



UNIVERSITY OF BUNER

Annexure II

Standard Terms and Conditions for Allotment of Shops on Rent Basis

1. Application Fee:

An application fee of Rs. 3,000/- (non-refundable) must be deposited in the University's designated account No. HBL-00427992487803. Applicants are required to attach the deposit slip/receipt along with their application or quotation form.

2. Allotment Basis:

The canteen shops shall be allotted on a monthly rent basis through an open and transparent quotation as per the government and the university's rules.

3. Evaluation: The evaluation of bidders will be subject to the experience, quoted rates & presence in the local market.

4. Period of Allotment:

The initial period of allotment shall be one (01) year, which may be extended further based on satisfactory performance, subject to the recommendation of the committee and approval of the competent authority.

5. Security Deposit:

The successful bidder shall deposit a security amount of Rs. 100,000/- in advance at the time of agreement. The security shall be refundable at the end of the contract period, subject to the clearance of all outstanding dues and verification that the shop is returned in satisfactory condition.

6. Base Rate:

The base monthly rent for the shops has been fixed as follows: 1. Canteen Shop = Rs. 20,000/-, 2. Stationery/Photocopy Shop = Rs. 15,000/-. Applicants must submit their quotations equal to or higher than the specified base rent. Quotations below the base rent will not be considered for evaluation.

7. Payment of Rent:

Rent shall be paid on monthly basis in advance by the 5th of each month through the University's prescribed payment mode (Bank Challan/Account Transfer). Late payments may lead to penalties or cancellation of the agreement.

8. Electricity and Utilities:

Electricity and other utility charges shall be borne by the successful bidder as per actual consumption, based on check meter rates determined by the University. The owner/allottee of the shop shall be responsible for providing and installing the required utility meters (electricity, water, etc.) for the shops. All utility charges will be billed as per actual consumption and must be paid promptly.

9. Maintenance and Cleanliness:

The successful bidders shall be responsible for maintaining cleanliness, hygiene and proper disposal of waste in and around the allotted shop area. Regular inspection may be carried out by the University inspection committee & price review committee.

10. Use of Premises:

The shop shall be used only for the approved purpose (e.g., food, general store, printing, or related services). Subletting, transfer or change of business nature without prior written approval is strictly prohibited.

11. Rates of Items:

The rates of food items and other goods shall be reasonable and approved by the University price review committee. Display of the approved rate list at a visible location is mandatory.



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12. Compliance with Laws:

The successful bidders shall comply with all relevant municipal, health, food safety and tax regulations of the government. Any violation may result in cancellation of the agreement.

13. Renewal:

Renewal or extension of the allotment will be subject to satisfactory performance, timely payment of dues and approval of the competent authority.

14. Termination:

The University reserves the right to terminate the contract at any stage by giving one month's written notice in case of unsatisfactory performance, violation of the agreement, or non-payment of rent.

15. Damage to Property:

Any damage to the University's property caused by the successful bidders shall be repaired or compensated by the allottee to the satisfaction of the University.

16. Clearance Certificate of Staff Members:

All staff members employed in the allotted shops must submit a valid Police Clearance Certificate before commencing work. The University reserves the right to verify the background of all employees and may disallow any individual deemed unsuitable.

17. Seating & Shelter:

The successful bidders shall be responsible for providing and maintaining adequate seating arrangements and shelter for students/staff members outside the shop. The design and placement must comply with University regulations and should not obstruct pathways or create inconvenience.

18. Inspection and Oversight:

The Inspection Committee or its authorized representatives may visit the allotted shops at any time. The allottee shall comply with the Committee's directions regarding necessary arrangements, repairs, cleaning, and other operational requirements to ensure proper functioning and maintenance of the shop. The University reserves the right to inspect the premises at any time. Non-compliance with the instructions of the inspection committee may lead to termination of the contract.

19. Agreement on Stamp Paper:

The successful bidder/allottee shall submit an agreement on stamp paper, in which all points of the Terms & Conditions are duly printed and signed by both parties. The agreement will serve as a legally binding contract between the University and the allottee.

20. Right to Accept or Reject Quotations:

The University reserves the right to accept or reject any quotation, in whole or in part, without assigning any reason. The decision of the University shall be final and binding on all applicants.

21. Dispute Resolution:

In case of any dispute, the decision of the Vice Chancellor/competent authority will be final.

The End