

GIRIJAN CO.OPERATIVE CORPORATION LTD::VISAKHAPATNAM-17

Rc.No.67/2015

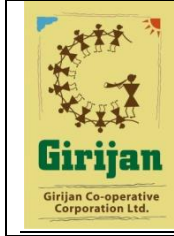
Date: 19.10.2015

EXTENSION OF TIME FOR RECEIPT OF EOI/QUOTATIONS UP TO 26.10.2015

GCC called for EOI from qualified Agencies to outsource Procurement Assistants & Quality Supervisors. Further to quotations called for supply of Electronic Weighing machines. Interested Agencies may refer to Andhra Jyothi dt: 07.10.2015 and Business line dated: 30.09.2015 & 07.10.2015. The time for receipt of applications extended up to 26.10.2015 at 2.00 P.M. and they will be opened at 3.00 P.M. on the same day. Interested Agencies may also download formats from GCC website - www.apgirijan.com. Queries to mail: dgmrmhgcc@gmail.com.

VC & Managing Director.

TECHNICAL BID
(Details of documents to be furnished in technical bid)



**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.67 /2015

Dated: .10.2015.

**EXPRESSION OF INTEREST (EOI) FROM INTERESTED OUTSOURCING
AGENCIES FOR SUPPLY OF 15 PROCUREMENT ASSISTANTS & 6 QUALITY
SUPERVISIORS**

I / we understood the terms & conditions here in prescribed and abide by the same and modified / revised if any to suit the requirements of the corporation and submit the Technical Bid herein.

1. The technical bid comprise of:

- i) A Demand Draft for Rs. 25,000/- (Twenty five thousand only) drawn in favour of Girijan Cooperative Corporation Ltd. payable at Visakhapatnam towards Earnest Money Deposit (EMD). The EMD without interest is refundable to the parties who are not qualified in the EOI process within a reasonable time and before the agreement is entered with successful bidder.

(DD No _____ Dt: _____ Name of the Bank _____)


- ii) Attested copies of the following for consideration to be furnished in technical bid such as:

Sl. No.	Name of the document	Date of the document	Valid in force till	Issued by the authority	Remarks
1	Firms / Companies / Sole Proprietary Concern / Societies / Agencies registration				
2	TIN No.				
3	PAN No,				
4	IT assessment / returns for 3years				
5	Training / outsourcing of personal by agency to Govt. Institutions / Private firms during the current year				
6	Training / outsourcing of personal to Govt. Institutions / Private firms during the last two years				
7	Relevant field experience if any				
8	Annual turnover (in lakhs)				
9	Any other credentials				

(The technical bid having above requisites should be furnished by Tenderer duly super scribing on the envelop as: "Technical bid for supply of Procurement Assistants / Quality Supervisors on outsourcing basis.)

TENDERER

FINANCIAL BID

	GIRIJAN COOPERATIVE CORPORATION LIMITED, EAST POINT COLONY, VISAKHAPATNAM – 530 017, AP.
	Phones : 0891-2796461,2553163 Fax Nos. 0891-2822119/2796345

Rc. No.67 /2015

Dated: .10.2015.

**EXPRESSION OF INTEREST (EOI) FROM INTERESTED OUTSOURCING
AGENCIES FOR SUPPLY OF 15 PROCUREMENT ASSISTANTS & 6 QUALITY
SUPERVISORS**

I.	From: (Name & Postal Address with Mobile No. / landline No of Tenderer etc.)	To: VC & Managing Director, Girijan Coop.Corpn.Ltd., Opp. to VUDA Park, East Point Colony, Visakhapatnam – 530 017.
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We M/s..... having registered office at.....with Regd No.....having good track record in providing technical persons / professional graduates & Post graduates for the last.....years (copies of certificates furnished in the Technical Bid).

Basing on our experience and qualified in Technical Bid, would provide qualified personnel (Procurement Assistants & Quality Supervisors) suitable to work in Agency area of Visakhapatnam for Procurement of coffee and maintenance of Quality of coffee under Girijan Cooperative Corporation Ltd., Visakhapatnam. We have gone through the pre-tender conditions and supply contract and understand the conditions and willing to comply with the same.

We quote the following amounts under different heads for supply of personnel as required by GCC.

Sl. No.	Particulars	Proposed Remuneration per person per month	Statutory Payment per person per month	Commission / Service charges	Total per person	Total for (15/6Nos) persons
1	Procurement Assistants (15Nos.)					
2	Quality Supervisors (6 Nos.)					

We also abide to Pre-Tender conditions & Supply Contract and execute the personal security bond for the persons supplied.

We undertake that we will comply with all statutory / legal obligations for our men without being any burden to the GCC.

Signature of the Tenderer
With stamp

(To be sent along with Quotation Form)

PRE-TENDER CONDITIONS

In view of implementation of coffee Scheme in Agency area under ITDA, Visakhapatnam District in terms of Government directions, it is contemplated to provide Marketing support by the GCC for the coffee Produced by the Tribal farmers of Visakhapatnam Agency area.

For the purpose of educating the tribal farmers to produce quality coffee, procurement (pooling) of quality coffee, transportation of pooled coffee and handing over to the godown besides maintaining prescribed records, the GCC requires Young, Energetic, Qualified personnel having Integrity, to work in Araku, Paderu, G.Madugula, Chintapalli and G.K Veedhi GPCMS through the reputed, registered outsourcing agencies for a period of one year to work at the following places:

Sl. No.	Name of the GPCMS	Area of operation	District	No. of Persons as Procurement Assistants	No. of Persons as Quality Supervisors
1	Araku	Ananthagiri&Araku	Visakhapatnam	3	1
2	Paderu	Paderu, Hukumpeta&Pedabayalu	Visakhapatnam	3	1
3	G.Madugula	G.Madugula	Visakhapatnam	3	1
4	Chintapalli	Chintapalli	Visakhapatnam	3	1
5	G.K.Veedhi	G.K.Veedhi	Visakhapatnam	3	1
6.	C.H.O	Visakahapatnam	Visakhapatnam	-	1
		Total		15	6

Interested Agencies may offer their Expression of Interest to provide services of two categories of personnel i.e Procurement Assts & Quality Supervisors as per the requirement specified subject to fulfillment of following qualifications / conditions.

Terms and Conditions for Expression of Interest (EOI)

1.	Corporation:	Girijan Cooperative Corporation Ltd., (GCC), Andhra Pradesh, regd. under AP Coop. Societies Act, 1964.
2.	Place of EOI	Girijan Cooperative Corporation Ltd, Corporate Office, East Point Colony, Visakhapatnam.
3.	Receipt of Technical Bid / Financial Bid	To be furnished in prescribed format and will be received on 26.10.2015 upto 2.00 PM
4.	Opening of Technical Bid	Date: 26.10.2015 at 3.00PM
5.	Opening of Financial Bid	As informed after finalizing Technical Bid
6.	Usual Official Language	The medium of language used in the EOI i.e English
7.	Bidder	A Firm / Company / Sole Proprietary Concern / Society / Agency / any other establishment registered under appropriate law for the time being in force,

		capable of understanding the contract, who shall participate in the tender process in person (or) through his/her authorized representative. The authorized representative shall produce relevant proof of disclosing his status.
8.	Authorized representative of Corporation to execute EOI	An Officer appointed by the VC & MD, Girijan Coop. Corporation Ltd., Visakhapatnam for the purpose.
9.	Submission of EOI in the form of Technical Bid & Financial Bid.	<p>A. Documents in prescribed formats will be filed in two separate covers super scribing as Technical Bid and Financial Bid. At the beginning of the EOI procedure, the cover containing Technical Bid will be opened first.</p> <p>B. The Technical Bid shall comprise of:</p> <ul style="list-style-type: none"> i) EMD amount for the value as specified by GCC should to be arranged by means of DD drawn on Girijan Coop. Corporation Ltd., payable at Visakhapatnam. ii) Attested copies of the following documents to be furnish in technical bid. <ul style="list-style-type: none"> a. Partnership deed / memorandum of articles / bye-laws etc. along with Certificate of registration etc. as the case may be depend upon the type of registration under relevant law. (The party's legal status shall continue forever.) b. The residence proof viz receipt of Panchayat / Municipal Tax payment, PAN / CST / TIN No. etc. c. Financial Statements for the past 3 (three) years preceding to the current year along with IT returns for the respective periods. (The loss / profit revealed in IT returns will be considered for assessing financial strength of party) d. Written authorization of the representative attending EOI on a letter head with stamp / seal with details. (In all proceedings the same person shall continue to represent till entire process is over) e. Complete Profile of the party representing and the organization participating in tender. f. The Agency shall be dealing outsourcing of technically qualified man power and to produce proof of same. g. The Agency shall have good track record in man power supply for not less than 3 years and must have presently engaged as contractor / agency by any Govt. / Public / Private undertakings for supply of personnel and produce satisfactory certificate(s) got issued from the said Organization(s). i. The Agency shall be in a position to supply the Procurement (Pooling) Assistant who shall be a B.Sc (Horticulture) Graduate (the candidate should possess Certificate of Graduation with Horticulture as a subject from any institute recognized by UGC), with at least one (1) year experience in a reputed organization.

		<ul style="list-style-type: none"> ii. The Agency shall be in a position to supply Quality Manager who shall be a M.Sc (Botany) / B.Sc(Ag.) / MBA qualification from any Institution recognized by UGC, with at least One (1) year experience in a reputed organization. iii. The Procurement (Pooling) Assts and Quality Supervisors shall be paid a consolidated pay as quoted by the Agency in the Financial Bid which will be inclusive of all medical & non-medical allowances, statutory & other legal contributions which shall be borne and met by the employer and shall not include the commission of the Agency. iv. Preference will be given to local tribal youth with specified qualifications and within the proximity of GPCMS. v. The payment of remuneration will only be reimbursed to the Agency on preferring claim after making payment to outsourced employee while ensuring prompt payment of relevant statutory contributions. vi. 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. vii. The Agency shall only control and manage their personal. viii. The Agency shall quote their rate which includes gross emoluments payable to Procurement (Pooling) Assistants and Quality Supervisors plus master share of EPF & other statutory / legal contributions & Taxes to be met and borne by the agency only. ix. To give undertaking to this effect. h. Other credentials / testimonials to their credit of tender parties i. All sanctions/permissions and licenses required under relevant laws. The Bidder shall among others produce necessary Certificate specified in law for supply of labour. The Bidder shall furnish Registration Certificate(s) issued under PF Act, ESI Act and other certificates as found necessary. <p>C. The Financial Bid to be filled in prescribed format. All columns shall be filled in full with clear terms and in usual official language used in Tender Form.</p> <p>D. EOI in prescribed formats (Technical & Financial formats) will be received on all working days up to the last date & time and at the place indicated in the notification.</p> <p>E. The Technical Bid and Financial Bid shall be addressed separately to the VC & Managing Director, Girijan Cooperative Corporation Ltd, Visakhapatnam – 530017. In two different covers.</p> <p>F. The sealed covers shall be subscribed with “Technical Bid – EOI” and “Financial Bid – EOI” (for which it is called for).</p> <p>G. The sealed tender(s) in Technical Bid and Financial Bid as per details prescribed shall be furnished duly signed & presented either by the</p>
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		intending bidder or through his / her/ their authorized representative, in person or by post so as to reach the addressee within the stipulated time & date.
10.	Receipt of EOI in the form of Technical Bid and Financial Bid	<p>a. The Technical Bid and Financial Bid received up to the last date & time and at the place indicated in the tender notice shall only be taken into consideration for opening said bids in the presence of the Committee appointed for the purpose or authorized representatives present.</p> <p>b. The Bids received after the stipulated date & time due to postal delay or due to any other reason shall not be entertained under any circumstances and the Corporation is not responsible for such delayed receipt or lost in transit.</p>
11.	Capacity of the participant in EOI.	<p>a. The participation is only by a competent person to execute or enforce an agreement who shall not be found legally incompetent to enter into agreement and shall be the person representing the tender.</p> <p>b. The participating person shall disclose his full address of his residence and registered office with proof of same.</p> <p>c. If the bidder found insolvent or convicted on any charge by a Court or involves in any dispute with the Corporation in past / present, is not entitled to participate in the tender(s).</p>
16.	Rejection / cancellation / postponement of EOI.	<p>a. The EOI not accompanied with the prescribed EMD shall summarily be rejected.</p> <p>b. The EOI filed in any form other than in the prescribed format shall be liable for rejection out right by the authorized committee/ representative.</p> <p>c. The Committee constituted for the purpose, reserves the right to postpone / cancel before commencement of the EOI proceedings or after the proceeding commenced without assigning any reason</p>
17.	Bid Process	<p>a. All the parties or their authorized representatives shall be present 15 minutes before the time specified for opening of tenders item-wise on the day and at the place indicated in the EOI notice so that they can witness the Proceedings.</p> <p>b. Only those parties who qualify in Technical Bid will only be allowed in further proceedings.</p>
18.	Acceptance of the Tender	<p>a. The 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.</p> <p>b. The lowest commission charges offered / obtained in EOI / received in negotiation may either be considered for acceptance or rejected without assigning any reason.</p> <p>c. VC & MD, GCC reserves right to cancel the notification / further process without assigning any reasons.</p>

19.	Confirmation	<ul style="list-style-type: none">a. In case of acceptance of the Finance bid, orders of confirmation will be issued to the concerned party.b. The successful bidder shall enter into an agreement with GCC.c. 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.
20	Forfeiture of EMD	<ul style="list-style-type: none">a. In case the successful bidder neither coming forward to enter into agreement nor furnishing the Indemnity / guarantee bond, the EMD will be forfeited.