

**Application/Agreement Form for allotment of Craft stalls
at Shilpgram Complex**

Sl.	Particulars	Information
1	Name of the applicant	:
2	Name of the stall, which will be written on the fascia/in front of the stall	:
3	Full Address for communication	:
4	Telephone numbers	:
5	Mobile numbers	:
6	Email: address	:
7	Category of stall (Handloom/Handicrafts/ Jewellery etc.)	:
8	Details about the products to be displayed for sale	: List may be attached
9	Demand draft Number& date (Security Deposit/ advance rent)	:

Declaration:- I/We hereby undertake to adhere and abide by all the terms and conditions of allotment of stalls at NEZCC Shilpgram Complex including safety, maintenance of hygienic and cleanliness at the stalls and surrounding area as well as our employees. I/We also undertake to keep the stall open on all the working days and during special programmes organized at the Complex.

Date :

Signature :

Place :

Name :

Terms & Conditions

1. No applicant shall be eligible to apply for more than one stall.
2. Selected Applicants should remit a Security Deposit of Rs.5,000/- by demand draft drawn in favour of Shilpgram NEZCC, Guwahati, which will be refunded on expiry of the period of allotment.
3. Selected Applicants should remit an annual rental of Rs.12,000/- (i.e. Rs.1000/- per month) in four installments of Rs.3000/- each for three months in advance by demand draft drawn in favour of Shilpgram NEZCC, Guwahati.
4. The stalls allotted shall be occupied on or before 1st July 2015 and if not occupied shall be re-allotted to other applicants. In such cases the security deposit/ rent paid in advance by the allottee will not be refunded.
5. Allotment will be for 1 (one) year w.e.f 1st July 2015
6. If any allottee/stall owners desire to discontinue after occupying the allotted stall, he/she shall inform the matter to the Director NEZCC at least 1 (One) month in advance in writing. In such cases also the rent paid in advance by the allottees will not be refunded.
7. Additional Fabrication and decoration of the stall including extra electrical fitting if any will be the responsibility of the allottees at their own cost
8. No furnishing/display will be allowed in front of the stalls obstructing the foot path.
9. The Director, NEZCC reserves the right to cancel the allotment at any time during the allotted period, if the allottees do not maintain the expected level of standard or conform to the terms and conditions .On such cancellation the rent paid in advance shall be forfeited. The NEZCC Shilpgram shall be liable to pay no cost what so ever to the allottees in case of such cancellations
10. If any allottee consumes more power or misuse electricity and water, the connection to such stall will be automatically discontinued without notice. If additional requirement of Power/water supply is felt necessary by the allottee, he/she has to inform the matter to the Director, NEZCC
11. All stalls should place proper dustbins for waste disposal to ensure maintaining cleanliness in their stalls and surrounding areas
12. Waste disposal shall be the sole responsibility of the allottee
13. The staff deployed in the stall should be courteous, cordial to the visitors, properly dressed and well disciplined while on duty
14. The rate of materials/craft items should be at par with market rate and the rate list of each item should be properly displayed in front of the stall

15. Article other than those mentioned in the application form/approved by the Director, NEZCC should not be sold or displayed in the allotted stall.
16. It is the sole responsibility of the allottees to hand over the stalls to the Officer Incharge Shilpgram on the last day of the allotment period and obtain a No Objection Certificate from the Officer Incharge Shilpgram.
17. The Director, NEZCC/ Officer Incharge Shilpgram will not bear any responsibility for loss or damages if any to the items stocked /displayed in the stalls caused by theft/natural calamities or any other reasons thereof
18. No vehicle will be allowed to go inside the Shilpgram Complex and no vehicle parking inside the Complex will be allowed
19. No advertisement, banners/ posters etc. by the allottee will be allowed in the stalls/ Shilpgram Complex
20. The stall owners shall not sublet the entire stall or part of the stall allotted to them in any case to any other party. If anyone is found violating this condition, the allotment shall be cancelled and security deposit/rent paid in advance will be forfeited. Any other action as deemed fit will also be initiated by the Director, NEZCC/ Officer Incharge, Shilpgram
21. Articles, which may cause hurt to any community/religion/sex in any way, will not be allowed to be displayed in the stalls
22. No alcoholic/tobacco items will be allowed to be displayed / sold in the stalls
23. The Director, NEZCC reserves the right to accept or reject any items proposed by the allottee for display and sale at the stalls. The NEZCC may discontinue the sale of any items at the stalls at its discretion without assigning any reason.

Declaration: - I/We do hereby undertake that I/We shall abide the terms and conditions given above for running the stalls allotted to me/us.

Date :

Place :

Signature :

Name :

Stall seal if any :