



**GIRIJAN COOPERATIVE CORPORATION LIMITED,
EAST POINT COLONY, VISAKHAPATNAM - 530 017, AP.**

Phones : 0891-2796461,2553163
Fax Nos. 0891-2822119/2796345

E.Mail : apgirijan1956@gmail.com

Website: www.apgirijan.com/ www.apgcc.in

Rc. No. 172 /2018/ Admn.2

Dated: 27 .06.2018

SHORT TENDER NOTICE FOR OUTSOURCING VARIOUS ACTIVITIES

TENDER SCHEDULE

- **This Tender Schedule contains 6 pages**
- **Please read the Terms & Conditions carefully before filing the Tender**
- **This Tender is only paying monthly remuneration to the outsourcing persons of this Corporation**

Last date and Time & Venue for receipt of Tenders	On 06.07 .2018 up to 3.00 P.M in Corporation Head Office, East Point Colony, Visakhapatnam-17
Date & Time and Venue for opening of Tenders	On 06.07.2018 at 4.00P.M in Corporation Head Office, East Point Colony, Visakhapatnam-17

FROM	TO
	The Vice Chairman and Managing Director Girijan Coop. Corporation Ltd., East Point Colony Visakhapatnam - 530 017.

This Tender Notification contains two parts viz., (A) Technical Bid and (B) Financial Bid

1. The Agencies which are qualified in Technical bid only shall be eligible to participate in the opening of the Financial Bid
2. Agencies having minimum Rs. 1 crore turnover per annum for the last 3 years and which satisfy the following conditions shall be eligible for Technical Bid.

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TECHNICAL BID TENDER FORM

Sl. No.	Particulars	Enclosed -Yes/ No.
1	Name & Address of the Agency	
2	Registration No. (all registration certificates to be produced)	
3	GST (registration certificate to be produced)	
4	Minimum 3 years experience providing similar services to Govt., Institutions, Factories, PSUs and Pvt. Organizations etc.	
5	Year-Wise Turnover of the Agency in 2015-16, 2016-17 & 2017-18	
5	Copies showing Remittances of EPF / ESLI	
	"No Dues Certificate" from the Government Departments & Corporations previously served	
6	Rewards / Letters of appreciations/credentials	
7.	PAN Registration / Income Tax returns for 3 years	
8.	EPF / ESI Registration / Account No. (certificate to be produced)	
9.	EMD for Rs. 5000/- (through Bank draft)	
10	Bank Account No. of the Agency with IFSC code	

11. The Successful Tenderer should submit a DD in favour of " Girijan Cooperative Corporation Ltd" for an amount of Rs.9.00 lakhs (Rupees Nine lakhs only) equal to one month salary of the outsourcing employees which is treated as "Caution Deposit" for the selected Agency and which would be returned after the expiry of the period of agreement without any interest after producing "No Due Certificate" from the unit offices of this Corporation.

12. The Agencies should submit EPF UAN Statements / Details of atleast 100 persons for one year.

CERTIFICATE

All the above information submitted by me is true and if any information is found incorrect by the Authorities I will abide by the actions taken by the Authorities.

SIGNATURE OF THE TENDERER



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FINANCIAL BID TENDER FORM

1. Name & Address of the Agency :
2. Head of the Agency :
3. Registration No. of the Agency
4. Date of Registration of the Agency
5. Commission (in terms of percentage)

(The Agency should quote the commission rate lesser than 4% including 2% TDS, otherwise, the Agency is not eligible for the final selection. In the event of quoting commission at same rate, the final selection of the agency shall be through dip or Lot method)

Signature of the Tenderer

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**SHORT TENDER NOTICE FOR OUTSOURCING VARIOUS ACTIVITIES BY
PROVIDING SERVICES OF QUALIFIED ST EMPLOYEES**

TERMS & CONDITIONS

Girijan Coop. Corporation Ltd., (GCC) Visakhapatnam intends to outsource its day to day activities such as Finance and Accounts, Procurement & sale of produce, maintaining super Bazaars, petrol Bunks, Coffee shops to competent & reputed Outsourcing Agencies who will carry out such activities by providing services of 50 qualified ST personnel (more or less as per actual need) in Head Office Visakhapatnam and Divisional offices and Girijan Primary Cooperative Marketing Societies located throughout the state. The details of activity-wise requirement of ST employees together with requisite educational qualifications are furnished below.

S.No.	Activity	Requite educational qualification	Additional qualification preferred	No. of employees to be provided (more or less as per actual need) *
1.	Finance & Accounts	MBA (Fin & Mktg) or MHRM (with Fin)	PGDCA / Tally, MS office/ Computer knowledge	35
2.	Procurement & Sale Activity	B.Sc (Hort)/MBA (Fin & Mktg)	PGDCA / Tally MS office/ Computer knowledge	3
3.	Super Bazaars	MBA (Fin & Mktg) or MHRM (with Fin)	PGDCA / Tally MS office/ Computer knowledge	3
4.	Petrol Bunks	MBA (Fin & Mktg) or MHRM (with Fin)	PGDCA / Tally MS office/ Computer knowledge	6
5.	Coffee Shops	Degree in Hotel / Tourism Management	PGDCA / Tally MS office/ Computer knowledge	3
	Total			50

(*) The employees shall have to work in any position in Head office, Divisional offices and primary Societies of this Corporation in the tribal areas of the state. GCC shall reserve the right to increase or reduce the activity-wise requirement of staff basing on the actual need and workload.

Interested Agencies may offer their expression of interest to provide services of personnel as per the above requirement subject to fulfillment of following conditions.

1. The Agency shall be registered Firm / Company / Society / Organization etc., with a minimum 3 years good track record in training and placement of personnel. Must have presently engaged as contractor/ agency by any Govt. / Public undertakings and supply of personnel. The Agency shall produce satisfaction certificate issued by such Organizations.
2. The Agency shall be dealing with outsourcing of manpower in maintenance of Accounts, Procurement and sale, maintaining retail outlets, petrol bunks and coffee shops and other allied services.

3. The Agency shall produce proof of their competency to undertake the proposed assignment. The certified copies of partnership deed/ memorandum/ bye-laws / resolution etc., shall be furnished.
4. The Agency shall produce necessary Certificate specified in law for supply of labor.
5. **The Personnel** shall be paid monthly home take remuneration including all medical and non medical allowances and statutory / legal contributions @ Rs.15,000/-. The Agency shall make payment of monthly remuneration to the personnel through on-line transfer into their bank accounts. The agency shall ensure prompt remittance of EPF etc. for the personnel every month. The guidelines stipulated in G.O.Ms.No.151 Finance (HR-1 Plg. & Policy) Department dt.08.08.2016 shall be strictly followed by this Corporation in outsourcing the Activities.
6. There shall not be any deductions except employee's share of EPF from the monthly remuneration of the personnel.
7. The Agencies shall undertake to comply with all legal obligations towards their personnel and to file compliance reports before they claim commission from the GCC every month.
8. GCC shall not hold any control and management of personal deployed by the agency and agency shall only deal with the personnel provided by them.
9. The agency shall provide indemnity / guarantee bond (at the time of agreement) to the extent of one month remuneration of each individual to ensure prompt payment to the personnel engaged by them and towards any unforeseen liabilities to be borne by the Corporation that may arise out of contract.
10. The Agency shall quote only **the Service Charge** in terms of percentage of the total amount of remuneration paid to the outsourcing staff. Their contribution towards ESI, EPF & GST & other Taxes shall be automatically transferred to their accounts as per the rules in force. If the percentage quoted by the Agency is negative percentage or zero percentage, such quotes are liable for outright rejection.
11. The procedure of selection of Agency is at the sole discretion of GCC. Selection of Agency will be made on the criteria of lowest commission quoted and based on successful track record of Agencies in the desired assignment subject to fulfillment of afore said other conditions.
12. The Agency who fulfills the above qualifications will be selected finally.
13. The selected Agency will be given an offer letter. The successful tenderer shall execute an agreement with GCC and on obtaining their acceptance for the terms and conditions set out therein, their appointment will be confirmed and Assignment order will be given.

14. GCC shall have the power not to select / accept any agency / personnel deputed by the agency and the decision of VC & Managing Director, GCC shall be final and MD, GCC reserves the right to cancel the tender notification without assigning any reasons what so ever.
15. The offer letter does not entail the agency for claiming right for Assignment Order.
14. The Agency shall furnish its returns for last 3 years failing which the tender will be liable for outright rejection. The Agency shall furnish company profile as documentary proof for their experience in training and placement of personnel.
15. The strength of personnel may increase or reduce to the extent of actual requirement and workload and such reduction or increase in number of staff and proportionate reductions or increase in monthly service charges bills shall be binding on the Agency.
16. The L1 on entrustment / work order shall have to submit bills along with statutory payment details to GCC for release of payments every month.
17. The successful tenderer shall be responsible to make monthly payments of remuneration to the personnel by 1st of every succeeding month basing on the Attendants certificates issued by the respective unit officers of GCC.
18. The Agency shall not withhold monthly payments of remuneration to the personnel on the plea of non-settlement of their bills by this office.
19. Any failure to make payments of monthly salaries to the outsourcing staff within the stipulated date and remitting EPF / GSI/ ESI contributions to the Authorities concerned within the prescribed time limit will be viewed seriously. In such an event, the services of the Agency would be terminated and Agency blacklisted. The EMD and caution deposit of the Agency will be forfeited without any notice and criminal proceedings initiated against the agency before 25th of every month.
20. GCC reserves the right to cancel / postpone the Tender or to modify the Tender conditions or to accept / reject the tenders without any prior notice or intimation to the agencies.

SIGNATURE OF THE TENDERER