



**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](mailto:apgirijan1956@gmail.com)  
Website: [www.apgirijan.com/](http://www.apgirijan.com/) [www.apgcc.in](http://www.apgcc.in)

**Rc. No. 172 /2018/ Admn.2**

**Dated:15.06.2018**

**SHORT TENDER NOTICE FOR OUTSOURCING VARIOUS ACTIVITIES**

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 staff together with requisite educational qualifications are furnished in the statement enclosed.

Sealed tenders are invited from registered Outsourcing Agencies to carry out the activities initially for a period of one year which may be extended to a maximum period of two more years basing on the performance of the Agency.

Tenders will be received in this office up to 3.00P.M on 26-06-2018 and the same will be opened and short listed by the Tender Committee at 4 PM on the same day.

Registered out-sourcing Agencies interested in taking up the afore said activities shall file their tenders strictly in the prescribed tender schedule in sealed cover subscribed as "**Tender for outsourcing of activities**" along with EMD of Rs.5000/- (Rupees five thousand only) through Demand Draft in favor 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 from 10.30 AM till 5 PM.

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 3.00PM on 26.06.2018.

Encl: Terms & Conditions.

For VC & MANAGING DIRECTOR



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**Rc. No. 172 /2018/ Admn.2**

**Dated:15.06.2018**

**SHORT TENDER NOTICE FOR OUTSOURCING VARIOUS ACTIVITIES**

**TENDER SCHEDULE**

Last date and Time & Venue for receipt of Tenders	On 26.06.2018 up to 3.00 P.M in Corporation Head Office, East Point Colony, Visakhapatnam-17
Date & Time and Venue for opening of Tenders	On 26.06.2018 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.

Sir,

I / We have gone through the tender notice Rc.No.172/2018/ Admn.2 dt.15.6.2018 and the Terms & conditions appended to it and I/We shall abide by the same. We also agree to pay / collect TDS or other statutory payments payable to Govt.

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

Sl. No.	Particulars	Enclosed -Yes/ No.
1	Firm Registration (all registration certificates to be produced)	
2	GST (registration certificate to be produced)	
3	Minimum experience providing similar services 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.	EPF Registration / Account No. (certificate to be produced)	
8.	EMD for Rs. 5000/- (through Bank draft)	
9.	Other information if any, to please specify	

I/ We offer the following rates for positioning around 50 qualified ST employees (more or less as per actual need) to the Corporation Head Office and other units in Agency areas of GCC.

(Per person)

Sl. No	Details	Home take remuneration	Statutory deductions (Payable by GCC)	Agency Commission (Rs in value) per person
1.	Staff	Rs.15,000/- Inclusive of EPF employee share	EPF (Employee & employer share) : Group Insurance : GST @ 18% : ( The agency to specify )	Rs.:----- (per person)  (Agency to quote)

Address of the tenderer

Signature of the tenderer / contractor

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**Rc. No. 172 /2018/ Admn.2**

**Dated:15 .06.2018**

**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
	<b>Total</b>			<b>50</b>

(\*) 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 5 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 labour.
5. **The Personnel** shall be paid monthly home take remuneration including all medical and non medical allowances and statutory / legal contributions @ Rs.15,000/-. This Corporation will make payment of remuneration to the agency who in turn arranges 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 their rate (which is inclusive of their commission, gross emoluments of the personnel @ Rs.15,000/- Master share of EPF & Other statutory/ legal contributions & Taxes to be met for personnel and borne by the Agency, Service charge of the Agency). A clear break up of all these charges shall be given in their quote.
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 1<sup>st</sup> 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.

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