

NOTICE

Selection of Business Associate for providing of Manpower Services.

The National Cooperative Consumers' Federation of India Ltd., Hyderabad Branch invites applications for empanelment as "Business Associate for providing of Manpower Services to various Departments/Organizations & Institutions". NCCF shall participate in tenders floated/indents given by various agencies in the States of Andhra Pradesh & Telangana with back to back arrangements with Business Associate on terms and conditions decided by the client/Government departments & NCCF.

Area

The Business Associate will be authorized to provide Manpower Services/outsourcing in any part of States of Andhra Pradesh & Telangana.

Tenure

The initial validity of empanelment in the panel will be for a period of 2 years from the date of empanelment.

Empanelment fee

The applicant will have to deposit a non-refundable empanelment fee of Rs. 5 Lakhs (Rupees Five Lakhs) at the time of application.

Payment procedure

Empanelment fee will be deposited through Demand Draft in the name of NCCF payable at Hyderabad.

Last date of submission of documents

31-08-2015 - upto 1.00 PM.

Opening on

01-09-2015 - by 11.30AM

Qualifications

- Should be an ISO 9001-2008 Certified Company.
- Should have Labour License for a minimum of 500 workers.
- Should have valid VAT Registration, Service Tax, P.F., E.S.I. Registration, Professional Tax and PAN Number.
- Should have annual turnover of 2 Crores duly audited.
- Should have an office in the state of Telangana.

Selection criteria

The selection of business associate will be made on the basis of margin for NCCF and overall financial and business acumen of the applicant.

Minimum offer

Minimum margin will be fixed as applicable as per rules and regulations of NCCF.

Documents

- a) Application in prescribed format as at annexure A & B.
- b) Demand Draft in favour of NCCF for an amount of Rs. 50,000/- (Rupees Fifty thousand only) payable at Hyderabad non refundable processing fee.

Other Conditions.

1. For participating in any tender/indent given by the Departments/Organizations/Institutions on behalf of NCCF, the selected Business Associate will have to sign a back-to-back/outsourcing agreement with NCCF which will include a Bank Guarantee for non-performance.
2. The Management will have the right to select more than one Business Associate for providing of manpower services or any allied business transaction and also a right to distribute work order among empanelled business associates.
3. NCCF will have the right to terminate the empanelment of Business Associate from the panel at any time without assigning any reason thereof.
4. NCCF can ask for any other document/documents required to be examine the competence of the applicant before or after the empanelment.
5. In case of any dispute regarding empanelment of Business Associates or any contractual obligation, the decision of the Managing Director, NCCF shall be final and binding.

(Ravi Chandra)
Regional Manager

APPLICATION FORM

(The following application to be filled up by parties on their letter head alongwith necessary documents for empanelment).

The Regional Manager,
National Cooperative Consumers Federation of India Ltd.,
4-1-1240/1, King Koti Road,
Hyderabad – 500 001.

In response to your Empanelment Notice dated _____ we are forwarding the following information and documents for empanelment as a Business Associate:

1.	Name of the Company / Firm	
2.	Full address of local Office/Branch with phone No. Fax No.	
3.	Full address of Regd. Office with phone No. Fax No. & e-mail I.D.	
4.	Company under proprietorship / Partnership / Pvt. Co. /Public Ltd. Co. (Certified supporting documents like copy of Partnership Deed, Memorandum & Articles of Association etc. enclosed)	
5.	Valid VAT Regn. No. / Clearance Certificate (Certified photocopy enclosed)	
6.	Copy of PAN (Certified copy enclosed)	
7.	Return of income tax for the Financial year 2012-13, 2013-14 & 2014-15.	
8.	Audited Balance Sheet for the last three financial years	
9.	Name of the Bank with full address (With banker's certificate showing credential of the company and Account No. with attesting the signature of the Account operators, on a separate sheet.	

10.	Authority letter for representing the firm in any tender process duly supported Board resolution in case of companies.	
11.	Qualification related documents	
12.	Details of Rs.50,000/- (Rs. Fifty Thousand Only) as processing fee (non refundable) in favour of NCCF of India Limited,	
13.	Details of Rs.5,00,000/- (Rs. Five lakhs Only) as empanelment fee (non refundable) in favor of NCCF of India Limited.	

DECLARATION:

- A) All the documents submitted by us are valid and self attested. We will be responsible for any false declaration/misrepresentation of facts.
- B) We agree to accept the payment from NCCF only after the same is received by NCCF from its clients.
- C) No claim will be made on NCCF regarding any loss/damage due to this bid/transaction.
- D) The decision of Managing Director, NCCF regarding the selection of business associate/price, margin and other terms & condition shall be final and binding.
- E) The applicant will indemnify NCCF against any claim/third party litigation/ damages/ loss/penalties and fines regarding manpower services provided.

Signature of authorized

Signatory & seal

Encl: as above.

Date:

Place:

ANNEXURE – B

(On Stamp paper of Rs.100/-)

UNDERTAKING

1. We shall enter into Agreement with your Federation to work as your Business Associate.
2. We agree to accept all the terms and conditions as laid down in the tender/indenting documents of various Departments/Organizations/Institutions/clients and NCCF.
3. We also hereby declare that all the above information and documents submitted are true to the best of my knowledge.
4. It is certified that M/s..... (name of business associate) has not been black listed/banned for participation in tender by any Central/State Government/PSU/any other body/ authority.
5. We shall ensure compliance of all Government rules/regulations/conventions/ policies/guidelines/orders/taxation matters etc. inforce related to any or all of the business activities undertaken.
6. The business associate shall personally satisfy that they meet all the stipulated provisions in the tender floated/indent by various Departments/Organizations/ Institutions/Clients.
7. We do hereby indemnify NCCF against any damage/loss/penalties/claims/third party litigations and fines regarding manpower services provided by us, imposed by any lawful authority towards this/any business transaction. All such liabilities will be borne by us without demur.

Signature of the applicant /Authorized

Signatory with stamp & Date