

1. SPECIAL TERMS AND CONDITIONS

1. The onsite placing of programmer shall be selected by NALCO team, after evaluating candidate through selection process. Party should submitted the CV for scrutiny and send the candidates for selection process at NALCO CORPORATE OFFICE to evaluate suitability for each project / engagement.
2. The selected programmer shall be deployed at NALCO within 2 week of issue of this work order.(2 week include the submission of CV of candidate and selection of candidate)
3. Programmer shall be requisitioned on need basis for a period from 3 month to 6 months. Thereafter further requirement for the programmer shall be reviewed.
4. The performance and day-to-day work delivery of deployed work staff shall be monitored/guided from contractor's office(off-site) with at least one day onsite (at NALCO office) per month.
5. In the event of inadequate performance / delivery by deployed / hired programmer / manpower, NALCO shall dismiss the deployed / hired manpower and ask for an appropriate substitute
6. In case of emergency the programmer may be called during off hours.
7. In case of programmer is on leave a suitable replacement must be provided by vendor.
8. NALCO shall not deploy any person without any Appointment Letter and ID card issued by the agency/contractor.
9. In case a deployed / hired manpower leaves in between or does not turn up without any information, vendor / agency shall be informed for providing the substitute.
10. Subject to receipt of the assignment the successful bidder has to set up a office in Bhubaneswar for dealing various activities required time to time
11. In case required, the programmer may be deputed to our works sites at Damanjodi, Koraput and/or Nalconagar, Angul
12. The contractor has to agree/sign to the Non-disclosure agreement as per NALCO's format.
13. The contractor has to agree/sign the declaration by contract staff and contractor for adherence to the acceptable IT usage policy of NALCO.

2. Service-level agreement (SLA)

In the event of unauthorized absence without replacement, Rs.1000/- per day shall penalized on the vendor.