

Aligarh Muslim University, Aligarh.

TENDER NOTICE

1. Sealed tenders are invited on double bid system (technical and financial) on prescribed proforma for the following establishment of Aligarh Muslim University.
 - a) Central Students Canteen
 - b) Hospital Canteen, J.N. Medical College & Hospital
 - c) College Canteen, J.N. Medical College & Hospital
 - d) Drug Shop No. 1, J.N. Medical College & Hospital
 - e) Drug Shop No. 2, J.N. Medical College & Hospital
 - f) Tea/ Coffee Kiosk Behind Maulana Azad Library
 - g) Tea/ Coffee Kiosk at Staff Club
 - h) Tea/ Coffee Kiosk at Z.H. College of Engineering & Technology
 - i) Tea/ Coffee Kiosk at Sr. Sec. School (Boys)
2. Interested parties may obtain the tender proforma/ documents from the office of the undersigned/ Cash Counter on payment of Rs. 500/-. Interested person can also download the tender form from the web site www.amu.ac.in. The application form/ bid complete in all respect should be submitted along with a Demand Draft of Rs. 50,000/- as Earnest Money payable at Aligarh drawn in favour of Finance Officer, Aligarh Muslim University, Aligarh. Tenders received without Earnest Money and other necessary documents will not be considered. The Vice Chancellor/ Pro-Vice Chancellor reserves the right to reject any or all of the tender applications without assigning any reason and the decision of the Vice Chancellor/ Pro-Vice Chancellor shall be final and binding. The Earnest Money deposited will be refunded without interest if the tender is not accepted.
3. The parties applying on the proforma/ document down loaded shall send their application alongwith Demand Draft of Rs. 500/- as process charge in addition to earnest money.
4. The last date of submission of tender documents is 1st July 2013 upto 04:00 p.m.

Property Officer

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Property Officer

**TERMS AND CONDITIONS FOR AWARD OF CONTRACT FOR RUNNING
THE GENERIC DRUG SHOP IN THE PREMISES OF J.N. MEDICAL
COLLEGE & HOSPITAL, AMU, ALIGARH.**

1. License fee:

The contractor shall regularly deposit licence fee every month before 15th of the month.

2. Period of Contract:

The contract will be awarded for a period of 11 months and on expiry of said fresh tenders will be invited.

3. Deposits:

- a. The bidder who is finally awarded the contract (Subject to character verification from the AMU Proctor) will have to make a security deposit of Rs. 1,25,000/- (Rupees One Lack Twenty Five Thousand only) in the form of F.D.R. pledged in favour of the Finance Officer, AMU, Aligarh. The interest of the deposit will continue to accrue to the Contractor as per Bank rules.
- b. The contractor shall also deposit three months license fee in advance which would adjustable/refundable at the end of contract.
- c. The contractor shall submit the account number of nationalize Bank with the Property Office.

4. Maintenance of Drug Shops Building:

- a) The University shall not be responsible in any manner or any loss or damages if caused to the Drug Shops due to the theft, robbery, docoity, fire subversion by super natural act.
- b) The contractor will not make any, alternations or modification or additions to the Building/ shops without the prior written consent of the University.
- c) The University will be responsible for the routine maintenance of the building and ground e.g. white washing, structural repairs.

5. Functions of the Drug Shops:

- a) The Principal & CMS, J.N. Medical College & Hospital may oversee its functioning and may make surprise inspections of the Drug Shops from time to time to check brands and quality control of the Drug Shops.
- b) The Director (Health) may depute the Senior Pharmacist to visit of and on the Drug Shops to check and supervise proper procurement medicines.
- c) The Contractors are advised to procure their own wholesale and retail licence for the sale of generic medicines/ drugs. **The contractor must have at least one financial year old valid Service Tax No., Sales Tax/ Tin no. and supplied Generic Medicine for not less then One Lakh Rupees in last one financial year to any Central Government Department, Institution, Medical College.** The Drug Licence will be cancelled by the Drug regulatory authorities in the event of non utilization and it is necessary to get it renewed time to time.
- d) The purchase of drug will centralized and purchases of Drugs by J.N. Medical College Hospital, Medical Attendance Scheme, University Health Service and Community Medicine will made through said drug-shop. The contractor is

bound to supply the medicines/ surgical items with discount of 2% on wholesale/ institutional price list.

- e) The Contractor, Drug Shop may provide medicines which are not readily available in MAS to the MAS beneficiaries with a discount of 10% on MRP.
- f) The Director, MAS will monitor the affairs of the Drug Shops and interact with the contractor. He will discharge the following duties:
 - i. It will finalize and specify in writing the procedure to be followed in consultation with the contractor for day to day working and supervision of the functioning of drug shops.
 - ii. Periodic review, if any, in items, quality etc of the medicines.
 - iii. Procedure for dealing with patients/ attendants indiscipline.
 - iv. Procedure for pest control.
 - v. Policy for serving the medicines to the patients at discount as per decision of the Space Allotment Committee at the time of award of licence.

6. Termination of Contract:

In case of breach of any terms of agreement or unsatisfactory standards of service, the University reserves the right to terminate the contract after giving one month notice. In that event the contractor shall vacate the premises within specified period, failing which the security deposit will be forfeited and steps will be taken for eviction by the University.

The contractor will also have the right to withdraw on two months notice in writing to the University Authorities.

The University keep reserve its right to close the Drug Shop at any time even without prior notice to the contractor, if the Vice-Chancellor of the University, on the recommendation of University Proctor is satisfied that there is any law & order problem in the University Campus due to mismanagement of the Drug Shop. In such case the contractor will have no right to claim damages from the University.

7. Employees:

The appointment of all employees by the contractor shall be own risk. But the contractor shall not employ or engage any person who is involved in any criminal or unsocial activity or is suffering from any disease which is dangerous to others.

8. Labour Regulations:

It will be the sole responsibility of the contractor to comply with all local State and Central Labour and welfare laws for his employees and insurance of the staff from accident etc. The University shall not be hold responsibility for any type of wages, claim or EPF etc.

9. Utilities:

The Electricity and other bills will be paid by the contractor regularly within the stipulated dates. Water will be supplied by University free of charge.

10. Cost of Medicines

The sole objective of establishing the Generic Drug Shop is to provide affordable, reasonable rates to the patients, students and staff of the University on payment.

11. Items to be provided by the Contractor:

The Contractor will have to provide all the medicines preferable life saving drugs and ensure availability of Generic Medicine for the proper running of the Drugs Shops.

12. Arbitration:

In case of dispute of reference between the licensee of drug shop and the University the same shall be referred to the Hon'ble Vice Chancellor, AMU, Aligarh as sole arbitrator for disposal, the decision of the Hon'ble Vice Chancellor or his nominee in this regard shall be final and binding on the parties.

Property Officer

TERMS AND CONDITIONS FOR AWARD OF CONTRACT FOR RUNNING THE CANTEENS IN AMU CAMPUS.

1. License fee:

The contractor shall regularly deposit license fee every month before 15th of the month.

2. Period of Contract:

The contract will be awarded initially for a period of 11 months and on expiry of said period fresh tender will be invited.

3. Deposits:

- a. The bidder who is finally awarded the contract (Subject to character verification from the AMU Proctor) will have to make a security deposit of Rs. 1,25,000/- (Rupees One Lakh Twenty Five Thousand Only) in the form of F.D.R. pledged in favour of the Finance Officer, AMU, Aligarh. The interest of the deposit will continue to accrue to the Contractor as per Bank rules.
- b. The contractor shall also deposit three months license fee in advance which would adjustable/refundable at the end of contract.
- c. The contractor shall submit the account number of nationalize Bank with the Property Office.

4. Termination of Contract:

In case of breach of any terms of agreement or unsatisfactory standards of service, the University reserves the right to terminate the contract after giving one month notice. In that event the contractor shall vacate the premises within specified period, failing which the security deposit will be forfeited and steps will be taken for eviction by the University.

The University keep reserve its right to close the Canteen at any time even without prior notice to the contractor. If the Vice-Chancellor of the University, on the recommendation of University Proctor is satisfied that there is any law & order problem in the University Campus due to mismanagement of the Canteen or the on expiry of this period of license.

In such case the contractor will have no right to claim damages from the University.

5. Employees:

The appointment of all employees by the contractor shall be own risk. But the contractor shall not employ or engage any person who is involved in any criminal or unsocial activity or is suffering from any disease which is dangerous to others.

6. Labour Regulations:

It will be the sole responsibility of the contractor to comply with all local State and Central Labour and welfare laws for his employees and insurance of the staff from accident etc. The University shall not be hold responsibility for any type of wages, claim and EPF etc.

7. Utilities:

The Electricity and other bills will be paid by the contractor regularly within the stipulated dates. Water will be supplied by University free of charge.

8. Cost of Eatable Items

The sole objective of establishing the Canteen is to provide tasty, nutritious and hygienic eatable items to the students/ costumers and each item of said establishment will be lower than the market rate as far as possible.

9. Maintenance:

- a) The University shall not be responsible in any manner or any loss or damages if caused to the said establishment due to the theft, robbery, docoity, fire subversion by super natural act.
- b) The contractor will not make any, alternations or modification or additions to the Building/ shops without the prior written consent of the University.
- c) The University will be responsible for the routine maintenance of the building and ground e.g. white washing, structural repairs.

10. Conditions of Contract:

- i. The sub-licensing of the Canteen by the Contractor shall not be permissible.
- ii. There shall be no exemption relating to payment of electricity charges and the licence fee in situation.
- iii. The contractor shall be awarded contract to run the Canteen, an execution of Deed of Agreement, separately and after completing the conditions mentioned therein.

11. Arbitration:

Any dispute arising out of this agreement between the University and the Contractor or between the Contractor and the customer or about any matter concerning the Canteen and its administration shall be referred to the Vice Chancellor for its decision whose decision shall be final and binding on all concerned.

Property Officer

TERMS AND CONDITIONS FOR AWARD OF CONTRACT FOR RUNNING THE TEA/ COFFEE KIOSKS IN AMU CAMPUS.

1. License fee:

The contractor shall regularly deposit license fee every month before 15th of the month.

2. Period of Contract:

The contract will be awarded initially for a period of 11 months and on expiry of said period fresh tender will be invited.

3. Deposits:

- a. The bidder who is finally awarded the contract (Subject to character verification from the AMU Proctor) will have to make a security deposit of Rs. 5,000/- (Rupees Five Thousand Only) in the form of F.D.R. pledged in favour of the Finance Officer, AMU, Aligarh. The interest of the deposit will continue to accrue to the Contractor as per Bank rules.
- b. The contractor shall also deposit three months license fee in advance which would adjustable/refundable at the end of contract.
- c. The contractor shall submit the account number of nationalize Bank with the Property Office.

4. Termination of Contract:

In case of breach of any terms of agreement or unsatisfactory standards of service, the University reserves the right to terminate the contract after giving one month notice. In that event the contractor shall vacate the premises within specified period, failing which the security deposit will be forfeited and steps will be taken for eviction by the University.

The University keep reserve its right to close the Kiosk at any time even without prior notice to the contractor. If the Vice-Chancellor of the University, on the recommendation of University Proctor is satisfied that there is any law & order problem in the University Campus due to mismanagement of the Kiosk or the on expiry of this period of license.

In such case the contractor will have no right to claim damages from the University.

5. Employees:

The appointment of all employees by the contractor shall be own risk. But the contractor shall not employ or engage any person who is involved in any criminal or unsocial activity or is suffering from any disease which is dangerous to others.

6. Labour Regulations:

It will be the sole responsibility of the contractor to comply with all local State and Central Labour and welfare laws for his employees and insurance of the staff from accident etc. The University shall not be hold responsibility for any type of wages, claim and EPF etc.

7. Utilities:

The Electricity and other bills will be paid by the contractor regularly within the stipulated dates. Water will be supplied by University free of charge.

8. Cost of Eatable Items

The sole objective of establishing the Kiosk is to provide tasty, nutritious and hygienic eatable items to the students/ costumers and each item of said establishment will be lower than the market rate as far as possible.

9. Maintenance:

- a) The University shall not be responsible in any manner or any loss or damages if caused to the said establishment due to the theft, robbery, docoity, fire subversion by super natural act.
- b) The contractor will not make any, alternations or modification or additions to the Building/ shops without the prior written consent of the University.
- c) The University will be responsible for the routine maintenance of the building and ground e.g. white washing, structural repairs.

10. Conditions of Contract:

- iv. The sub-licensing of the Kiosk by the Contractor shall not be permissible.
- v. There shall be no exemption relating to payment of electricity charges and the licence fee in situation.
- vi. The contractor shall be awarded contract to run the Kiosk, an execution of Deed of Agreement, separately and after completing the conditions mentioned therein.

11. Arbitration:

Any dispute arising out of this agreement between the University and the Contractor or between the Contractor and the customer or about any matter concerning the Kiosk and its administration shall be referred to the Vice Chancellor for its decision whose decision shall be final and binding on all concerned.

Property Officer

**DEPARTMENT OF PROPERTIES & WAQFS
ALIGARH MUSLIM UNIVERSITY,
ALIGARH.**

To,

Property Officer
Properties & Waqfs Department
Aligarh Muslim University

In compliance of your notice dated I hereby tender services as contractor of the _____ (Canteen/ Drug Shop/ Kiosk), Aligarh Muslim University, Aligarh.

I have carefully gone through all the terms and conditions as contained in the tender specifications and the Draft Agreement Deed which has to be executed between the parties after acceptance of my tender specific and the Draft Agreement Deed.

I have further disclosed my lowest rate for the food items as mentioned in Annexure "A" to this application which shall remain enforce during the period of my contact unless revised, under peculiar circumstances, with the specific permission and approval of the same by the Committee.

A Demand Draft No. dated for Rs. 50,000/- as Earnest Money drawn in favour of Finance Officer, Aligarh Muslim University, Aligarh payable at Aligarh is enclosed herewith.

I further hereby declare that I possess capacity to run the _____ (Canteen/ Drug Shop/ Kiosk) efficiently and I fully understand that the running of the said establishment will initially need about Rs. to spend, which I am prepared to invest.

I shall pay a sum of Rs. per month as license fee to the University for running said establishment during the contract period.

Signature of Applicant

**Application form for licence of Business Establishment
(Canteen/ Drug Shop/ Kiosk)
In the premises of Aligarh Muslim University, Aligarh.**

1. Name of the Applicant/ Firm : _____
2. Address (Head Office), if any : _____

3. Address (Branch Office), if any : _____

4. Contact No. : _____
5. Company Registration No. * : _____
6. Copy of ISO Registration Certificate * : _____
7. Sales Tax No./ Tin No. * : _____
8. Service Tax No. * : _____
9. Consent for payment of electricity charges on meter basis regularly : _____
10. Consent for bring all furniture, fixture refrigerator and other necessary items of their own : _____
11. Consent for no addition or subtraction in the existing building without written prior permission of the University : _____
12. Any other matter the bidder want to bring to the notice of the authority : _____

12. Past experience in the running Canteen/ Drug Shop/ Kiosk:

If any,
.....

Signature of Applicant

Point No. 7 & 8 are must for Drug Shops.

* Strike out where not applicable

Annexure –A

Department of Properties & Waqfs
Aligarh Muslim University
Aligarh.

C.R. No.

Dated:

**Recommendation for menu item to be served in the _____
_____ Canteen/ Kiosk at the rate quoted
against each.**

Name of Food Items	Rate		Remark
	Rs.	Ps.	
Breakfast Item			
1.	4 Slice with Butter & Jam		
2.	Boiled Egg		
3.	One Egg Omelet with 4 Plain Slices		
4.	Stuffed Paratha (125 gm)		
5.	2 Pcs Vada (25 gms each) with 125 gms Sambar		
6.	6 Puris (20 gms. Each) 125 gms Subzi		
Lunch/ Dinner Items			
7.	Thal: 400 gms Rice, 150 gms Dal, Subzi		
8.	Puri Thal: 6 Puri (20 gms each) 125 gms Dal, 125 gms subzi and raita 50 gms each.		
9.	Non-Veg Thal: Beef 75 gms, Dal 60 gms, Sibzi 70 gms, choice of chapatti or 400 gms rice		
10.	Chicken Thal with Chapati		
11.	Mutton Thal with Chapati		
12.	Plain Chapati		
Beverages and Snacks			
13.	Tea: 150 ml		
14.	Coffee: 150 ml		
15.	Flavoured Milk: Kewra, Strawberry Eliechi etc 200 ml.		
16.	Cold Milk: Coffee 200 ml		
17.	Chocolate Milk 200 ml		
18.	Fruit flavoured 200 ml		
19.	Masala Dosa 140 gms, 125 gms Sambar		
20.	Gulab Jamun per piece		

21.	Bread Pakora 65 gms			
22.	Veg Burger			
23.	Non Veg Burger			
24.	Samosa 35 gms			
25.	Lassi			
	Any Other Items: Pastry, Patty Veg., Non Veg., Chholey, Dahi Vara, Ice Cream, Cold Drinks, Chinese item complete range, Sweets, Chicken etc.			
1.	Veg. Pizza			
2.	Veg. Patty			
3.	Non. Veg. Patty			
4.	Seekh Kabab			
5.	Mutton Biryani			
6.	Plain Dosa with Sambar & Chatni			
7.	Idli with Sambar & Chatni			
8.	Vada with Chatni			
9.	Rice with Sambar & Pickle			
10.	Cold Drink			
11.	Ice Cream			
12.	Biscuits			
13.	Namakpara			
14.	Fruit Juice			
15.	Sweets			
16.	Bread Pakora			
17.	Samosa			

Signature of Applicant