

National Seeds Corporation Limited
(A Govt. of India Undertaking)
Regional Office :Patna

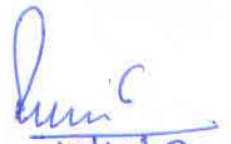
No: Admn-31/NSC:PAT/2018-19/

Dated: 12.10.2018

Tender Notice

Sealed Tenders are invited in two bid system from registered Manpower Providing Agencies for providing , Typist (Hindi/English), Data Entry Operator, Security Guard/Peon, and part time Safaiwala on Contract basis. Tenderer has to deposit Rs.500/- (non refundable) as tender cost. Tender will be received on 02-11-2018 up to 14:00 Hrs.. The tender received upto scheduled time and date shall be opened at 15.00 hrs on same day.

Tender Document can be purchased from Regional Office, National Seeds Corporation Ltd, Patna till 01-11-2018 upto 5 PM. Tender notice and form are also available at NSC's website www.indiaseeds.com. The NSC reserves the right to accept or reject any or all the Tenders without assigning reason whatsoever.


12/10/18
Regional Manager

National Seeds Corporation Limited
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Regional Office :Patna

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Regional Manager

Details of manpower requirement of NSC for Typist (Hindi/English),Data Entry Operator, Security Guard/Peon and Part Time Safaiwala

Sl.No	Name of Post	No. of Post	Qualification
1	Typist (Hindi/English)	1	Graduate with 40 words per minutes in Hindi Typing & 80 words per minutes Stenography in English. Working Experience in any reputed concern. He should be having knowledge of typing on computer Age- Not exceeding 30 years as on 01.10.2018
2	Data Entry Operator	1	12 th pass & Diploma in Computer Application. He/She must be having knowledge of M.S. Office, Internet, Data Feeding and typing on Personal Computer Age- Not exceeding 30 years as on 01.10.2018
3	Security Guard	2	10 th Pass and Physical Fitness Age-Not exceeding 35 years as on 01.10.2018
4	Safai wala (Part Time)	1	Physical Fitness Age- About 18–60 years

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Technical Bid

Document To be Submit

Name of the Manpower providing Agency	
Address of the Manpower providing Agency	
Employee Provident Registration No	
ESI No- (attach documentary evidence)	
Firm Registration No (attach documentary evidence)	
PAN No. (attach documentary evidence)	
Mobile No./email No.	
GST/Service No (attach documentary evidence)	
Tender Form Cost DD No	
EMD DD No	
Labour license of Manpower providing Agency	

Other terms and conditions, if any, should also be specified

I/we hereby accept all the terms and conditions of the tender as contained in annexure I of the tender

Signature
Name
Seal/Stamp of Agency

Date/Place:

National Seeds Corporation Limited
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Financial Bid

S.No	Name of The Post	Rs. Minimum wages as per Bihar Govt (Minimum wages act)	EPF (Rs.)	ESI(Rs.)	Service Charge (Rs.)	GST/Tax (Rs.)	Total Per month wages paid by NSC
1	Typist (Hindi/English)						
2	Data Entry Operator						
3	Security Guard						
4	Safai wala (Part Time)						

I/we hereby accept all the terms and conditions of the tender as contained in annexure I of the tender

Signature

Name

Seal/Stamp of Agency

Date/Place:

National Seeds Corporation Limited

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TERMS & CONDITIONS

1. **EARNEST MONEY** : The tenderers are required to deposit Rs. 5,000/- (Rupees five thousand only) towards Earnest Money and Rs. 500/- (non refundable) as tender cost with the Corporation in the following manner. By means of attaching a demand draft drawn at any nationalized Bank, payable to National Seeds Corporation Ltd., Patna. Cheques will not be accepted. Successful tenderer should deposit security deposit of Rs. 50,000/- (Rupees fifty thousand only). The amount of EMD deposited can be adjusted towards Security Deposit at the time of entering into the contract. NSC shall not be liable to pay any interest on the security deposit amount and the same will be refunded only after expiry of the contract period., Provided there are no outstanding dues, on any account, against the MPA including outstanding of any statutory amount/payment arising out of this contract. In the event of service of the contractor found not satisfactory, the security money shall be forfeited. In case of un-successful tenderers, EMD will be refunded without any interest, within the reasonable time.

2. All the candidates work shall be attended on " to be billed " basis and the payment will be made by the **Regional Office after receipt of the bill in duplicate, after expiry of the month**. All such like bills are required to be get verified from the officer concerned. No part payment is allowed during the month. The bill should accompanied with the documents such as copy of EPF/ESI challans towards remittance of statutory dues with a certified list of contributors against the challan with the description of employees and employer contribution, administrative charges etc certified copy of the wages register.

3. The payment shall be made by crossed A/c payee cheque in favour of MPA (Manpower Providing Agency) on Production of bills and certificates as mentioned in the preceding para and such payments will be made on the basis of work done in the rates approved by the corporation. The personnel deployed will be the employees of the MPA and it is the sole duty of the MPA to pay their wages every month. Payment to the MPA would be strictly on certification by the officer with whom candidate is attached that his services were satisfactory and attendance as per the bill preferred by the MPA. The MPA shall be contactable at all time and messages sent to him shall be acknowledged immediately.

4. All the formalities regarding statutory payments and contribution on account of EPF/ESI on behalf of the candidate provided by the MPA to NSC shall be the sole responsibility of the MPA and Proof of payment to EPF/ESI etc. should be submitted by the MPA, every month for verification, based on the satisfactory returns only. The action for monthly payments will be initiated for releasing the amount to the MPA every month. In case of failure, the corporation shall make such like obligatory payments being the principal employer, on behalf of MPA concerned, to the authorized concerned and all such like payments are required to be borne/reimbursed by the MPA without any dispute or deducted from the bills submitted by the MPA from time to time.

5. The tenders received from the MPA black-listed by NSC or any Other Government Department shall not be considered.

6. Original Labour out source licence and experience certificates are required to be attached with the tender, failing which tender is liable to be rejected forth-with and no further correspondence should be entertained by NSC. The tenderers shall have to indicate their PF, ESI, PAN and Service Tax number in the tender form and furnish attested copies of proof there of.

7. In the event of any differences or dispute arising out or in connection with the agreement entered in to the MPA, shall be referred to the jurisdiction of sole arbitrator to be nominated by the Chairman/Managing Director of the National Seeds Corporation Ltd., on application being made to him by either of the parties. There shall be no objection to such person being nominated as arbitrator being in a manner connected with either NSC or the the Government of India or any other Government Undertakings. The arbitrator so appointed shall have such powers to decide and determine it as own procedure and shall make an award within such time as may be possible in the circumstances of the case.

8. The parties hereby agree that in the event of any disputes no cause of action shall arise in their favour to approach any court unless they have resorted to and exhausted the remedy of arbitrator as envisaged above.

9. The employees of NSC or members of their family or their relatives are not entitled to take part in this tender directly or indirectly. In case, suppression of facts comes to the light later on in this regard, strict action against the defaulting NSC officials as per conduct rules, will be taken.

10. The MPA personnel deployed by him shall not claim any benefit/compensation/absorption/regularization of services with NSC under provisions of the Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act 1970. The persons deployed shall not claim any Master & Servant relationship against NSC. Undertaking from the person to this effect will be required to be submitted by the MPA to NSC.

11. The MPA shall ensure deployment of suitable people from proper background after enquiry, through local Police, collecting proof of identity like driving licence, bank account details, previous work experience, proof of residence and recent pass-port size photograph and to withdraw such persons who are not found suitable by the NSC for any reasons immediately on receipt of such a request.

12. The tender should be submitted only after going through all the above conditions and in case the tender is accepted, the MPA shall execute an agreement on the prescribed proforma.

13. The MPA should pay wages to the engaged person through Cheque/RTGS/NEFT only, alongwith necessary salary details. Further MPA will also deposit the details of Cheque issued/RTGS/NEFT made to outsourced manpower to the concerned department of Regional Office for verification thereof.

14. Regional Manager reserves the right to accept or reject any or all the tenders without assigning any reasons what-so-ever.

(Regional Manager)