



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

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

E.Mail : apgirijan@yahoo.co.in
Website: www.apgirijan.com

Rc. No.141/2015/ Admn.2

Dated:19.12.2017

SHORT TENDER NOTICE FOR PROVIDING SERVICES OF DATA ENTRY OPERATORS

Girijan Coop. Corporation Ltd., (GCC) Visakhapatnam intends to utilize services of the Data Entry Operators through a well reputed Out-sourcing Agency for its Head Office located in East Point Colony, Visakhapatnam and other places (Copy Enclosed) .

Sealed tenders are invited from registered Out – Sourcing Agencies for providing 16 Data Entry Operators for a period of one year subject to renewal basing on the performance.

Tenders will be received at GCC head office up to 2.00P.M on 29.12.2017 and the same will be short listed by the Committee on the same day .

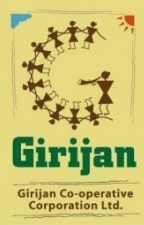
Registered out–sourcing Agencies interested in providing the services of the Data Entry Operators as required by GCC shall file their tenders strictly in the prescribed tender schedule in sealed cover superscribed as “Tender for providing services of Data Entry Operators to GCC” along with EMD of Rs.5000/- (Rupees five thousand only) through Demand Draft in favour of Girijan Cooperative Corporation Ltd., payable at Visakhapatnam on any nationalized / scheduled Bank. The prescribed tender schedule can be obtained from the Administration department , GCC Ltd., Visakhapatnam on all working days up to 1.00PM on 28.12.2017.

The sealed Tenders shall be sent by the Agencies / Firms either through Registered post / Speed Post / Courier or shall be filed in person at the Head office of GCC Ltd., East Point Colony, China Waltair , Visakhapatnam – 17 so as to reach this office by before 2.00PM on 29.12.2017, and the prospective agencies to ensure to fulfil all tender conditions

Encl: Terms & Conditions.

Sd/- K.Jogeswara Rao
General Manager (Admn.)

To,



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Rc. No.141/2015/ Admn 2

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TENDER SCHEDULE

Last date and Time & Venue for receipt of Tenders	On 29.12.2017 up to 2.00 P.M in Corporation Head Office, East Point Colony, Visakhapatnam-17
Date & Time and Venue for opening of Tenders	On 29.12.2017 at 3.00P.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.

Sir,

I/ We have gone through the tender notice Rc. No. 141/2015/ Admn.2 dt .19.12.2017 and the Terms & conditions appended to it and I/We shall abide by the same. We also allow to pay / collect TDS or other statutory payments payable to Govt.

We shall abide to all Terms and conditions and furnishing necessary copies of following documents.

Sl. No.	Particulars	Enclosed Yes/ No.
1	Firm Registration	
2	GST	
3	A minimum experience showing similar services being rendered services rendering to Govt., Institutions, Factories, PSUs and Pvt. Organizations etc.	
4	Copies showing Remittances of EPF / ESLI	
5	Rewards / Letters of appreciations/credentials	
6	Income Tax returns for 3 years	
7	EMD for Rs. 5000/-	
8	Other information if any, to please specify	

I/ We offer the following rates for providing 16 DEOs at the Corporation Head Office and other places in Agency areas of AP GCC.

(Per person)

Sl. No.	Details (DEO)	Home take remuneration to DEO	Statutory deductions (Payable by GCC	Agency Commission (Rs in value) per person
	Data Entry Operator	Rs.8,118/-	EPF (Employee & employer share) : Group Insurance : GST @ 18% : (The agency to specify)	Rs.:----- (per person) The agency to quote.

Address of the tenderer

Signature of the tenderer / contractor



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TERMS & CONDITIONS

In view of recent expansion of computer operations and launching of on-line applications for accounting transactions and inventory, for the purpose of effective electronic data transfer and maintenance in various offices situated all over the state, GCC to Outsource Data Entry Operations for providing the services of Data Entry Operator to reputed and registered Computer training & placement Agency for a period of one year to work at the following places. The period of agency is subject to renewal being on performance and at the discretion of Management

Sl. No.	Name of the office	No. of persons
1	Coffee Project at GPCM Societys Arakuvalley , Paderu , G.Madugula, Chintapalli and G.K.Veedhi	12
2	DRs, Godowns R.Chodavaram , RMD Godowns Visakhaptnam and Central Godowns Visakhaptnam	4
	Total	16

Interested Agencies may offer their expression of interest to provide services of supplying computer personnel as per the above requirement subject to fulfilment of following qualifications / conditions.

1. The Agency shall be registered Firm / Company / Society / Organization etc., with good track record in training and placement of computer personnel for not less than 5 years Must have presently engaged as contractor/ agency by any Govt./ Public undertakings supply of computer personnel and produce satisfaction certificate got issued from the said Organization.
2. The Agency shall be dealing outsourcing of manpower in data processing functions and other allied software development services apart from I.T consulting.
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 labour.
5. The Data Entry Operators shall be paid monthly home take remuneration is Rs.8,118/- and the agency shall quote on inclusion of all medical & non medical allowances and statutory / legal contributions). The Agency shall ensure prompt payment of the same to the personnel engaged and relevant statutory authorities concerned.

6. The Data Entry Operators must be a Graduate with pass English Typewriting in lower grade and certificate in MS – Office & Internet Concepts with at least 1 (one) year experience in a reputed organization.
7. Rule of reservation as per the existing 100 point roster prescribed in Rule 22 of Andhra Pradesh State and Sub- ordinate service rules shall be followed in all out sourcing appointments region wise. If qualified scheduled tribes candidates are available they should be appointed against open completion. Vacancies and also in case of non-availability of candidates under Rule of reservation, qualified Schedule tribe candidates are appointed.
8. 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.
9. GCC shall not hold the control and management of personal deployed by the agency and agency shall only deal with the personnel sent on Outsourcing by them.
10. 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.
11. The Agency shall quote their rate which includes gross emoluments of Rs. 8,118/- payable to computer personnel plus master share of EPF & Other statutory/ legal contributions & Taxes to be met for computer personnel and borne by the Agency . The Agency shall furnish Registration Number issued from the P.F. Authorities.
12. 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, and subject to fulfilment of other conditions afore said.
13. The Agency who fulfil's the above qualifications will be selected finally. Thus selected Agency will be offered with offer letter. They 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.GCC shall have the power not to select any agency/ accept any individual forwarded by the agency on outsourcing 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.
14. The offer does not entail the agency for claiming right for Assignment Order.
15. The Agency shall furnish it returns for last 3 years failing which the tender will be liable for outright rejection. The Agency shall furnish company profile in the documentary proof for their experience in training and placement of computer personnel.
16. The strength of DEOs at CHO and other units may go up or shortened for optimizing the GCC requirement and it is binding on the Agency.
17. The L1 on entrustment / work order shall have to submit bills along with statutory payment details of proceedings to GCC for release of payments.