

TERMS AND CONDITIONS OF PHOTOCOPIER WORK

1. The rate contract will be allotted on licence basis only. The licence shall be initially from the date of notification to March 31, 2024 unless revoked earlier by the competent authority extended for one more year.
2. The licensee shall be deemed to be bare licensee only of the said work and nothing herein contained shall be construed as a demise at law of the said work or any part thereof so as to give the licensee and interest therein. The overall control and superintendence of the said premises shall remain vested with the university whose officials at all reasonable hours shall be entitled to inspect the said premises about its bonafide use.
3. The premises will be provided by the University that the licensee shall not use the premises for any purpose other than one for which it has been licenced without the written permission of the university. In case of licensee having his own premises within 200 mtrs from the city gate, it will not be mandatory to occupy the premises offered by the University.
4. The licensee shall not be entitled to allow any other person to occupy the premises or to use any part thereof. The licensee shall not admit any person in to partnership or become partner or to let or sublet.
5. That the monthly licence fee of the premises shall be Rs. 4500/-+ GST 18% per month, which will be payable every month by the end of the month to which it pertains beyond which penalty for late payment of licence fee at the rates of 5% shall be charged.

It is, however, made clear that the licence fee will automatically be increased by 10% (rounded to the nearest Rs. 10/-), if extended for next year.

In case the licence fee is not paid by the end of next month, the premises will be locked by the University without any further notice.

6. The licensee shall display the rates approved by the Committee from time to time.
7. The licensee shall himself/herself be responsible for the recovery of his/her dues, if any.
8. The contract will initially be for a period upto 31.03.2024. However, in case of unsatisfactory service or misbehavior by the licensee or his/her employees, it may be terminated at any time by the university Authority after given one month's notice. The university shall also be competent to impose fine on the licensee up to the limit of one month's licence fee in the event of breach of any clause by the

licencee. However, the licensee shall have the right to appeal to the University Authority against the orders of the University which shall be final and binding on both the parties.

9. The work done by licensee shall be of good quality. The Committee will ensure proper quality of the work done by the licensee.
10. The licensee shall be responsible for the conduct and behavior of persons under his/her employment.
11. The licensee shall have to observe all the laws/ rules of the State/GJUST fixed from time to time.
12. The licensee will also have to execute the licence deed before taking over the possession and after the receipt of orders.
13. The licensee shall have to make his/her own arrangements for furniture.
14. The payment of Electric and water charges will also be borne by the licensee and paid regularly to the quarter concerned.
15. The Security of three month licensee fee in respect of the premises shall be deposited by the licensee in the office of university (General & Purchase Branch) in shape of Demand Draft in favour of Registrar of the University. The deposited amount will be returned by the University to the licensee on the termination /revocation of the licence.
16. Except where otherwise provided in the licence deed, all questions and disputes relating to instructions herein before mentioned in any way arising out of or letting to the licensee deed whether arising during the occupation or after vacation of the premises or termination of the licence deed shall be referred to the Competent Authority and whose decision as to whether a breach of the terms agreed upon warranting action under the above has taken place, shall be final and binding and shall not be challenged in any court of law. However, final appeal against its orders shall lie before the University Authority if licensee wishes to go in appeal.
17. The licensee shall be required to keep the premises open as per direction of University.

Allotment of Photostat and allied work

Sr. No.	Title	Rate
1.	Photostat (single side) A-4 size, 75 gsm white paper or any other paper of super quality/brand	
2	A-3 Size, gsm white paper single side	
3	A-3 Size, gsm white paper both sides	
4.	Photostat (both side) A-4 size	
5.	A-4 size, Executive Bond paper	
6.	Colour paper Photostat	
(i)	A-4 size paper 75 gsm	
(ii)	A-4 size paper 100 gsm	
(iii)	A-4 size, 150 gsm (On photo paper)	
(iv)	A-3 size, 100 gsm	
7.	Gatta Binding for A-4 Size	
8.	Spiral binding A-4 Size	
9	Staple binding with pasting A-4 size	
10.	Print of title cover (AC/EC/Court etc.) size (12x18)	
11	Annual Report Title cover A-4 Size	
12.	Binding with (thread)	
13.	Scanner (A-4) pdf.	