NOTICE INVITING OPEN TENDER

Notice Inviting Tender No. SNLTR/COM/20-21/0006 Dated: 15-12-2021

REQUEST FOR QUOTATIONS FOR SUPPLY OF MANPOWER ON DAILY BASIS AT THE SOCIETY FOR NATURAL LANGUAGE TECHNOLOGY RESEARCH

For Commercial Queries,
Contact: Mrs. Neelam Shah, Deputy Accounts cum Administrative Officer.
E-Mail: neelam.nltr@wb.gov.in

For Administrative Queries,
Contact: Dr. Sibansu Mukherjee, Director.
E-Mail: sibansu.nltr@wb.gov.in

For Technical Queries,
Contact: Mr. Tarak Nath Mandal, Research Software Developer.
E-Mail: tarak.nltr@wb.gov.in

APPLICATION LETTER (Sample)

To,
The Administrator,
Society for Natural Language Technology Research
Monibhandar (6th floor, Block C and D)
Premise of Webel Bhavan
Block - EP & GP
Sector-V, Salt Lake
Kolkata - 700 091

Sub: SUPPLY OF MANPOWER ON DAILY BASIS TO THE SOCIETY FOR NATURAL LANGUAGE TECHNOLOGY RESEARCH

Dear Sir/Madam,

In response to your tender inviting notice for the above mentioned contract, I/We, a Company/Partnership/Sole Proprietor submit the tender with following particulars:

Sl. No.
Description
Particulars

(Full Name of the Firm)
Having acquired the requisite information related to the subject work after visit of the site and examining the form of contract, nature, quantum of work as effecting the tender invited by on behalf of the Society for Natural Language Technology Research, I/We, the undersigned hereby offer for providing qualified staff as indicated in the Tender Document to provide manpower strictly in accordance with the terms and conditions as indicated by you in the said documents.

We also agree to submit the bill on monthly basis and accept the payment to the workers as per the Minimum wages declared by the State Government. I/We also agree for the compliance of applicable Labour and other Laws in force and other Govt. orders. All workers engaged by me/us would be suitably compensated by me/us complying with Minimum Wages Act. All other payment like payments under Workmen Compensation Act etc. shall be borne and payable by me/us. I/We will always keep Society for Natural Language Technology Research indemnified of any claim/damages that SNLTR have to pay with respect to the service and the deputation of any workers to SNLTR.

I/We fully understand that SNLTR reserves the right to reject any or all the quotations or to reject the lowest quotations without assigning any reasons and that SNLTR further reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

Thanking you,

Yours faithfully,

(Name) Signature Signed as proprietor/partner/Director that holds power of Attorney on behalf of firm
Name of the Firm with Address

Society for Natural Language Technology Research
Monibhandar (6th floor, Block C and D)
Premise of Webel Bhavan
Block - EP & GP
Sector-V, Salt Lake
Kolkata - 700 091
Phone: 033-23576454
Notes:
- The price shall be filled up both in figures and in words. No overwriting or use of correction fluid shall be accepted. Any correction shall be legible and signed by the authorized signatory.
- The Academy reserves the right to modify any terms and conditions before submission of the bids.

Note: This notice is a part of Tender Document.

Sd/-
Administrator
SNLTR
### Approximate number of Manpower required

<table>
<thead>
<tr>
<th>Sr. no.</th>
<th>Description</th>
<th>Required No. of personnel</th>
<th>Time period</th>
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<tbody>
<tr>
<td>1</td>
<td>Personnel Group A</td>
<td>20</td>
<td>30 days</td>
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<tr>
<td>2.</td>
<td>Personnel Group B</td>
<td>40</td>
<td>20 days</td>
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<tr>
<td>3.</td>
<td>Personnel Group C</td>
<td>140</td>
<td>15 days</td>
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<tr>
<td>4.</td>
<td>Trainer</td>
<td>25</td>
<td>1 day</td>
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<td>5.</td>
<td>Supervisor</td>
<td>10</td>
<td>15 days</td>
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<td>6.</td>
<td>Off-field data collection personnel</td>
<td>20</td>
<td>15 days</td>
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</tbody>
</table>

### ANNEX-II (Optional)

*Details of other organizations where similar contracts undertaken during last three years (enclose supporting documents)*

<table>
<thead>
<tr>
<th>Sr.n o.</th>
<th>Name &amp; Address of the organization, contact no</th>
<th>No. of personnel supplied</th>
<th>Period of contract</th>
<th>Whether Govt/semi Govt/Autonomous bodies/PSUs/Industries etc. (pls specify)</th>
<th>Amount of contract</th>
<th>Reason for termination (if currently not valid)</th>
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</thead>
<tbody>
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<td>1.</td>
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(To be made on Rs 100.00 Non Judicial Stamp Paper)

DRAFT AGREEMENT

This Agreement is made on ______________ day of ______ Two thousand eighteen between National Academy of Customs, Indirect taxes & Narcotics, Faridabad, as one part, hereinafter called SNLTR and M/s ___________________________ Agency for providing Manpower on the other part.

Whereas SNLTR is desirous to engage the Agency for providing Manpower for SNLTR, on the terms and conditions stated below:

1. The agency shall be solely responsible for compliance to provisions of various labour, Industrial and any other laws applicable and all statutory obligations, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc relating to contract personnel deployed in SNLTR. The SNLTR shall have no liability in this regard.
2. The Agency shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at SNLTR. The SNLTR shall have no liability in this regard.
3. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
4. The contract can be terminated by giving one months’ notice on either side.
5. In case of non-compliance with the contract, the SNLTR reserves its right to:
   a) Cancel/revoke the contract, and /or
   b) Impose penalty up to 10% of the total annual value of contract.
6. The Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in SNLTR.
7. The personnel provided by the Agency will not claim to become the employees of SNLTR and there will be no Employee and Employer relationship between the personnel engaged by the Agency for deployment in SNLTR.
8. There would be no increase in rates payable to the Agency during the contract period except reimbursement of the statutory wages revised by the Govt.
9. Decision of SNLTR in regard to interpretation of the terms and conditions and the Agreement shall be final and binding on the Agency.
10. In case of any dispute between the Agency and SNLTR, SNLTR shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Distt. Kolkata. IN WITNESS WHEREOF both the parties have set and subscribed their respective hands with their Seal in Kolkata in the presence of the witness:

Witness: 1.

2.

AGENCY

Witness: 1.