NOTICE INVITING OPEN TENDER
Notice Inviting Tender No. SNLTR/COM/21-22/0008 Dated: 28-02-2022

REQUEST FOR QUOTATIONS FOR SUPPLY OF MANPOWER FOR SMART METER PROJECT

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)
• Registration Number under applicable act with a copy of registration certificate
• Registered Postal Address
  o Telephone No.
  o Fax No.
  o Mobile No.
  o Address of Branches
• Name and address of Directors, in case of Company
• Name and address of Sole proprietor
• Name and address of partners; in case of partnership firm
  o Name of Bankers & Branch with full address
  o Style of Account & Number
  o Name(s) of person(s) operating the account (enclose banker's certificate)
  o PF Code allotted by the Jurisdictional PF Commissioner with photo copy of certificate

Having acquired the requisite information related to the subject 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. 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

Tender No. SNLTR/COM/21-22/0008 Dated: 28-02-2022 For SUPPLY OF MANPOWER
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 organisation 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

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**ANNEX-I**

**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>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sr. PHP Programmer</td>
<td>01</td>
<td>90 days</td>
</tr>
<tr>
<td>2</td>
<td>Android Developer</td>
<td>01</td>
<td>90 days</td>
</tr>
</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. no.</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>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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</table>
(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.
2.

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