

**POSTGRADUATE GOVERNMENT COLLEGE, SECTOR 11, CHANDIGARH.**

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**CONTRACTS FOR THE SESSION 2017-2018**

**Checklist for Technical Bid**

Applicant must have the experience of **running a Canteen**, in a Govt. / Private Educational institution Govt. Organization of Tri-city with a strength of atleast 1000 or more students/ persons. The applicant must have a minimum last two years experience showing satisfactory performance from the Head of organization/ Institutions. (submit a copy of experience certificate mentioning the student/Persons strength).

Yes	No

Attach an affidavit (Original) for the Sole Proprietor.

Yes	No

Have you ever been Black listed/fined or involved in any criminal?  
Activities /court proceedings? Yes or No (if yes give detail)

Yes	No
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[Furnish an affidavit on Non Judicial stamp paper of Rs. 20/- stating Non Involvement in criminal activities/ court proceedings duly attested by Magistrate First class/ Notary Public].



## **TERMS AND CONDITIONS FOR THE CONTRACT OF COLLEGE CANTEEN FOR THE SESSION 2017-18**

1. The contract for the college Canteen is for a period of 12 months i.e. 1.7.2017 to 30.06.2018.
2. In case of satisfactory services provided by the contractor, the contract can be extended up to three years one at a time ( Including the initial period of twelve months) on the same terms and conditions.
3. **The rent for the Canteen premises will be Rs.8000/- ( Rupees Eight thousand only) per month, starting with the first day of July, 2017. The advance rent of six months worth Rs.48, 000/- is to be paid by the contractor within 7days from the award of the contract, and the rent for remaining six months is to be paid by 7<sup>th</sup> of December, 2017, failing which a surcharge at the rate of 2% per month will be extra charged.**
4. The contractor is required to deposit a **non interest bearing security of Rs.50,000/- (Rupees Fifty Thousand Only)**, in the form of Fixed Deposit Receipt/ Demand Draft drawn in favor of Principal, Postgraduate Govt. College, Sector 11, Chandigarh, within seven days from the date of award of the contract, but before the start of the business. **The said deposit would be refunded within a period of 30 days on the completion of the contract** after clearing all the outstanding dues, including the cost of any damage/breakages to the infrastructure/fitments or fixtures, dues of Electricity/Water Charges or any other dues .
5. That the contractor will use only ISI approved fittings/gadgets/equipments. All electric fittings should be as per specified norms. The contractor will ensure no loose connection of wires/joints, which may result into **FIRE HAZARD**.
6. The Electricity/Power Meters, duly certified by the Electricity Department Chandigarh, for its serviceability and correctness, shall be installed by the contractor. It can be removed by the licensee on expiry of the said contract. The **Electricity charges as per laid down tariffs of Chandigarh Electricity Department**, based on the electric meter readings for the electricity/power consumed by the contractor, shall be paid by the contractor within seven days of the receipt of the bill/due date of the payment of the bill whichever is earlier in cash to the office of Postgraduate Govt. College, Sector 11, Chandigarh, and a receipt of the same be collected. The responsibility of depositing the said amount of bills and collection of receipts lies only with the contractor.
7. **The contractor shall not sublet any portion of the canteen to any other person/company/organization whatsoever under any circumstances. Violation of this clause would result in immediate termination of the contractor, forfeiture of the security deposit blacklisting of the licensee for future and immediate eviction from the college premises.**
8. **A written notice of one month would have to be given by the contractor for cancellation of the contract before the expiry date of the contract** failing which the security deposit and the advance rent paid will be forfeited.

9. The contractor will surrender the Canteen premises peacefully within 24 hours of the expiry/termination of the contract, and hand over the vacant possession of the complete premises to the college authorities and take a clearance certificate to that effect.
10. The Contractor will have to pay/deposit the water charges at the rate of 500/- per month with the office, and obtain a receipt of the same which can be increased proportionately depending upon the rates fixed by the Municipal Corporation from time to time
11. The contractor would use his own good quality crockery/cutlery including sundry items like trays, teapots, sugar pots, milk pots, plates etc. for serving the eatables/beverages . No broken/chipped crockery/cutlery shall be used. Services to the college staff, both inside/outside the canteen within the college premises, must be befitting the standards.
12. The waiters/serving staff/cooks/other staff employed by the contractor shall wear a proper uniform duly approved by the college authorities.
13. The contractor shall sell only those items, which are specified in Performa attached herewith and at the rates as approved against each item. Any new item to be introduced, or any alteration in earlier rates of any particular item shall be approved by the canteen committee in writing before the same is included in the list of items to be sold/displayed at the canteen.
14. The rate list of all items to be sold duly approved in writing, , shall be displayed in BOLD LETTERS (size of letter not to be less than 02” in height and 01” in thickness, in three language i.e. English , Hindi and Punjabi .
15. The contractor must use raw material, such as Atta, Besin, Refined Oil, Tea leaves, Milk, Vegetables, Condiments and other ingredients etc. of good and branded quality, bearing an Agmark. Palm oil and cotton seed oil is not to be used at any cost. The committee constituted to check the working of canteen or any other staff as deputed by the Principal is authorized to check the raw material being used for preparations of eatables, from time to time.
16. Fine/penalty for any violations of terms and conditions shall be as under: -

S. No.	Violation	First Instance	Second Instance	Third Instance
1.	Delay in payment of Electricity charges	Rs.200/-	Rs.500/-	Termination of Contract
2.	Usage of Broken/ chipped crockery/ cutlery	Rs.200/-	Rs.500/-	Rs.1000/-
3.	Waiters and other staff not wearing proper uniform.	Rs.200/-	Rs.200/-	Rs.500/-
4.	Sale of unauthorized/ Non listed items	Rs.500/-	Rs.1000/-	Rs.1500/-
5.	Usage of substandard/ Poor quality Raw Material/Ingredients.	Rs.500/-	Rs.1000/-	Rs.2000/-

6.	Failure to maintain proper cleanliness/hygienic conditions.	Rs.500/-	Rs.1000/-	Rs.1500/-
7.	Failure to get Quarterly Medical checkup done	Rs.100/-	Rs.200/-	Rs.500/-
8.	Non compliance of Labour Laws	Termination of contract	-	-
9.	Non compliance of Timely Police Verification of an Employee.	Rs.500/-	Rs.1000/-	Termination of contract
10.	Non compliance of Business Timings.	Rs.200/-	Rs.500/-	Rs.1000/-
11.	Any misbehavior/ misconduct with the staff.	Rs.500/-	Rs.1000/-	Termination of Contract

17. THAT THE CONTRACTOR SHALL NOT SELL ANY TOBACCO PRODUCTS (INCLUDING BEERI, CIGETTES, HOOKA, CIGARS OR ANY PRODUCT CONTAINING TOBACCO IN ANY FORM) ALCHOLIC PRODUCTS (INCLDUING BEER), DRUGS/INTOXICANTS OF ANY TYPE OR KIND AND ANY OTHER PROHIBITED PRODUCT/ITEM, AS LAID DOWN IN THE LAW. IN CASE OF VIOLATION OF THE SAME, THE CONTRACT WILL BE CANCELLED.

18. The contractor shall **ensure proper cleanliness/hygiene and sanitation conditions in and around the canteen premises, including the surrounding areas** at all times. No washing of utensils/cutting/chopping/mixing of ingredients would be carried outside the cooking groom. Any person, deputed by the Principal/any member of the canteen committee is authorized to enter the premises, during the canteen business hours and check all facilities including cooking/chopping/Pantry for maintenance of proper hygienic conditions and cleanliness.

19. The contractor shall **not engage or employ any person in the canteen, directly or indirectly, who is suffering from any infectious disease.** The contractor shall get the quarterly medical checkup done for each of his employees/staff, including salesmen/cooks/other workers, from a registered government doctor/government dispensary.

20. That the contractor shall ensure compliance to the existing **employment rules/acts as prescribed in the labor laws/The Contract Labor Act/The Child Labor Act/Payment of Minimum Wages Act/The Payment of Wages Act and any other Law/Local Rules/Statuary Clauses as applicable from time to time.** The contractor shall ensure good conduct of his employees/staff as laid down in the existing Laws of the Land.

21. The contractor shall get the **antecedents of all employees/staff employed in the canteen verified by the police** as applicable, and a copy of the said police verification shall be deposited in the office within one week of the hiring of an

employee. No worker would be employed, whether on temporary or permanent basis, without getting the police verification done.

22. **That the timings for the business for the canteen shall be from 8.00 a.m. to 8.00 p.m. on all working days. A specific permission of the Principal/Head Canteen committee in writing, would be obtained for carrying out business on timings other than the specified above.**
23. That the contractor should carry out his **business transactions on cash/ digital mode y**. Sale of eatables and other items on credit basis will be at contractor's own risk and responsibility. The college authorities shall not be responsible, in anyway whatsoever for non payments/outstanding payments pending against an employee/student of the college.
24. The contractor shall install **one Tea/Coffee vending machine next to the college office at his own expenses and depute one operator to operate it from 8.00a.m. to 6.00 p.m. on all working days.**
25. That the contractor **shall place/maintain a complaint register** for the use of customers at a prominent place in the canteen premises.
26. That for violation of any of the terms and conditions as mentioned above, the contractor may be fined as mentioned in clause No. 16 In case of continuous default, contract may be cancelled without any notice and Security Deposit shall be forfeited.
27. In case of any doubt/clarification about the meaning/intentions/interpretation of any of the above terms and conditions, the same should be got clarified by the contractor before the award of the contract. In the absence of any such clarifications, the meaning/ intention/interpretation of any terms and condition shall be decided by the college authorities in all modalities and in the interest of natural justice.
28. The contractor will have to serve/provide refreshments on all college functions at competitive rates approved by the hospitality committee against bill in the name of Principal, Postgraduate Govt. College, Sector 11, Chandigarh.
29. The Principal reserves the right to amend add or delete any of the terms and conditions of the contract.
30. No child below the age of 14 is to be employed. Strict action as per the law will be taken for violation of this clause.
31. In case of violation of any terms and conditions, no notice shall be served, and the contract shall be terminated and the advance of rent paid and the security deposit would be forfeited. Under no circumstances, the advance of rent paid will be refunded.

### Financial Bid

Tender inviting authority :- Principal Post Graduate Govt. College, Sector-11, Chandigarh			
Name of Work :- Canteen			
Bidder's Name :			
SCHEDULE OF WORK			
Sr No.	Description of Items	No. or Qty.	@
1.	Tea ( Simple)150 ml.	( Per cup)	
2.	Dip Tea	( Per Cup)	
3.	Milk Tea	150ml	
4.	Coffee per cup	150ml	
5.	Bread Pakora (Stuffed)	per pc	
6.	Bread Pakora ( Simple)	per pc	
7.	Mixed Veg Pakora	( 100 gms)	
8.	Samosa ( Fried Aaloo Paneer , seasonal mutter ) with sauce,	per pc	
9.	Sandwich ( Veg. ) of Small size bread	per pc	
10.	Sandwich ( Veg.) of Medium size bread	per pc	
11.	Sandwich (Cheese) ofSmall size bread	per pc	
12.	Sandwich ( Cheese) of Medium size bread,	per pc	
13.	Bhatura ( 2pcs.) with white Channa	Per plate	
14.	Puri (2pcs.) with Aaloo Sabji/ white Channa	Per plate	
15.	Noodles (Veg)	( Half Plate)	
16.	Noodle (Veg)	( Full Plate)	
17.	Pastry ( Different Flavour) Small	per pc	
18.	Pastry Big ( Different Flavour) Medium size	per pc	
19.	Hot Dog Stuffed with Aaloo, Paneer, Onion & Tomato, with sauce	Per pc.	

20.	Burger ( Smalll)	per pc	
21.	Burger ( Big)	per pc	
22.	Patties Big ( Veg )	per pc	
23.	Patties Small ( Veg)	per pc	
24.	Paties ( Cheese)	per pc	
25.	Gulab Jamun	Per Pc. (50 gms)	
26.	Besan Burfi	Per Pc (50 gms)	
27.	Gajrella	50 gms.	
28.	Lassi .(Sweet & Salt)	( 200ml/ 300ml.)	As per MRP
29.	Cold Drink, Lays, Juices, Badam Milk,Biscuits, Milk Products, etc		As per print rates
30.	South Indian Food ( Idli Dosa Vada etc.)	Full Plate/ Per pc	
31.	South Indian Food ( Idli Dosa Vada etc.)	Half Plate/Per Pc	

Note:- If bidders add anything in this format the tender will be rejected.

Signature of Bidder

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**AFFIDAVIT**

I (Name)\_\_\_\_\_resident of \_\_\_\_\_ Sole Proprietor  
\_\_\_\_\_do hereby solemnly affirm and declare that I have not been black  
listed/prosecuted by any Central/State Governments/ Union Territories /  
Departments/Offices/ Statutory Bodies / Autonomous Organizations / Research  
Institutions/any court of law .

Place \_\_\_\_\_  
Date \_\_\_\_\_

DEPONENT  
Address \_\_\_\_\_  
\_\_\_\_\_

**VERIFICATION**

Verified that the contents of above affidavit are true and correct to the  
best of my knowledge and belief and nothing has been concealed therein.

Place \_\_\_\_\_  
Date \_\_\_\_\_

DEPONENT

**(Note: To be furnished on non-judicial stamp paper of Rs. 20/- duly attested by the  
Executive Magistrate/ Notary Public)**

**POSTGRADUATE GOVERNMENT COLLEGE, SECTOR 11, CHANDIGARH.**

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**CONTRACTS FOR THE SESSION 2017-2018**

**Checklist for Technical Bid**

Applicant must have the experience of **running Cycle/Scooter/Car parking**, in a Govt. / Private colleges and Govt. Organization of Tricity with a strength of 1000 or more students/people. Minimum 02 Year latest Experience of Satisfactory work and conduct from the Head of organization be submitted along with the application form.

Yes	No

Attach an affidavit (Original) for the Sole Proprietor.

Yes	No

Have you ever been Black listed/fined or involved in any criminal? Activities /court proceedings? Yes or No (if yes give detail)

Yes	No
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[Furnish an affidavit on Non Judicial stamp paper of Rs. 20/- stating Non Involvement in criminal activities/ court proceedings duly attested by Magistrate First class/ Notary Public].

**POSTGRADUATE GOVERNMENT COLLEGE, SECTOR 11, CHANDIGARH.**

**CONTRACTS FOR THE SESSION 2017-2018**

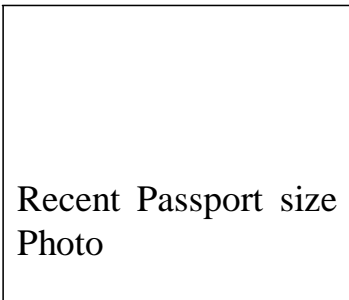
**SEALED ENVELOPE “A” FOR TECHNICAL BID**

**Contents of Envelope “A”**

Personal Particulars of the Bidder

**Name of Bidder (In Capital Letters)**


Recent Passport size  
Photo



**Father’s Name ( In Capital Letters):-**

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Date of Birth:

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Permanent Address:-


Telephone No:-


Mobile No:-

PAN No :-

Applicant must have the experience of **running Cycle/Scooter/Car parking**, in a Govt. / Private colleges and Govt. Organization of Tricity with a strength of 1000 or more students/ people. Minimum 02 Year latest Experience of Satisfactory work and conduct from the Head of organization be submitted along with the application form.

An affidavit in Original stating whether I am not blacklisted or fined or involve in any criminal activities in court proceeding.

Yes	No

[Furnish an affidavit on Non Judicial stamp paper of Rs. 20/- stating Non Involvement in criminal activities/ court proceedings duly attested by Magistrate First class/ Notary Public].

Yes	No

Place: -

{Signature of the Applicant}

Date: -

Name & Address \_\_\_\_\_

**TERMS AND CONDITIONS FOR THE CONTRACT OF  
CYCLE/SCOOTER/CAR PARKING FOR THE SESSION 2017-18.**

1. The contract for the college Cycle/Scooter/Car Parking is only for a **period of 12 months i.e. from 1.7.2017 to 30.6.2018.**
2. In case of satisfactory services provided by the contractor, the contract can be extended **up to a maximum of three years, one year at a time, on the same terms & conditions.**
3. **The minimum price fixed for the parking area is Rs. 1,00,000/- ( Rupees One Lakh only) per Annum. Bidders are required to submit their bids in a multiple of 1000/- ( Rs. One thousand only) on the parking area in the financial / Price Bid Performa.**
4. **The Bidder filling the highest bid amount will be awarded the contract. In case if two or more than two bidders fill the same bid amount then the contract will be awarded on the basis draw of lots on the spot**
5. The Electricity/Power Sub Meters, duly certified by the Electricity Department Chandigarh, for its serviceability and correctness, shall be installed by the contractor. It can be removed by the licensee on expiry of the said contract. The **Electricity charges as per laid down tariffs of Chandigarh Electricity Department**, based on the electric meter readings for the electricity/power consumed by the contractor, shall be paid by the contractor within seven days of the receipt of the bill/due date of the payment of the bill whichever is earlier in cash to the office of Postgraduate Govt. College, Sector 11, Chandigarh, and a receipt of the same be collected. The responsibility of depositing the said amount of bills and collection of receipts lies only with the contractor
6. That the parking premises shall remain in legal ownership/possession of the college authorities, even though it is leased out to the contractor, and the person nominated by college authorities shall have the **right to enter the parking premises, supervise and check the running of the parking facilities.**
7. In case, the said **contract is to be terminated by the contractor before the completion of the period of contract** other than on the basis of violation of terms and conditions as specified in the contract, **a written notice of one month would have to be served by the contractor**, failing which, the security deposit and the bid amount paid will be forfeited.
8. In case of **violation of any rules, regulations, terms and conditions, misconduct by the contractor or any of his staff members, a written notice of 24 hours shall be served upon the contractor by the college authorities, and the contract shall be terminated.** The advance of bid amount paid and the security deposited by the contractor would be forfeited.

9. The **contractor will surrender the parking premises peacefully within 24 hours of the expiry/termination of the contract, and hand over the vacant possession** of the complete parking space to the college authorities and **take a clearance certificate** to that effect.
10. The contractor is required to deposit a **non interest bearing security of Rs.25,000/- (Rupees Twenty Five Thousand Only)**, with the Principal, Postgraduate Govt. College, Sector 11, Chandigarh **within three days** of the award of the contract, but before the start of the business. The said **deposit would be refunded, within a period of 30 days**, after clearing all the outstanding dues, including the cost of any damages/breakage to the infrastructure/fitments or fixtures, dues of Electricity charges or other dues .
11. The **parking shall be kept open and manned on all days including holidays & Sundays.**
12. The contractor has to undertake **full responsibility for the safe custody of cycles/scooters/ motorcycles and cars, parked in the parking area.**
13. During various functions/examinations, the **college authorities may permit additional area for parking, solely at their discretion.** The contractor would have **no right to claim/demand additional parking space.** All terms and conditions, as specified in the contract, for safety and security of the cycles/scoters/motor cycles/ cars parked in additional area would be applicable .
14. **In case of loss/breakage/damage/removal of any part of the cycle/scooter/ motorcycle/car during the period under the custody of the contractor, the contractor shall be liable to pay the compensation as mentioned in clause No 29 determined by the college authorities. The decision of the college authorities for deciding the amount of compensation would be final and will not be disputed by the contractor.**
15. THAT THE CONTRACTOR SHALL NOT SELL ANY TOBACCO PRODUCTS (INCLUDING BEERI, CIGRETTES, HOOKA, CIGARS OR ANY PRODUCT CONTAINING TOBACCO IN ANY FORM) ALCHOLIC PRODUCTS (INCLDUING BEER), INTOXICANTS OF ANY TYPE OR KIND AND ANY OTHER PROHIBITED PRODUCT/ITEM, AS LAID DOWN IN THE LAW.
16. The contractor shall ensure proper **cleanliness/hygiene and sanitation conditions in and around the parking premises, including the surrounding areas.** The **parking area would not be used for any other purpose other than parking.**

17. The person deputed by the Principal is authorized to enter the parking premises at any time and check all the parking facilities including maintenance of cleanliness.
18. The contractor shall get the medical check up done for each of his employees/staff, from a registered government doctor/government dispensary, and the Medical fitness certificate to that effect shall be submitted to the college authorities at the time of starting the contract.
19. The contractor shall ensure **compliance to the existing employment rules/acts as prescribed in the Labor Laws/The Contract Labor Act/The Child Labor Act/Payment of Minimum Wages Act/ The Payment of Wages Act, and any other Law/Local Rules/Statuary Clauses, as applicable from time to time.**
20. The contractor shall **ensure good conduct of his employees/staff**, as laid down in the existing Laws of the Land.
21. **Verification of antecedents of all the persons employed by the contractor from the police department is mandatory . Copy of the said Police Verification report shall be deposited in the office within one week of hiring an employee.**
22. The contractor shall **not engage any mechanic/tire repair person** for undertaking any kind of repairs of cycle/scooter/motorcycle/ car, in the parking area/college premises. The contractor shall make his own arrangement for light etc, in the parking area including the additional parking area as and when allotted, required only for illuminating the parking area in the evening or at night.
23. That the **contractor himself shall remain personally present during the college timings** i.e. along with minimum of two of his employees during day i.e. from 07.00a.m. to 6.00p.m. and a minimum of one employee for the rest of the day/night. **The Parking area shall never be left unattended** under any circumstances.
24. **The contractor shall ensure that the road beyond the parking area towards the college premises is blocked by keeping the gates properly chained and locked at all the times.**
25. The contractor shall **report immediately on occurrence/coming to know of any incident of theft/stealing/loss** of any cycle/scooter/motor cycle/car or their respective parts/components while parked in the parking area **of the college authorities and police** failing which the contractor shall be responsible for the consequences accruing thereof.

26. The contractor shall inform of his arrival and departure to the college office daily and maintain a register of duty roster of the workers/employees.
27. **The parking fee from the regular bonafide students for parking of cycles/scooters/motorcycles and cars etc. shall be collected by the college authorities along with the college fee. The contractor will be paid 50% of the total sum collected on account of Parking Fee from the students within 15 days of such collections during the session.**
28. The **staff employed in the college** shall not be charged any parking fee for their respective cycles/scooters/motor cycles/cars. The contractor will put its distinguishable mark / paste a sticker / number on these vehicles at his own cost.
29. All persons visiting the college on official duty, shall not be charged parking fee.
30. The contractor shall charge not more than, **Rs.3/- per scooter/motorcycle including helmet and Rs5/- per car per visit, from the visitors.** The contractor shall **display these parking rates**, written boldly on a board at the entrance of the parking area and at other prominent places within parking area. That the contractor shall place/maintain a **complaint register** for the use of customers at some prominent place in the parking premises.
31. **The contractor shall not charge any parking fee from the cyclist.**

32. Fine /penalty for any violation of terms and conditions shall be as under: -

Sr. No.	Violation	First Instance	Second Instance	Third Instance	Remarks
1.	Delay in payment of Electricity charges	Rs.100/-	Rs.500/-	Termination of Contract	
2.	Failure to maintain proper cleanliness in the parking area.	Rs.100/-	Rs.200/-	Rs.500/-	
3.	Failure to get Medical check up done.	Rs.100/-	Rs.200/-	Rs.500/-	Per employee
4.	Non compliance of Labour Law.	Termination of Contract	-	-	
5.	Non compliance of Timely Police Verification of an Employee.	Rs.500/-	Rs.1000/-	Termination of Contract	
6	Any misbehavior/ misconduct by the contractor staff.	Rs.500/-	Rs.1000/-	Termination of Contract	

31. In case of any doubt about the meaning/intentions/interpretation of any of the above terms and conditions, the same should be clarified to the contractor before the award of the contract. In the absence of any such clarifications the

meaning/intention/interpretation of any terms and condition shall be decided by the college authorities in all modalities and in the interest of natural justice.

- 32. The students coming on bicycles are not to be charged by the contractor.**
33. That the contractor shall not sublet under any circumstances the contract/parking premises, as a whole or in parts to any other person/party/company/ organization etc., whatsoever either directly or indirectly. Violation of above mentioned clauses would result in immediate termination of the contract, forfeiture of the security deposit and other deposits, blacklisting of the licensee for future and immediate eviction from the college premises.



### Financial Bid

Tender inviting authority :- Principal Post Graduate Govt. College, Sector-11, Chandigarh	
Name of Work :- Cycle/ Scooter/ Car Parking	
Bidder's Name :	
<b>Minimum Price fixed for Parking Area Rs. 1,00,000/- ( Rupees One Lakh only) per Annum.</b>	
<b>Bidding Amount by the Bidder ( To be quoted by the Bidder in multiples of thousand only)</b>	

Note:- If bidders add anything in this format the tender will be rejected.

Signature of Bidder

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AFFIDAVIT**

I (Name)\_\_\_\_\_resident of \_\_\_\_\_ Sole Proprietor  
\_\_\_\_\_do hereby solemnly affirm and declare that I have not been black  
listed/prosecuted by any Central/State Governments/ Union Territories /  
Departments/Offices/ Statutory Bodies / Autonomous Organizations / Research  
Institutions/any court of law .

Place \_\_\_\_\_  
Date \_\_\_\_\_

DEPONENT  
Address \_\_\_\_\_  
\_\_\_\_\_

**VERIFICATION**

Verified that the contents of above affidavit are true and correct to the  
best of my knowledge and belief and nothing has been concealed therein.

Place \_\_\_\_\_  
Date \_\_\_\_\_

DEPONENT

**(Note: To be furnished on non-judicial stamp paper of Rs. 20/- duly attested by the  
Executive Magistrate/ Notary Public)**

**POSTGRADUATE GOVERNMENT COLLEGE, SECTOR 11, CHANDIGARH.**

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**CONTRACTS FOR THE SESSION 2017-2018**

**Checklist for Technical Bid**

Applicant must have the experience of **running a STD/Photostat/ Fax** in a Govt. / Private Educational institution Govt. Organization of Tri-city with a strength of atleast1000 or more students/ persons. The applicant must have a minimum last two years experience showing satisfactory performance from the Head of organization/ Institutions. (submit a copy of experience certificate mentioning the student/Persons strength).

Yes	No

Attach an affidavit (Original) for the Sole Proprietor.

Yes	No

Have you ever been Black listed/fined or involved in any criminal? Activities /court proceedings? Yes or No (if yes give detail)

Yes	No
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[Furnish an affidavit on Non Judicial stamp paper of Rs. 20/- stating Non Involvement in criminal activities/ court proceedings duly attested by Magistrate First class/ Notary Public].

Attach Physically Handicapped certificate

Yes	No
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**POSTGRADUATE GOVERNMENT COLLEGE, SECTOR 11, CHANDIGARH.**

**CONTRACTS FOR THE SESSION 2017-2018**

**SEALED ENVELOPE “ A” FOR TECHNICAL BID**

**Contents of Envelope “A”**

Personal Particulars of the Bidder

Recent Passport  
size Photo

**Name of Bidder (In Capital Letters)**


Father’s Name ( In Capital Letters):-

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Date of Birth:                   

Permanent Address:-


Telephone No:-     

Mobile No:-     

PAN No :-     

**Reserved for Physically challenged persons with medical deformity not less than 40% (Medical Certificate issued by the competent authority).**

Applicant must have the experience of **running a STD/Photostat/ Fax** in a Govt. / Private Educational institution Govt. Organization of Tri-city with a strength of atleast 1000 or more students/ persons. The applicant must have a minimum last two years experience showing satisfactory performance from the Head of organization/ Institutions. (submit a copy of experience certificate mentioning the student/Persons strength).

Yes	No

An affidavit in Original stating whether I am not blacklisted or fined or involve in any criminal activities in court proceeding.

Yes	No

[Furnish an affidavit 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}  
Name & Address \_\_\_\_\_

**TERMS AND CONDITIONS FOR THE CONTRACT OF  
STD/FAX/PHOTOSTAT FOR THE SESSION 2017-18.**

1. Reserved for Physically challenged persons with medical deformity not less than 40% (Medical Certificate issued by the competent authority).
2. That the contract for the college STD Booth and Photostat Shop is only for a period of 12 months i.e. w.e.f. 1.7.2017 to 30.06.18.
3. **In case of satisfactory services provided by the contractor, the contract can be extended for three years one at a time( including the initial period of 12 months).**
4. That the rent for the STD Booth and Photostat, will be Rs.1000/- per month, starting with the first day of July, 2017 and the monthly period would be as per the English Calendar Month. The advance rent of Six months worth Rs.6000/- is to be paid by the contractor on the award of the contract, and the rent of remaining Six months worth Rs.6000/ will be paid in December, 2018, failing which, a penalty at the rate of 2% per month will be charged for a period of One month. Thereafter the contract will automatically get cancelled and the contractor would be liable to be evicted without any further notice.
5. That the contractor is required to deposit a non interest bearing security of Rs.5000/- (Rupees Five Thousand Only) in addition to the advance rent within ten days of the award of the contract. The said deposit would be refunded within a period of 30 days after clearing all the outstanding dues, including the cost of any damage/breakages to the infrastructure/fitments or fixtures, dues of Electricity charges or any other dues outstanding on the expiry of the contract.
6. That the contractor will use only ISI approved fittings/gadgets/equipments. All electric fittings should be as per specified norms. The contractor will ensure proper fitting of electric wires/joints, which may avoid FIRE HAZARD.
7. The Electricity/Power Sub Meters, duly certified by the Electricity Department Chandigarh, for its serviceability and correctness, shall be installed by the contractor. It can be removed by the licensee on expiry of the said contract. The **Electricity charges as per laid down tariffs of Chandigarh Electricity Department**, based on the electric meter readings for the electricity/power consumed by the contractor, shall be paid by the contractor within seven days of the receipt of the bill/due date of the payment of the bill whichever is earlier in cash to the office of Postgraduate Govt. College, Sector 11, Chandigarh, and a receipt of the same be collected. The

responsibility of depositing the said amount of bills and collection of receipts lies only with the contractor

8. **The contractor shall not sublet any portion of the Booth to any other person/company/organization whatsoever under any circumstances. Violation of this clause would result in immediate termination of the contractor, forfeiture of the security deposit blacklisting of the licensee for future and immediate eviction from the college premises.**
9. **That in case, the said contract is to be terminated by the contractor, before the completion of the period of contract, other than on the basis of violation of terms and conditions as specified below, a written notice of one month would have to be served by the contractor, failing which the security deposit and the rent paid will be forfeited. In case of violation of any terms and conditions, no notice shall be served, and the contract shall be terminated. The advance rent paid and the security deposit would be forfeited.**
10. That the contractor will surrender the STD Booth and Photostat Shop premises peacefully within 24 hours of the expiry/termination of the contract, and hand over the vacant possession of the complete premises to the college authorities and take a clearance certificate to that effect.
11. That the Contractor will charge BSNL approved rates for Local, STD and ISD calls.
12. That the contractor shall display the rates prominently on the placed fixed on the STD booth and Photostat Shop.
13. **That the contractor can employ one person as helper but his/her antecedents have to be got verified by the police, and he/she should not be suffering from any infectious diseases.**
14. HAT THE CONTRACTOR SHALL NOT SELL ANY TOBACCO PRODUCTS (INCLUDING BEERI, CIGETTES, HOOKA, CIGARS OR ANY PRODUCT CONTAINING TOBACCO IN ANY FORM) ALCHOLIC PRODUCTS (INCLDUING BEER), DRUGS/INTOXICANTS OF ANY TYPE OR KIND AND ANY OTHER

PROHIBITED PRODUCT/ITEM, AS LAID DOWN IN THE LAW. IN CASE OF VIOLATION OF THE SAME, THE CONTRACT WILL BE CANCELLED.

15. That the contractor shall ensure proper cleanliness/hygiene and sanitation conditions in and around the STD Booth and Photostat shop premises including the surrounding areas.
16. That the contractor shall ensure compliance to all rules/regulations/instructions, as laid down by the Chandigarh Administration/BSNL/Service Provider of STD Connection. Failure to adhere to any of such rules may result levy of fine/punishment/cancellation of the contract, as prescribed in the said rules/regulations.
17. That the contractor shall ensure compliance to the existing employment rules/acts as prescribed in the Labor laws/The Contract Labor Act/ The Child Labor Act/Payment of Minimum Wages Act/The Payment of Wages Act, and any other Law/Local Rules/Statuary Clauses as applicable from time to time. The contractor shall ensure good conduct of his employees/staff as laid down in the existing Laws of the Land.
18. That the contractor shall get the antecedents of the employees in the STD Booth and Photostat shop, verified by the police, as applicable, and a copy of the said Police Verification shall be deposited in the office within one week of the hiring of an employee. No worker would be employed, whether on temporary or permanent basis, without getting the police verification done.
19. That the timings for the business for the STD Booth & Photostat Shop shall be from 7.00 a.m. to 8.00 p.m. on all seven days a week. A specific permission of the Principal/Head contract committee in writing would be obtained for carrying out business on timings other than the specified above.
20. That the contractor should carry out his business transactions on cash/digital payments. Any business done on credit basis will be at contractor's own risk and responsibility. The college authorities shall not be responsible for any non payments/outstanding payments due against any employee/student of the college.
21. That the contractor shall place/maintain a complaint register for the use of customers at a prominent place in the STD Booth & Photostat Shop.

22. That the fine/penalty for any violation of terms and conditions shall be as under: -

Sr.	Violation	First Instance	Second Instance	Third Instance
1.	Delay in payment of Electricity charges	Rs.100/-	Rs.500/-	Termination of Contract
2.	Failure to maintain proper cleanliness conditions.	Rs.500/-	Rs.1000/-	Rs.1500/-
3.	Non compliance of Labour Laws	Termination of Contract.	-	-
4.	Non compliance of Timely Police Verification of an Employee.	Rs.500/-	Rs.1000/-	Termination of Contract
5.	Non compliance of Business Timings	Rs.200/-	Rs.500/-	Rs.1000/-
6.	Any misbehavior/ misconduct with the staff	Rs.500/-	Rs.1000/-	Termination of Contract.

23. In case of any doubt/clarification about the meaning/intentions/interpretation of any of the above terms and conditions, the same should be clarified by the contractor before the award of the contract. In the absence of any such clarifications, the meaning/intention/interpretation of any terms and condition shall be decided by the college authorities in all modalities and in the interest of natural justice.
24. No child below the age of 14 is to be employed. Strict action as per the law will be taken for violation of this clause.



### Financial Bid

Tender inviting authority :- Principal Post Graduate Govt. College, Sector-11, Chandigarh			
Name of Work :- STD/ Photostat/ Fax			
Bidder's Name :			
SCHEDULE OF WORK			
Sr No.	Description of Work	No. or Qty.	@
1	Photocopy A4 size per side/ per paper	01	
2	Photocopy Legal size per side/ per paper	01	
3	STD , As per company rates		
4	Fax , As per Company rates		
5	Spiral Binding	01 Unit	
6	Cardboard binding	01 Unit	

Note:- If bidders add anything in this format the tender will be rejected.

Signature of Bidder

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AFFIDAVIT**

I (Name)\_\_\_\_\_resident of \_\_\_\_\_ Sole Proprietor  
\_\_\_\_\_do hereby solemnly affirm and declare that I have not been black  
listed/prosecuted by any Central/State Governments/ Union Territories /  
Departments/Offices/ Statutory Bodies / Autonomous Organizations / Research  
Institutions/any court of law .

Place \_\_\_\_\_  
Date \_\_\_\_\_

DEPONENT  
Address \_\_\_\_\_  
\_\_\_\_\_

**VERIFICATION**

Verified that the contents of above affidavit are true and correct to the  
best of my knowledge and belief and nothing has been concealed therein.

Place \_\_\_\_\_  
Date \_\_\_\_\_

DEPONENT

**(Note: To be furnished on non-judicial stamp paper of Rs. 20/- duly attested by the  
Executive Magistrate/ Notary Public)**

**POSTGRADUATE GOVERNMENT COLLEGE, SECTOR 11, CHANDIGARH.**

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**CONTRACTS FOR THE SESSION 2017-2018**

**Checklist for Technical Bid**

Applicant must have the experience of **running a Chaat / Gol Gappa rehari**, in a Govt. / Private Educational institution Govt. Organization of Tri-city with strength of 1000 or more students/ people. Minimum 02 Year with a report of satisfactory works and conduct from the Head of organization (submit a copy of experience certificate mentioning the student/People strength).

Yes	No

Attach an affidavit (Original) for the Sole Proprietor.

Yes	No

Have you ever been Black listed/fined or involved in any criminal?  
Activities /court proceedings? Yes or No (if yes give detail)

Yes	No
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[Furnish an affidavit on Non Judicial stamp paper of Rs. 20/- stating Non Involvement in criminal activities/ court proceedings duly attested by Magistrate First class/ Notary Public].



**P.G. GOVT COLLEGE SECTOR -11,CHANDIGARH**  
**TERMS AND CONDITIONS FOR THE CONTRACT OF CHAT/GOL**  
**GAPPA REHRI FOR THESESSION 2017-18.**

1. Applicants must have the experience of **running, Chat Rehari/Gol Gappa Rehri** in a Govt. / Private colleges and Govt. Organization of Tricity with a strength atleast 1000 or more students/ persons.The applicants must have last 02 Years Experience of Satisfactory work and conduct from the Head of organization/ institutes.
2. **Private Shop owners who are in this business can also apply but their Financial Bid form will be opened only if sufficient number of applicants having their business in Govt. / Pvt. Colleges/ Govt. Organisations of the tricity are not available .**
3. **If the applicant submits a wrong/false/forged documents and is awarded a contract then his contract will be terminated immediately, security forfeited and will be black listed.**
4. That the above contract is for twelve months i.e. from **1st July 2017 to 30<sup>th</sup> June 2018.**
5. That the contractor will pay **6 months advance rent @1000/- p.m.** at the time of awarding the contract. Rest of the rent of six months will be paid in another installment in the month of December 2017. The Contractor will also pay water charges @100 per month and its receipt be submitted to the Care Taker.
6. That the contractor has to deposit Rs.3000/- in form of Fixed Deposit Receipt / D.D. in the name of Principal P.G. Govt. College, Sector-11, Chandigarh as security Deposit before the award of contract. The said security deposit shall be forfeited in case of violation of the any of terms and conditions of the contract. Security will be refunded after the expiry of the contract.
7. The rate list of various items as mentioned in point No. 10 will be displayed in front of the rehri in bold letters. ( **size 2inch x 1 inch.**). In case of overcharging and any complaint against the contractor, he will be liable to the penalty as recommended by the competent authority.
8. The Electricity/Power Meters, duly certified by the Electricity Department Chandigarh, for its serviceability and correctness, shall be installed by the contractor. It can be removed by the licensee on expiry of the said contract. The Electricity charges as per laid down tariffs of Chandigarh Electricity Department, based on the electric meter readings for the electricity/power consumed by the contractor, shall be paid by the contractor within seven days

of the receipt of the bill/due date of the payment of the bill whichever is earlier in cash to the office of Postgraduate Govt. College, Sector 11, Chandigarh, and a receipt of the same be collected. The responsibility of depositing the said amount of bills and collection of receipts lies only with the contractor.

9. That the contractor shall maintain proper cleanliness of the site and surroundings. Periodic checking will be done by the authorized persons.
10. Quote the rates of following items in Financial Bid Performa 'B'.
  - (a) Papri Chaat (seven pieces)
  - (b) Papri & Bhalla (four & one)
  - (c) Gol Gappa six pieces
  - (d) Bhel Puri (100 gms.)
11. That the contractor will not add any other item in Financial Bid Performa 'B'.
12. That the contractor should use good quality steel crockery and maintain proper cleaning of utensils.
13. That the contractor has to vacate the premises on 1<sup>st</sup> of July 2018 under all circumstances after clearing all types of dues, charges and rent failing which the contractor will be declared defaulter and security will be forfeited.
14. **Initially the contract is for twelve months , but if the work of the contractor is found satisfactory the contract may be extended up to a period of three years (one year at one time including the present tenure) subject to the approval of competent authority .**
15. **That the workers on the rehari should be medically examined from the Govt. Hospital and the medical fitness certificate should be submitted in the college office before start of the work..**
16. The contractor will execute an agreement with the Principal of the college regarding the said contract.

I \_\_\_\_\_ S/o \_\_\_\_\_ had read the terms and conditions carefully and agree to work as per the said terms and conditions.

Date

Name of the applicant

Signature of the applicant

### Financial Bid

Tender inviting authority :- Principal Post Graduate Govt. College, Sector-11, Chandigarh			
Name of Work :- Chat Rehari			
Bidder's Name :			
SCHEDULE OF WORK			
Sr No.	Description of Work	No. or Qty.	@
1	Papri Chaat (seven pieces)		
2	Papri & Bhalla (four & one)		
3	Gol Gappa six pieces		
4	Bhel Puri (100 gms.)		

Note:- If bidders add anything in this format the tender will be rejected.

Signature of Bidder

Address \_\_\_\_\_

\_\_\_\_\_