

E-5

**PROCUREMENT OF OUTSOURCING STAFF
UNDER
NATIONAL SHOPPING PROCEDURES**

Supply of Man Power

**(For Contracts valued less than the
equivalent of US \$100,000each)**

O/o the Executive Engineer,
No 1 Gauging Division,
Rajgatta Road, Near Railway station
HASSAN- 573 201.
E-mail: pbeegdhsn@gmail.com



ಕಾರ್ಯಪಾಲಕ ಇಂಜಿನಿಯರವರ ಕಛೇರಿ,
ನಂ 1 ಜಲಮಾಪನ ವಿಭಾಗ, ಹಾಸನ
ರಾಜಗಟ್ಟು ರಸ್ತೆ, ರೈಲ್ವೆ ಸ್ಟೇಷನ್ ಹತ್ತಿರ
ಹಾಸನ - 573201
Ph/Fax : 08172-267539

No. GDH/SPMU-NHP /Man Power/2019-20

Dated: 16th August 2019

**INVITATION FOR QUOTATIONS FOR SUPPLY OF
MAN POWER UNDER NATIONAL SHOPPING PROCEDURES**

To,

Dear Sir,

Sub: Invitation for quotation for supply of Man Power.

1. You are invited to submit your most competitive quotation for the following work:-

Sl No.	Description of Man power	Experience	No of persons required	Period of supply	Place of work	Remarks
1	2	3	4	5	6	7
1	Accounts Superintendent	Graduates with experience of minimum 08 years in Accounts & knowledge of Tally. Will be In charge of Preparation of IUFR, Audit, expenditure monitoring, Maintenance of Books of Accounts under the Project and To Assist in World Banks / AG Audit related works,. Knowledge of working in externally aided Projects Preferred.	1	24 months	O/o Chief Engineer, SPMU-NHP, WRDO, Anandarao circle, Bengaluru	
2	Accounts clerk.	Graduates with experience of minimum 04 years & knowledge of Tally, Preparation of Vouchers, Maintenance of all accounts, Assisting Audit works, Feeding of financial data in the Tally software, Maintaining 1. CashBook; 2. contractors ledger; 3. Cheque issue register; 4. Bank statement; 5. Bank Reconciliation Statement & all other accounts related works to NHP.	1	24 months	O/o Chief Engineer, SPMU-NHP, WRDO, Anandarao circle, Bengaluru	
3	Computer Data Entry Operator	- Relevant Graduate Degree course with work experience of Three (3) years in this field. Knowledge of English along with any one Local language (read /writes /speaks). - Typing SPEED on computer above 60s word per minute. With knowledge of word doc, excel; power point, charts, graphs, report, format preparation and the like on computer. Operation of e-mail; uploading data etc.	1	24 months	O/o Chief Engineer, SPMU-NHP, WRDO, Anandarao circle, Bengaluru	

4	Drivers	<ul style="list-style-type: none"> - Should have a valid driving license for light motor vehicles from Govt. Authority with education as per their norms. - Experience of minimum three (3) years with track record without any adverse record - Well-mannered and knowledge of area roads. <p>Knowledge any one Local language (read/write /speak) along with understanding of English and Hindi</p>	I	24 months	O/o Chief Engineer, SPMU-NHP, WRDO, Anandarao circle, Bengaluru
5	Group 'D' (Office attendant)	<ul style="list-style-type: none"> - Should have completed SSLC with three (3) years experience of similar duties. <p>Knowledge any one Local language (read /write / speak) along with understanding of English, if possible.</p>	I	24 months	O/o Chief Engineer, SPMU-NHP, WRDO, Anandarao circle, Bengaluru

2. Government of India has received a credit from the International Development Association (IDA) in various currencies equivalent to US\$ 225 million out of which Karnataka state has received Rs.110 crores and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.

3. Bid Price

- a) The contract shall be for the full quantity as described above. Correction, if any shall be made by crossing out, initialling, dating and re-writing.
- b) All Taxes and other payable shall be included in the total price.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The Prices shall be quoted in Indian Rupees only.

4. Each Bidder shall submit only one quotation.

5. Validity of Quotation

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

6. Evaluation of Quotation

The Employer will evaluate and compare the quotations determined to be Substantially responsive i.e. which

- (a) are properly signed; and
- (b) conform to the terms and conditions, and specifications.

The Quotations would be evaluated for all the item together.

7. Award of contract

The Employer will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

7.1. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

- 7.2. The bidder whose bid is accepted will be notified of the award of contract by the Employer prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the order.
8. **Payment** shall be made on monthly basis by the competent authority after submission of bill.
9. You are requested to provide your offer latest by **06-09-2019**, -hours on 4-30 P M
10. We look forward to receiving your quotations and thank you for your interest in this Project

Sd/-
Executive Engineer,
No. 1 Gauging Division, Hassan

1. Copy submitted to Chief Engineer and Nodal Officer (NHP), Water Resources Development Organization, Anand Rao Circle, Bengaluru for kind information.
2. Copy submitted to the Director, Geomatics Centre, Water Resources Development Organization, Anand Rao Circle, Bengaluru for kind information and requested to **Publish the above Notification in WRDO Website.**
3. Copy submitted to Project Director (NHP) & Superintending Engineer (Hydrology), Water Resources Development Organization, Anand Rao Circle, Bengaluru.
4. Copy submitted to Superintending Engineer, Irrigations Investigation Circle, Yeramarus / Mysuru for kind information.
5. Copy submitted to District Bulletin Officer, D C Office, Hassan District, Hassan for information with request to publish in Hassan District Tender Bulletin.
6. Copy forwarded to Executive Engineer, Irrigation Investigation Division, Mysuru / Kalaburgi for information and for publicity.
7. Copy forwarded to Joint Director, Information and Broadcasting, Hassan for information and please advertise enclosed notification in one local Bengaluru newspaper.
8. Copy forwarded to Assistant Executive Engineer No.1/2 Gauging Sub division Hassan/Shivamoga and Assistant Executive Engineer No.3, Irrigation Investigation Division, Manglore for information and for publicity.
9. Copy to notice board
10. Copy to PB-1 for information


Executive Engineer
No 1 Gauging Division, Hassan

