

पश्चिमबङ्ग पश्चिम बंगाल WEST BENGAL

21AA 975129

STATIONARY 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.Pravin.Y.Pujara, son of Late.Y.J.pujara, residing at N.B.Compund, Post-Jhapatapur, P.S. - Kharagpur, Dist.- Paschim Medinipur, Pin no.- 721301(Second Party)

WHEREAS the 'Second Party' has been allowed to run Stationary 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 :

Pravin Y. Pujara

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.

Dijana

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.Pravin.Y.Pujara)

Second Party.

Pujara

[Signature]
Signed by the Warden 27.11.17

On behalf of the Institute

Warden
R. K. Hall of Residence
IIT Kharagpur

Witness :

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

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

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

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

To
The Warden.
R. K. Hall of Residence.
I. I. T. Kharagpur. 721302.

Warden
R. K. Hall of Residence
IIT Kharagpur

St. 05.05.2017 Kharagpur

Approved
for a year.

Warden
R. K. Hall of Residence
Kharagpur

Sub: Renewal of the contract of Stationery Shop.

Respected Sir,

Myself Mr Pravin Pujara running a stationery Shop in your hall since 1976, I have good relation with the students & staff of the hall, I have clear all the dues shop rent, electricity bill etc.

It is my kind request to you that please renew my contract for the year 2017-2018, so I can run my business smoothly.

I hope you will do it needfully, I will be very much grateful and oblige for your kindness.

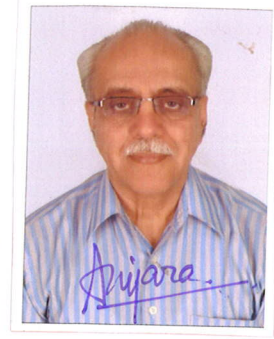
Thanking you.

Time - 7:15 a.m to 1:45 p.m
5:00 p.m to 9:00 p.m

your's faithfully.

Pujara
(Pravin Pujara)

DECLARATION



I, Mr/MS Pravin. Y. Pujara operating
Stationery Shop in R. K. Hall 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: Pujara

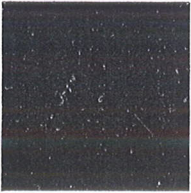
Date: 20.11.2017

Forwarded to

Chairman, HMC

Through Warden, R. K. Hall of Residence

FORM - 24
(Under Rule 82)

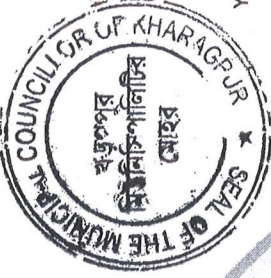


Certificate No : 200722017010868
Enlistment No / ID No : 2007214447

CERTIFICATE OF ENLISTMENT

The West Bengal Municipal Act, 1993
(See section-118)

KHARAGPUR MUNICIPALITY
Kharagpur Municipality



Year for which the certificate
of enlistment or its renewal
relates **2017-2018**

The Municipal Councillors of **Kharagpur Municipality** hereby grant unto **Pravin Y. Pujara S/D/W of Late Y. J. Pujara Prop / Partner of R.K.Stores** residing and or intending to carry on business at holdings / premises no. **R.K. Hall, IIT , Hijji , Kharagpur, Paschim Medinipur** in Ward no. **30** , and exercising or intending to exercise the Profession, Trade or Calling of **Stationary Shop**

this Certificate of Enlistment under section 118 of The West Bengal Municipal Act, 1993 and acknowledge to have received in consideration therefor an application and enlistment fee of Rs. **400.00** (Four Hundred Rupees Only).

This Certificate of Enlistment will be in force until **31st March, 2018** and to be produced at the time of renewal.

Clerk Incharge/Collecting Sarkar
Dated : 17/05/2017

Chairperson/Vice-Chairperson/Executive Officer

22/5/17

20/5/17

N.B. : Provided that such enlistment or renewal thereof shall not absolve such person from any liability to take out any licence under this Act or any other Law for the time being in force.

22/5/17



ভারতের নির্বাচন কমিশন
পরিচয় পত্র
ELECTION COMMISSION OF INDIA
IDENTITY CARD

WB/32/224/300533



নির্বাচকের নাম : প্রবীন ওয়াই.
পূজারা
Elector's Name : Pravin Y. Pujara
পিতার নাম : যশোবন্ত পূজারা
Father's Name : Yaswant Pujara
লিঙ্গ/Sex : পুং/ M
জন্ম তারিখ
Date of Birth : 02/12/1953

WB/32/224/300533

ঠিকানা:
এন.বি. কম্পাউন্ড, খাপেটাপুর, খড়গপুর, খড়গপুর টাউন,
পশ্চিম মেদিনীপুর-721301

Address:
N.B. COMPOUND, JHAPETAPUR,
KHARAGPUR, KHARAGPUR TOWN,
PASCHIM MEDINIPUR-721301

Date: 10/02/2011

224-খড়গপুর সদর নির্বাচন কেন্দ্রের নির্বাচক নিবন্ধন
আধিকারিকের স্বাক্ষরের অনুকৃতি

Facsimile Signature of the Electoral
Registration Officer for
224-Kharagpur Sadar Constituency

ঠিকানা পরিবর্তন হলে নতুন ঠিকনায় ভোটার লিষ্টে নাম ভোলা ও একই
নম্বরের নতুন সচিব পরিচয়পত্র পাওয়ার জন্য নির্দিষ্ট ফর্মে এই
পরিচয়পত্রের নম্বরটি উল্লেখ করুন।

In case of change in address mention this Card No.
in the relevant Form for including your name in the
roll at the changed address and to obtain the card
with same number.

088/0382

Pujara

Unique Identification Authority of India

ঠিকানা:
S/O যশোবন্ত জে পূজারা,
খড়গপুর (এম), খড়গপুর, পশ্চিম
মেদিনীপুর, পশ্চিমবঙ্গ, 721301

Address
S/O Yaswant J. Pujara,
Kharagpur(M), KHARAGPUR,
West Midnapore, West Bengal,
721301

1947
1800 300 1947

help@uidai.gov.in

www.uidai.gov.in



ভারত সরকার
Government of India



প্রবীন ওয়াই. পূজারা
Pravin Y. Pujara
জন্মতারিখ / DOB 02/12/1953
পুরুষ / Male



আধার - সাধারণ মানুষের অধিকার

Pujara

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.

Signature

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.

Dwijana

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)



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),

Signature

*Copy
7/11/2014*

- 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).

Lijla
(SVPM)
7/11/2014

Dijana

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

Dr. Vijay P. Thakker

M.B.B.S. (Bom). D.A. (Bom)
Reg. No. 37288

☉ Clinic & Resi. : ⇨ 2561 7926
Resi. : ⇨ 2561 8348

Disp. : Shop No. 6, Dreamland,
Resi. : Ashirwad, Plot No. 38A,
Dreamland, Near Jai Shastri Nagar,
Mulund Colony, Mumbai 400 082.

Date : 27/6/17

To whomsoever it may concern.

*This is to certify that
I have examined Mr. Pravin
P. Pujara Age 62 yrs. He is
physically fit to take up
job of his choice.*

Dr. VIJAY P. THAKKER

M.B.B.S.(Bom.) D.A. (Bom.)
Reg. No. 37288

Shop No. 6, Dreamland Soc., Shastri Nagar,
Mulund (W), Mumbai - 400 082.

PH. NO.: 25617926

Dr. Vijay P. Thakker