Notice for Registration

Interested parties are invited for registration for applying licence to run various business establishments except drug shops in the university premises. Only registered parties/bidders would be eligible for applying and tendering to run the various business establishments in the University premises. The registration form/documents along with terms & conditions may be downloaded from amu website www.amu.ac.in.,and amuregistrar.com.

Property officer

[Signature]

Aligarh Muslim University
Aligarh
اطلاع بین الإجماع

بہم حضرت کو مطلع کے پاس ہیں کہ طالبین کی سہولیات کو مبین رکھتے 
ہوئے مسلم یونیورسٹی میں جری گر گر مختلف فنون کی سکھتی زمین، جزل استوری فوٹو 
اسی طور سے فرستا جنورم متشابہ (دیگر شاپ میں) کو جن کے لئے 
کے لئے ایسے مقبول کارکر پریشان دکھرے یہ ہمارے نے جری گر 
بی نیز ریاضی میں دیکھے کے حفاظت مقبول ہو جکے لئے علیا گر 
مسلم یونیورسٹی کی ویب سائٹ 

www.amu.ac.in, amuregistrar.com

بر چگر پریشان فارم ودیک شاپ اکٹا وسائٹ ہے
संपत्ति एवम वक्फ विभाग
अलीगढ़ मुस्लिम विश्वविद्यालय, अलीगढ़

अलीगढ़ मुस्लिम विश्वविद्यालय में दवाओं की दुकानों को छोड़ कर विभिन्न व्यवसायिक प्रतिष्ठानों को चलाने हेतु इक्कुक व्यक्तियों/ फर्मों को अलीगढ़ मुस्लिम विश्वविद्यालय में पंजीकरण कराने के लिये अन्वेषित करता है। इक्कुक व्यक्ति/ फर्म पंजीकरण फार्म अलीगढ़ मुस्लिम यूनिवर्सिटी की वेबसाइट amu.ac.in या amu.registrar.com से डाउनलोड कर सकते हैं।

केवल पंजीकृत व्यक्ति/ फर्म ही व्यवसायिक प्रतिष्ठानों को चलाने के लिये आवेदन के पात्र होगे।

संपत्ति अधिकारी
Property Officer
Aligarh Muslim University
Aligarh
REGISTRATION FORM

Please register my firm in the Department of Properties & Waqf, Aligarh Muslim University, Aligarh, for award of Licence for running the canteen /Tea Coffee kiosk /Shop (except Drug shops) in the Aligarh Muslim University Aligarh Campus.

01. Name of the Firm :
02. Address :

03. Email Address :

04. Status of applicant firm :
   i. Date of Incorporation :
   ii. Date of Commencement of Businesses :
   iii. Constitution of the firm :

05. Telephone No :

06. Name of the Proprietor / Partners (with I.D.Proof) :
07. Address :

08. Phone No :

09. Business Establishment for which registration is sought.

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<th>Sl.No</th>
<th>Brief descriptions</th>
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10. (i) Sales / Trade/Commercial Tax Registration No :
    (if applicable)

(ii) PAN No :

......................................................
(iii) Police Verification/Character Certificate. : ..............................................

(issued by the Senior Superintendent of Police) Aligarh

(iv) TAN number (if applicable) : ..............................................

(v) Registration certificate FSSAI : ..............................................

(Food safety and standard authority of India)

Note: Copy of the relevant document 10 (v) must be provided with in one month from the date of possession of the awarded establishment otherwise the same licence will be treated as cancelled.

11. Details of last licence for establishment awarded by the Aligarh Muslim University, Aligarh during last two years. (Attach documentary proof).

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<tr>
<th>S.No</th>
<th>Name of Establishment</th>
<th>Period of licence</th>
<th>Rent per Month</th>
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(i) Name and address of the Bankers (Indicate account no. with each bank and submit the Statement of accounts of last financial year.

13. Details of the past provided Services in the A.M.U. Aligarh if any.

1. ........................................................................................................

2. ........................................................................................................

3. ........................................................................................................
-3-

Terms & Conditions

(1) The firm will be responsible for all the contractual obligations including quantity & quality aspects.

(2) All the Annexure / Enclosures / Documents supporting the application should be authenticated under signatures of the applicant with the seal of the firm/self-attested.

(3) Consent for payment of electricity charges on meter basis regularly.

(4) Consent for payment of Service Tax on licence fee as applicable.

(5) Consent for bringing all furniture, fixtures refrigerator and other necessary items etc from their own funds & removal after termination/end of contract period.

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

(7) This form is to be accompanied by the statement / declaration etc. the applications with incomplete information / documents are liable to be rejected.

(8) The Registration of the Firm/Applicant is not a guarantee for running any establishment in the University; same will be awarded after the due process of financial bid followed by the local tender enquiry as per terms & conditions provided in local tender enquiry for each establishment in case of availability to be run from time to time by the University after same has been advertised.

(9) Application form fee of Rs. 500/- (five hundred) may be deposited in the Properties & Waqf department, Aligarh Muslim University, Aligarh under the head “Registration processing fee” (Code No.4DE09422) And the original copy of the cash receipt may be attached with the application form.

OR

Demand Draft for Rs.500/- payable to the “Finance Officer, AMU, Aligarh” may be attached with the application form.

(10) A registration fee Rs.5000/- may be deposited in the Properties & Waqf department Aligarh, Muslim University, Aligarh under the head “Registration Fee” (Code No. 4DE09422 and the original cash receipt may be attached with the application form.

(11) Notarized copy of general power of attorney if any in favour of the person signing the application as authorized signatory.

(12) Item for which registration required with detailed specification.

(13) List of quality control equipment and testing facility available in the Establishment.
(14) Document proof of the status of the firm:
(i) Copy of partnership deed duly authenticated by notary public.
(ii) Power of attorney in respect of partner, if any, duly notarized.
(15) No request to run any establishment shall be entertained by the university except this registration and local tender enquiry procedure from any firm/person
(16) This registration is valid for 3 years from the date of registration.

Authorized Signatory
With name & Seal

Declaration

I/we hereby solemnly affirm that the above information provided are true & correct to the best of my/our knowledge and belief nothing is concealed. If any statement/document found incorrect I/we shall be liable to take action against me/us or cancelled the registration of the firm. Further, I/we assure that I/we shall abide the decision taken against me/us by the University.

Signed on date

Signature/Name with seal

FOR OFFICE USE

All the entries / document have been checked and found in order.

Dealing Assistant

Property Officer

Recommended for registration

Deputy Registrar
Properties & Waqf

Allowed the Registration

Finance Officer

REGISTERED AT S.No.............date.............for 3 years w.e.f...............