

**Tender Notice for inviting Rates/Quotation for House Keeping of Office Premises-  
North Eastern Development Finance Corporation Ltd.**

**Annexure-I**

1. Rates/Quotations duly filled-in, will be received up to the date and time mentioned in the letter.
2. North Eastern Development Finance Corporation Ltd. (hereinafter referred to as NEDFi) reserves the right to postpone and/or extend the date of receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.
3. The Contractors are required to submit the complete Rates/Quotations only after satisfying each and every condition laid down in the annexure enclosed.
4. All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
5. Rates/Quotations should be submitted and signed by the firm with its current business address.
6. The rates shall be valid for a period of at least One Year from the date of opening or till the stipulated period of the end of the Contract, whichever is later.
7. The contractors should satisfy themselves before submission of the Rates/Quotations to NEDFi that they meet the qualifying criteria and capability as laid down in the annexure.
8. The Contractor must comply with the Rates/Quotations, specification and all terms and conditions of contract. No deviation in the Terms and Conditions of the contract shall be entertained unless specifically mentioned by the Contractor in the Rates/Quotations and accepted by NEDFi.
9. In case of any default by the Contractor in any of the terms & Conditions (whether General or Special), NEDFi may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminates the contract, in whole or part, by giving 15 days' notice in writing to the Contractor.
10. Notwithstanding anything contained herein, NEDFi also reserves the right to terminate the contract, by giving 15 days' notice in writing without assigning any reasons and without incurring any financial liability whatsoever to the Contractor.
11. The contractor shall take insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948. The Contractor shall arrange necessary insurance cover for any persons deployed by him even for short duration. The NEDFi shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability/claim falling on NEDFi, the same shall be reimbursed/indemnified by the Contractor.
12. Contractor shall in no case lease/transfer/sublet/appoint care taker for services.
13. **The present requirement of manpower is for seven persons.**
14. No other persons except Contractor's authorized representative shall be allowed to enter in the NEDFi.

15. Within the premises of NEDFi, the Contractor's personnel shall not do any private work other than their normal duties.
16. Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep the NEDFi indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
17. Contractor shall be solely responsible for payment of wages/salaries, other benefits and allowances to his personnel that might become applicable under Act or Order of the Govt. NEDFi shall have no liability whatsoever in this regard and the Contractor shall indemnify NEDFi against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.
18. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
19. Contractor shall ensure that the persons sent to NEDFi wear uniform every day while on duty.
20. All consumables and material used by the contractor shall be of standard make.

We agree to the above terms and conditions.

Signature with Date -----

Name of the Firm -----

Seal -----