Peon/M.P.A/ Office Attendant at NSC Chennai and Area Office in Tamilnadu.			Rs.
3	Security Guard (without arms at NSC Chennai and Area Office in Tamilnadu and Palakkad (Kerala)			Rs.
4	Labourers at NSC Chennai and Area Office in Tamilnadu, Kerala.			Rs.

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

*** 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. Category wise service charges will be taken for consideration to deciding lowest bidder 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:

Signature of Authorized Signatory:

Date:

Name and Seal of the bidder:

Section-II

TECHNICAL BID

S.No.	Particulars	Details
1	Name of the Manpower Providing Agency /Service providing agency	
2	Address of Manpower Providing Agency /Service providing agency	
3	If agency establishment at outside CHENNAI provide local branch address at CHENNAI, TAMILNADU	
4	Name of Authorized representative (Attached Copy)	
5	Telephone number and Mobile No	
6	E- Mail Id	
7	ESI Registration	
8	PAN No (Attached Photo Copy)	
9	Service Tax registration (Attached Photo Copy)	
10	Nos. of Manpower provided to various organizations	
11	Executive summary about the agency	
12	Bank Details	
13	Self Declaration for the agency has not been debarred/ Banned/ Blacklist by any Govt. Department/ PSUs for Providing manpower work in last 3 years. Performa attached as Appendix -I	
14	Compliance of statutory requirement i.e. PF and ESI Performa attached as Appendix-II	

15 Details of Manpower provided in PSUs/Govt. etc during last three years (**upload supportive documents**)

Name of PSUs/Govt. Dept. to whom Manpower provided	Date award of contract to provide manpower	No. of person provided	Skilled	Semi Skilled	Un Skilled	Compliance of Statutory Requirement i.e PF and ESI

Declaration:

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 manpower 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)

Appendix-I

DECLARATION

We hereby declare that, we have not been banned/de-listed/black listed from providing outsource manpower by any PSU or Govt. Department during the last five years.

Signature of Authorized Signatory -----

Name _____

Designation _____

Name of the Firm/Company _____

Full address _____

Stamp _____

Place: _____

Dated: _____

Appendix-II

UNDERTAKING

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

Signature of Authorized Signatory -----

Name _____

Designation _____

Name of the Firm/Company _____

Full address _____

Stamp _____

Place: _____

Dated: _____

NATIONAL SEEDS CORPORATION LTD

INSTRUCTION S TO BIDDER-ONLINE MODE

- **M/s. RAILTEL** : Service provider to provide the e-Tendering Software.
- **NSCL e-Procurement Portal**: An e-tendering portal of National Seeds Corporation Limited (“NSCL”) introduced for the process of e-tendering which can be accessed on <https://indiaseeds.enivida.com>.

INSTRUCTIONS TO THE BIDDER’S

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 un-mapping 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 ONE 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.

Technical Support	
Phone	9355030617 8448288980 011-49606060
Email ID	enividahelpdesk@gmail.com enivida2021@gmail.com

I. ACCESSING / PURCHASING OF BID DOCUMENTS :

It is mandatory for all the bidders to have Class-III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) from any of the licensed Certifying Agency under CCA, Ministry of Electronics and Information Technology, Government of India to participate in e-tendering portal of NSCL. Bidders can see the list of licensed CA's from the link www.cca.gov.in C1 India Pvt. Ltd. also facilitate Class III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) to the bidders. Bidder may contact M/s RailTel at mobile no. 9355030617, 8448288980 and 011-49606060 for DSC related queries or can email at enividahelpdesk@gmail.com or enivida2021@gmail.com

- To participate in the e-bid, it is mandatory for the Applicants to get themselves registered with the NSCL e-Tendering Portal (<https://indiaseeds.enivida.com>) to have a user ID & Password which has to be obtained by submitting a non-refundable annual registration charges of Rs. 3416/- inclusive of all taxes through **online** mode. Validity of Registration is 1 year.
- The amendments / clarifications to the tender, if any, will be posted on the NSCL e-Tendering Portal (<https://indiaseeds.enivida.com>)
- To participate in bidding, bidders have to pay EMD (refundable) as per the amount mentioned in the tender document online through NEFT/RTGS after generating E-challan from (<https://indiaseeds.enivida.com>).
- To participate in bidding, bidders have to pay Tender Processing Fee of Rs. 570/- inclusive of all taxes (Non-refundable) through online mode (internet banking/debit card/credit card).
- The Bidder may modify or withdraw their bid after submission prior to the Bid Due Date. No Bid shall be modified or withdrawn by the Bidder after the Bid Due Date and Time.
- Both 'EMD' and 'Tender Document Fee' are mentioned in individual tender document as published at NSCL e-Tendering Portal (<https://indiaseeds.enivida.com>) .
- For helpdesk, please contact e-Tendering Cell and Help Desk Support Monday to Friday Ph: 011-49606060, enividahelpdesk@gmail.com.

It is highly recommended that the bidders should not to wait till the last date of bid submission to avoid complications like internet connectivity issue, network problems, system crash down, power failure, browser compatibility issue, system compatibility issue, improper digital signature certificate problem etc. In view of this context, neither M/s National Seeds Corporation Limited nor M/s. RailTel will be responsible for such eventualities.

AGREEMENT

This agreement is executed at..... between National Seeds Corporation Ltd. (A Government of India Undertaking), a Company incorporated under the Companies Act – 1956 and having its registered office at Beej Bhawan, Pusa Complex, New Delhi – 110012 (Here in after called NSC which expression shall unless excluded by a repugnant to the context be deemed to include it's successor and assign (s) of the one Part and M/s (herein after called contractor which expression shall unless exclude by or repugnant to the context be deemed to include it's successor and assigns) of the other part.

Whereas the NSC had invited Tender on for appointment of Service Provider and The rates offered by the tenderer have been agreed to by the NSC Ltd. for the FY year 2023-24.

NOW THIS AGREEMENT WITNESSED

1. That the terms & conditions spelt out in the tender form as incorporated in Schedule-I attached to this agreement shall form part of the agreement & be binding on the parties & their relationship shall be governed the same.
2.All payments payable or claimable under the agreement shall be paid & claimed at Regional Office, **National Seeds Corporation Ltd.22-C, SIDCO Industrial Estate, Ambattur, Chennai-600050** IN WITNESS WHEREAS the parties have set their hands on the day of.....month 2023 for financial year 2023-24.

(Signature of the Manpower Agency)
Full Address & Contact No.

(Signature of the Regional Manager)
For & behalf of
National Seeds Corporation Ltd.

1. WITNESS:
Signature, Name & Address

In-charge (HR)
National Seeds Corporation Ltd.
Chennai

2. WITNESS:
Signature, Name & Address