

NATIONAL SEEDS CORPORATION LIMITED

(A GOVERNMENT OF INDIA UNDERTAKING)

REGIONAL OFFICE: C H E N N A I

(CINNO:U74899DL1963GOI003913)



TERMS & CONDITIONS OF TENDER CONTRACT FOR CUSTOM PROCESSING, PACKING & STORAGE OF VARIOUS CROP SEEDS FOR KHARIF-24 PRODUCTION

TENDER SHOULD BE SUBMITTED IN ONLINE / OFFLINE MODE

DATE/ TIME OF DOWNLOADING THE TENDER: 12.12.2024

DATE/TIME OF CLOSING OF TENDER : 18.12.2024 /14.00 Hrs

OPENING OF TENDER (TECHNICAL BID) : 18.12.2024/15.00 Hrs.

OPENING OF TENDER (FINANCIAL BID) : IMMEDIATELY-AFTER EVALUATION OF TECHNICAL BID.

COST OF TENDER FORM (Non-Refundable) : Rs 1180/- (Inclusive of 18% GST)

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National Seeds Corporation Limited

(A Government of India Undertaking)

22-C, SIDCO, INDUSTRIAL ESTATE,

AMBATTUR, CHENNAI - 600050

NOTICE INVITING E-TENDER

No. 4(4)/PRODN/NSC-CHN/2024-25/1

Dated: 12.12.2024

National Seeds Corporation Limited, Regional office, Chennai invite tenders through e-tendering from reputed and experienced custom processors for processing, packing and storage of various crop varieties for Kharif 2024 production season. The processing plant should be registered with State Seeds Certification Agency and License should be valid up to 31st December 2025.

Excepted Crop and Quality which needs to Process: -

S. No.	Producer Unit	Tentative location	Tentative qty. (qtls.)	Tentative Crop
1.	Chennai	Kurnool/ Nandyal/ Ananthpur/ Kadiri/Dharmavaram Ongole/ Warangal	25000.00 qtls	Groundnut, Red gram (Arhar), Black gram, Paddy (Bold & Fine)

Tender document can be downloaded from www.indiaseeds.com or enividahelpdesk@gmail.com.

Particulars	Details
Name of the tender	Custom processing, packing and storage of various crop varieties for Kharif 2024 production season.
Date of issue of NIT	12.12.2024
Tender Document Download Start Date/time from website https://indiaseeds.eproc.in	12.12.2024
Tender Document Download End Date/time	18.12.2024(Till14.00Hrs.)
Date and time for submission of online bid	From 12.12.2024 to 18.12.2024 Till14.00Hrs
Date and time of opening of Technical Bid via Online mode at NSC,RO Chennai	18.12.2024 at 15.00Hrs.
Tender Fee (To be deposited online)	Rs.1180 (Rupees One Thousand One Hundred and Eighty only) Inclusive of 18% GST
EMD (To be deposited online)	Rs.15000.00 (Rupees Fifteen Thousand only)
Address for Communication	National Seed Corporation Limited, Regional office, 22C-SIDCO Industrial Estate, Ambattur, Chennai-600050
Clarification required if any the Contact Person is Production Officer during working days.	Production Officer Email: nscchennai.prodn@gmail.com Ph.044-26256192/8870686166

1. Tender without EMD and cost of tender (to be deposited through online) will be rejected.
2. NSC reserves right to make any alteration/ modification in the tender documents or cancel the tender at any stage without assigning any reason.

Regional Manager

PART–A

INSTRUCTIONS TO BIDDER – ONLINE MODE

DEFINITIONS:

SECTION-I

- **M/s RAILTEL:** Service provider to provide thee-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/secrecy 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 Rail Tel 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 help desk, 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 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. Rail Tel will be responsible for such eventualities.

INSTRUCTIONS TO BIDDER – OFFLINE MODE

SECTION -II

National Seeds Corporation Limited (NSC) desires to process, pack and store of various crops in two bid system.

TWO BID SYSTEMS:

Interested parties may obtain tender document from Regional office or any of our Area Office in TN up to 18-12-2024 on payment of Rs.1180/- through Demand Draft or Payment of Cash. If the tender document downloaded from our website www.indiaseeds.com by Tenderer, the tender fee Rs.1180/- in the form of Demand Draft drawn in favor of National Seeds Corporation Ltd payable at Chennai, to be submitted along with Technical Bid through sealed Envelope No-1.

Two separate sealed envelope should be prepared as per the details given here under;

1. ENVELOPE NO.1(SEALED)

This envelope should be addressed to **REGIONAL MANAGER** and marked as **“ENVELOPE NO.1— Technical bid for Custom processing, packing and storage of various crop varieties for Kharif 2024 production season.”** should contain EMD and Technical bid as per proforma **Annexure-I** duly filled in printed letter head of tenderer. (Tenderer should invariably mention their name and complete address etc. on left hand side of envelope for clear identification)

2. ENVELOPE NO.2(SEALED)

This envelope should be addressed to **REGIONAL MANAGER** and marked as **“ENVELOPE NO-2- Financial Bid for FOR Custom processing, packing and storage of various crop varieties for Kharif 2024 production season.”** should contain the rates as per proforma **Annexure-II** duly filled in printed letter head of tenderer. Tenderer should invariably mention their Name and complete address etc. on left hand side of envelope for clear identification.

- 3.** Both two envelopes should be placed in one **BIG SEALED** envelope super scribing **“Custom processing, packing and storage of various crop varieties for Kharif 2024 production season.” due for opening on 18-12-2024**. The sealed tender should be delivered in the office of the **REGIONAL MANAGER, CHENNAI**. Tenderer must affix seal and write address on each envelope.
- 4.** The tender shall be accompanied by interest free EMD of Rs.15,000/- along with Technical Bid in the form of DD/CR copy for proof of EMD.
- 5. Tenders in sealed envelope will be received at National Seeds Corporation Ltd., RO, CHENNAI till 2.00PM on 18-12-2024.**

Technical bids will be opened on the same date and place at 3.00 PM. Financial Bids will be opened after evaluation of Technical Bid.

NATIONAL SEEDS CORPORATION LIMITED
(A GOVT OF INDIA UNDERTAKING)
22-C, SIDCO INDUSTRIAL ESTATE, AMBATTUR
Regional Office : Chennai -600050

Section -III

Tender for Custom processing, packing and storage of various crop varieties for Kharif 2024 production

National Seeds Corporation Limited, Chennai is interested to get the processing of **various crops such as Paddy, Black gram, Red gram & Groundnut** which are produced under this region and to be processed, packed and stored on custom basis. The tender is invited from the reputed and experienced Custom Processors / Contractors for processing, packing and storage of seeds for Kharif 2024 production.

The expected Crop and quantity which needs to process is as follows.

S. No.	Producer Unit	Tentative location	Tentative qty. (qtls.)	Tentative Crop
1.	Chennai	Kurnool/ Nandyal/ Ananthpur/ Kadiri Ongole/ Warangal	25000.00 qtls	Groundnut, Red gram (Arhar), Black gram, Paddy (Bold & Fine)

Procedure for sub-mission of e-tender:

Each Tenderer shall submit in two parts.

1. TECHNICAL BID:

The TECHNICAL BID shall be submitted as per Annexure-I, this contains the details of organization, company profile, details of experience, EMD etc.

2. FINANCIAL BID

The Financial Bid for custom processing, packing and storage of seeds. **Each Tenderer has to quote financial offers on per quintal basis for cleaned seed as per Annexure-II in e-portal.**

PART-B

Tender for Custom processing, packing and storage of various crop varieties for Kharif 2024 production

Section-I

GENERAL TERMS AND CONDITIONS OF CONTRACT

1. The tenderers are advised in their own interest to carefully read the tender document and understand their purport and unless the tender specifically states to the contrary in respect of any particular clause, it shall be presumed that he accepts all the terms & conditions as have been laid down in the tender document and submit the tender accordingly.
2. Tenderers interested to quote against this tender must quote for **Processing, Packing and Storage of Seeds as Mentioned in NIT. Party should have experience in the processing and packing work with required facility such as machinery, storage space and Labors.**
3. **SUBMISSION OF OFFER:** - Offer must be submitted **online under Two Bid System**. The tenderer may upload additional documents wherever detailed description is necessary. **Only that party should tender who accepts all the terms and conditions because conditional tender may be treated as void.**
4. **QUOTATION OF PRICES:-**
 - i. The tenderer has to quote processing charges on good seed basis for processing, packing and storage of seeds.
 - ii. Tenderer shall give final firm and net per unit price free from all escalation. Request for increase in price will under no circumstances be considered after opening of the tender. For the purpose of comparison and evaluation of bids, the tenderers are required to quote the rates for entire work inclusive of all taxes and charges such as cleaning, packing, stacking, storage etc.
5. The tender shall be accompanied by interest free EMD of Rs. 15000.00/- through NEFT/RTGS after generating E- Challan from <https://indiaseeds.eproc.in>. Tenders without EMD may be rejected. After finalization of L1 rates, the tenderers will be asked to give their acceptance for the same. EMD of those tenderers who will not give their acceptance will be released within 30 days of finalization of tender process. Whereas EMD of those tenderers who will give their acceptance will be returned after the entire deal is over. Outstanding amount, if any, of the tenderer with NSC will not be considered for the EMD purpose.
6. Indian manufacturers / suppliers who are Micro Small Medium Enterprises (MSME) Small Scale Units and registered with National Small Industries Corporation under single point registration scheme are exempted from payment of Earnest Money and tender cost deposit provided they furnished photo copy of valid registration with NSIC under the single point registration scheme, for the quoted stores in support of claim along with their request letter. This facility will, however, will not be provided to those small scale units who are registered under the old registration scheme which were extended upto 30th June, 1981, only. In this regard a written request is to be made by the bidder. However, successful tenderer have to deposit the Security Deposit.

7. Tenders may upload their bid up to 2.00 PM on 18.12.2024 and technical bids will be opened on the same date and place at 3.00 PM in the presence of those Tenderer who may wish to be present. The hardcopies of technical bid have to be submitted on or before 18.12.2024 at 3.00 PM without fail (**Hard copy submitted will be considered only for cross verification of the documents submitted online, if needed**). Financial Bids will be opened for those whose Technical Bid will be in order as per NIT. Tenders received after the due date and time may be rejected.

8. Period of Contract:

This contract will be for a period of one season (Extendible upto one season) and if mutually agreed it can be extended for further one season at the same rates and same terms and conditions.

9. If any information provided by the tenderer in both Technical bids and Commercial bids is found to be factually false or misleading, such tenders will be summarily rejected at any time during the validity of the tender and liable for criminal and civil action against such firm or company.

10. EMD of the tenderers, who will give their acceptance for finalized rates, will be adjusted as security deposit and will be released only after completion of total transactions.

11. The tenderer who will give his acceptance for finalized rates shall at his cost execute an Agreement with NSC on Rs.100/- non-judicial stamp paper of required value for arranging the processing, packing and storage of seeds as per the Terms and Conditions sign each page of the Terms & Conditions and submit the same to NSC.

12. FORFEITURE OF THE EARNEST MONEY:-

Earnest Money may be forfeited in the following circumstances.

a) If a tenderer withdraws its tender during the period of Tender validity specified by the Tenderer on the Tender Form:

OR

b) In case of a successful Tenderer, if fails to sign the contract in accordance with clause no.10

13. AWARD CRITERIA:- The bidder has the facility of Seed storage godown of **2000 qtls** minimum in addition to processing facility and having atleast **100 qtls** daily processing and packing capacity.

14. NSC's RIGHT TO VARY QUANTITIES AT TIME OF AWARD:- The Corporation reserve the right at the time of award of contract to increase or decrease the quantity as per requirement or even cancel the entire work specified in the schedule of requirements without any change in price or other terms & conditions.

15. NSC's RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:- The Corporation reserves the right to accept or reject any or all Bids, and to annul the tendering process and reject all Bids any time prior to award of contract, without thereby, incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenders of the grounds for the Corporation's action.

NSC reserves the right to terminate the contract of processing at any time with one month's notice to the Custom Processor/ Contractor or immediately if the work found unsatisfactory in matter quality, Grading, handling and packing etc.

16. NEGOTIATION:- As the tender is for finalization of rates contract, there will be negotiation on L-1 rates with all the eligible bidders and work order will be issued on the negotiated & accepted rates for processing & packing of seeds.

17. Award of work: - As the processing and packing of seeds to be taken up nearby at our production Areas, the work order will be given to different parties at negotiated L-1 Rates for different quantity. The quantity for processing & packing may vary from location to location in accordance with production at our different seed production plots.

18. Amendment - NSC reserves the right to amend or change terms and conditions upon giving due notice to the tenderer when required and the same will be binding upon the contractor.

19. Default & Risk Clause:

(a) Should the Custom processor in any manner or other-wise fail to perform the job order or if fails to complete the order in time according to the specifications or should it have winding up the order made against it or make or enter in to any arrangements or composition with its creditor or suspend payments(or being a company should enter in to liquidation either compulsory or voluntary) the Corporation shall have power under the hand of Regional Manager to declare the contract at the end at the risk and cost of the custom processor in every way. In such case custom processor shall be liable for any liquidated damages for delay as above provided and for any expenses, losses or damages which the Corporation may be put incur or sustain by reason of, or in connection with custom processor default.

(b) The cancellation of the contract may be either for whole or part of the contract at Corporation's option. In the event of the Corporation terminating this contract in whole or in part, it may take up the work in such a manner as it deems appropriate custom processing similar to these so terminated and the custom processor shall be liable to the Corporation for any excess cost for such similar works provided that the custom processor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

20. Force majeure:-

Notwithstanding the provisions of Clause 18, the custom processor shall not be liable for forfeiture of its Security Deposit, liquidation damages or termination for default, it and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force majeure.

For purposes of this Clause, "Force Majeure" means an event beyond the control of the custom processor and not involving the custom processor's fault or negligence and not Foreseeable. Such events may include, but are not limited to, acts of the Corporation either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the custom processor shall promptly notify the Corporation in writing of such conditions and the cause thereof within 48 (Forty-Eight) hours. Unless otherwise directed by the corporation in writing, the custom processor shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

21. ARBITRATION & SETTLEMENT OF DISPUTES:

In case any dispute arises between the 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 the parties to resolve issue under the provision of Arbitration and 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 the 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.

Section-II

National Seeds Corporation Limited, Chennai is interested to get the processing of **various crops such as Paddy, Black gram, Groundnut & Red gram** which are produced in this region and to be processed on custom basis. The tender is invited from the reputed and experienced Custom Processors/Contractors, who have processing facility such as Seed Storage godown, Seed Processing Machinery like Seed Cleaner cum Grader, Gravity Separator, Seed Treater, Weigh Bagger, Sealer, Moisture Meter, bag closer, backup electric supply by Generator etc., The custom process or should have trained and professional man-power for operation and management of seed processing plant. The processing Plant should be registered with the State Seeds Certification Agency and License should have been renewed with sufficient validity period.

1. Quantum of seeds for processing:

- i. It is expected that the sizeable quantity of fresh stock may be available in Kharif 2024. 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 can vary according to the availability and requirement of seed in a season.
- ii. NSC does not take guarantee to provide the quantum if availability is affected by natural factors/any other decision of the management.
- iii. Custom Processing work has to be got done by the following Area Office/ locations:
 - a. Chennai
- iv. The quantity at each plant will vary according to the arrival of raw seed. The location of the Seed Processing Plant should be around production area convenient for transportation of raw seed by NSC seed growers. NSC may allot in case of more quantity and rate difference the quantity at Seed Processing Plant to more than one custom processor in one district/location.

2. Eligibility as a Custom Processor/ Contractor:

- i. The processing Plant should be registered with respective State Seed Certification Agency and License should have been renewed for the current year or having suitable validity.
- ii. The Custom Processor/ Contractor should be experienced in carrying out custom processing and packing of all kinds' seed and experienced party shall be given preference.
- iii. The Custom Processor/ Contractor should have seed processing machinery like Seed Cleaner cum Grader, Gravity Separator, Seed Treater, De-stoner, Elevator, Weigher Bagger, Sealer, Moisture Meter, bag closer etc. in good condition and having capacity of two to four tons per hour so as to complete the processing of above quantum of seed. The make of the machinery must be from the reputed companies.
- iv. The Custom Processor should be able to complete the processing of seeds within time limit given as availability of seeds timely for marketing is a crucial parameter for NSC.

v. The Custom Processor should have sufficient trained and professional man-power at the plant. The staffs has to be available and if required for running the plant in three shifts, additional qualified and experienced staff will have to be engaged by the Custom Processor/ Contractor or If there is need to complete the processing and packing.

vi. It is the responsibility of the Custom Processor/ Contractor to arrange Generator Set in case electric power supply is off, delay in processing on account of power off will not be tolerated and it will be penalized. Therefore, Custom Processor/ Contractor have to arrange Generator Set either on rent or his own for running the plant.

vii. The Custom Processor should be able to run the plant by engaging labors/ handling labors 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/ Contractor to produce all the records to the Government authority like Factories Inspector, Labor 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.**

viii. **The Custom Processor/ Contractor should have registration with Assistant Commissioner of Labors for engaging labors and also registration from Shop and Establishment Office.**

ix. The Custom Processor / Contractor should have GST Registration, Professional Tax registration and PAN card.

x. The custom processor should have the good facilities for seed processing and storage of seed. The processing plant should be in good condition i.e. proper cleaning, ventilation, space etc. & following the standard requirements.

xi. The processing plant building & Seed Storage Godown should have well protected premises either by wall or fencing.

xii. Required number of male and female labors and additional labors should be made available for processing work.

xiii. The Custom processor/ contractor should run plant in two or three shifts as per the processing load allotted by NSC to complete the processing within time limit given. In case of load shedding/ continuous power failure the custom processor / contractor should run the plant by using DG set either owned or hired so that processing should be completed within time limit given by NSC. NSC will not provide DG set, diesel, oil etc. neither will bear any extra expenditure.

xiv. The custom processor should have the insurance against fire, theft and burglary and also responsible for arranging sufficient safety system for seeds stored inside the processing plant and godown as well as for the workers working under this contract. In case of any eventualities, the compensation given by the insurance company has to be extended to the National Seeds Corporation Ltd., to the extent of loss incurred by NSC. NSC will not be responsible for any workmen compensation, in case of any eventualities.

3. The quality of the seed in the storage and at the time of processing has to be maintained well as per the directions of NSC officers posted at the plant. All the standard procedures of Seed Certification agency have to be followed while processing. The custom processor should allow technical staff of NSC to monitor the processing and packing of seeds at any time.

4. The custom processor should allow the concerned grower at the time of processing as per the request of NSC Technical staff and should hand over all the undersized and rejected seeds to the growers as per the direction of technical staff of NSC only.
5. The custom processor should return all unused packing material and labels of NSC after completion of processing and packing.
6. All records related to seed processing and stock details are to be maintained by custom processor as per the rules and regulations of certification agency.
7. Sufficient Security/ watch and ward have to be provided by the Custom Processor/ Contractor. No charges will be provided by NSC for this.
8. Custom Processor/ Contractor or his authorized representative should always be present in the plant to attend to the problems of seed growers, labors, handling laborers and to attend the works allotted by Seed Certification Agency and NSC officer pertaining to processing and packing of NSC seeds.
9. The processing and packing of seeds are to be done as per schedule given by technical staff of NSC and in case of delay, penalty @ **Rs. 10/- per quintal per day will be charged** to the Custom Processor/ Contractor for a period of fifteen days and there after seed stock will be moved from the plant and it will be processed either at NSC own plant or at other plant and full amount of processing expenditures, transport and handling expenses incurred will be recovered in advance from the default custom processor.
10. **The seed stock is to be maintained in good condition and arrange fumigation, spraying and dusting in the premises where NSC stock is kept. The custom processor has to maintain cleanliness and the sweeping will have to be carried out by Custom processor on time to time by their own arrangement.** Any damage to raw seed or seed stored in the processing plant /godown and loss there off will be recovered from the custom processor by NSC. In no case the Custom Processor deliver the seeds of NSC to any grower or any party without the presence of technical officer of NSC.
11. It will be the responsibility of Custom Processor/ Contractor to provide sufficient staff, labors and handling labors to run the plant and to maintain the records and management and operation of plant. NSC will depute a technical official only for supervision and all the processing and packing work to be carried out only in the presence of NSC Technical official.
12. The Custom Processor/ Contractor should keep good liaison with Seed Certification officers and all concerned Government Officers.
13. There should have no mortgage for NSC seeds stored in the godown of Custom Processor's Godown at any stage, from any financial institutions.
14. **Payment terms:**
 - a) The custom processing invoice bills should be submitted through concerned Area Offices and payment will be made through RTGS from Regional Office, Chennai.
 - b) The payment will be released for **graded and packed quantity** after completion of processing and packing and, after taking stocks to NSC Custody.
 - c) While submission of bills the custom processor should ensure to return all the material such as processing, packing & certification materials etc. with their account to NSC and Certification materials to SCA. 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.
 - d) **TDS or other charges as applicable on each bill amount will be deducted from each bill.**

Instructions for custom processor:

1. Processing rates:

The processing rates will include following components:-

- i. Writing Grower's name, receipt number, lot number etc. on each and every gunny bags of raw seed. Required ink, color will have to be arranged by Custom processor/Contractor.
 - ii. Assist to NSC Officials in drawing the sample from each and every bag while unloading. Custom processor/Contractor will have to use his own sampler.
 - iii. Assist to NSC Officials in checking moisture content of lot. Custom processor/ Contractor will have to use his own moisture meter.
 - iv. Assist to NSC Officials in bifurcation of sample and preparation of sample by putting sample slip inside sample bag, stitching of sample bags etc. to send to STL. Sample bags will be provided by National Seeds Corporation Ltd. Stitching/sewing machine, thread, stamps etc. will have to be provided by Custom processor/Contractor.
 - v. 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 Thirum inside the good seed bags, then the packets of the same will have to be prepared by Custom processor/ Contractor. No separate charge will be given for the same. Empty packets will be provided by National Seeds Corporation Ltd for packing.
 - vi. Weighing of good seed and low grade, stitching of good seed bags either with tags and labels or without tags and labels, outer packing in case of small size packing, stitching of low grade gunny bags, stacking of good seed and low grade 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. 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.
 - vii. MRP and other matter printing on good seed bags as desired by National Seeds Corporation Ltd.
- 2.** Cleaning and sweeping of plant and godown charges will not be paid by NSC and it is the responsibility of the Custom Processor/Contractor to engage labors for this operation
- 3.** Entire certification charges will be paid by NSC.
- 4.** Responsibility of National Seeds Corporation Ltd is to provide all processing materials required for packing of good seed such as Non-Woven bags/HDPE bags etc. All other miscellaneous processing materials like ink, color, printing facilities, rubber stamps, stencils, thread Spool, bag closer Machine etc. will have to be provided by custom processor.

NATIONAL SEEDS CORPORATION LIMITED
REGIONAL OFFICE: CHENNAI
TECHNICAL BID

Annexure-I

Details should be filled up in e-Tender Portal which ever is applicable.
However All information in Section III should be provide in Company Letter
Head and Attach the entire necessary valid documents in support of claim

1. Name of the Seed Processing Plant with complete address, contact no. & E-mail address
2. Seed processing plant Reg. No. with state seed certification agency & Validity
3. Factory license number
4. Area of godowns (In Sq. Feet) with plan and elevation (Drawing certified by professional Engineer/Architect)
5. License no. issued by Assistant Commissioner of labor and relevant Board (If applicable)
6. CPF Registration No. from CPF Commissioner of the State (If applicable)
7. If the documents asked at Sl no.5&6 are not applicable then, Not Applicable Certificate duly attested by notary (as per Certificate-2) has to be uploaded.
8. GST/VAT/TIN/Service Tax Number:
9. PAN Number:
10. ITR for FY 2022-23
11. ITR for FY 2023-24
12. Particulars of Banker (Branch/IFSC/MICR/Address etc.)
13. Seed Processing Work Experiences

Year/Season	Crop/variety	Processed Qty.(in Qtls)	Seed packed for the company

14. Details of Processing capacity

S No.	Processing capacity(TPH)	Processing capacity per day in qtls

15. Quantum of seed able to process

S. No	Crop	Quantum of seed able to process (in qtls)

16. Name of the seed processing plant machinery available and installed.

S. No.	Name Of machine	Make & Model	Capacity MT/Hr	No. of machines	Year of uses	Remarks
1	Seed Pre cleaner					
2	Air Screen Seed Cleaner Cum grader					
3	Sp. Gravity Separator					
4	V.B. Elevator					
5	Seed Treater					
6	Moisture Meter					
7	Bag closer					
8	Weigher Bagger					
9	Weighing balance 300 kg.capacity					

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

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

S. No.	Name of Employee	Qualification	Experience
1			
2			
3			

18. Authorization Letter of Competent Authority to sign this tender Document (in Company letter head).

19. Declaration by the tenderer for having not blacklisted by any of the Govt. Department/ Organization/ PSUs/ Institution in last 3 years duly attested by notary(As per Certificate-1).

(Additional documents may be uploaded)

I have read all the terms and conditions mentioned in this tender document and I agree to abide by them. I have also experience of running Seed Processing Plant and understood the processing operations to be carried out at my plants. I hereby certified that all the information mentioned above & provided by me are true and in case of any information is found to be incorrect, my bid may be treated as rejected by NSC Management. Above information is true to our knowledge and belief.

*NATIONAL SEEDS CORPORATION LTD technical representative will visit the plant of Custom Processor before opening Price Bid. Hence, information must be factual.

Signature of Custom Processor

Name of Custom Processor(s)

Seal of Custom Processor

Address & Mobile No:

Date

Affidavit

(On party Letter Head)

Certificate-1

I/We _____ (Name, Designation and Address) hereby declaring that my firm/Company has not been black-listed by any of the Govt. Department/Organization /PSUs /Institution etc. in last 3 years, where I /We had provided the custom processing.

Name _____

Designation _____

Name of the Firm/Company _____

Full address _____

Rubber stamp _____

Place: _____

Dated: _____

Certificate-2

(Not applicable Certificate)

I/We _____(Name, Designation and Address) hereby declaring that
The license from Assistant Commissioner of Labour and relevant board and CPF registration
certificate from CPF Commissioner of the state asked at Sl. No. 5 & 6 of technical bid are not
applicable for my company/firm.

Name _____

Designation _____

Name of the Firm/Company _____

Full address _____

Rubber stamp _____

Place: _____

Dated: _____

National Seeds Corporation Limited
Regional Office: Chennai

Annexure-II

{Financial Bid - To be filled in Online only}
Rate schedule for processing operations

Processing and packing rates inclusive of work mentioned in NIT:-

Processing/packing of seed and Packing Size	Rate offered per quintals, Rs/ Qtl. (Including GST if applicable and all other charges including outer packing on Packed Seed Basis/Good Seed Basis)
	Rate in Rupees.
Processing and packing of Paddy in 20-30 kg size including allied all operations	
Processing and packing of Pulses and Millets in 4-5 kg size including allied all operations	
Processing and packing of Groundnut in 20 kg size including allied all operations	
Processing and packing of Groundnut in 30 kg size including allied all operations	

NOTE:

- 1. The rates should be quoted only on quintal basis for the mentioned operations.**
2. If the rates quoted other than qtls basis, the bid will be rejected.
3. The custom processor has quote the rates for location as per their own processing plant location only or the financial bid to be filled for the location based on their processing plant location.
4. The bidder may not quote the rates for other than their location of plant.

Location

Name of custom processor &
Seal
Date

CHECK LIST OF ENCLOSURES FOR TECHNICAL & COMMERCIAL BIDS:

S. No.	Particulars	yes/ No	Document Proof uploaded yes/No
1.	Tender fee as per NIT (Non- refundable): - DD/Online Transfer Details		
2.	EMD as per tender DD/Online Transfer Details		
3.	Certificate of registration of the firm (attached copy)		
4.	Partnership Deed if Partnership firm.		
5.	Authorization for signing if it is limited Company or partnership firm.		
6.	An affidavit of ownership if proprietary Firm/sole traders.		
7.	Seed Processing plant licence		
8.	PAN Number		
9.	Income-tax Return for the current & two Previous Financial years. (23-24, 22-23 & 21-22)		
10.	Machinery details		
11.	Bank Details with Address and IFSC Code		
12.	Copy of Registration for GST, if available (not- mandatory)		
13.	Experience certificate of seed processing and packing in past 3 years of Govt./Semi-Govt./PSU/Govt. societies etc. (proof of work such as work order, completion certificate etc.)		
14.	Affidavit certificate that not black listed/Debarred and no arbitration case Pending in this office.		
15.	MSME / NSIC certificate with validity of time and item with MSME UDYOG ADHAR MEMORANDUM, If having		
16.	Complete filled and attested Technical Bid documents as per Section IV (part-A & B) with supporting documents.		
17.	Additional documents/information if any in support of tender with proof.		
18.	Address of the Seed processing plant And address of the owner of processing plant		
19.	Phone number of processing plant in charge		
20.	E-mail id		

Note: - Copy of all the relevant documents have to be uploaded by the tenderer through online. In absence of any above document, **tender may be considered for rejection.**

Name of custom processor & Seal