

POST GRADUATE GOVT. COLLEGE FOR GIRLS SECTOR-42,CHANDIGARH

(SESSION 2021-2022)

TECHNICAL BID "FORM-A"

NAME OF THE CONTRACT: - BOOK SHOP & STATIONERY SERVICES

1. NAME (IN CAPITAL LETTERS) _____
2. FATHER /SPOUSE NAME _____
3. DATE OF BIRTH _____
4. PERMANENT ADDRESS _____
5. PRESENT ADDRESS _____
(ATTACH PROOF)
6. TELEPHONE/ MOBILE NO. _____
7. PREVIOUS EXPERIENCE _____
(if any) Attach proof
8. AADHAAR NO. _____
(Attach Photocopy)
9. PAN No. _____
10. GST No. _____
11. Have You Ever Been Blacklisted Or Involved in Criminal Activities/Court Proceedings? (YES/NO) _____
(Note: Affidavit to be furnished on non-judicial stamp papers of Rs.20/- duly attested by the Executive Magistrate/Notary regarding non blacklisted/non involvement in criminal activities/court proceedings)

LATEST SELF
ATTESTED

PHOTOGRAPH

Certified that information given and documents submitted are true to the best of my knowledge.

Place

Signature: - _____

Date

Name: - _____

Note: -

1. Technical Bid Form-A duly filled should be put in an envelope and marked "FORM A" along with signed "terms and conditions", Residence proof, Experience certificate (if any),Affidavit
2. Forms submitted without requisite documents will not be entertained and are liable to be rejected and applicants will have no claim thereafter.

POST GRADUATE GOVT. COLLEGE FOR GIRLS SECTOR-42,CHANDIGARH

(SESSION 2021-2022)

FINANCIAL BID "FORM-B"

NAME OF THE CONTRACT: - BOOK SHOP & STATIONERY SERVICES

1. Name of Bidder _____
2. Father's/Spouse Name _____
3. Date of Birth _____
4. Present Address _____
5. Permanent Address _____
6. Mobile Number _____

LATEST SELF ATTESTED PHOTOGRAPH

7. Quote the Rates of the following services

Sr. No	Particulars of Services	Rate to be Quoted by Seller
a.	Discount on Text Books	
b.	Discount on Guides / Help Books	
c.	Discount on Stationery items	
d.	Misc. Items – (Minimum Discount on MRP)	

Place

Date

(Signatures)

Note:-1. Financial Bid Form-B duly filled should be put in an envelope and marked "FORM B".

2. Forms submitted without requisite documents will not be entertained and are liable to be rejected and applicants will have no claim thereafter.

POST GRADUATE GOVT. COLLEGE FOR GIRLS SECTOR-42,CHANDIGARH (2021-2022)

TERMS AND CONDITIONS FOR Book Shop and Stationery Services

1. That the above contract is from the Date of Award to **30th June 2022 or till the offline classes are held whichever is earlier.**
2. (a) That the contractor will deposit a rent @ of Rs. 6050/- per month.
(b) The contractor shall install his/her own electronic sub meter. Electricity charges will be paid as **per Sub Meter reading@ Rs.7 per unit** by the contractor. In case sub Meter is not working, the contractor will be charged on average of three months till faulty meter is replaced / repaired.
3. That the contractor has to deposit Rs. 30,000/- in form of F.D. in the name of Principal P.G. Govt. College for girls, sector 42, Chandigarh as security with in 10 days of the award of contract. The said security deposit shall be forfeited in favour of the college, in case of violation of any terms and conditions of the contract.
4. That the contractor shall deposit 6 months advance rent (Rs. 6050x6 = Rs. 36300/-) once the contract is awarded. The rent of remaining period will be paid in one installment in the month of April 2022 and the photocopy of the receipts of rent, and electricity charges must be submitted to the accountant/caretaker.
5. The seller should Quote the rates of items in Financial Bid' Form-B'.

Sr. No	Name of Item
1.	Discount on Text Book
2.	Discount on Guides / Help Books
3.	Discount on Stationery items
4.	Misc. Items – (Minimum Discount on MRP)

(Any service can be added or deleted with the permission of Principal)

6. That the contractor shall display the rates of items outside the shop for information of students.
7. The contractor shall keep the surroundings neat and clean.
8. Proof of experience (if any) in relevant field should be attached.
9. (a)That the contractor shall not overcharge form the students. In case of any complaint, the contractor shall be liable to penal action as recommended by the

contract committee which may lead to cancellation of contract and forfeiture of the entire amount of security.

(b) That the contract can be terminated at any time if some gross violation of terms and conditions, misbehavior, misconduct, and use of sub-standard Products is reported. In such condition the security deposit is also liable to be forfeited.

10. That the contractor shall employ **fully vaccinated staff** only after the verification of their antecedents by local police and inform the complete details of the staff to the Principal.
11. Initially the contract will be awarded for one session (2021-22). But if the work of the contractor is found to be satisfactory, then on the recommendations of the Contract Committee, the contract may be extended for a period of another two **Sessions**(one session at a time) subject to the approval of competent authority and with increase of rent @10% each year.
12. That the contractor has to vacate the premises on 30th June, 2022 under all circumstances and all types of dues, charges, rent must be cleared otherwise the contractor will be declared as defaulter by the college authorities in future.
13. That the contractor/applicant agrees to the said terms and conditions, then signed copy of “Terms and Conditions ” by the applicant/contractor must be submitted along with Technical Bid “Form-A”.
14. That the decision of the contract committee will be final in all circumstances and hence binding to the contractor in all circumstances.
15. The contractor will execute agreement with the college regarding the said contract.
16. **If the applicant submits Wrong/False/Forged documents then he/she will be responsible at his/her own. His/ her contract will be terminated immediately and his/her security will be forfeited and he/shewill be black listed for future.**
17. **The contractor will comply with all the SOPs related to COVID-19 issued by MHRD and Chandigarh Administration .**
18. **Applications received after due date and time will not be considered. Any legal matter will be dealt within the jurisdiction of UT, Chandigarh.**
19. **If the applicant quoted rates are found to be same, then preference will be given to the person with more experience.**
20. **The contractor will keep his shop open from 9 A.M to 5 P.M on all working days.**

I _____ D/o _____ w/o _____ has read the terms and conditions carefully and agrees to work as per said terms and conditions.

Name of the applicant _____

Signature of the applicant with date _____

