

**GENERAL TERMS AND CONDITIONS FOR ALLOTMENT OF RESIDENTIAL QUARTERS ON LICENCE BASIS TO CENTRAL GOVERNMENT DEPARTMENTS, CENTRAL PUBLIC SECTOR UNDERTAKINGS, NATIONALISED BANKS, GOVERNMENT INSURANCE COMPANIES.**

- i) All licensee shall be required to maintain a security deposit equivalent to six months' licence fees and taxes. The security deposit will have to be maintained during existence of license and will carry no interest. The security deposit will be refunded only after the quarter is hand over back to KoPT in an unencumbered condition and there is no outstanding dues recoverable.
- ii) The KoPT reserve the right to review and refix the licence fee, as and when new Rent Schedule will be amended and if the same is found to be more than the licence fee paid, during continuance of licence. As for the present, the rate of license fee as specified above, is to be enhanced @ 2% per annum.
- iii) Non-payment of monthly licence fee and taxes within the due date will attract the interest @ 18% per annum from the next date of due date till the date of actual payment. It is the responsibility of the licensee to pay the monthly licence fee within the due date every month, even if the licence fee bills are not received. In case of non-receipt of bills within the 10<sup>th</sup> day of a month, duplicate bills will have to be collected by the licensee from the Estate Department for the purpose of payment. Interest, however, may vary depending upon the policy of the Central Government from time to time.
- iv) All licensee shall be required to pay necessary municipal tax for the building space which is to be realized through licence fee bill as per the annual valuation intimated by the municipal authority from time to time.
- v) Subletting, under letting or parting with possession of the licence space shall not be allowed.
- vi) Transfer/assignment/parting with possession of the structure under consideration will not be allowed.
- vii) No hazardous or corrosive goods will be allowed to be stored inside the premises under consideration.
- viii) Internal electrical installations, if needed, will have to be done and maintained by all licensee at his own cost through Licenced Electrical Contractor and to the satisfaction of the Trustees' Chief Mechanical Engineer.
- ix) The licence is terminable on either side by at least 7 days' notice without payment of any compensation whatsoever, subject to the condition that such option of termination shall not be exercised by a licensee at any time prior to expiry of six months from the date of grant of licenece. In the event of failure or neglecting to fulfill this stipulation, licence shall have to pay compensation to the Trustees equivalent to six months licence fee and taxes.

- x) No claim for any damage or compensation for any delay in demarcation or completion of any engineering work, which may be necessary or for any other cause whatsoever will be entertained.
- xi) All present and future rates, taxes, assessments, policy in respect of policy of insurance against any risk whatsoever which may now or hereafter be assessed, charged or become payable in respect of the licenced premises will have to be borne by the licensee.
- xii) All licensee shall utilize the demised premises only for residential purpose, otherwise the licence shall be liable for termination.
- xiii) After taking over of the building, repair/maintenance of the licenced premises, as may be necessary, will have to be made by the licensee at his own cost and to the entire satisfaction of the 'Trustees' Chief Engineer to ensure the structural safety of the quarter. No alteration/addition of 'Trustees' structure will be allowed without prior permission of Chief Engineer, KoPT, in writing. KoPT, however, reserves the right to refuse any such permission without assigning any reason thereof.
- xiv) Arrangement for electrical connectivity from M/s. CESC Ltd. will have to be made by licensee.
- xv) All licensee shall allow at all times free access to the representative of KoPT within the demised quarter without any obstacle/hindrance for the purpose of inspection.
- xvi) The proposed licence shall be for a period of 11 (eleven) months only. In the event of refusal to grant of new licence after expiry of existing licence, KoPT shall not be liable to assign any reason thereof and KoPT shall pay no compensation for the same on expiry of the original licence of 11 months.
- xvii) After termination of licence, if licensee does not vacate the quarter within the due date, compensation @ 3 times of the licence fee as applicable will be charged from the due date upto the date of the quarter in question is returned back to KoPT in unencumbered and vacant condition.
- xviii) All licensee shall be required to submit 11 (eleven) post dated cheques for monthly licence fees and taxes.