Aligarh Muslim University, Aligarh.

TENDER NOTICE

1. Sealed tenders are invited on double bid system (technical and financial) on prescribed proforma in two separate envelopes for the following establishment of Aligarh Muslim University.
   1. Drug Shop No. 1 at J.N. Medical College & Hospital.
   2. Drug Shop No. 2 at J.N. Medical College & Hospital.
   3. Drug Shop No. 1 at Trauma Centre, J.N. Medical College & Hospital.
   4. Drug Shop No. 2 at Trauma Centre, J.N. Medical College & Hospital.
   5. College Canteen at J.N. Medical College.
   6. Canteen at Faculty Library, J.N. Medical College.
   8. Kiosk known as HPMC Juice Stall at J.N. Medical College & Hospital.
   10. Tea Coffee Kiosk situated near Department Library and Information Science.
   11. Tea Coffee Kiosk at RCA.
   12. Tea Coffee Kiosk at AMU ABK High School (Boys)
   13. Tea Coffee Kiosk at AMU ABK High School (Girls)
   14. Tea Coffee Kiosk at Senior Secondary School (Girls)
   15. Tea Coffee Kiosk at Senior Secondary School (Boys)
   17. Tea Coffee Kiosk at AMU City School.
   18. Tea Coffee Kiosk at Department of Computer Science.
   20. Canteen at Administrative Block.
   21. Canteen at University Polytechnic (Boys)
   22. Tea Shop at Women’s Polytechnic
   23. Tea Coffee Kiosk at Faculty of Arts
   24. Tea Coffee Kiosk at Faculty of Law.
   27. Fruit Juice Shop at Maulana Azad Library.
   28. General Store situated at Medical Colony Campus.
   29. Photostat Shop at Faculty Library, J.N. Medical College.
   31. Photostat Shop (Extension Counter) at Maulana Azad Library.
   32. Photostat Shop at Library, Z. H. College of Engineering and Technology.
   33. Photostat Shop at Women’s College.
   34. Hospital Canteen at J.N. Medical College & Hospital.

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 website www.amu.ac.in. The application form/ bid complete in all respect should be submitted along with a Demand Draft of Rs. 15,000/- 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 reserve 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. Parties interested in bidding are hereby informed that the above Tea Coffee Kiosk/ Shop will cater for food items only as permitted by the University and under no circumstances will they sell items like cigarettes, bidis, cigar, cannabis, betel leaves, paan masala, gutka and related tobacco items which are injurious to health.

4. Parties interested in bidding for Tea Coffee Kiosk at Sr. No. 07 to 19 are hereby informed that the contractor may erect/ install temporary/ removable structure on the space measuring 10’ x 10’ (100 sq. ft) on his own cost. The structure should be elegant looking and preferably of pre-fabricated material.

5. Interested parties/ bidders must enclose self attested copy of supporting documents/ proof as required in the form of technical bid.

6. The parties applying on the proforma/ document down loaded shall send their application along with Demand Draft of Rs. 500/- as process charge (non-refundable) in addition to earnest money.

7. Parties are requested to ensure that technical bid and financial bid are placed separately in the assigned boxes kept in the Office of the Property Officer. The financial bid will be opened only if the bidder meets the technical requirements.

8. The last date of submission of tender documents is 22nd October 2018 upto 01:00 p.m. in the Office of Property Officer, AMU and shall be opened on 22nd October 2018 at 04:30 p.m.

Property Officer
Financial Bid

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 licensee of the Drug Shop No. ___ at __________________
(Trauma Centre/ Jawaharlal Nehru Medical College & Hospital) 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.

I shall pay a sum of Rs. ______ (Rupees _________________________)
per month as license fee plus taxes to the University for running said establishment during
the contract period excluding electricity and water charges as billed against me/ my shop
from time to time.

Signature of Applicant
Technical Bid
Application form for licence of Drug Shop No. ___________ at ________________
Aligarh Muslim University, Aligarh.

Tender Fees (non-refundable) : C.R. No./ D.D. No.: ___________
Earnest Money (Rs. 15,000.00) : D.D. No.: ___________

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. (Copy must be enclosed) : ___________

6. Copy of ISO Registration Certificate (Copy must be enclosed) : ___________

7. GST. No. (Copy must be enclosed) : ___________

8. EPF Registration Code (Copy must be enclosed) : ___________

9. Bank Account Number (Copy of Bank Pass book with latest statement must be enclosed) : ___________

10. ADHAAR Number (Copy must be enclosed) : ___________

11. PAN number (Copy must be enclosed) : ___________

12. Proof of Income Tax Return filed during Last Two years (Copy Must be enclosed) : ___________

13. Name of the Registered Pharmacist (Copy of the relevant documents must be enclosed.) : ___________

14. Police Verification Certificate (Copy must be enclosed) at least issued from Superintendent of Police or its equivalent officer issued on or after date of publication of tender notice. : ___________

15. Experience of having Supplied Medicine, Surgical Item in any financial year to any Government Department/ Institution, Medical College (Attach certificate as proof from authority) : ___________
16. Experience of having Supplied Medicine, Surgical Item to the Private Hospitals of repute which is having ICU's (Attach certificate as proof from authority)

17. Financial Capability (Certificate from any Nationalized Bank for financial capability)

18. Resource Availability (atleast having Rs. 40,00,000.00 (Rupees Forty lacks only stock at present (certificate from Chartered Accountant))

19. Consent to supply/ provide the medicines/ surgical items with minimum discount of 25% on MRP across.

20. Consent for payment of electricity charges on meter basis regularly

21. Consent for payment of Taxes on rent.

22. Consent to use POS machine for collecting their payment

23. Consent for deputing registered pharmacist 24x7 basis.

24. Consent for procure Labour licence within 15 days from the award of licence.

25. Consent to bring all furniture, fixture refrigerator and other necessary items of their own

26. Consent for no addition or subtraction in the existing building without written prior permission of the University

27. Any other matter the bidder want to bring to the notice of the authority

Signature of Applicant

Note: All relevant documents attached must be self attested.
TERMS AND CONDITIONS FOR AWARD OF CONTRACT FOR RUNNING THE DRUG SHOPS AT TRAUMA CENTRE AND DRUG SHOPS AT JAWAHARLAL NEHRU MEDICAL COLLEGE & HOSPITAL ALIGARH MUSLIM UNIVERSITY, ALIGARH.

1. **License fee:**
   The licencee shall regularly deposit licence fee every month before 7th day of the month alongwith Taxes on rent/licence fee.

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. **Conditions of Contract:**
   (a) The bidders are advised to procure their own wholesale and retail licence for the sale of medicines/drugs. **The bidders must have valid GST No. and supplied medicine, surgical items in any financial year to any Government Departments/Institution, Medical College.** The contractor/applicant is necessary to submit proof of past experience (supply medicine/surgical item to the Private Hospitals of repute which is having ICU’s), **financial capability** (Certificate from any Nationalized Bank for financial capability), **resource availability** (atleast having Rs. 40,00,000.00 (Rupees Forty lacs only stock at present (certificate from Chartered Accountant)), **Proof of Income Tax Return** filed during last two years, Copy of EPF Registration Code and copy of police verification Certificate atleast issued not less than from Superintendent of Police/ Senior Superintendent of Police or its equivalent officer issued on or after date of publication of tender notice..

   (b) The bidders are also advised to use POS machines for collecting their payment so that cash transaction may be avoided.

   (c) There shall be no exemption relating to payment of electricity charges and the licence fee in any situation.

   (d) The tender application of bidder/firm who are in arrear of licence fee/willful defaulters would not be considered/accepted and treated as cancelled.

   (e) The tender application of bidders/firms who have caused law and order problems/made hindrance in tender process are restricted from participating in tender process and then tender will be treated as cancelled.

   (f) If an applicant/bidder were blacklisted in the past, his heirs (wife, son, daughter and daughter in law who are his dependent) are also not eligible to participate in any tender process of the University.

   (g) Also bidders who opt out after successful bidding and allotment and completion of tender process the earnest money will be forfeited and if found doing the same in the past the firm may also be blacklisted.
4. **Deposits:**
   a. The bidder who is finally awarded the contract will have to make a security deposit of **Rs. 1000000/-** (Rupees Ten Lacs 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 Nationalized Bank with the Property Office.

5. **Maintenance of Drug Shops:**
   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, dacoity, fire subversion by super natural act.
   b) The licencee 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.
   d) The Principal & CMS, Medical Superintendent, J.N. Medical College & Hospital may oversee functioning of the drug shops situated at Trauma Centre and Jawaharlal Nehru Medical Hospital premises and may make surprise inspections from time to time to check brands and quality control and monitor the affairs of the Drug Shops and also interact with the contractor. They 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.
   e) The Director (Health) may depute the Senior Pharmacist to visit of and on the Drug Shops to check and supervise proper procurement medicines.
   f) 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.
   g) The purchase of drug will be carried out by Trauma Centre, J. N. Medical College & Hospital, A.K. Tibbiya College & Hospital, Medical Attendance Scheme, University Health Service and Community Medicine will be made through the said drug-shops as far as possible. The contractor is bound to supply the medicines/surgical items with minimum discount of 25% on MRP.
   h) The licencee of Drug Shops will also provide medicines which are not readily available in MAS to the MAS beneficiaries with a discount of 25% on MRP.

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 licencee shall vacate the premises within specified period, failing which the security deposit and advance licence fee will be forfeited and steps will be taken for eviction by the University.

   The licencee will also have the right to withdraw his licence on two months notice in writing to the Registrar/ Property Officer.
The University keep reserve its right to close the Drug Shop/shops 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/licencsee 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 licencsee 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 Drug Shops is to provide affordable,
reasonable rates to the patients, students and staff of the University.

11. Items to be provided by the Contractor/Licencsee:
The licencsee will have to provide all the medicines preferable life saving
drugs and ensure availability of Medicine/surgical items for the proper running of
the Drugs Shops.

12. Arbitration:
In case of dispute of reference between the licencsee 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
Financial Bid

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 licencee of the Canteen/ Tea Coffee Kiosk/ Shop No. ________
at _______________________________ 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.

I shall pay a sum of Rs. _______(Rupees __________________________) per month as license fee plus taxes to the University for running said establishment during the contract period excluding electricity and water charges as billed against me/my shop from time to time

Signature of Applicant
Technical Bid

Application form for licence of Business Establishment
Canteen/ Tea Coffee Kiosk/ Shop No. ________ at __________
in the premises of Aligarh Muslim University, Aligarh.

Tender Fees (non-refundable) : C.R. No./ D.D. No.: _______________
Earnest Money (Rs. 15,000.00) : D.D. No.: _______________

1. Name of the Applicant/ Firm : ________________________________

2. Permanent Address : _______________________________________

   Correspondence Address : ____________________________________

3. Contact No. : _____________________________________________

4. Experience of running Canteen/ Shop, if any : ______________________________________

5. FSSAI Licence (Copy must be enclosed) : ______________________

6. Company Registration No./ GST No. (Copy must be enclosed) : ______________________

28. EPF Registration Code (Copy must be enclosed) : ______________________

7. Bank Account Number (Copy of Bank Pass book with latest statement must be enclosed) : ______________________

8. ADHAAR Number (Copy must be enclosed) : ______________________

9. PAN No. (Copy must be enclosed) : ______________________

10. Proof of Income Tax Return filed during Last Two years (Copy Must be enclosed) : ______________________

11. Police Verification Certificate (Copy must be enclosed) atleast issued from Superintendent of Police or its equivalent officer issued on or after date of publication of tender notice. : ______________________

12. Consent for payment of electricity charges on meter basis regularly : ______________________

13. Consent for payment of GST on rent. : ______________________

14. Consent to use POS machine for collecting their payment : ______________________

29. Consent for procure Labour licence within 15 days from the award of licence. : ______________________

15. Consent for bring all furniture, fixture refrigerator and other necessary items of their own. : ______________________
16. Consent for no addition or subtraction in the existing building without written prior permission of the University.

17. Any other matter the bidder want to bring to the notice of the authority

Note: All relevant documents attached must be self attested.

Signature of Applicant
# Annexure-A

Department of Properties & Waqfs, Aligarh Muslim University, Aligarh.

Approved Uniform Rate List (2017-18) of all business establishment in the University premises

<table>
<thead>
<tr>
<th>Item</th>
<th>Approved Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tea (100 ml)</td>
<td>Maximum 7.00</td>
</tr>
<tr>
<td>Masala/ Elaichi Tea (100 ml)</td>
<td>Maximum 10.00</td>
</tr>
<tr>
<td>Special Tea (Milk Based) (100 ml)</td>
<td>Maximum 10.00</td>
</tr>
<tr>
<td>Coffee (Espresso) (100 ml)</td>
<td>Maximum 15.00</td>
</tr>
<tr>
<td>Veg. Patty (Standard Size)</td>
<td>Maximum 12.00</td>
</tr>
<tr>
<td>Veg. Burger (Standard Size)</td>
<td>Maximum 25.00</td>
</tr>
<tr>
<td>Ice Cream</td>
<td>Maximum MRP</td>
</tr>
<tr>
<td>Cold Drink/ Mineral Water</td>
<td>Maximum MRP</td>
</tr>
<tr>
<td>Pastry (Small Size)</td>
<td>Maximum 15.00</td>
</tr>
<tr>
<td>Bread Pakora (90 to 100 gm)</td>
<td>Maximum 10.00</td>
</tr>
<tr>
<td>Samosa (60 to 70 gm)</td>
<td>Maximum 7.00</td>
</tr>
<tr>
<td>Omlet Slice (four slice one egg)</td>
<td>Maximum 15.00</td>
</tr>
<tr>
<td>Butter Slice (4 slice 20 gm butter)</td>
<td>Maximum 12.00</td>
</tr>
<tr>
<td>Matri Omlet (Two Matri One egg)</td>
<td>Maximum 15.00</td>
</tr>
<tr>
<td>Paratha (Standard Size)</td>
<td>Maximum 10.00</td>
</tr>
<tr>
<td>Aloo Paratha (Standard Size)</td>
<td>Maximum 15.00</td>
</tr>
<tr>
<td>Paneer Paratha (Standard Size)</td>
<td>Maximum 20.00</td>
</tr>
<tr>
<td>Egg Paratha (One egg) (Standard Size)</td>
<td>Maximum 15.00</td>
</tr>
<tr>
<td>Namak Pare (100 g)</td>
<td>Maximum 15.00</td>
</tr>
<tr>
<td>Mionies Sandwich (Standard Size)</td>
<td>Maximum 18.00</td>
</tr>
<tr>
<td>Cheez Sandwich (Standard Size)</td>
<td>Maximum 30.00</td>
</tr>
<tr>
<td>Puri Sabzi Thaal (4 puri)</td>
<td>Maximum 20.00</td>
</tr>
<tr>
<td>Veg Thaal (Salad+Raita+Dal+Veg+Rice+2 Roti)</td>
<td>Maximum 30.00</td>
</tr>
<tr>
<td>Chicken Thaal (Salad+Raita+Dal+Chicken+Rice+2 Roti)</td>
<td>Maximum 80.00</td>
</tr>
<tr>
<td>Buff Thaal (Salad+Raita+Dal+Buff+Rice+2 Roti)</td>
<td>Maximum 60.00</td>
</tr>
<tr>
<td>Chicken Biryani (250 gm)</td>
<td>Maximum 40.00</td>
</tr>
<tr>
<td>Gulab Jamun (One piece)</td>
<td>Maximum 10.00</td>
</tr>
<tr>
<td>Chole Bature (two Bature)</td>
<td>Maximum 20.00</td>
</tr>
<tr>
<td>Khasta (One piece) with Sabzi</td>
<td>Maximum 10.00</td>
</tr>
<tr>
<td>Kabab Slice (2 slice One Kabab)</td>
<td>Maximum 15.00</td>
</tr>
<tr>
<td>Omlet (One egg)</td>
<td>Maximum 8.00</td>
</tr>
<tr>
<td>Kabab (One piece)</td>
<td>Maximum 10.00</td>
</tr>
<tr>
<td>Bhujia Slice (four slice one egg)</td>
<td>Maximum 15.00</td>
</tr>
<tr>
<td>Qima Roll (Standard size paratha)</td>
<td>Maximum 20.00</td>
</tr>
<tr>
<td>Egg Roll (Standard size paratha)</td>
<td>Maximum 20.00</td>
</tr>
<tr>
<td>Veg Roll (Standard size paratha)</td>
<td>Maximum 15.00</td>
</tr>
<tr>
<td>Paneer Roll (Standard size paratha)</td>
<td>Maximum 20.00</td>
</tr>
<tr>
<td>Plain Chowmein</td>
<td>Maximum 20.00</td>
</tr>
<tr>
<td>Egg Chowmein</td>
<td>Maximum 25.00</td>
</tr>
<tr>
<td>Bread Roll (One piece)</td>
<td>Maximum 08.00</td>
</tr>
<tr>
<td>Hot Dog Sandwich (Standard Size)</td>
<td>Maximum 25.00</td>
</tr>
<tr>
<td>Paneer Kulcha (Standard Size)</td>
<td>Maximum 25.00</td>
</tr>
<tr>
<td>Fruit Shake (Per Glass) (200 ml)</td>
<td>Maximum 15.00</td>
</tr>
<tr>
<td>Mango Shake (Per Glass) (200 ml)</td>
<td>Maximum 15.00</td>
</tr>
<tr>
<td>Orange Juice (Per Glass) (200 ml)</td>
<td>Maximum 20.00</td>
</tr>
<tr>
<td>Vegetable Juice (Per Glass) (200 ml)</td>
<td>Maximum 15.00</td>
</tr>
<tr>
<td>Watermelon Juice (Per Glass) (200 ml)</td>
<td>Maximum 15.00</td>
</tr>
<tr>
<td>Photo Copy A4 size (copies upto ten pages)</td>
<td>Maximum 1:00</td>
</tr>
<tr>
<td>Photo Copy A4 size (copies more than ten pages)</td>
<td>Maximum 0.75</td>
</tr>
</tbody>
</table>

**Note:**

1. Display the rate list at prominent place which is easily accessible to customers and others written in large letters/ fonts.

2. Ensure proper Quantity, Quality and Standard of the product and also advised to keep a check on the expiry date of items, beverages etc.
Recommendation for menu item to be served in the General Store situated in the University premises at the rate/discount quoted against each.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Items</th>
<th>Rate</th>
<th>Ps.</th>
<th>Discount on MRP (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ata 10 Kg Bag (Khaajoar)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Ata 10 Kg Bag (Ashirwad/ Shaktibhog)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Banspati Golden Rice (1 Kg)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Khanda Golden Rice (1 Kg)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Tooth Paste (Colgate/ Pepsodent) 50 gm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Tooth Paste (Colgate/ Pepsodent) 100 gm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Dalda Ghee (1 Litre)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Fortune Soybean Cooking oil (1 Litre)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Double Hiren Cooking oil (1 Litre)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Taj Mahal Tea 250 gm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Tata Golden Tea 250 gm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Motwani Tea 250 gm (45 No.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Bread Packet 600 gm</td>
<td></td>
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<tr>
<td>14</td>
<td>Bread Packet 500 gm</td>
<td></td>
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</tr>
<tr>
<td>15</td>
<td>Daal Masoor Roll (1 Kg)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Masoor Ki Daal (1 Kg)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Urad Ki Daal (1 Kg)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Urad Ki Daal Dhuli (1 Kg)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Mong ki Daal (1 Kg)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Arhar Ki Daal (1 Kg)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Chana Ki Daal (1 Kg)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Sugar (1 Kg)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Besan (1 Kg)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Branded Hair Oil</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Branded Shampoo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Branded Conditioner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Branded Deodorant</td>
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<td>28</td>
<td>Powder Detergent</td>
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<td>29</td>
<td>Soap Detergent</td>
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<td>30</td>
<td>Soap Vim Bar</td>
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<td>31</td>
<td>Soaps Bathing</td>
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<td>32</td>
<td>Chips</td>
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<td>33</td>
<td>Biscuits</td>
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<td>34</td>
<td>Namkeen</td>
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<td>35</td>
<td>Meggi</td>
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<td>36</td>
<td>Jam/ Pickels etc (500 gm)</td>
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<tr>
<td>37</td>
<td>Jam/ Pickels etc (1 Kg)</td>
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<tr>
<td>38</td>
<td>Stationary Items</td>
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** Add additional list as desired with rate of items
TERMS AND CONDITIONS FOR AWARD OF LICENCE FOR RUNNING THE CANTEEN/TEA COFFEE KIOSK/SHOP IN AMU CAMPUS.

1. **License fee:**
   The licencee shall regularly deposit license fee every month before 7th day of the month.

2. **Period of Licence:**
   The licence 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 will have to make a security deposit of **Rs. 250000/-** (Rupees Two Lacs Fifty Thousand only) for J. N. Medical Hospital Canteen and **Rs. 50,000/-** (Rupees Fifty Thousand only) for all other business establishment 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 nationalized Bank with the Property Office.

4. **Conditions of Contract:**
   a) The bidders must have valid FSSAI license, the licencee/applicant is necessary to submit self attested Copy of **FSSAI license, ADHAAR Card, PAN Card,** Copy of EPF Registration Code, Proof of **Income Tax Return** filed during last **two years** and copy of **Police Verification Certificate** issued from Superintendent of Police/ Senior Superintendent of Police or its equivalent officer issued on or after date of publication of tender notice.
   b) The bidders are also advised to use POS machines for collecting their payment so that cash transaction may be avoided.
   c) The sub-licensing of the Canteen/Tea Coffee Kiosk/Shop by the Contractor shall not be permissible.
   d) There shall be no exemption relating to payment of electricity charges and the licence fee in any situation.
   e) The tender application of bidders/firms who have caused law and order problems/made hindrance in tender process are restricted from participating in tender process and then tender will be treated as cancelled.
   f) If an applicant/bidder were blacklisted in the past, his heirs (wife, son, daughter and daughter in law if dependent on him) are also not eligible to participate in any tender process of the University.
   g) Also bidders who opt out after successful bidding and allotment and completion of tender process the earnest money will be forfeited and if found doing the same in the past the firm may also be blacklisted.
5. **Termination of Licence:**
   In case of breach of any terms of agreement or unsatisfactory standards of service, the University reserves the right to terminate the licence after giving one month notice. In that event the licensee 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/ Tea Coffee Kiosk/ Shop at any time even without prior notice to the licensee. 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/ Tea Coffee Kiosks/ shop or the on expiry of this period of license. In such case the licensee will have no right to claim damages from the University.

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

7. **Labour Regulations:**
   It will be the sole responsibility of the licensee 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.

8. **Utilities:**
   The Electricity and other bills will be paid by the licensee regularly within the stipulated dates.

9. **Cost of Edible Items:**
   The sole objective of establishing the Canteen/ Tea Coffee Kiosks/ Shop 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.

10. **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, dacoity, fire subversion by super natural act.
   b) The licensee will not make any alterations or modification or additions to the Building 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.

11. **Arbitration:**
    Any dispute arising out of this agreement between the University and the licensee or between the Licencee and the customer or about any matter concerning the Canteen/ Tea Coffee Kiosks/ shop 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
Financial Bid

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 Licencee of the Photostat Shop situated at 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.

I shall pay a sum of Rs. (Rupees ) per month as license fee to the University for running the said establishment during the licence period excluding electricity and water charges as billed against me/ my establishment from time to time.

Signature of Applicant
Technical Bid

Application form for licence of Business Establishment (Xerox Centre) at ________ in the premises of Aligarh Muslim University, Aligarh.

Tender Fees (non-refundable) : C.R. No./D.D. No.: ________________
Earnest Money (Rs. 15,000.00) : D.D. No.: __________________

1. Name of the Applicant/Firm : ________________________________
2. Permanent Address : _______________________________________
Correspondence Address : ______________________________________

3. Contact No. : _____________________________________________
4. Experience of running Photostat shop, if any : __________________

5. Company Registration No./GST No. (Copy must be enclosed)

6. EPF Registration Code (Copy must be enclosed) : ________________

7. Bank Account Number (Copy of Bank Pass book with latest statement must be enclosed) : _________________________________

8. ADHAAR No. (Copy must be enclosed) : _______________________

9. PAN No. (Copy must be enclosed) : ___________________________

10. Proof of Income Tax Return filed during Last Two years (Copy must be enclosed)

11. Police Verification Certificate (Copy must be enclosed) atleast issued from Superintendent of Police or its equivalent officer issued on or after date of publication of tender notice.

12. Consent for payment of electricity charges on meter basis regularly

13. Consent for payment of GST on rent. : _________________________

18. Consent to use POS machine for collecting their payment

14. Consent for procure Labour licence within 15 days from the award of licence.

15. Consent for bring all furniture, fixture, refrigerator and other necessary items of their own.

16. Consent for no addition or subtraction in the existing building without written prior permission of the University.

17. Any other matter the bidder want to bring to the notice of the authority

Note: All relevant documents attached must be self attested.

Signature of Applicant
TERMS AND CONDITIONS FOR AWARD OF CONTRACT FOR RUNNING PHOTOSTAT SHOP IN THE UNIVERSITY PREMISES.

1. License fee:
   The contractor shall regularly deposit licence fee every month before 7th day 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. Conditions of Contract:
   a. The contractor/ applicant is necessary to submit self attested Copy of PAN Card, Copy of EPF Registration Code, Proof of Income Tax Return filed during last two years and original copy of police verification atleast issued from Superintendent of Police/ Senior Superintendent of Police or its equivalent officer and issued on or after date of publication of tender.
   b. The sub-licensing of the said establishment by the Contractor/ licencee shall not be permissible.
   c. The bidders are also advised to use POS machines for collecting their payment so that cash transaction may be avoided.
   d. There shall be no exemption relating to payment of electricity charges and the licence fee in any situation.
   e. The tender application of bidder/ firm who are in arrear of licence fee/ willful defaulters would not be considered/ accepted and treated as cancelled.
   f. The tender application of bidders/ firms who have caused law and order problems/ made hindrance in tender process are restricted from participating in tender process and then tender will be treated as cancelled.
   g. If an applicant/ bidder were blacklisted in the past, his heirs (wife, son, daughter and daughter in law if dependent on him) are also not eligible to participate in any tender process of the University.
   h. Also bidders who opt out after successful bidding and allotment and completion of tender process the earnest money will be forfeited and if found doing the same in the past the firm may also be blacklisted.

4. Deposits:
   a. The bidder who is finally awarded the contract (Subject to verification from the AMU Proctor) will have to make a security deposit of Rs. 50,000/- (Rupees Fifty 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/ licencee shall also deposit three months license fee in advance which would adjustable/refundable at the end of contract.
   c. The contractor/ licencee shall submit the account number of nationalized Bank with the Property Office.
5. **Maintenance of Photostat Shop:**

1. That the firm shall provide Photostat facility at the rate as per Approved Uniform Rate List (2017-18) of all business establishment in the University premise and also provide special discount of 10% on bulk Photostat i.e. 25 or more.

2. That the firm shall provide Photostat service in the premises of University as per timing laid down by the Head of the Department.

3. That the firm or his representative/ employee shall behave properly with students and teachers of the University.

4. That the firm will work at their own risk and cost. No heater or radiator etc shall be used by the firm or their staff. The firm shall replace the drum after Photostat 50,000 copies and also change the ink used in the machine.

5. That the firm shall provide Photostat facility only to the bonafide students, teachers and staff members of the University. Outsiders, in any case, shall not be allowed to get any Photostat facility from the Photostat machine installed by the firm at the allotted site of Aligarh Muslim University.

6. Notwithstanding anything contained in the Agreement either party may terminate the contract by giving one month notice.

7. That the firm and/ or its agent/ employee shall abide by the terms and conditions of this Agreement and by the instructions/ orders, if any, given by the University Librarian from time to time.

8. The machine may be upgraded and the speed of the machine should be fast with zoom facility so that the valuable time of students is not wasted.

9. That the firm will remove its wooden structure and machine etc. within the week after the termination of the contract at its own cost and in case of default the said wooden structure etc. shall be removed by the University and it will not be responsible for any loss or damage caused to the structure/ machine etc.

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 and advance licence fee will be forfeited and steps will be taken for eviction by the University.

The contractor will also have the right to withdraw his licence on two months notice in writing to the Registrar/ Property Officer.

The University keep reserve its right to close the Photostat 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 Photostat 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 at the said establishment shall be at his 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 and also provide the employee’s ID.

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 held responsible for any defaults, work conditions, type of wages, claim or EPF etc.

9. **Utilities:**
   The Electricity and other bills as applicable will be paid by the contractor regularly within the first week of the month.

10. **Cost of Photostat**
    The sole objective of establishing the Photostat Shop is to provide affordable, discounted and reasonable rates to the students and staff of the University on payment.

11. **Arbitration:**
    In case of dispute of reference between the licenee of Photostat 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.

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**Property Officer**