

**RAJIV BHAWAN
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**

Date: June 06, 2024

NOTICE

Applications are invited for running the Xerox and Stationery shop in Rajiv Bhawan starting from 01-07-2024 for the session 2024-25, as per the terms and conditions are given in Annexure-1. The interested parties are requested to submit their application as per the format given in Annexure-2 along with copy of certificates/papers in support of educational background, experience, and financial background of the last six months.

The sealed application may be dropped in the quotation box available with Security Guard at Rajiv Bhawan on or before June 20, 2024 by 5:30 pm. The short-listed parties will have to come personally for an interview in the office of the Chief Warden, Rajiv Bhawan along with testimonials (if any) in support of their application. The date and time of the interview will be announced later and will be displayed on the notice board of Rajiv Bhawan.


Chief Warden

Rajiv Bhawan
मुख्य संरक्षक/Chief Warden
राजीव भवन/Rajiv Bhawan
भा0 प्रौ0 सं0 रुडकी/I.I.T Roorkee

Copy to:-

1. Dean of Students' Welfare for information, please.
2. ADOSW (Bhawan & Mess) for information please.
3. All Chief Wardens/Wardens for display on their Bhawan notice board.
4. All notice boards of Club/Nescafe/I.I.T. Canteen
5. Warden and Asstt. Warden Rajiv Bhawan with the request to be present at the time of interview.
6. Material Management for the web portal.

TERMS AND CONDITIONS

1. It is mandatory for the owner to be present all the time in the stationery shop. If these terms & condition will not be followed by the owner then the contract will be canceled.
2. The contract shall be up to 31-12-2024 in the first instance. In case, the work is found satisfactory the same may be extended up to 30.06.2025. The contract will be on stamp paper of Rs 10/-. The expenses of the same will be borne by the party.
3. The successful party will be required to deposit a security of Rs.20,000/- The security of the shop can be revised in the future which will be mandatory to pay
4. The party shall provide services in the Xerox and stationery shop as per the norms set by the Bhawan Authorities. The license shall display a price list duly approved by the DoSW/Chief Warden.
5. The party should not terminate the contract before the contracted period. The party should give a months' notice if desiring so. That security money will be forfeited if no such notice is given in advance.
6. The party shall pay usage charges of premises of Rs. 2,124/- (1,800/-+18% GST) per month to the Bhawan fund in advance of the first week of each month. The rent of shops can be revised in future which will be mandatory to pay. The party has to vacate the premises at the end of the contract.
7. The Party shall bear electricity charges of the shop, which are to be deposited in the Institute Account Office each month. The replacement of tubes, choke, bulbs, etc. shall be the responsibility of the party.
8. The Party should have 2-3 years' experience of running a Xerox/stationery shop. The candidate has to submit/show the original certificate at the time of the interview.
9. The Party shall run the shop normally from 09:00 am to 2:30 pm and 4:00 pm to 9:00 pm (the shop timing can be extended, if it is required) In case of an emergency, to close the shop for a day or so, the party has to obtain the written approval from the Chief Warden. For keeping the shop closed without prior approval, a fine of Rs. 100/- per day or more as deemed fit by the Chief Warden would be imposed on the party.
10. The services shall be sold in cash or digital mode (like BHIM, Phone Pe, Google Pay, Paytm, etc.). The Bhawan Administration shall not be responsible for selling the articles/services on credit to anyone and also shall not be responsible for sales tax/business tax/income tax liabilities/labor law liabilities.
11. The DoSW/Chief Warden of the Bhawan shall have the power to cancel the contract without assigning any reason from immediate effect.
12. The party shall not exhibit or publish any advertisement outside the shop without the permission of the DoSW/Chief Warden.
13. In case of any dispute, the DoSW, IIT Roorkee shall act as an arbitrator whose decision shall be final, and the party or the Bhawan Authorities will have no right to take any dispute to court of law.
14. DoSW/Chief Warden reserves the right to cancel any quotation without assigning any reason.


Chief Warden

मुख्य संरक्षक/Chief Warden
राजीव भवन/Rajiv Bhawan
भा० प्रौ० सं० रुड़की/IIT Roorkee

APPLICATION FORM

To,
Chief Warden
Rajiv Bhawan
IIT Roorkee,

Please affix a
colored recent
passport size
photograph

Sir,

I am interested in running the Xerox and Stationery shop in Rajiv Bhawan for the session 2024-25 w.e.f. _____ (Please mention the tentative date for starting the shop). I am attaching the rate list of various items to be kept in the shop along with the copies of certificates as mentioned below. I have read the terms and conditions of the contract and I agree to abide by these, in case, I am given the contract of shop. Please consider my candidature.

(Signature of Applicant)

Full Name: _____

Father's Name : _____

Full Address: _____

Mobile No.: _____

Encl:

1. Rate list of various items to be kept in the shop
2. _____
3. _____
4. _____

Rate list of various items to be kept in the Stationary shop

ITEM	RATE
Xerox (a) One page (b) 10 page and above	
Print B&W (a) One page (b) 10 page and above	
Colored Print (a) ½ page (b) One page (c) 10 page and above	
Spiral Binding (1) Up to 30 pages (2) 30 to 60 pages (3) Above 60 pages	
Lamination (sq. inches)	
Stationary Items: Long registers-100/200/300 pages Folders A4 Size with clip Plastic folders with side strip Paper rim Normal/Executive bond Photo print quality paper Pen, Pencil, Eraser, Sharpener etc.	
Other stationery items (Please specify) (1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (6) _____	

Signature of Applicant