

1
भारतीय गैर न्यायिक

बीस रुपये

रु.20



Rs.20

TWENTY
RUPEES

INDIA NON JUDICIAL

পশ্চিমবঙ্গ পশ্চিম বঙ্গাল WEST BENGAL

21AA 975130

PHOTOCOPY SHOP

Agreement

Article of Agreement made this 01.12.2017 day between the Warden Radha Krishnan Hall of Residence, IIT Kharagpur (First Party) and Mr.Swarup Dey, son of Nabin Dey, residing at Prembazar, Post-Kharagpur, P.S. - Kharagpur, Dist.- Paschim Medinipur, Pin no.- 721306 (Second Party)

WHEREAS the 'Second Party' has been allowed to run Photocopy shop for one year, based on satisfactory, behavior / performance with the borders the contract would be renewed further more one year by the Warden, of the Radha Krishnan Hall of Residence.

Now These presents witness and the parties here to agree subject to the general terms and conditions regulated by the Institute as :

Swarup Dey

**GENERAL TERMS AND CONDITIONS OF CONTRACT FOR RUNNING THE SHOP IN THE
RADHA KRISHNAN HALL OF RESIDENCE, IIT KHARAGPUR**

1. The contract is valid only for the period from 01.12.2017 to 30.11.2018.
2. That the contract may be extended subject to satisfactory performance / behavior.
3. That the contractor must have a valid trade license for operating the shop.
4. That the contractor will pay a monthly license fees of Rs. 800/- (Rupees eight hundred only) per month for the R.K. Hall shop in advance on or before 5 days of every month. The warden reserves the right to revise the license fees.
5. That failure to pay monthly license fee for consecutive two months will make the contractor defaulter and the contractor will be liable to be terminated.
6. The shop will transact with the boarders of the Hall.
7. That the contractor will maintain the R.K Hall shop and its surroundings clean and in hygienic condition.
8. That the contractor will pay monthly electricity charges as per bill provided by Institute.
9. That the TV and music system will not allowed in the R.K. Hall shop.
10. That the contractor is not allowed to keep any high wattage electrical appliances.
11. That the contractor shall not keep or serve any alcoholic item and tobacco products in the R.K. Hall shop.
12. That the contractor under no circumstances will be allowed to give sub-contract of the shop to other person or party.
13. That the contractor will submit name, photograph, permanent address and medical certificate in respect of the workers engaged by him in the R.K.Hall.
14. That contractor shall not be allowed to engage any worker(s) of less than 18 year.
15. That any dispute arising out of the contract will be referred to the Chairman, HMC as arbitrator whose decision will be the final.
16. The contractor will maintain a complaint / suggestion box in the shop counter during the working hours.
17. The contractor shall not be allowed to make any addition and of the alternation of the R.K. Hall shop on the hall without permission from the competent authority.

Swarup Deuf

18. That a fine up to Rs. 5000/- may be imposed or the contract may be terminated for violation of any of the clauses mentioned above.
19. The contractor has to follow the "Amendment / Extension guide lines for the commercial Establishment in the Hall of Residence" provided by HMC.

In witness where of the "Second Party" and the Warden or his nominees for and on behalf of the Institute have hereunto set their hands the day year mentioned above.

(Mr. Swarup Dey)

Second Party.

XEROX POINT
Swarup Dey
Proprietor

[Handwritten Signature]
27.11.17

Signed by the Warden

On behalf of the Institute

Warden
R. K. Hall of Residence
IIT Kharagpur

Witness :

1. Signature : *[Handwritten Signature]*
27/11/17
Name : Asish Ganguly
Designation : Asst. Warden

Asstt. Warden (Mess)
R. K. Hall of Residence
IIT Kharagpur

2. Signature : *[Handwritten Signature]*
27/11/17
Name : N. GNANESHWAR
Designation : Associate Profess

Asstt. Warden (Maint.)
R. K. Hall of Residence
IIT Kharagpur

Date 25/4/17

To

The Warden

RK Hall of Residence

IIT Kharagpur

Sub: Renewal of Contract

Sir

I, Swarup Dey, used to run the Xerox shop of RK Hall of Residence for many years at the space allotted to me. For this purpose I maintain the following instructions which were given to me earlier.

1. Xerox shop opening time 10:00 a.m. to 10 p.m. (closed on Sunday)
2. Keeping the premises clean
3. Adherence of all the instructions of the competent authority

I, therefore, request you kindly to renew my contract as earlier and oblige.

Yours faithfully

XEROX POINT
Proprietor

Swarup Dey
(Swarup Dey)

DECLARATION

I, Mr/Ms Swarup dey operating
Xerox shop in Radha krishnan Hall of Residence
have read and understood the existing and amended/extended rules and regulations for commercial establishments
within halls of residence in IIT Kharagpur. I agree to abide by these rules and regulations. I indemnify the Hall of
Residence/HMC/IIT Kharagpur from all liabilities arising out of non-compliance with any statutory obligations.

Signature:

XEROX POINT

Date: 25/11/17

Swarup dey
Proprietor

Forwarded to

Chairman, HMC

Through Warden, Radha krishnan Hall of Residence



গোপালী গ্রাম পঞ্চায়েত

পৃষ্ঠা নং -

খড়গপুর ১ নং পঞ্চায়েত সমিতি

গ্রাম - গোপালী :: পোস্ট - সালুয়া :: জেলা - পশ্চিম মেদিনীপুর

625

বৃত্তি, ব্যবসায় অথবা আজীবিকার সার্টিফিকেট ফরম

ফরম - ১১

নিয়ম ৫৮ (২)

ব্যবসার সার্টিফিকেট নং N/75 তারিখ 17/05/2017

ব্যবসার রেজিস্ট্রেশন নং 75 (17-18) তারিখ 17/05/2017

সার্টিফিকেটের মেয়াদকাল ২০১৭ - ২০১৮ ৩১ শে মার্চ পর্যন্ত

গ্রাম পঞ্চায়েত কর্তৃক এতদ্বারা ব্যবসার জন্য এই সার্টিফিকেট XEROX POINT

Prop: - Swarnup Dey কে প্রদত্ত হইল।

গ্রাম সংসদের নাম Paschim Pathri :

ঠিকানা vill - paschim pathri; Panchajali co-operative

ব্যবসার বিবরণ XEROX SHOP & Stationery Goods

গ্রাম পঞ্চায়েত এতদ্বারা গ্রামের মেসার্স XEROX POINT

নিকট হইতে ব্যবসার / আজীবিকার নিবন্ধ Prop: - Swarnup Dey

টাকা 500.00 কথায় Five hundred only

ফি বাবদ প্রাপ্ত স্বীকার করিলেন।

তারিখ 17/05/2017

রসিদ নং 100 90392 N/75

AKA
Secretary
Gopali Gram Panchayat
Kharagpur

নির্বাহী সহায়ক / সচিব
গোপালী গ্রাম পঞ্চায়েত

Aparananda
Pradhan
Gopali Gram Panchayat
K.G.P. Dev. Block

Swarnup Dey
25/11/17

দৃষ্টব্য - প্রধান নিজ ক্ষমতায় সর্বদা সার্টিফিকেট বাতিল অথবা নতুন ভাবে দাখিলের বা জমা না নেওয়ার নির্দেশ দিতে পারেন।



ভারত সরকার
 Government of India

স্বরূপ দে
Swarup Dey

জন্মতারিখ/DOB: 26/04/1983
 লিঙ্গ / Male



✓ Name
 26/04/1983
 Dey


ভারত সরকার
 Unique Identification Authority of India



ঠিকানা: / নবীন দে, প্রায়শচিত্র
 পশ্চিমপাখরী, বিজলী-কো-অপা.
 পশ্চিম মেদিনীপুর, পশ্চিমবঙ্গ,

Address: S/O Nabin Dey,
 REMBAZAR, Paschim
 Patnri, Hiji Co-operative,
 West Midnapore, West
 Bengal, 721306

ELECTION COMMISSION OF INDIA
ভারতের নির্বাচন কমিশন

IDENTITY CARD
পরিচয় পত্র

JQM2093144

Elector's Name Swarup Dey

নির্বাচকের নাম স্বরূপ দে

Father's Name Nabin Dey

পিতার নাম নবীন দে

Sex M

লিঙ্গ পুরু

Age as on 1.1.2005 21

১.১.২০০৫-এ বয়স ২১

Swarup Dey
 21/1/05

Address:
 Mouja - Pathari (Paschim) J. L. No - 186 SNo Gopali
 Kharagpur Local Paschim Medinipur 721302

ঠিকানা:
 মৌজা-পথারি (পশ্চিম) জে.এল.নং-১৮৬ ওনং গোপালী ধরগুপার বোকালা গড়িয়া
 খারাগুড়ি ৭২১৩০২

Facsimile Signature
Electoral Registration Officer
 নির্বাচন নিবন্ধন অফিসারি

Assembly Constituency: 226-Keshhari (ST)
নিবন্ধন নির্বাচন কেন্দ্র : ২২৬-কেশহারি (তর্পালী উপজাতি)

District: Paschim Medinipur
জেলা: পশ্চিম মেদিনীপুর

Date: 24.07.2005
তারিখ: ২৪.০৭.২০০৫

Amendment/Extension of Guidelines for Commercial Establishments in Halls of Residence

The guidelines for establishing a canteen (or shop) within the premises of a hall of residence notified vide our letter dated 7/11/2014 (copy attached) has been amended and extended to all commercial establishments as follows:

1. All commercial establishments selling any kind of cooked/prepared food or prepared beverage items must have license under Food Safety and Standard Act 2006/ 2011 as per the guidelines of *Food Safety and Standards Authority of India (FSSAI)*.
2. All commercial establishments must have valid and up-to-date trade license from the competent local body (Municipal Corporation/ Municipality) clearly mentioning the nature of their business.
3. Sale or storage of cigarettes, bidis, alcoholic beverages, narcotics, and other banned substances are strictly not allowed. In case of violation, the concerned business will be summarily shut down.
4. Failure to pay monthly license fees for consecutive 2 months will make the contractor a defaulter and the contract will be liable to be terminated.
5. That the contractor shall display the price list (approved by the Hall authority) of the items to be served in the canteen.
6. That the canteen contractor shall not prepare and/or serve lunch, dinner and other full meals in the canteen during the mess opening time (6AM to 9:30PM).
7. The fruit and juice stall can sell only the fresh fruit, fruit juice and milk shake items. Fruit/juice stall cannot sell any other items (e.g., snacks, soft drinks, ice creams, etc.).
8. The stationary shop cannot sell anything outside the normal stationery items (office and home stationery). Stationery shop cannot sell any kind of food or beverages.
9. The coffee/tea (e.g., Nescafe stall) stall cannot sell anything other than coffee/tea. They may sell permitted snacks items only during the period when the hall canteen is closed.
10. The photocopy/Xerox/DTP is primary meant to provide photocopying, printing and DTP services. It cannot sell anything other than office stationery (paper, scissor, stapler, folder, etc.)
11. All other shops (cycle shed contractor, barber shop, etc.) must do their business within the domain mentioned in their contract with the hall.
12. The canteen will not serve any rice (including jeera/tomato/onion rice, biryani, fried rice, etc.), roti (including parantha, tandoori roti, naan, lachha parantha, etc.) and main course items (curry, fries, egg, chicken, fish, vegetable, lentil, etc. which can be supplemented with regular mess food) from 30 minutes before stipulated lunch and dinner periods of the mess of the hall to 30 minutes thereafter.
13. Cooking outside the kitchen of the canteen is not allowed.
14. That the contractor will be responsible for proper maintenance and up keep of all furniture and other belongings of the canteen.
15. That the contractor will pay monthly Electricity charges as per bill provided by the Institute meter cell and submit the copy of the payment counterfoil to the Hall office every month.

Handwritten signature/initials in blue ink, possibly reading "Sudhanshu" or similar, with a checkmark below it.

16. That the contractor is not allowed to keep any high wattage Electrical appliances like electric heater, OTG without Warden's permission but he may be allowed to keep a refrigerator of up to 300 liter capacities.
17. The contractor is not allowed to keep/store any item (e.g., soft drinks bottles) outside the allotted premises.
18. That TV and music system will not be allowed in the canteen.
19. The Contractor will be fully responsible for any accident or mishaps involving workers engaged by him/her and shall indemnify the Hall of Residence/Hall Management Centre/IIT Kharagpur from any claims arising out of the accidents, disabilities of any nature or death or arising out of provisions of law, or any other nature in respect of all outsourced workers engaged by the Contractor.
20. The Contractor shall be liable to pay compensation for any loss and damages caused by his/her workers to the properties of the Hall or its workers/students/visitors.
21. That the contractor will be responsible for arranging the safe drinking water for the canteen.
22. The contractor must make adequate provision for fire safety including installation of fire extinguishers, periodic maintenance of gas stoves and pipes, electrical connections, etc. Storage of inflammable items such as dry wood, kerosene, petrol, additional LPG cylinders, etc. is not allowed.
23. Contractor cannot use domestic LPG cylinder.
24. The contractor will ensure that his/her workers use gloves, caps, etc. during food preparation and service. Also, adequate fly catchers must be installed from his/her own resources in the canteen. The contractor shall maintain cleanliness and hygiene in the canteen. In case of persistent bad report from food monitoring committee, the canteen contract can be terminated.
25. That the contractor will maintain proper books of account and ledger and will produce the same in hall office as and when asked for.
26. That the contractor under no circumstances will be allowed to give sub-contract of food to any other person or party. Contractor cannot sublet any portion of the canteen to another vendor.
27. That the contractor will submit the name, photograph, permanent address, voter ID, Aadhar Card and medical certificate in respect of the workers engaged by him in the canteen.
28. The contractor shall not engage any worker whose age is less than 18 Years. This has to be strictly followed.
29. That the Contractor or his/her workers cannot stay in the Hall in the night beyond the operational hours of the canteen.
30. The contractor shall have to use ONLY branded best quality raw materials which are approved by HMC for use in Hall mess.
31. The contractor must make own arrangement for waste disposal. Dumping the waste in hall dustbins is not allowed.
32. The contractor will have to abide by all the statutory obligations.
33. The Contractor shall comply with all requirements under central, state and local tax laws (tax, duties, levies, etc.) and shall be responsible for payment of all taxes and other statutory payments to the respective authorities.
34. Halls of Residence/Hall Management Centre/IIT Kharagpur will not be responsible for any liability arising out of non-compliance of the Contractor with any act/rule/law.

Shra Dwivedi

35. That any dispute arising out of the contractor will be referred to the Chairman HMC as arbitrator whose decision will be final.
36. That the contractor will maintain a complaint/ suggestion box in the canteen counter during the working hours.
37. That the contractor is not allowed to make any addition and alteration of the canteen premises without permission from the competent authority.
38. All other clauses notified vide our letter dated 7/11/2014, which have not been amended, remain in force.

In view of the above and also considering the feedbacks from various sections, the following has been decided.

- a) HMC will not allow illegal practices within the hall premises. Violation of any of the points above (1 to 3) amounts to illegal trade and/or labor practice. Any establishment found violating any of the above norms will be closed down with effect from 1st June 2017.
- b) All shops or outlets near corridors, staircases etc. must be immediately shifted to designated places or else closed down with effect from 1st June 2017.
- c) Any kind of unauthorized construction /encroachment outside the designated areas which has not been approved through civil works section has to be dismantled by 1st June 2017. The person responsible for unauthorized construction /encroachment will be debarred from any business opportunity in all halls of residence.
- d) For any shop which has been functioning smoothly for more than last 5 years without any problems/complaints but has not been allotted through an open tendering process or the tender has expired may be offered to enter a new agreement with the hall for one year period under the clauses mentioned in this amendment/and the earlier letter dated 7/11/2014.
- e) Shops and canteens which were awarded through open tendering process within last 5 years and whose contract with the concerned hall of residence has expired (due to non-renewal through proper evaluation process) would be closed down with effect from 1st June 2017 and new open tenders must be urgently floated to allocate them before that.
- f) New open tenders must be floated for any other commercial establishment which does not come under above mentioned (d & e) two categories so that they can be allotted with effect from 1st June 2017.
- g) All employees and owners of businesses within halls of residence must apply to the security section for gate pass. Without gate pass, no such person will be allowed into the halls with effect from 1st June 2017.
- h) It is mandatory for all commercial establishments to have cashless payment facility as one of the payment options.

By Order

Lit
18 April 2017
Chairman
Chairman
HMC, IIT Kharagpur

To All Halls of Residence

(With request to get signed and stamped statements in individual copies of this letter from all commercial establishments as per the attached declaration form and send it to HMC as soon as possible)

for chairman



HALL MANAGEMENT CENTRE
IIT KHARAGPUR

Guidelines for Establishing a Canteen (or a Shop) within the premises of a Hall of Residence

HMC officials decided the following guidelines which should be followed in establishing a new canteen (or a shop), or relocating an existing canteen (or a shop) within the premises of a hall of residence:

1. (a) Any canteen (or a shop) which is to be created within the premises of a hall of residence must be at the existing designated space only. Under any circumstances, a canteen (or a shop) should **NOT** be created by using students' regular rooms, or at corridor area, or at the entry of the hall. The concerned Vendor is **NOT** allowed to create his/her own construction.

(b) In a hall of residence, if a completely new space is to be created for establishing a new canteen (or a new shop), Wardens' office is requested to take initiative and discuss the matter with Institute's Civil Works section. The following committee members will decide the location of a new canteen (or a new shop):

- Coordinating Warden (Allotment),
- Coordinating Warden (Mess),
- Vice-Chairman (CCM), and
- Concerned Warden.

(c) To create a new canteen (or a shop) at an **existing designated place**, or at a **new place**, open tendering procedure must be followed, as done at Institute's level. Following committee members would be involved in the tendering procedure:

- Warden of the respective hall (Chairperson),
- Coordinating Warden (Mess),
- Coordinating Warden (Allotment),

Lipika
CSW/PAW
7/11/2014

for drawing

- Coordinating Warden (Maintenance),
- Warden of a neighbouring hall (to be decided by the concerned Warden),
- Concerned Hall President, and
- Institute Legal Cell Nominee.

(d) There must be a written agreement on bond paper (sample copy available in HMC) between the concerned Warden and the Vendor (who will get the order through the tendering procedure). This agreement will be valid for ONE YEAR only. On satisfactory service (which would be judged by the students only) by the vendor, this agreement may be renewed for future; however, a fresh agreement on bond paper must be done each year.

2. In a hall of residence, if a canteen (or a shop) **exists but occupies a regular room of a student's accommodation, or located at the corridor, or at the entry of the hall**, Wardens' office should then take initiative and discuss the matter with Institute's Civil Works section to create a new space for relocating those existing shops. Committee members, as mentioned in section 1(b) will decide the new location.

(a) For the existing shop(s), respective Wardens' office should make agreement on bond paper, as mentioned in section 1(d), with immediate effect.

3. The following facilities may be allowed to be established in any hall of residence. However, this may be changed or removed by the need of the students. The decision of the Committee members, as mentioned in section 1(b), will be final.

- (a) Night canteen (to be operating from 6 pm to 2 am),
- (b) Tea/Coffee stall (to be operating from 6 pm to 2 am)
- (c) Fruit Juice (9 am to 9 pm)
- (d) Xerox (round the clock)
- (e) Cycle shed (service from 7 am to 7 pm)

The stationery shops are not allowed to be established further in any hall of residence. Existing stationery shops may be continued, following all guidelines and agreement formalities, as mentioned in section 1(d).

Lipid
(Sulphur)
7/11/2014

Shamshad

4. The rent of a canteen (or a shop) will be based on the area occupied, and there will be a 5% increase of the rent every year. The rate will be fixed by the Warden of the respective hall. The concerned vendor will bear the electricity cost and a fixed rate for water consumption. Wardens' office is requested to ensure for the arrangement of a separate, smoothly functioning individual electrical meter for the concerned vendor.

5. Vendor should NOT engage any child for work. Engagement of any person, below the age of 18, in the above mentioned canteen (or shop) in any hall of residence will summarily cancel the agreement and the concerned vendor will be black-listed.

6. No pantry facility (self-catering) will be allowed in any hall of residence.

7. Vendor will make his/her own arrangement for the disposal of the waste generated out of his/her facility.

8. All Vendors must :

- (a) provide clean dress to his/her workers,
- (b) keep the area always clean
- (c) maintain hygiene.

Lit/07/11/2014

(S K Pal)

Coordinating Warden, (Allot), HMC

To;

1. Office of the Director, IIT Kharagpur
2. Office of the Deputy Director, IIT Kharagpur
3. Office of the Dean of Students Affairs, IIT Kharagpur
4. Chairman, HMC, IIT Kharagpur
5. Coordinating Warden(s) , Wardens, All Halls of Residence, IIT Kharagpur
6. Vice-Chairman, CCM, IIT Kharagpur

Manoj