



OSMANIA UNIVERSITY  
HYDERABAD – 500 007

No. 131 /EC-I/L/Canteens/Estate Cell/2017

Dated: 14-07-2017

### NOTIFICATION

Applications in the prescribed form for the lease of Xerox Centre located at University Main Library, Osmania University, Hyderabad are invited in sealed covers addressed to the Registrar, Osmania University, Hyderabad – 500 007, so as to drop in the tender box on or before **01-08-2017 by 3.00 P.M** The sealed covers will be opened at **4.00 P.M** on the same day i.e. on **01-08-2017** in the presence of applicants, whoever present, in the Committee Room, Registrar's Office, Administrative Building, OU. The undersigned reserves the right to reject the applications.

Application forms and the terms and conditions and other particulars can be had from Estate Cell, Osmania University by presenting a demand draft for **Rs.500/- (Rupees Five hundred only)** non-refundable drawn in favor of the Registrar, Osmania University, Hyderabad-500007. The above notification along with all details is displayed in University web site [www.ou.ac.in](http://www.ou.ac.in).

REGISTRAR

**Copy to:-**

1. All the Members of the Licensing Committee, O.U.
2. All the Principals, University & Constituent Colleges, O.U., with a request to display in the College Notice Board.
3. The Public Relations Officer, O.U. with a request to arrange to publish the Notification in one English daily newspaper (City Edition).
- ✓ 4. The Director, Infrastructure, O.U. with a request to display the Notification in the University web site.
5. The Executive Engineer-I (Maintenance), Univ. Building Division, O.U.
6. The Chief Security Officer, O.U.
7. The P.A. to Vice-Chancellor, O.U.
8. The P.A. to Registrar/ P.A. to OSD, O.U.

**TERMS AND CONDITIONS FOR RUNNING THE XEROX CENTRE ON OSMANIA  
UNIVERSITY CAMPUS, HYDERABAD – 500007**

1. The site shall be given for a period of two years to those who offers highest tender amount to run the business. In case of a tie, the site shall be put for open auction between the highest tenderers.
2. It may be noted that the minimum bid amount for the Xerox center is fixed as Rs 30,000/-per month. Interested persons shall have to quote the tender amount of not less than Rs 30,000/- per month at which they wish to run the business at the space (column) provided in the application form and drop in the tender box available at Estate Cell on or before 3.00 P.M. on 01-08-2017as per the Notification cited.
3. The sealed tenders will be opened on the same day i.e. 01-08-2017 at 4.00 P.M. in the presence of applicants present in Committee Room, Registrar's Office, Administrative Building, O.U. Demand Draft for Rs.5,000/- drawn in favor of the Registrar, Osmania University towards Earnest Money Deposit (EMD) should accompany the application form for allotment of the site and the same will be adjusted in the monthly rent from the successful tenderer
4. Application forms completed in all respects duly signed together with Demand Drafts drawn in favor of the Registrar, Osmania University towards E.M.D. may be dropped in the tender box as to reach not later than 3.00 P.M. on 01-08-2017. The tenders will be opened on the same day i.e. 01-08-2017 at 4.00 P.M. in the presence of applicants present. It may also be noted that the successful bidder has to deposit the two months' rent as advance at the time of the declaration.
5. The successful tenderer will have to arrange himself equipment i.e. Xerox Machine, Tables and Chairs etc., required in the Xerox Centre.
6. The rent per month will be fixed basing on the offer given by the higher tenderer. The Electricity charges have to be paid as per consumption by 5<sup>th</sup> of every month in the Office of the University Engineer, Univ.Buildings Division, O.U., failing which the connection shall be disconnected without giving any notice to him/her. The connection shall be restored on payment of penal charges levied by the Office of the University Engineer, University Buildings Division, O.U.
7. The agreement on a bond paper worth Rs 100/- will be executed initially for a period of eleven months which may be renewed provided the report about the running of the Xerox

Centre is satisfactory. However, at the end of two years fresh tenders will be called for. The allottee will have to abide by the decisions taken by the Licensing Committee from time to time for running of the Xerox Centre.

8. The premises of Xerox Centre should be kept clean and tidy and the allottee of the site will be fully responsible for the maintenance of cleanliness.
9. The tenderer should charge concessional rate of Re.1/- per photo copy for one side paper for the work undertaken by him.
10. The Management of the Xerox Centre should not be transferred to any other management or individual or agency. The allottee should be present himself at the premises and supervise the day to day affairs of the running of the Xerox Centre without giving any scope for any type of complaints.
11. If any dispute arises out of the contract, the final decision will be taken by the Licensing Committee which will be binding on the part of the allottee.
12. The Xerox Centre should not be kept closed for more than (3) three days without assigning any reasonable cause. He should run the Xerox Centre during the timings from 8.00 a.m. to 8.00 p.m.
13. The Licensing Committee has the right to terminate the contract by giving one month notice to the allottee during the period of contract, if it feels necessary to do so. The undersigned reserves the right to reject any or all applications without assigning any reasons thereof and also have right to re-notify the site.
14. The allottee should not violate the any sort of copy right act and he should run Xerox business only. No other business shall be taken up under any circumstances.

### UNDERTAKING

I declare that I will abide by the terms and conditions stated above from Serial No.1 to 14. I will also abide by the terms and conditions that may be stipulated during the period of lease. I will be held responsible for any damage caused to the University property and that I will abide by the decision of University that may be taken under such situations.

Date: - -2017.

**SIGNATURE OF THE APPLICANT**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

APPLICATION FORM FOR RUNNING THE XEROX CENTER AT MAIN LIBRARY  
OSMANIA UNIVERSITY CAMPUS

Applicant's latest  
pass port size  
photograph to be  
affixed here

1	Name of the Applicant	:	
2	Father/Husband Name	:	
3	Bate of Birth	:	
4	Educational Qualification	:	
5	Cast	:	
6	Religion	:	
7	Present Occupation	:	
8	Annual Income	:	
9	Aadhar No ( Enclose a copy)	:	
10	PAN No ( Enclose a copy)	:	
11	Mobile No.	:	
12	Residential Address (Enclose a Proof)	:	
13	Are you a Retd OU Employee or Spouse of an expired OU employee Yes/No ( If yes enclose proof)	:	
14	Details of Earnest money deposit (EMD) of Rs.5,000/-	:	DD No:                      Date: Bank :                      Branch:
15	Amount of monthly lease rent ( Not less than Rs 30,000)	:	

Date:  
Place

SIGNATURE OF THE APPLICANT