

Annexure – B
Rental Agreement
for hiring digital photocopier machines on Rental Basis upto 31-12-2022

This agreement is made on the _____ (date) between
HOD/DDO

_____ (name of
Department/Office), Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana,
Punjab, India -141004 (herein after referred to as 1st Party)

And

M/s _____

_____ (name of
the approved firm with full address, contact no. and email id) (herein after referred to as
service provider firm or 2nd Party) for hiring of digital photocopier machines on rental basis
upto 31-12-2022.

Model and Make, Photocopies per minute/ Specifications of photocopier	Start Meter Reading	Rent per month (in Rs.)	Mandatory Free copies per month	Rate per copy after free copies

Role/Responsibilities of 1st Party:-

1. The departments/offices of University can hire the digital photocopier machine(s) as per their own requirement on the approved rates, terms and conditions of rate contract.
2. The department/office of University will provide the space for installation of machine, paper required for photocopy and power supply to the machine.
3. The HOD/DDO of department/office will be responsible for physical security of digital photocopier machine installed at their premises.

1st Party

Signatures of authorized
Person with Rubber Stamp
Guru Angad Dev Veterinary
& Animal Sciences University

2nd Party

Signatures of authorized
Person with Rubber Stamp
M/s _____

4. The department/office will maintain the proper record of photocopies as per given below format and the same will be verified at the time raising of bill:-

Sr. No.	Name and Designation of official	Particulars of Photocopy	No. of copies	Old Reading of Machine	New Reading of Machine	Signatures of Official	Signatures of Machine Operator	Signatures of HOD/DDO

5. In case of any interruption in service or any fault in machine, the department/office will intimate in this regard to the service provider by email/telephonic message.
6. The department/office will make the payment for the bill raised by the firm every month.
7. The payment will be made after deducting TDS (if any) as per GST/Govt. rules as applicable. The department/office will issue Form 16 against the TDS.
8. The indenting department/office will have right to change the plan as per their requirement (if any) upon a written notice to the firm. However, the change of plan will effect from the 1st of next month.
9. It is the sole discretion of university authorities to renew/extend the existing rate contract for hire of digital Photostat machine beyond 31-12-2022 keeping in view the performance of the service provider and machines.
10. The University reserves the right to reject or accept any or all the rate contract offers without assigning any reason. The University may enter into rate contract with more than one firm(s) for the same brand/item/service as may be considered necessary.
11. All disputes shall be subject to Ludhiana jurisdiction only.

Role/Responsibilities of 2nd Party:-

1. The service provider firm will have to install the digital photocopier machine in the department/office within 7 days from the date of written request by the indenting department/office.
2. The service provider firm will raise GST Tax Invoice on monthly basis and submit the same to 1st party for payment after reconcile with the record as per sr. no. 21 of Annexure – A.
3. The service provider firm will provide services, repairs, spare parts, consumables such as ink/toner cartridge etc. against the amount of approved minimum monthly rent and no extra charges will be paid to the firm for all of these.
4. The service provider firm will sort out the problem/complete the required repairs within 4 hours from the time of intimation of interruption/fault. In case of KVKs, Outstations, Research Station, RRTCs, the firm will have to resume the Photostat services within 24 hours from the time of intimation of interruption/fault.

1st Party

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 M/s _____

5. The service provider firm will ensure compliance of terms & conditions of the rate contract and mandatory certificates mentioned in prescribed Performa. Non-compliance of these terms & conditions and mandatory certificates shall be liable to forfeiture of the security money or black listing of the firm for dealing in future or both or any other action as deemed fit by Central Purchase Committee with the approval of Worthy Vice Chancellor and decision in this regard shall be final.
6. The service provider firm shall have any claim for renewal of the rate contract for the next year on the basis of previous rate contracts and no correspondence in this regard shall be entertained.

General Terms and Conditions:-

1. Either party may have rights to terminate this agreement at any time upon 60 days written notice.

1st Party

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Guru Angad Dev Veterinary
& Animal Sciences University

2nd Party

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M/s _____