

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: - e-Tender are invited for appointment of Job contractor for a period of one (01) year, for providing labour oriented services for processing, packing & other works related to processing centre at our NSC Midnapur Unit and NSC Chatra (Birbhum) Unit processing plants.

TENDER SHOULD BE SUBMITTED IN TWO BIDS SYSTEM ONLINE ONLY

TENDER DOCUMENT AVAILABLE FOR ONLINE SUBMISSION: from 31.12.2024 to 14.01.2025 UP TO 14:30hours

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

OPENING OF TENDER (TECHNICAL BID): Dated on 14.01.2025 at 15:00 Hours
COST OF TENDER FORM: Rs. 118/- (Rs. One Hundred Eighty only) incl. taxes to be paid online only.

Contact details:

Particulars	Telephone	E-mail
Regional Office – Kolkata	033-23671077	nsc.kolkata.ro@gmail.com rm.kolkata@indiaseeds.com
Web Site	www.indiaseeds.com	

**NATIONAL SEEDS CORPORATION LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING)
SECTOR-V, BLOCK-A-Q, PLOT NO. 12,
SALT LAKE CITY, KOLKATA-700091 (West Bengal)
(CIN NO: U74899DL 1963GOI003913)**

TENDER DOCUMENT INDEX

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NATIONAL SEEDS CORPORATION LIMITED
(A GOVT. OF INDIA UNDERTAKING MINIRATNA COMPANY)
REGIONAL OFFICE: KOLKATA - 700091 (WB)
(CIN NO: U 74899 DL 1963 GOI 003913)

No: Prodn-11/NSC:KOL/2024-25/

Dated: 31.12.2024

“E- TENDER NOTICE”

National Seeds Corporation Ltd. (NSC), REGIONAL OFFICE, KOLKATA-700091 (West Bengal) invites online e-tender (in Two Bid System) for **appointment of Job contractor for a period of one (01) year, for providing labour oriented services for processing, packing & other works related to processing centre at our NSC Midnapur Unit and NSC Chatra (Birbhum) Unit processing plants** as detailed below:-

- | | |
|--|--|
| 1. Name of Work | e-Tender are invited for appointment of Job contractor for a period of one (01) year, for providing labour oriented services for processing, packing & other works related to processing centre at our NSC Midnapur Unit and NSC Chatra (Nalhati) Unit processing plants. |
| 2. Work Location | Processing centre at our NSC Midnapur Unit (Production Centre, National Seeds Corporation Limited, Vill.- Kuikota, Near BDO Office, Post Office- Abbash, Pin- 721102, Paschim Midnapur) and NSC Chatra (Birbhum) Unit (Production Centre, National Seeds Corporation Limited, Near Old Post Office/ SKUS Chatra, Post Office- Chatra, District- Birbhum- 731238) processing plants. |
| 3. Period of Contract | One (01) year from the date of awarding of the contract. |
| 4. Earnest Money | Rs. 5,000/- (Rupees Five Thousand only) to be paid online. |
| 5. Tender cost | Rs. 118/- (Rupees One Hundred Eighty only) to be paid online inclusive of 18 % GST (Rs. 100/- tender fee + 18% GST) |
| 6. Last Date & Time for submission of tender | 14.01.2025 up to 14:30 hours. |
| 7. Date & Time for opening of Technical Bids | 14.01.2025 at 15.00 hours. (In the event of this date being declared as Govt. holiday for NSC Regional Office Kolkata, the Technical Bid shall be opened on the next working date at the schedule time unless otherwise specifically required) |
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1. Tender document will be available on NSC e-Portal: <https://indiaseeds.enivida.com> Up to 14.01.2025 till 14:30 hours for uploading.
 2. The eligibility criteria for participation are given in the tender document.
 3. Parties participating for Tender, EMD amount should be submitted online along with cost of tender document.
 4. **(Technical bid)** may be opened on 14.01.2025 at 15:00 hours.
(Price bid) will be opened on suitable date & time subsequently.
 5. Tenderer should submit both Technical bid and Price bid strictly as per instructions to Tenderer given in the tender documents.
 6. Tender not accompanied with requisite amount of EMD & Tender cost and not submitted as per instructions contained in the tender document are liable for rejection.
 7. The Corporation reserves the right to accept or reject any/all tenders without assigning any reason whatsoever and decision of the Corporation shall be final and binding on Tenderer.

Regional Manager

INSTRUCTIONS TO BIDDER – ONLINE MODE

1. Bidders/Vendors/Suppliers/Contractors must get themselves registered on the portal for participating in the e-tenders published on <https://indiaseeds.enivida.com> by paying the charges of 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 of 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/secrecy of the data. The submitted bid documents/data become readable only after tender opening by the authorized individual.

Thank You

**Technical Support -
Tel: 011-49606060**

Phone: 9355030620, 9355030608

Email ID - enividahelpdesk@gmail.com

NATIONAL SEEDS CORPORATION LIMITED
(A Govt. of India Undertaking-Miniratna Company)
Block-AQ, Plot No.-12, Sector-5, Salt Lake City, Kolkata- 700091

INVITATION OF TENDER FOR APPOINTMENT OF JOB CONTRACTOR FOR A PERIOD OF ONE (01) YEAR, FOR PROVIDING LABOUR ORIENTED SERVICES FOR PROCESSING, PACKING & OTHER WORKS RELATED TO PROCESSING CENTRE AT OUR NSC MIDNAPUR UNIT AND NSC CHATRA (BIRBHUM) UNIT PROCESSING PLANTS.

TERMS AND CONDITIONS.

1. The tenderer should thoroughly go through the terms & conditions before submitting their tender. Tender may be filled/submitted online mode only.
2. Tender document will be available on NSC e-Portal:<https://indiaseeds.enivida.com> upto 14:30 Hours of 14.01.2025 for uploading. Incomplete tender may be rejected at the discretion of NSC.
3. Parties participating for tender will submit Tender fee as well as EMD online mode only.
4. The tender shall be accompanied with tender fee (non-refundable) of **Rs. 118/-** & interest free EMD of **Rs. 5,000/- (Rupees Five Thousand only)** to be deposited online. Tender without tender fee and EMD will be rejected. EMD of unsuccessful tenderers, will be returned through account payee cheque/RTGS within 45 days of tender opening.
5. **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.**
6. The successful tenderer shall remit interest free **Security Deposit of Rs. 10,000/- (Rupees Ten Thousand Only)** in the form of Demand Draft drawn or through RTGS/NEFT in favour of National Seeds Corporation Ltd., Kolkata. This deposit shall be remitted within seven working days from the date of intimation by this office. The EMD will be adjusted into Security deposit in respect of successful tenderer. The bid security may also be accepted in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee including e-Bank Guarantee from a Commercial Bank, online payment in an acceptable (RTGS / NEFT). NSC reserves the right to forfeit the security deposit (in part or full) in the event of failure of the contractor to comply with the terms of contract. The Security Deposit or such part thereof as has not been forfeited or adjusted will be refunded to the contractor only on expiry of the contract and on satisfactory completion of the work under the agreement and on production of no due certificate issued by the in-charge of the Sub-Unit. NSC shall not be liable to pay any interest on the security amount and the same will be refunded to the contractor only after expiry of the contract period, provided there are no outstanding dues on any account against the contractor. Failure to enter into agreement may lead to forfeiture of the EMD deposited with the tender. EMD of the unsuccessful bidder will be returned to the respective parties in due course.
7. The technical bids will be opened on 14.01.2025 at 15:00 hours in Regional Office, Kolkata followed by opening of price bids of those tenderers who qualify technically. In the event of this date being declared as Govt. holiday for NSC Regional Office Kolkata, the Technical Bid shall be opened on the next working date at the schedule time unless otherwise specifically required. **Financial bid** of only technically qualified tenderers will be opened thereafter.
8. Tenderer should upload all the documents as per the Attached checklist.
9. For confirmation of acceptance of the tender terms and conditions, the tenderer is required to sign & Seal on all the pages of the tender document and upload/submitted the same with the **Technical Bid**.
10. Conditional offers shall not be accepted and the tenderer shall not impose any additional term & condition.
11. NSC does not guarantee the minimum or maximum work.
12. Tenderer should submit Undertaking duly notarized that he/she/they or his/her/their firm has neither been **BLACK LISTED** by any Government/other agency nor having any relation/co-relation directly or indirectly with the employees of the NSC.
13. The rate shall be all inclusive and no other claim on account of taxes etc., if any, leviable shall be entertained.

14. Payment made/credit afforded to the work contractor by NSC from time to time under the contract entered into with the contractor, would be subject to the deduction of Income Tax at source according to the provisions of Section 194-c of Income Tax Act and the rules made there under.
15. Tenderer must check his/her offer thoroughly before submission. Requests for enhancement of rates will not be considered after opening of the tenders and the same will be in force throughout the contract period.
16. The contractor shall undertake the responsibility for providing adequate laborers and finishing the work well in time as desired by the Corporation. The contractor shall not be eligible for giving sub-contract. He will be responsible to make good any loss that may be suffered from accounts/contract or from his security deposit. In the event of loss incurred by NSC exceeding the amount of security and the bills which may be payable or may become payable to the contractor, the contractor shall be under an obligation to pay that amount on demand within a week's time.
17. NSC shall pay to the contractor at the rates approved on **finished goods** only and not on the unprocessed quantity. However, 50% of payment on the approved rates shall be made after grading, packing of seeds in required size of packing and stacking the same in the processing plant, adjoining seed stores in case indirect packing. Balance 50% payment shall however, be released after completing all processes of final packing.
18. All the work shall be attended on "To be billed basis" and the payment will be made by the Regional Office of NSC, Kolkata, W.B. on receipt of Bill duly verified by the concerned processing plant Incharge/ Area Manager. Job contractor is required to submit printed serially numbered bills indicating full details of work done during the month through the Area Manager of the concerned Sub-unit.
19. On receipt of the bill from the Job Contractor, Area Manager of the concerned sub-unit will verify the bill for the quantum of seed processed during that period and forward the same to Regional Office for payment along with the photocopy of the processing register (duly attested). In the absence of same bill will not be processed.
20. The payment shall be made by crossed A/c payee cheque/transfer/RTGS in favour of Contractor as per procedure for the submitted bills & certificates as mentioned in the preceding Para, as per the rates approved by the Corporation. Excess/shortages occurring due to the fault of man power provided by the Contractor, the cost thereof at the prevailing sale rates of the Corporation shall become recoverable from the contractor out of his bills.
21. The Job contractor shall provide necessary labor immediately on demand given by NSC to the contractor even on telephone or otherwise. In the event of failure (the contractor) to provide desired laborers, it will open to NSC to arrange laborers at the cost of contractor and in the event of NSC being obliged to pay to such laborers, the amount paid shall become recoverable from the bills/Security Deposit of the Contractor with whom the agreement has been entered. Laborers engaged by the Corporation shall be conclusive evidence of the amount paid and the contractor shall undertake not to dispute the correctness of the same and contractor shall be under obligation to pay the same either in cash or through recovery/adjustment from the amount at the credit of the contractor.
22. All the formalities regarding statutory payment (as applicable) and contribution on account of EPF/ESI (on behalf of the laborers) shall also be the sole responsibility of the contractor. In the case of failure, the Corporation shall make such like obligatory payment being principal employer on behalf of Contractor to the authorized concerned and all such like payment are required to be borne/reimbursed by the Contractor without any dispute or deducted from the bills submitted by Contractors from time to time or from the Security Deposit of the Contractor held with the corporation.
23. Tax (if any) as applicable from time to time, will be born separately by the Contractor. NSC will not pay any Tax liable to be paid by the contractor. Bid validity days-365 days & completion period in months-12 months from the date of award of contract and the same can be renewed with the mutual written consent of the parties.
24. The Contractor will comply with the provisions of the labor laws/Acts or any other laws in force in West Bengal and He will be solely responsible for the commission/omission of the same.
25. The Contractor is required to maintain full requisite records as per by- laws such as attendance and wages disbursement register in respect of laborers provided by the Contractor to NSC. NSC reserves the right to call for such like record for inspection by the nominated officer and Contractor is obliged to provide the requisite record to the nominated officer without hesitation immediately on receipt of instruction in this regard. In the event of failure (on the part of Contractor), the Contract can be terminated forthwith besides initiating other legal actions as deemed fit by the Corporation.
26. The successful tenderers shall be intimated by the letter or other means of communication and the tenders so informed shall be bound from the time of transmission of such acceptance. Formal acceptance of the tenders will be forwarded to successful tenderer in due course, but will serve as merely confirmation of the initial intimation and shall not affect the time from which the offer(s) is/are bound by the contract(s). The successful tenderer is required to enter into an agreement on Non- judicial stamp paper of **Rs.100/-** as per NIT term & condition. The

cost of non-judicial stamp paper of **Rs.100/-** is required to be borne by the Contractor.

27. The agreement entered into with the Contractor shall be **valid for a period of one year** and the same can be renewed with the mutual written consent of the parties. However, in case, if failure on the part of contractor to comply with any of the prescribed terms and conditions, the Regional Manager, NSC, Kolkata reserves the right to terminate the contract at a time & Security Deposit of the contractor is liable to be forfeited.
28. NSC reserves the right to accept / reject any or all the tenders without assigning any reason whatsoever.
29. Price Negotiation: In the event of quoted price not being justifiable by management, negotiation can be called for with L-1 party.
30. 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.

**ADDITIONAL TERMS & CONDITIONS FOR THE JOB CONTRACT TO BE UNDERTAKEN BY
THE CONTRACTOR**

1. Lifting of raw seed from the stores/ plant situated within the premises to the Plant Machine and packed seed from Plant Machine to Stores/ Plant store within the premises and stacking thereof;
2. **DIRECT PACKING:** Direct packing include grading the stock, treatment of seed as per NSC norms, writing/printing as per WBSSCA requirement, on packing material and also on tag/labels, packing of seed in different sizes of bags after proper weighment stitching of seed bags after putting leaflets, chemicals packet wherever necessary, inserting lead seal, sealing of seed bags cleaning of Plant/ Machinery after completing of every lot/crop/variety.
3. **INDIRECT PACKING:** Indirect packing include grading the stock, packing and stitching the graded seed after weighment in bulk packing and thereafter re-packing the graded seeds in the small packing after proper weighment, stitching of seed bags after putting leaflets, chemicals packet wherever necessary, inserting lead seal, sealing of seed bags and then packing the re- packed small seed bags in the Standard bags as per NSC's instruction, writing/printing on packing materials as per WBSSCA requirement and cleaning of Plant & Machinery after completing of grading/packing of every lot/ crop/variety.
4. Printing Materials & screen will be provided by theNSC.
5. All certification, packing, printing/writing material to be provided by NSC.
6. Segregation of gunny bags and to make bundles of 50 bags and stacking thereof in countable position in the stores within the premises.
7. Rate quoted should be on graded seed basis as the payment will be made on graded seed basis.

REQUIREMENTS OF TECHNICAL BID
(DOCUMENTS TO BE SUBMITTED IN TECHNICAL BID PART IN ONLINE FORM ONLY)

1. Name & Address of the bidder with Contact No. and E-mail ID (Company/Firm letter head):
2. Name of the proprietor/partner.
3. GST / PAN (Upload documents).
4. Copy of Adhar (Upload documents).
5. EPF Registration (Upload documents)
6. ESI Registration (Upload documents)
7. Tenderer should submit Undertaking on Rs. 100/- Non-Judicial Stamp paper duly notarized that he/she/they or his/her/their firm has neither been **BLACK LISTED** by any Government/other agency nor having any relation/co-relation directly or indirectly with the employees of the NSC. (Upload documents)
8. Undertaking regarding deposition of Labor License issued by Labor commissioner office (within two months) (Upload documents)
9. Signed & stamped copy of each and every page of the tender documents as acceptance of all terms and conditions of the tender is to be uploaded along with technical bid. (Upload documents)
10. Details of Tender Fee & EMD deposited by the bidder. (upload documents)
11. Previous experience (if any) (Upload documents)
 - (a) NSC
 - (b) Govt. experience certificate/ having from Reputed Private firms.
12. The tenderer must upload the documents after seal & signed on every papers of tender documents.
13. Mention the location as required in Tender for carrying out processing/packing works etc. (Midnapur or Chatra (Birbhum)) on parties letter pad.

PRICE BID FORMAT
(TO BE SUBMITTED IN FINANCIAL BID PART IN ONLINE FORM ONLY)

Rate to be Quoted in Rupees per qtl inclusive of all Taxes and other charges:-

A. Applied for Processing Plant Location:- (Midnapur/ Chatra)			
B. Processing Works:-			
1	Processing Charges (All crops) (Rs. per qtl)		
C. Packing Works:-			
Size of Packing		Rate (Rs./Qtl)	
		Direct Packing	Indirect Packing
1	Up to 2 Kgs		
2	3 Kg to 5 Kgs		
3	6 Kg to 10 Kgs		
4	11 Kg to 25 Kgs		
5	26 Kg to 40 Kgs		
6	41 Kg and above		
D. Loosening & Re-cleaning of seeds			
1	Up to 2 Kgs		
2	3 Kg to 5 Kgs		
3	6 Kg to 10 Kgs		
4	11 Kg to 25 Kgs		
5	26 Kg to 40 Kgs		
6	41 Kg and above		
#	Other works	Rate to be Quoted in Rupees per qtl inclusive of all Taxes and other charges:-	
C	Gunny Bag Bundling (Each 50 No.)		
D	Rate for providing labor on demand (Per labour per day basis)		
E	Rate for putting revalidation stamp on the processed seed bags on per qtls basis		
F	Sun drying of seeds on per qtl basis		
G	Rate for segregation of seed Lots on per Qtl basis (In Rs.) due to rejection, re-stacking, etc.		
H	Shifting charges for raw/ processed seed from godown to processing plant and vice-versa, if applicable (one way rate to be quoted) on per qtl basis		

CHECK LIST FOR TECHNICAL EVALUATION OF TENDER

SN	Particulars	Remarks / Yes or No
1	Tender fee as per NIT (Non- refundable) Rs 118/- online inclusive of 18 % GST (Rs. 100/- tender fee + 18% GST)	
2	EMD Rs. 5,000/- (Rupees Five Thousand only) to be paid online	
3	Name of Proprietor/Partner & Address of the bidder with contact no. & Email ID (On Company/ Firm Letter Pad)	
4	Copy of GST/PAN (Upload documents)	
5	Copy of Aadhar (Upload documents)	
6	EPF Registration (Upload documents)	
7	ESI Registration (Upload documents)	
8	Undertaking regarding deposition of Labor License issued by Labor commissioner office (within two months) (Upload documents)	
9	Tenderer should submit Undertaking on Rs. 100/- Non-Judicial Stamp paper duly notarized that he/she/they or his/her/their firm has neither been BLACK LISTED by any Government/other agency nor having any relation/co-relation directly or indirectly with the employees of the NSC. (Upload documents)	
10	Signed & stamped copy of each and every page of the tender documents as acceptance of all terms and conditions of the tender is to be uploaded along with technical bid. (Upload documents)	
11	Bank Details:-	
	i) Account No.:	
	ii) IFSC Code.	
12	Previous experience (if any) (Upload documents) (a) NSC (b) Govt. experience certificate/ having from Reputed Private firms.	
13	Valid certificate of MSE's registered with NSIC or any other body specified by Ministry of MSME (If applicable).(Upload documents)	
14	Other document if any in support of the tender.(Upload documents)	
15	The tenderer must upload the documents after seal & signed on every papers of tender documents.	
16	Mention the location as required in Tender for carrying out processing/packing works etc. (Midnapur or Chatra (Birbhum)) on parties letter pad.	