

GOVT. COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION, SECTOR-50,
CHANDIGARH

TERMS AND CONDITIONS FOR THE AWARD OF PHOTOCOPY /BOOK SHOP &
STATIONERY SHOP CONTRACT FOR THE SESSION 2023-24

1. That the above contract is for the Academic session 2023-24 starting from **Date of Award of contract upto 31.05.2024.**
2. The addition of names i.e. Photocopy/Book Shop & Stationery Shop in the existing name of Book shop & Stationery is made to attract the more bidders.
3. The contract can be extended for the Academic Session 2024-25 & 2025-26 Subject to the satisfactory performance of the contractor with revised charges.
4. That the contractor shall sell text books, reference books stationery & other misc. items allowed by the Principal & contract committee and no sub-standard material will be allowed.
5. That the contractor shall bring and own Tuck-shop and also maintained. He/ She shall keep the surroundings of the shop "neat and clean at his/her own level. Only the space will be provided within premise of the college.
6. That 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.
7. That the contractor shall employ anybody then he/she should have prior verification by the local police and complete details of the verification report of employee(s) must be submitted to the Principal.
8. That the contractor has to pay 5 months advance rent (@850/- p.m.) at the **time of awarding the contract in the office. Rest of the rent of the months will be paid on monthly basis before the 7th of next month. The Contractor will also pay Electricity Charges @ 700/- p.m. The Interest @12%p.a shall be charged for delayed payment.**
9. That the contractor has to deposit Rs.10000/- in form of Fixed Deposit in the office of The Principal Govt. College of Commerce and Business Administration Sector-50, Chandigarh as security Deposit. The said security deposit shall be forfeited by the college in case of violation of terms and condition of the contract.
10. 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.
11. That the contractor shall mention/ display the rates of each item in front of shop for selling items:
 - (I) Discount on Text Book/Guides/Help Books/Stationery Items
12. That the contractor shall vacate the premise on 31.05.2024 under all circumstances and all types of dues, charges, rent must be cleared. Otherwise, contractor will be declared as defaulter by the college authorities . If the contractor successfully meet all the requirements and terms & conditions of the college. He/she can restart the contract once extension is approved by the College Authority.

13. That the decision of the Contract Committee will be final and hence binding to all the applicants/contractors.
14. **The bidders who are overwriting in the rates quoted in the Financial Bid shall be disqualified.**
15. The Tender will be awarded to the contractor who offering the Maximum Discount.
16. That the contractor/applicant agrees to said terms and conditions, then signed copy of "Terms and conditions performa" by the applicant/ contractor must be submitted along with Technical Performa "A".
17. The Contractor will execute an agreement with the college regarding the said contract.
18. All kinds of dispute are within the Jurisdiction of Chandigarh only.
19. The separate sealed envelope should be used to submit Technical Bid (Performa A) and Financial Bid(Performa B).
20. The application form must contain on the Top of the Envelope that the Applicant for the Contract of Book & Stationery-cum-Tuck-shop.

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 _____

Signature of the Members:-

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Principal

SEALED ENVELOPE "A" FOR TECHNICAL BID (2023-24)
FOR
CONTRACTOR FOR BOOK & STATIONERY —CUM-TUCK SHOP

Contents of Envelop "A"

Personal Particulars of the Bidder

1. Name of the Bidder
2. Father's / Husband's Name
3. Date of Birth
4. Permanent Address
5. Present Address
6. Telephone Number/s
7. Mobile Number
8. Aadhaar Card No.
9. GST No.
10. Bank Account Statement for the last 06 Months
11. Years of Experience in
(Any Government Institution
(Mention the Name and
Address of the Institution.
Attach the CTC copies of the
Experience Certificate)
12. Have you ever been BLACKLISTED/INVOLVED in any CRIMINAL
ACTIVITIES / COURT PROCEEDINGS? State YES/NO _____.

Paste Latest
Photograph
Here

If YES, give details of Activities/proceedings.

(Furnish an AFFIDAVIT of Non-Black Listing on NON JUDICIAL Stamp Paper of Rs 20/-, stating NON INVOLVEMENT IN CRIMINAL ACTIVITIES / COURT PROCEEDINGS, duly attested by Magistrate First Class / Notary Public).

Place :

Date:

(Signature of the Applicant) Address:

Financial Bid for the session 2023-24
FOR
CONTRACTOR FOR BOOK & STATIONERY —CUM-TUCK SHOP

Contents of Envelop "B"

1. Name of the Bidder/Firm _____
2. Proprietor's Name _____
3. Address _____
4. Mobile No. _____

5.

Sr. No.	Particulars	% of Discount
1.	Discount offered on Text Books	
2.	Discount offered on Others Books	
3.	Discount offered on Stationary Items	

Place :

Date:

(Signature of the Applicant)