

**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.209/2016/ Admn 2

Dated:14.09.2017

SHORT TENDER NOTICE FOR PROVIDING SERVICES OF SECURITY GUARDS

Girijan Coop. Corporation Ltd., (GCC) Visakhapatnam intends to utilize services of the Security Guards 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 13 Security Guards for a period of 1 (One) year subject to renewal basing on the performance.

Tenders will be received at GCC head office up to 2.00P.M on 23.09.2017 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 Security Guards as required by GCC shall file their tenders strictly in the prescribed tender schedule in sealed cover superscribed as “Tender for providing services of Security Guards 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 Dy.General Manager (Admn) , GCC Ltd., Visakhapatnam on all working days up to 1.00PM on 23.09.2017.

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 as 23.09.2017, and the prospective agencies to ensure to fulfil all tender conditions.

The agencies shall abide to all stipulated terms and conditions during the period of their service.

Encl: Terms & Conditions

Sd/- Dr. S.Ashok Kumar
General Manager (RMD.)



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TENDER SCHEDULE

Last date and Time & Venue for receipt of Tenders	On 23.09.2017 up to 2.00 P.M in Corporation Head Office, East Point Colony, Visakhapatnam-17
Date & Time and Venue for opening of Tenders	On 23.09.2017 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. 209/2016/ Admn.2 dt .23.09.2017 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.

Sno	Particulars	Enclosed Yes / No.
1	Firm Registrarion	
2	TIN / TAN / GST	
3	Experiience showing services rendering to Govt., Institutions, Factories, PSUs and Pvt.Organisations etc	
04	Experiience showing services rendering to Govt., Institutions, Factories, PSUs and Pvt.Organisationsetc.,	
05.	Copies showing Remittances of EPF / ESLI.	
06	Rewards / Letters of appreciations.	

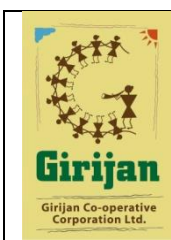
I/ We offer the following rates for providing 13 Security guards at the Corporation's Head Office and other places.

(to be quoted for 13 Security Guards) :

Sl. No.	Details	Number of Guards	Rate per month payable to security guards (Rs. Ps.)	Value of taxes (To be specified) Rs. Ps.	Agency commission Rs. Ps.	Total (Rs.)
1	Security Guards	13 (Thirteen)				

Address of the tenderer

Signature of the tenderer / contractor



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TERMS & CONDITIONS

The terms and conditions for assigning the work on out sourcing basis are as follows:

1. The period for taking the services of the required persons shall be for One (1) year and subject to renewal basing on the satisfactory services rendered.
2. The outsourcing Agency should have an experience of not less than 5 years in the field of security preferably in any Government Departments/Institutions Necessary proof to this effect shall be filed along with the tender.
3. No conditional tenders will be accepted.
4. The Agency should be a registered firm and shall possess PAN card and submit the copies of Income Tax returns for not less than the past two years.
5. The tenderer should have capacity of maintaining the Security Guards not less than 5 members) for the past 5 (five) consecutive years. They shall enclose necessary proof to this effect with the tender.
6. The Security Guards should watch the premises throughout the day.
7. Any wrong submission of the required information / proof would result in disqualification at any stage.
8. The successful tenderer should pay 5% of the estimated value at the time of entering into agreement towards Security Deposit by way of DD on any Nationalized Bank payable to Girijan Coop. Corporation Ltd., Visakhapatnam.
9. Tenders belonging to individuals & Registered Societies belonging to SC/ST are exempted from payment of Bid Security at the time of submission of tender. But they must submit necessary proof in support their claiming as SCs/STs Societies and individual.
10. The tender / Contract stands cancelled automatically.
 - a) If the tenderer does not provide the services of competent persons within stipulated time.
 - b) When the successful tenderer does not accept the order and issue of letter of intent/ acceptance letter.
 - c) When tenderer alters his rates or withdraws his offer during validity period
 - d) If the successful tenderer fail to furnish EPF, ESI Code number and services tax registration

11. The tenderer shall be responsible for prompt remitting the stipulated taxes of EPF, ESI et., as per rules to the respective remitting the authorities as per the Acts/ Rule in force for the persons provided to GCC.
12. The security Guards should be neatly dressed and shall be provided with whistle, shoes, torches with cells, canes/ lathis, raincoat etc., by the outsourcing agency.
13. Normally the outsourcing agency is prohibited in deploying same security personnel beyond eight hours duty time. However, under exceptional circumstances, GCC may permit over time.
14. Each personnel deployed by the out sourcing Agency should possess identity card with Passport size photograph affixed on it duly attested by out sourcing agency .
15. Providing security coverage to protect the property of GCC at all times against theft, burglary damage by unwanted elements, un-authorized removal of documents and property etc. from inside or outside the premises.
16. Providing safety cover to protect the office premises and their contents from damage by the fire or water.
17. Providing assistance to GCC in case of stirkes riots and labour unrest.
18. Managing the posts identified by officer in- charge, round the clock for performing duties as allocated by Office-in-charge, from time to time.
19. Assisting by the activity participating in removal of unauthorized occupants encroachments from the premises of the GCC.
20. Ensuring entry of the employees of the GCC in to the premises under an conditions including hindrances, dharnas, strike and gherao etc., caused by any individual or group of persons.
21. Controlling the movement of employees and visitors in the office premises as directed by Officer-in- charge to take charge of keys for locking & unlocking of office premises.
22. Checking all incoming and outgoing goods and vehicles and maintaining their record, Registration number of vehicles and their time of entry and exit should be noted. It shall be ensured that all itmes being transported to outside the GCC area under valid gate pass.
23. Ensuring compliance of safety regulations including smoking restrictions and to assist as directed by officer-in- charge in prevention of accident.
24. The personnel should acquaint with location of all fire fighting equipments and in giving assistance.

25. Recording all occurrences concerning the security in the log book.
26. Safety & Protection of the personnel, property and assets, movable and immovable of GCC.
27. Locking & Unlocking of all office rooms/ chambers and switching off the lights, fans power points, air-conditioners, heaters, motors etc., as required.
28. Any other duty as may be assigned from time to time as the need arises and other terms and conditions on mutually agreeable basis.
29. The tenderer should be responsible for payment of any taxes statutory payments or any employee benefits provisions such as EPF, ESI etc., as per rules in force.
30. Weekly off shall be given as prescribed under Minimum wages Act to all the labour employed by the outsourcing agency. During such time substitutes shall be provided.
31. The successful tenderer should enter Agreement on Rs.100/- Non Judicial Stamp.
32. The Vice Chairman and Managing Director, GCC Ltd., Visakhapatnam reserves right to cancel the tender and agreement at any time without any prior notice and also without assigning any reasons.
33. In case of any disputes the matter is subject to the jurisdiction of Civil Courts at Visakhapatnam.

Signature of the tenderer

Sd/- Dr.S.Ashok Kumar
GENERAL MANAGER (ADMN)

We agree to deploy Security Guards at following places:

Sl. No.	Name of the place	Number of guards required
01	CHO , East Pont colony , Visakhapatnam	3
02	VC & MD Bangalow , MVP Colony , Visakhapatnam	3
03	Lawsonsbay colony , GCC site , Visakhapatnam	3
04	Cold Storage, building Vemulavalasa (V), Anandapuram Mandal	3
05	RMD godowns at Vijayawada	1
Total :		13