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
   1) Drug Shop No. 2, Trauma Centre, J. N. Medical College and Hospital, Aligarh.
   2) General Store at Trauma Centre, J. N. Medical College and Hospital, Aligarh.
   3) Resident Doctors’ Mess, J. N. Medical College and Hospital, Aligarh.
   4) Staff Canteen at Faculty of Arts.
   5) Students Canteen at Faculty of Arts by erecting removable structure.

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

5. The parties applying on the proforma/document downloaded shall send their application alongwith Demand Draft of Rs. 500/- as processing charges (non-refundable) in addition to earnest money.

6. 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.

7. The last date of submission of tender documents is 17.03.2018 upto 01:00 p.m. in the Office of Property Officer, AMU and shall be opened on 17.03.2018 at 04:00 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. 2 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 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. 2 at Trauma Centre
Jawaharlal Nehru Medical College & Hospital
Aligarh Muslim University, Aligarh.

Tender Fees (non-refundable) : C.R. No./ D.D. No.: ____________________
Earnest Money (Rs. 1,000.00) : 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. Sales Tax No./ Tin No. (Copy must be enclosed)

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

9. PAN number (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 Senior Superintendent of Police

12. Experience of having Supplied Medicine, Surgical Item in any financial year to any Government Department/ Institution, Medical College (Attach certificate as proof from authority)

13. Experience of having Supplied Medicine, Surgical Item to the Private Hospitals of repute which is having ICU’s (Attach certificate as proof from authority)
14. **Financial Capability** (Certificate from any Nationalized Bank for financial capability):

   __________________________

15. **Resource Availability** (at least having Rs. 40,00,000.00 (Rupees Forty lacks only stock at present (certificate from Chartered Accountant)):

   ______________________________________

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

   ______________________________________

17. Consent for obtain separate electricity connection along with independent electricity meter and payment of electricity charges directly to the electricity department, Aligarh/ AMU, Aligarh on meter basis regularly:

   ______________________________________

18. Consent for payment of Taxes/ GST on rent:

   ______________________________________

19. Consent to use POS machine for collecting their payment:

   ______________________________________

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

   ______________________________________

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

   ______________________________________

22. 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.
1. **License fee:**
   The licensee shall regularly deposit licence fee every month before 7th day of the month alongwith Service Tax on rent/licence fee as applicable.

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 Sales Tax/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 lacks only stock at present (certificate from Chartered Accountant)), **Proof of Income Tax Return** filed during last two years and copy of **Police Verification Certificate issued from Superintendent of Police**.

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

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. 1000000/-** (Rupees Ten Lacks 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 will oversee functioning of the drug shops situated at Trauma Centre
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 and A.K. Tibbiya College & Hospital, Medical Attendance Scheme, University Health Service and Community Medicine will be made through the said drug-shop as far as possible. The contractor is bound to supply the medicines/ surgical items with minimum discount of 25% on MRP.

h) The licensee of Drug Shop 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 shall be at own risk. But the contractor 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.
8. **Labour Regulations:**
   It will be the sole responsibility of the licencee 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 Shop/ shops 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 licencee 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 licencee 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/ Mess/ General Store) 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 as applicable 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 ______ (Canteen/ Mess/ General Store)
Situated at ______________________________
Aligarh Muslim University, Aligarh.

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

1. Name of the Applicant/ Firm : _______________________________________
2. Permanent Address : ________________________________________________
Correspondence Address : _____________________________________________

3. Contact No. : _____________________________________________________

4. Two Year Experience of running Students Canteen (Copy must be enclosed)

5. FSSAI Licence (Copy must be enclosed) : ____________________________
Not required for General Store

6. Bank Account No/ Bank Name.
   (Copy must be Enclosed) : ___________________________________________

7. PAN No. (Copy must be enclosed) : __________________________________

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

9. Police Verification (Copy must be enclosed)

10. Consent for obtain separate electricity connection alongwith independent electricity meter and payment of electricity charges directly to the electricity department, Aligarh/ AMU, Aligarh on meter basis regularly.

11. Consent for payment of Taxes/ GST on rent.

12. Consent to use POS machine for collecting their payment.

13. Consent for bringing all furniture, fixture, refrigerator and other necessary items on their own:

________________________________________________________________________

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

________________________________________________________________________

15. Any other matter the bidder wants to bring to the notice of the authority:

________________________________________________________________________

Signature of Applicant

Note: All relevant documents attached must be self attested.
## 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>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tea (100 ml)</td>
<td>7.00</td>
</tr>
<tr>
<td>Masala/ Elaichi Tea (100 ml)</td>
<td>10.00</td>
</tr>
<tr>
<td>Special Tea (Milk Based) (100 ml)</td>
<td>10.00</td>
</tr>
<tr>
<td>Coffee (Espresso) (100 ml)</td>
<td>15.00</td>
</tr>
<tr>
<td>Veg. Patty (Standard Size)</td>
<td>12.00</td>
</tr>
<tr>
<td>Veg. Burger (Standard Size)</td>
<td>25.00</td>
</tr>
<tr>
<td>Ice Cream</td>
<td>MRP</td>
</tr>
<tr>
<td>Cold Drink/ Mineral Water</td>
<td>MRP</td>
</tr>
<tr>
<td>Pastry (Small Size)</td>
<td>15.00</td>
</tr>
<tr>
<td>Bread Pakora (90 to 100 gm)</td>
<td>10.00</td>
</tr>
<tr>
<td>Samosa (60 to 70 gm)</td>
<td>7.00</td>
</tr>
<tr>
<td>Omlet Slice (four slice one egg)</td>
<td>15.00</td>
</tr>
<tr>
<td>Butter Slice (4 slice 20 gm butter)</td>
<td>12.00</td>
</tr>
<tr>
<td>Matri Omllet (Two Matri One egg)</td>
<td>15.00</td>
</tr>
<tr>
<td>Paratha (Standard Size)</td>
<td>10.00</td>
</tr>
<tr>
<td>Aloo Paratha (Standard Size)</td>
<td>15.00</td>
</tr>
<tr>
<td>Paneer Paratha (Standard Size)</td>
<td>20.00</td>
</tr>
<tr>
<td>Egg Paratha (One egg) (Standard Size)</td>
<td>15.00</td>
</tr>
<tr>
<td>Namak Pare (100 g)</td>
<td>15.00</td>
</tr>
<tr>
<td>Monies Sandwich (Standard Size)</td>
<td>18.00</td>
</tr>
<tr>
<td>Cheez Sandwich (Standard Size)</td>
<td>30.00</td>
</tr>
<tr>
<td>Puri Sabzi Thaal (4 puri)</td>
<td>20.00</td>
</tr>
<tr>
<td>Veg Thaal (Salad+Raita+Dal+Veg+Rice+2 Roti)</td>
<td>30.00</td>
</tr>
<tr>
<td>Chicken Thaal (Salad+Raita+Dal+Chicken+Rice+2 Roti)</td>
<td>80.00</td>
</tr>
<tr>
<td>Buff Thaal (Salad+Raita+Dal+Buff+Rice+2 Roti)</td>
<td>60.00</td>
</tr>
<tr>
<td>Chicken Biryani (250 gm)</td>
<td>40.00</td>
</tr>
<tr>
<td>Gulab Jamun (One piece)</td>
<td>10.00</td>
</tr>
<tr>
<td>Chole Bhature (two Bhature)</td>
<td>20.00</td>
</tr>
<tr>
<td>Khasta (One piece) with Sabzi</td>
<td>10.00</td>
</tr>
<tr>
<td>Kabab Slice (2 slice One Kabab)</td>
<td>15.00</td>
</tr>
<tr>
<td>Omlet (One egg)</td>
<td>8.00</td>
</tr>
<tr>
<td>Kabab (One piece)</td>
<td>10.00</td>
</tr>
<tr>
<td>Bhujia Slice (four slice one egg)</td>
<td>15.00</td>
</tr>
<tr>
<td>Qima Roll (Standard size paratha)</td>
<td>20.00</td>
</tr>
<tr>
<td>Egg Roll (Standard size paratha)</td>
<td>20.00</td>
</tr>
<tr>
<td>Veg Roll (Standard size paratha)</td>
<td>15.00</td>
</tr>
<tr>
<td>Paneer Roll (Standard size paratha)</td>
<td>20.00</td>
</tr>
<tr>
<td>Plain Chowmein</td>
<td>20.00</td>
</tr>
<tr>
<td>Egg Chowmein</td>
<td>25.00</td>
</tr>
<tr>
<td>Bread Roll (One piece)</td>
<td>08.00</td>
</tr>
<tr>
<td>Hot Dog Sandwich (Standard Size)</td>
<td>25.00</td>
</tr>
<tr>
<td>Paneer Kulcha (Standard Size)</td>
<td>25.00</td>
</tr>
<tr>
<td>Fruit Shake (Per Glass) (200 ml)</td>
<td>15.00</td>
</tr>
<tr>
<td>Mango Shake (Per Glass) (200 ml)</td>
<td>15.00</td>
</tr>
<tr>
<td>Orange Juice (Per Glass) (200 ml)</td>
<td>20.00</td>
</tr>
<tr>
<td>Vegetable Juice (Per Glass) (200 ml)</td>
<td>15.00</td>
</tr>
<tr>
<td>Watermelon Juice (Per Glass) (200 ml)</td>
<td>15.00</td>
</tr>
<tr>
<td>Photo Copy A4 size (copies upto ten pages)</td>
<td>1.00</td>
</tr>
<tr>
<td>Photo Copy A4 size (copies more than eleven pages)</td>
<td>0.75</td>
</tr>
</tbody>
</table>

**Note:**
- Add additional list as desired with rate of items keeping in mind that the rate will be below market.
- Display the rate list at prominent place which is easily accessible to customers and others written in large letters/ fonts.
- Ensure proper Quantity, Quality and Standard of the product and also advised to keep a check on the expiry date of items, beverages etc.
TERMS AND CONDITIONS FOR AWARD OF LICENCE FOR RUNNING
GENERAL STORE/ MESS/ CANTEEN SITUATED IN THE PREMISES OF
TRAUMA CENTRE AND FACULTY OF ARTS

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 (Subject to verification from the AMU Proctor) will have to make a security deposit of **Rs. 100000/-** (One Lack only) for General Store situated in the premises of Trauma Centre, RDA Mess and Rs. 30000/- for Canteen situated in the premises of Faculty of Arts 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 Licence,** the bidder/applicant is necessary to submit self attested Copy of **GST No., FSSAI Licence, PAN Card.** Proof of **Income Tax Return** filed during last **two years** and copy of **Police Verification Certificate issued from Superintendent of Police.**
   b) The bidders are advised to use POS machines for collecting their payment so that cash transaction may be avoided.
   c) The sub-licensing of the said establishment 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.

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 licencee 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 said establishments at any time even without prior notice to the licencee. 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
said establishment or the on expiry of this period of license. In such case the licencee will have no right to claim damages from the University.

6. **Employees:**
   The appointment of all employees by the licencee shall be own risk. But the licencee 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 licencee 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 licencee regularly within the stipulated dates.

9. **Cost of Edible Items:**
   The sole objective of establishing the said establishments 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 licencee will not make any, alternations 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.
    d) The concerned Head of the Department will oversee the functioning of the aforesaid establishments situated at University premises and may make surprise inspections from time to time to check brands, quantity, quality and price control as per University approved list and to bring to light any deviations from the agreement to the contractor on spot and further reporting of the same.

11. **Arbitration:**
    Any dispute arising out of this agreement between the University and the licencee or between the Licencee and the customer or about any matter concerning the said business establishments 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