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 Shop at Trauma Centre, Drug Shop No. 1 and Drug Shop No. 2 situated at Jawaharlal Nehru Medical College & Hospital, Aligarh Muslim University, Aligarh.

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

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

5. 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.

6. The last date of submission of tender documents is 31st May 2017 upto 01:00 p.m. in the Office of Property Officer, AMU and shall be opened on 1st June 2017 at 10:00 a.m.

Property Officer
लोग सिखाया जाएगा

1. अलीगढ़ मुस्लिम विश्वविद्यालय, अलीगढ़

निविदा सुचना

1. अलीगढ़ मुस्लिम विश्वविद्यालय, अलीगढ़ निरनिरस्त्रत दक्षिण की संस्थानों की संबंधित दो बातों प्रणाली के अंतर्गत खर्च कर बदल आज्ञा आमंत्रित करती हैः-

1) दक्षिण दुनिया, डॉ.फेडरल, जे.एच.नीहालक कोलेज, अंधूदेवी, अलीगढ़।

2) दक्षिण दुनिया नं-१, जे.एच.नीहालक कोलेज व बहुमुखियत, अंधूदेवी, अलीगढ़।

3) दक्षिण दुनिया नं-२, जे.एच.नीहालक कोलेज व हसिनाबाद, अंधूदेवी, अलीगढ़।

2. इतिमुद आदेशकर्ता आवेदन प्राप्त, नियम व उत्तर आदि 500/- के सुनिश्चित कर के समर्थन आवेदक के खातालय से प्राप्त कर सकते हैं। इतिमुद आवेदनकार्य इंटरनेट से आवेदन प्राप्त, नियम और उत्तर आदि को अपने पास संरक्षित कर सकती हैं, यद्यपि www.annauniv.edu के द्वारा आवेदनयोजना आवेदन प्रक्रिया सभी समय में पूर्ण 15,000/- के रूप में किए जाने वाले संसाधन नहीं होते। इतिमुद/ उप-इतिमुद के पास किसी एक या सभी आवेदन प्रक्रिया को इतिमुद कारण खाता अन्य दिवस करने का अधिकार सुनिश्चित है।

इतिमुद के उप-इतिमुद का प्रबन्धक अन्तिम और कार्यकारी होगा। आवेदन प्रक्रिया मंजूर नहीं किया जाएगा तो अन्तिम धर्मार्थियों का आयोजन कर दी जाएगी।

3. इतिमुद आवेदनकार्यों को दस्तावेजों की संरक्षित प्रति संदर्भ करता है जो तकनीकी आवेदन प्रक्रिया में जरूरी है।

4. इतिमुद आवेदनकार्यों ने इंटरनेट से आवेदन प्राप्त, नियम और उत्तर आदि का अपने पास संरक्षित किया हो तब 500/- के (Non-refundable) का मांग पर प्रस्तुत करे, 15,000/- के रूप में अन्तिम धर्मार्थि से मांग पर संबंधित। आवेदनसंरक्षित प्रबन्धन का उपयोग करके इतिमुद/ उप-इतिमुद का ही खोला जा सकता है। इतिमुद के प्रबन्धक द्वारा अन्तिम आवेदनयोजना को पूरा करें।

5. तकनीकी आवेदनकार्य के संबंध में कृपया निम्नलिखित वातावरण समस्त आवेदकों को निरनिरस्त्रत दक्षिण की संस्थानों की संबंधित दो बातों प्रणाली के अंतर्गत खर्च कर बदल आज्ञा आमंत्रित करती हैः-

6. निविदा पहले समाप्त करें, अंधूदेवी, अलीगढ़ में प्रस्तुत करने की अन्तिम तिथि 31 गई, 2017 रोजपर 1:00 बजे तक है और उसके बाद तक की तिथि 01 जुलाई, 2017 प्रातः 10:00 बजे है।

समाप्ति अधिकारी, एसएन००००, अलीगढ़।
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 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 ________________
Jawaharlal Nehru Medical College & Hospital
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. 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) at least 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** (atleast 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 payment of electricity charges on meter basis regularly

18. Consent for payment of Service Tax on licence fee as applicable.

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

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

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

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**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, DRUG SHO NO. 1 AND DRUG SHOP NO. 1
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 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/ Tin 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.
   
   (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 Twenty Lack 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
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 licencee 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 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 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 held responsible 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 licensee 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 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.

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Property Officer