

DAV University, Jalandhar

Books & Stationery Shop

The DAV University will be having around 5000-6000 students in its campus this year, so University is interested in giving the contract for operating the Books & Stationery Shop in the campus of the University which will facilitate our faculty, staff and students. There will be one Books & Stationery Shop for which sealed quotations are invited.

Terms & Conditions

The important terms and conditions are listed below for convenience:

- 1) The Contract Agreement would be effective from 1st July 2018 to 31st May 2019 and can be renewed with minimum 10% increase in rent for the second year. This extension of the contract for second year will be subject to satisfactory performance of the Contractor.
- 2) The annually minimum base rent of every Shop will be Rs. 189000/- + GST as applicable
- 3) The rent of the Shop will be charged annually in advance at the time of the start of contract.
- 4) The Contractor will have to pay electricity charges @ Rs. 10/- per unit on actual consumption of electricity monthly. (As per Meter Reading)
- 5) The Contractor has also to provide some of the items which are in accordance with the list approved by the University.
- 6) The Contractor has to get the rates of Photocopy be approved from the competent authority of the DAV University and the rates must be displayed prominently. The name of the firm and of the counter must be also displayed prominently.
- 7) The cost of erection and all installations inside the Shop will be solely borne by the Contractor.
- 8) Proper measures of cleaning and putting the litters of the disposables in the dustbins has to be taken care by the Contractor.
- 9) The Contractor will be liable to pay all taxes levied by the government.
- 10) The DAV University shall be entitled to claim damages for mishandling the furniture and fixtures and fittings installed in the area provided. Penalty will be imposed on the Contractor in addition to the cost of repairs and replacements which are to be borne by the Contractor.
- 11) Engaging of required staff, providing uniforms etc. shall be done by the Contractor with the approval of the DAV University. The Contractor must submit the ID proof and police verification documents of all its employees working in the Shop as per the Annexure-A. If any staff of Contractor is found misbehaving with any Faculty, Staff or Student of DAV University, strict action will be taken against the Contractor.
- 12) The DAV University would reserve the right to check on cleanliness and upkeep of premises, quality of provisions, and any deficiency found penalty procedure will be applied.
- 13) The Contractor shall attend all meetings of the committee as and when scheduled. The prior information of the meeting will be given to the Contractor.
- 14) The Contractor should submit all necessary statutory documents. (Aadhar Card, PAN Card, GST Number etc.)
- 15) The Contractor should adhere to the provisions of the GST, Provident Fund Act, the Minimum Wages Act and other such acts which are applicable.
- 16) The Contractor will adhere to all laws of the land at his own responsibility and costs. The DAV University will not be responsible for life and safety at the workplace; the staff of the Contractor should be duly insured.
- 17) Consumption of alcohol or alcoholic beverages and smoking is banned in the University. Any violation will attract legal action and the contract will be terminated.

- 18) The Contractor will not sublet the contract. If found so, it will invite termination of contract and forfeiture of security.
- 19) The DAV University reserves the right to make any amendments in the Terms & Conditions as & when required and deemed fit and mutually accepted to both the parties.
- 20) In the event of the any dispute with regard to any of the term(s) and/or conditions of this agreement, the same shall be referred to the Vice-Chancellor/Competent Authority as sole arbitrator and its decision thereon shall be final and binding on both the parties, further it will be subjected to the jurisdiction limits of Jalandhar District.

Penalties for violation of rules, terms and conditions

The Contractor will be fined in case of violation of the following rules:

- 1) The Penalties or Fine can be imposed in violation of rules, terms and conditions and with regard to the discrepancy found in the cleanliness of Shop, personal hygiene of workers, changing of the employed staff without information to the DAV University, charging rates of the items not approved by the DAV University, etc.
- 2) The Contractor will be given a warning in writing initially, thereafter a fine of Rs. 5,000/-, if again found defaulter fine can be increased up to Rs. 10,000/- and if again found defaulter the fine will be Rs. 20,000/- and after all these impositions again any complaint comes it will lead to the termination of the contract.
- 3) Absence of the Contractor or his representative from meeting called by the DAV University will attract a fine of Rs. 5,000/- on the Contractor.
- 4) As and when the DAV University proposes a fine it will inform the Contractor. The fine/penalty amount will have to be remitted there and then.

I/We agree with the above terms & conditions and the decision of D.A.V. University, Sarmastpur, Jalandhar, will be final and binding on us.

SIGNATURE OF THE APPLICANT
NAME & DESIGNATION
SEAL OF ORGANISATION