

**E-5**

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

**Supply of Man Power**

**(For Contracts valued less than or  
Equivalent of US \$30,000.00 each)**

**Government of Karnataka  
(Water Resources Department)**

No. WRD/SPMU-DRIP /Man Power/2021#22/409

Office of the Project Director  
State Project Monitoring Unit-DRIP,  
SWDC Building, A.R. Circle,  
Bengaluru-560009,  
Dated: 16.11.2021

16 NOV 2021

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

To,

Dear Sir,

Sub.: Invitation for quotation for supply of Man Power.

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1. You are invited to submit your most competitive quotation for supply of following outsourcing staff for SPMU-DRIP office from 01.12.2021 to 31.03.2022: -

Sl No.	Description of Man power	Specifications	No of persons required	Period of supply	Place of work	Remarks
1	2	3	4	5	6	7
1	Computer Operator	<ul style="list-style-type: none"> <li>- Relevant Graduate Degree course with work experience of Three (3) years in this field. Knowledge of English along with any one Local language (read/write/speak).</li> <li>- 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.</li> </ul>	2	04 months	SPMU-DRIP, WRD, Bengaluru	

2	Driver	<ul style="list-style-type: none"> <li>- Should have a valid driving license for light motor vehicles from Govt. Authority with education as per their norms.</li> <li>- Experience of minimum three (3) years with track record without any adverse record</li> <li>- Well-mannered and knowledge of area roads.</li> <li>- Knowledge any one Local language (read/write /speak) along with understanding of English and Hindi</li> </ul>	4	04 months	SPMU-DRIP, WRD, Bengaluru	
3	Office attendant	<ul style="list-style-type: none"> <li>- Should have completed SSLC with three (3) years' experience of similar duties.</li> <li>- Knowledge any one Local language (read /write / speak) along with understanding of English, if possible.</li> </ul>	2	04 months	SPMU-DRIP, WRD, Bengaluru	

2. Government of India has received a credit from the International Bank for Reconstruction and Development (IBRD) in various currencies equivalent to US\$ 315 million towards the cost of the Dam Rehabilitation & Improvement Programme 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 like EPF, ESI, Service charges etc shall be included in the total price & shall be shown separately.
- c) The Basic salary of Manpower and Service Charges quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. Further, EPF, ESI, GST and any other taxes shall be as per the prevailing rates @ the time of payment.
- 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 30 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 15.30 hours on 30.11.2021.
10. We look forward to receiving your quotations and thank you for your interest in this Project.
11. The Agreement may be terminated with one-month prior notice without assigning any reasons

  
Chief Engineer & Nodal Officer,  
Dam Rehabilitation and Improvement Project,  
A.R. Circle, Bengaluru. 

Copy submitted to,

1. Engineer In Chief, Water Resources Development Organisation, Anand Rao Circle, Bengaluru for information along with a request to arrange to provide wide publicity through display in office notice board.
2. Chief Engineer, Central Mechanical Organisation, Anand Rao Circle, Bengaluru for information along with a request to arrange to provide wide publicity through display in office notice board.
3. Chief Engineer, RDPR, Anand Rao Circle, Bengaluru for information along with a request to arrange to provide wide publicity through display in office notice board.

**Annexure 2: Form of Quotation**

To:

The Project Director,  
SPMU-DRIP  
WRDO, A.R. Circle,  
Bengaluru.

We offer to execute the Contract ref no. \_\_\_\_\_ in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of \_\_\_\_\_ (amount in words and numbers). We propose to complete the Supply of Manpower described in the Contract within the stipulated date from the Date of Signing of the Contract.

**Prices and Schedules for Supply:**

Sl No.	Description of Man power	No of persons required	Period of supply	Price / Month (in Rs.)	Total amount (in Rs.)
1	2	3	4	5	
1	Computer Operator	2	04 months		
2	Driver	4	04 months		
3	Office attendant	2	04 months		
<b>Grand Total =</b>					

This Quotation and your written acceptance will constitute a binding Contract between us.

We hereby confirm that this Quotation complies with the Validity of the Quotation

Authorized Signature : \_\_\_\_\_

Name and Title of Signatory : \_\_\_\_\_

Name of Agency : \_\_\_\_\_

Address : \_\_\_\_\_

Phone Number : \_\_\_\_\_

Fax Number, if any : \_\_\_\_\_

**Annexure 3: Form of Contract**

**CONTRACT AGREEMENT**

THIS AGREEMENT number \_\_\_\_\_ made on \_\_\_\_\_, \_\_\_\_ 2021, between The Project Director, SPMU-DRIP, WRDO, Bengaluru. (hereinafter called "the Employer") on the one part and \_\_\_\_\_ (hereinafter called "the Agency") on the other part.

WHEREAS the Employer has requested for quotation for Supply of Man power to be supplied by Agency, viz. Contract \_\_\_\_\_, (hereinafter called "Contract") and has accepted the Bid by the Agency for the supply of Man power under Contract at the sum of Rs. \_\_\_\_\_/- ( \_\_\_\_\_) hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
  - a) Request for Quotation; Terms and Conditions of Supply of man power;
  - b) Addendum (if applicable);
2. Taking into account payments to be made by the Employer to the Agency as hereinafter mentioned, the Agency hereby concludes an Agreement with the Employer to execute and complete the supply of Man power agency under the Contract.
3. The Employer hereby covenants to pay, in consideration of the acceptance of Contract, supply of the man power in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of India on the date indicated above.

**Signature and seal of the Employer:**

**Signature and seal of the Agency:**

FOR AND ON BEHALF OF

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Name of Authorized Representative

Project Director,  
SPMU-DRIP  
WRD, A.R.Circle, Bengaluru.