



MOTILAL NEHRU COLLEGE
UNIVERSITY OF DELHI, SOUTH CAMPUS
BENITO JUAREZ MARG, NEW DELHI-110021

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S.No	Name of Items		Rate or Discount on print rate
1.	Pencil	- Natraj/ Apsara	_____
2.	Eraser	- Natraj/ Apsara	_____
3.	Sharpener	- Natraj/ Apsara	_____
4.	Ball Pen	- Reynolds	_____
5.	Gell Pen	- Reynolds	_____
6.	Scale	- Junior/Apsra	_____
7.	Punched Sheet	- Delta	_____
8.	Plastic Folder for above	-	_____
9.	A4 Size	- Centuary/Bond	_____
10.	Stapler	- Kangaroo/Max	_____
11.	Stapler Pin	- Kangaroo/Max	_____
12.	Note Book (Soft Bound) all size	- Lotus/ Telco	_____
13.	Cello Tape	-	_____
14.	Fevistick	- Kores	_____
15.	Graph Pads	- Delta	_____
16.	Practical Note Books	- classmate	_____
17.	Books/Text Books (prescribed by DU)		_____
18.	Other Items required by the students		_____
19.	Other Items required by the students		_____
20.	Rate for Photo state A-4 & A-3 size (black)		_____
21.	Rate for Photo state A-4 & A-3 size (colour)		_____

Terms and Conditions:

1. The License shall be for a period of one year effective from the date of taking over the possession and the license fee per month is Rs.1000/- per month.
2. The bidder should have minimum two years' experience of running the photo state / stationery shop in Govt. Institutions, University Deptt./College., Govt. hospitals etc. The relevant paper in regard of experience should be attached along with tender.
3. The electricity charges shall be paid as per actual consumption the prevailing rates of the NDPL or at such higher rates as may be decided by the authority from time to time.
4. The licensee will have to pay late payment charges @ Rs.10/- per day, max. Rs. 250/-per month for late payment of license fee / electricity charges.
5. The license shall have no right to sub-let, assign or authorize any other person to run the Shop.

6. The license shall be responsible for the maintenance of shop in an absolute clean and hygienic condition at all times and will be responsible for any/ all the challans etc. imposed by the MCD or the Delhi Admn. Or other civic body.
7. The licensee shall have no right on the open space adjoining the Shop.
8. The Shop will not be used for residential purpose. No worker or person will be allowed to stay/work in the night in the Shop.
9. The conduct/characters/attendants and proper bonafide of the workers in the Shop shall be solely responsibility of the contractor. However, the licensee should provide the necessary details of all its employees (permanent, temporary, casual) to the MLNC.
10. The licensee will provide photo I-cards to its worker whether they work inside the shop.
11. The licensee should maintain punctuality in providing the services at any cost.
12. The licensee shall maintain the licensed premises in good condition and shall not cause any damage thereto. If any damage is caused to the premises by the licensee or his workers, employees or supplier the same shall be repaired by the licensee at your own cost of either by rectifying the damage or by paying cash compensation as may be determined by the licensor.
13. The licensed premises shall be used only for carrying on the business of Photocopy and stationery shop and for no other purpose.
14. The licensee shall not cause any nuisance, annoyance to the students and staff, or store any hazardous goods in the premises.
15. The licensee shall not use electric heater or any other heavy duty electrical appliances without the permission of the licensor.
16. Any employee of the licensee will not be allowed to sell cigarettes, liquor and other related items made of tobacco/alcohol etc. in the College premises.
17. The licensee shall not carry out any addition or alteration or structural repairs in the said premises. Only such alteration of additions or repairs which are necessary and are not of permanent nature may be allowed to be carried out by the licensee but that also with the prior approval/permission of the licensor.
18. The Shop timing shall be from 8.00 a.m. to 8.00 p.m. on all working days.
19. The security, earnest money, may be forfeited, adjusted in case the standard of cleanliness, quality of products and services are not maintained up to mark and in the case of non-payment of office dues.
20. The decision of licensor/Authorities in the matters relating to the Shop shall be final and binding on the licensee.
21. The Licensee will not be allowed to add any item other than mentioned in the tender document. If Licensee desires to add any item in the list, he must have to seek the permission of the College including the items and their rates.

22. The Licensee will have to give two months' notice before leaving the contract.

23. On the expiry of the said term or period of license or earlier termination thereof, the licensee shall hand over peacefully the vacant possession of the licensed premises to the licensor in the same condition in which the premises now exist subject to normal wear and tear. The licensee's occupation of the premises after such termination will be deemed to be that of a trespasser and he shall further be liable to pay damages.


5.2.15
Officiating Principal

Name of Contractor : _____

Address : _____

Phone No. : _____

(Each page of the quotation has to be signed by the applicant.)