

DAV University, Jalandhar

Books & Stationery Shop

The DAV University will be having around 5000 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.

The important terms and conditions are listed below for convenience:

- 1) That the Agreement will be for **One Academic Session (2019-20)**.
- 2) That the Contractor will have to pay **contract money + GST** to the DAV University in advance.
- 3) The Contractor will pay electricity charges @ Rs.10/- per unit on actual consumption of electricity monthly (as per Meter Reading) to the DAV University.
- 4) The Contractor will sell the items after getting them approved from the Competent Authority of the DAV University.
The Contractor has to get the rates of photocopy approved from the Competent Authority of the DAV University and the rates must be displayed at prominent place of the Shop. The name of the firm and of the counter must be also displayed prominently.
- 5) The cost of erection and installations inside the Shop will be solely borne by the Contractor.
- 6) Proper measures of cleaning and putting the litters in the dustbins has to be taken care by the Contractor.
- 7) The shop must remain open from 8.30 a.m. to 6.00 p.m. on all working days.
- 8) The Contractor will be liable to pay all taxes levied by the government from time-to-time.
- 9) The DAV University shall be entitled to claim damages for mishandling of furniture, fixtures & fittings installed in the area provided. Penalty will be imposed on the Contractor in addition to the cost of repairs and replacements.
- 10) 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 **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.
- 11) The DAV University reserves the right to check cleanliness of premises, quality of provisions being sold by the Contractor. If any deficiency found, penalty will be imposed.
- 12) The Contractor will attend all meetings as scheduled by the DAV University. The prior information of the meeting will be given by the DAV University.
- 13) The Contractor must submit all statutory documents. (i.e. Aadhar Card, PAN Card, GST Number etc.) to the DAV University.
- 14) The Contractor must adhere to the provisions of GST, Provident Fund Act, the Minimum Wages Act and other such acts which are applicable.
- 15) The Contractor will adhere to all laws of the land at his/her own responsibility and cost. The DAV University will not be responsible for life and safety at the workplace; the staff of the Contractor should be duly insured.
- 16) Consumption of alcohol or alcoholic beverages and smoking is strictly prohibited on the campus. Any violation of the same may lead to legal action which may also result into termination of contract also.
- 17) The Contractor will not sublet the contract. If found so, it will invite termination of contract and forfeiture of contract money.

- 18) The DAV University reserves the right to make any amendments in the terms & conditions as & when required with the consent of the Contractor.
- 19) In the event of any dispute with regard to any of the terms and conditions of this agreement, the same shall be referred to the Arbitrator i.e. Vice-Chancellor and the decision thereupon shall be final and binding on both the parties, subject 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 penalty or fine may 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) **Penalty**

First Time	Warning in writing
Second Time	Rs.5,000/- plus Warning in writing
Third Time	Rs.10,000/- plus Warning in writing
Forth Time	Rs.20,000/- plus Warning in writing
After That	Termination of agreement

- 3) Absence of the Contractor or his representative from the meeting called by the DAV University may attract a fine of Rs.5,000/- on the Contractor.

We agree with the terms & conditions as mentioned above.

Signatures of Bidder