

**PANJAB UNIVERSITY, CHANDIGARH
PANJAB UNIVERSITY S.S.G. REGIONAL CENTRE,
BAJWARA, HOSHIARPUR
PH.:-01882-282618, 282617 FAX-01882-282221**

STATIONERY SHOP TENDER

Sealed tenders are invited from interested parties/persons to run Stationery Shop in the campus on lease basis for 3 years. The Tender documents containing detailed Terms and Conditions may be obtained from the office of Director on payment of Rs.1000/- in Cash or by sending a draft in favor of Director, PUSSGRC, Hoshiarpur. The tender can also be downloaded from **Website: www.puchd.ac.in** and **www.ssgpurch.puchd.ac.in**. The last date for the receipt of tenders is **28/11/2014 up to 3:00 p.m.**

**Sd/-
DIRECTOR**

**PANJAB UNIVERSITY SWAMI SARVANAND GIRI REGIONAL CENTRE
UNA ROAD, BAJWARA, HOSHIARPUR (PB)
Ph. 01882-282617, 282618, Fax: 282221**

PRICE-Rs. 1000/-

ALLOTMENT OF STATIONERY SHOP CONTRACT

LAST DATE FOR RECEIPT OF QUOTATIONS: _____ BY _____ PM.

NAME AND ADDRESS

TELEPHONE NUMBER, FAX

EXPERIENCE TOTAL NO. OF EXPERIENCE

LIST OF PRESENT ALLOTMENT (IF ANY)

ALLOTMENT DETAILS:

- (I) In cash Rs. 1000/- (Amount deposited in State Bank of Patiala, PUSGRC, Bajwara, Hoshiarpur Account No. **65143837044** vide Scroll No. _____ Dated _____)
- (II) Rs. 1000/- by Demand Draft No. _____ Dated _____)

Name of Bank: _____

Amount: _____

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TENDER FOR ALLOTMENT OF STATIONERY SHOP

FINANCIAL BID

Tender for. _____ Dated _____

Mentioning the Rate of Monthly

Lease Money

Rs. _____

(In words Rupees)

(_____)

Signature _____

Name: _____

Address: _____

Date: _____

GENERAL RULES AND TERMS & CONDITIONS FOR
ALLOTMENT OF STATIONERY SHOP

1. That the lease will be created for a period of three years from the date of allotment.
2. That the above mentioned period of three years is only in respect of the agreed monthly lease money and does not vest any other right in the lessee.
3. That the lease money shall be payable in advance by the lessee by the 10th of each calendar month.
4. That the lease money shall be payable in advance by the lessee by depositing the same through Demand Draft/Banker's cheques in favor of Registrar, Panjab University payable at Chandigarh against valid receipt. In case the lessee fails to deposit the advance lease money by the 10th of each calendar month, he will have to pay interest @ 18% per annum compounds to the lessor.
5. That the lessee shall deposit equivalent to six months lease money as security through Demand Draft/Banker's cheque in favor of Registrar, Panjab University Chandigarh payable at Chandigarh before the commencement of the lease with sureties of two persons acceptable to the Registrar, Panjab University. No interest will be payable on the security amount.
6. That the lessee shall remain and enjoy on the leased premises on behalf of the lessor as long as the lessor permits for running the trade of Stationery only.
7. That the lessee shall abide by all the provision as applicable under the Punjab Govt. Rules and regulations and abide by the rules and regulations framed by the Syndicate of the Panjab University from time to time in that behalf. Further, this lease is subject to the provisions of the public premises (eviction of un-authorized occupants) Act. 1971.
8. That in case of any levy, cess, tax or any other liability imposed by any competent authority, the same shall be paid by the lessee directly to the authority concerned without any objection.
9. That the lessee shall not cause any damage to the premises will hand-over the premises in the same condition as it has been leased to him and it will be his responsibility to keep the premises in perfect condition.
10. That the maintenance of shops would be taken care of by the University but the annual white washing, biennial paint or any other type of minor repairs shall be carried out by the lessee at his own cost and expense.
11. That the lessee shall use the premises to carry on the trade of Stationery Shop only. The lessee shall not put the premises to any other use including allied or ancillary trade without the prior written consent of the lessor. Change of trade without such consent will automatically amount to termination of this lease.
12. That the lessee shall not make any addition or alternation of any type or otherwise in the premises without obtaining addition or alternation is permitted by the lessor, the same shall be carried out by the lessee at his own cost and he will not be allowed to remove them at the termination of the lease.
13. That the lessee shall keep the premises/shop and the surroundings neat and clean and shall not be allowed to keep anything in the verandah (in front of the shop) or the roof or the open

space. The Registrar may without any prior notice, order the lifting of all such material on the un-authorised places and the same shall be forfeited or released on payment of penalty to be determined by the Registrar.

14. That the lessee shall not sublet or part with the premises or part thereof in any form whatsoever (even in the form of partnership) to anyone.
15. That the lessee shall pay other charges recoverable by the concerned departments of the administration & Municipal Corporation.
16. That in case the lessee vacates the shop/premises before the expiry of the agreed period; the Registrar shall have right to forfeit the security deposit.
17. That the lessee shall conspicuously display rate list as per the norms of the Punjab Government. In the largest interest of the consumer, apart from the officials of Administration, the University shall have the power to monitor and ensure compliance with law and to take suitable action.
18. That the lessee shall bear and pay the expenses for the execution and registration of the lease-deed.
19. That the advertisements displayed shall be according to the Punjab Govt. Control order 1954 and the benefits/income accruing there shall vest in the lessor.
20. That no water connection shall be allowed in the premises without written permission of the lessor.
21. The lessee shall install approved and calibrated sub-meter for electricity connection.
22. That the lessee declares that he is and will remain the sole owner of the business in the premises afore-mentioned and will not enter into partnership with anyone. The lease will be terminated automatically if he inducts another person as his partner in business.
23. That the Registrar or his nominees shall have access to the premises at all reasonable time to inspect and see for himself that the agreed conditions are strictly adhered to by the lessee.
24. That the lessee shall neither object nor obstruct the entry of the lessor on the leased premises for inspection maintenance and taking over of the premises on the termination of the lease under any of the clauses of this deed.
25. That the Registrar may allow purely temporary use (as putting up a tent) of the open space by the lessee on payment as determined by the Registrar.
26. That the quantum of minor maintenance including cleanliness to be carried out by the lessee will be decided by the Executive Engineer of the University whose decision will be final and binding and the same shall be carried out by the lessee at his own cost and expenses.
27. That the lessee shall dispose of the garbage only at the prescribed garbage bins. The Registrar may impose a fine up to Rs. 1,000/- if the lessee is found spoiling the cleanliness by throwing garbage at un-authorised places.
28. That the lessee shall pay an increase of 5% of the agreed lease money every year.
29. That in case the lessee ceases to occupy the premises for three months, the lease stand terminated automatically.

30. That the lessee shall not indulge in any such activity which will cause nuisance to others or which is considered by the Registrar as not congenial to the campus atmosphere.
31. That the lessee shall not commit any act or omission which is detrimental to the interest of the Panjab University in any manner. Indulgence in any such act or omission will amount to automatic termination of this lease.
32. That in case the lessee commits breach of any of the above terms and conditions of the lease deed the lease will stand terminated forthwith and the lessee will not be entitled to the convenience of any notice of termination.
33. That the automatic termination of this lease on account of violation of any one of the aforesaid clauses will make it obligatory for the lessee to vacate the premises voluntarily within 10 days from the date of the violation, failing which lessee will be deemed to be continuing illegally on the premises and in addition to other legal liabilities, the lessee will be liable to pay a penalty equivalent to one month lease money for every day of the illegal continuance on the premises.
34. That notwithstanding anything in the foregoing clauses of this deed, the lessee shall obey and abide by all such orders/directions issued by the Govt. of Punjab and the Panjab University from time to time which are in the overall larger interest of the University (lessor).

All terms & conditions given in tender documents have been read by me/us & accepted.

Signature_____

Name _____

Address _____

Date_____