

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

TERMS AND CONDITIONS FOR THE AWARD OF PHOTOSTAT /LAMINATION /SPIRAL
BINDING/MOBILE RECHARGE/COMPUTER WORK SHOP CONTRACT 2016-17

Reserved for handicapped person

1. That the applicant (handicapped) must have three years relevant experience in any educational institution of tricity (Chandigarh, Panchkula and Mohali).
2. **Private Shop owners (Handicapped) who are in this business can also apply, but their Financial Bid form will be opened only when if sufficient number of applicants are not available as per point number (1).**
3. **If the applicant submit wrong/False/forged documents then he will be responsible at his own and his contract will be terminated immediately and his security will be forfeited and will be black listed in future**
4. **The applicant must submit medical certificate issued by the Govt. Hospital alongwith Technical Performa (A).**
5. The above contract is for only 11 months i.e. from 1ST July 2016 to 31ST May, 2017.
6. The contactor shall keep the surroundings of the shop neat and clean.
7. The contractor shall not overcharge from the students. In case of any genuine/bonafide complaint, the contractor shall be liable to the penalty as recommended by the contract committee which may lead to cancellation of contract and forfeiture of entire amount of security.
8. The contractor shall employ servants only after the verification of their antecedents by the local police and inform the complete details of the servant(s) to the Principal.
9. **He will deposit a ground rent @ of Rs.2500/- per month. Electricity charges as per Sub Meter reading and as per Chandigarh Administration or as per latest instructions rates to be installed by the Contractor at his own cost. In case of Meter not working sum of Rs. 2000/- per month will be charged till faulty meter is replaced/ repaired.**
10. That the contractor has to deposit Rs.10000/- in form of F.D. in the name of Principal P.G. Govt. College for Girls, Sector-42, Chandigarh as security Deposit before the award of contract. The said security deposit shall be forfeited in favour of college in case of violation of the any terms and condition of the contract. Security will be refunded after the expiry of the contract.
11. 6 months advance rent (Rs 2500x 6 = Rs. 15000/-) to be paid at the time of awarding the contract. Rest of the rent of five months will be paid in one installment in the month of Dec, 2016.

- 12 That the contract can be terminated at any time if some gross violation of terms and condition, misbehavior, misconduct, overcharging and substandard norms are noticed and the security deposit are also liable to be forfeited.
- 13 The contractor will quote the charges in respect of following items in the Financial Bid performa (B).
- (i) One Photocopy (A4)
 - (ii) Five Photocopy .(A4)
 - (iii) Above 10 Photocopy (A4)
 - (iv) Lamination Charges (specify size)
 - (v) Computer Typing Per Page
 - (vi) Computer Print Out Per Page
 - (vii) Spiral binding
 - (viii) (Any thing can be added or deleted with the permission of Principal at any stage).
 - (ix) Mobile Recharge.

14 Initially the contract is for one session, but if the work of the contractor is found satisfactory, on the recommendations of the contract committee, the contract may be renewed for a period of three years (one year at one time, including the present tenure) subject to the approval of competent authority and by increasing the appropriate amount in rent and other charges.

15 If the applicant quoted rates found to be same , then preference will be given to the person with more experience.

16 That the contractor has to vacate the premises on 31st May, 2017 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.

17 If the contractor / applicant agrees to said terms and conditions, then signed copy of “Terms and conditions performa” by the applicant/ contractor must be submitted alongwith technical performa ‘A’.

18 The contractor will execute an agreement with the college regarding the said contract.

I _____ S/o _____ had read the terms and conditions carefully and agrees to work as per said terms and conditions

Name of the applicant _____

Signature of the applicant _____

Date _____