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 at A.K. Tibbiya Hospital
   2. Canteen at S.S. Hall (South).
   3. Canteen at S.S. Hall (North)
   4. Saloon at S.S. Hall (South).
   5. Fruit Juice Shop at Maulana Azad Library
   6. Tea Coffee Kiosk at Aftab Hall.
   7. General Store at S.S. Hall (South)
   8. General Store at Sulaiman Hall.
   9. General Store at Hadi Hasan Hall.
   10. Canteen at Sulaiman Hall.
   11. Canteen at Sir Zauddin Hall.
   12. Canteen at University Polytechnic (Boys).
   13. Tea Shop at Women’s Polytechnic.
   14. Tea Coffee Kiosk at V.M. Hall.
   15. Tea Coffee Kiosk at Hadi Hasan Hall.
   16. Tea Coffee Kiosk at Nadeem Tareen Hall.
   17. Tea Coffee Kiosk at Faculty of Life Science.
   18. Tea Coffee Kiosk at Zakir Husain College of Engineering & Technology.
   21. Tea Coffee Kiosk at Faculty of Library & Information Science.
   23. Tea Coffee Kiosk at AMU City School.
   24. Tea Coffee Kiosk at AMU ABK High School (Boys)
   25. Tea Coffee Kiosk at AMU ABK High School (Girls)
   26. Canteen at Administrative Block.
   27. General Store at M.M. Hall.
   28. Tea Coffee Kiosk at Annexe of Dr. B.R. Ambedkar Hall.
   29. Shop No. 1 at Wali Manzil (known as Noor Drycleaner)
   30. Shop No. 2 at Wali Manzil.
   33. Stationary Shop at Maulana Azad Library.
   34. Canteen known as Café-de-Laila, Near State Bank of India, AMU Branch.
   35. Tea Coffee Kiosk at Habib Hall.
   36. Tea Coffee Kiosk at Faculty of Law.
   37. Tea Coffee Kiosk at M.M. Hall.
   38. Tea Coffee Kiosk at Dr. B.R. Ambedkar Hall.
   39. Tea Coffee Kiosk at R.M. Hall.

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 Tea Coffee Kiosk/ Shop will cater for food items only as permitted by the University details of Menu/ approved Uniform rate list of all business establishment are enclosed with terms and condition and also available on the amu website i.e. amu.ac.in, and under no circumstances will they sell items like liquor, 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. 17 to 26 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 alongwith 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 19th October 2016 upto 01:00 p.m. in the Office of Property Officer, AMU and shall be opened on 19th October at 04:00 p.m.
1. अनचाही स्त्रीलिङ्ग विवाहवालाओं की विवाहवाली आरोपितों की समस्याओं के कारण देश के बाहरी प्रशासनों के अनुसार दुर्ग गुलाब प्राकृतिक आवास के लिए –

1. यह कम से कम 5 से होने वाला आवास है।
2. अनचाही स्त्रीलिङ्ग विवाहवाला के लिए आवास नहीं होता।
3. यह वास्तव में एक वास्तविक आवास है।
4. यह वास्तव में एक वास्तविक आवास है।
5. यह वास्तव में एक वास्तविक आवास है।
6. यह वास्तव में एक वास्तविक आवास है।
7. यह वास्तव में एक वास्तविक आवास है।
8. यह वास्तव में एक वास्तविक आवास है।
9. यह वास्तव में एक वास्तविक आवास है।
10. यह वास्तव में एक वास्तविक आवास है।
11. यह वास्तव में एक वास्तविक आवास है।
12. यह वास्तव में एक वास्तविक आवास है।
13. यह वास्तव में एक वास्तविक आवास है।
14. यह वास्तव में एक वास्तविक आवास है।
15. यह वास्तव में एक वास्तविक आवास है।
16. यह वास्तव में एक वास्तविक आवास है।
17. यह वास्तव में एक वास्तविक आवास है।
18. यह वास्तव में एक वास्तविक आवास है।
19. यह वास्तव में एक वास्तविक आवास है।
20. यह वास्तव में एक वास्तविक आवास है।
21. यह वास्तव में एक वास्तविक आवास है।
22. यह वास्तव में एक वास्तविक आवास है।
23. यह वास्तव में एक वास्तविक आवास है।
24. यह वास्तव में एक वास्तविक आवास है।
25. यह वास्तव में एक वास्तविक आवास है।
26. यह वास्तव में एक वास्तविक आवास है।
27. यह वास्तव में एक वास्तविक आवास है।
28. यह वास्तव में एक वास्तविक आवास है।
29. यह वास्तव में एक वास्तविक आवास है।
30. यह वास्तव में एक वास्तविक आवास है।

2. अनचाही स्त्रीलिङ्ग विवाहवाला के लिए वास्तव में वास्तविक आवास के रूप में ली जाती है। इसमें वास्तव में वास्तविक आवास के रूप में ली जाती है। इसमें वास्तव में वास्तविक आवास के रूप में ली जाती है। इसमें वास्तव में वास्तविक आवास के रूप में ली जाती है। इसमें वास्तव में वास्तविक आवास के रूप में ली जाती है। इसमें वास्तव में वास्तविक आवास के रूप में ली जाती है। इसमें वास्तव में वास्तविक आवास के रूप में ली जाती है। इसमें वास्तव में वास्तविक आवास के रूप में ली जाती है। इसमें वास्तव में वास्तविक आवास के रूप में ली जाती है। इसमें वास्तव में वास्तविक आवास के रूप में ली जाती है। इसमें वास्तव में वास्तविक आवास के रूप में ली जाती है। इसमें वास्तव में वास्तविक आवास के रूप में ली जाती है। इसमें वास्तव में वास्तविक आवास के रूप में ली जाती है। इसमें वास्तव में वास्तविक आवास के रूप में ली जाती है। इसमें वास्तव में वास्तविक आवास के रूप में ली जाती है। इसमें वास्तव में वास्तविक आवास के रूप में ली जाती है। इसमें वास्तव में वास्तविक आवास के रूप में ली जाती है। इसमें वास्तव में वास्तविक आवास के रूप में ली जाती है। इसमें वास्तव में वास्तविक आवास के रूप में ली जाती है। इसमें वास्तव में वास्तविक आवास के रूप में ली जाती है। इसमें वास्तव में वास्तविक आवास के रूप में ली जाती है। इसमें वास्तव में वास्तविक आवास के रूप में ली जाती है। इसमें वास्तव में वास्तविक आवास के रूप में ली जाती है। इसमें वास्तव में वास्तविक आवास के रूप में ली जाती है। इसमें वास्तव में वास्तविक आवास के रूप में ली जाती है।
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 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
Canteen/ Tea Coffee Kiosk/ Shop 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. Service Tax Number : _________________________________________________

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 payment of electricity charges on meter basis regularly :  

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

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

13. 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.
## Approved Uniform Rate List of all business establishment in the University premises

<table>
<thead>
<tr>
<th>Item</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tea</td>
<td>5.00</td>
</tr>
<tr>
<td>Masala/ Elaichi Tea</td>
<td>7.00</td>
</tr>
<tr>
<td>Special Tea (Milk Based)</td>
<td>10.00</td>
</tr>
<tr>
<td>Coffee (Espresso)</td>
<td>10.00</td>
</tr>
<tr>
<td>Veg. Patty (Standard Size)</td>
<td>12.00</td>
</tr>
<tr>
<td>Veg. Burger (Standard Size)</td>
<td>20.00</td>
</tr>
<tr>
<td>Ice Cream</td>
<td>MRP</td>
</tr>
<tr>
<td>Cold Drink</td>
<td>MRP</td>
</tr>
<tr>
<td>Pastry (Small Size)</td>
<td>12.00</td>
</tr>
<tr>
<td>Bread Pakora (90 to 100 gm)</td>
<td>6.00</td>
</tr>
<tr>
<td>Samosa (60 to 70 gm)</td>
<td>5.00</td>
</tr>
<tr>
<td>Omelet Slice (four slice one egg)</td>
<td>12.00</td>
</tr>
<tr>
<td>Butter Slice (4 slice 20 gm butter)</td>
<td>12.00</td>
</tr>
<tr>
<td>Matri Omelet (Two Matri One egg)</td>
<td>15.00</td>
</tr>
<tr>
<td>Paratha (Standard Size)</td>
<td>7.00</td>
</tr>
<tr>
<td>Aloo Paratha (Standard Size)</td>
<td>8.00</td>
</tr>
<tr>
<td>Paneer Paratha (Standard Size)</td>
<td>18.00</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>Mionies Sandwich (Standard Size)</td>
<td>18.00</td>
</tr>
<tr>
<td>Cheez Sandwich (Standard Size)</td>
<td>25.00</td>
</tr>
<tr>
<td>Puri Sabzi Thaal (6 puri)</td>
<td>15.00</td>
</tr>
<tr>
<td>Veg Thaal (Salad+Raita+Dal+Veg+Ricc+2 Roti)</td>
<td>30.00</td>
</tr>
<tr>
<td>Chicken Thaal (Salad+Raita+Dal+Chicken+Rice+2 Roti)</td>
<td>50.00</td>
</tr>
<tr>
<td>Buff Thaal (Salad+Raita+Dal+Buff+Rice+2 Roti)</td>
<td>35.00</td>
</tr>
<tr>
<td>Chicken Biryani (250 gm)</td>
<td>30.00</td>
</tr>
<tr>
<td>Gulab Jamun (One piece)</td>
<td>10.00</td>
</tr>
<tr>
<td>Chole Bature (two Bature)</td>
<td>20.00</td>
</tr>
<tr>
<td>Khasta (One piece)</td>
<td>6.00</td>
</tr>
<tr>
<td>Kabab Slice (2 slice One Kabab)</td>
<td>15.00</td>
</tr>
<tr>
<td>Omelet (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>15.00</td>
</tr>
<tr>
<td>Egg Chowmein</td>
<td>20.00</td>
</tr>
<tr>
<td>Bread Roll (One piece)</td>
<td>5.00</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>12.00</td>
</tr>
<tr>
<td>Mango Shake (Per Glass) (200 ml)</td>
<td>12.00</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>12.00</td>
</tr>
<tr>
<td>Watermelon Juice (Per Glass) (200 ml)</td>
<td>15.00</td>
</tr>
<tr>
<td>Photo Copy A4 size (copies upto five pages)</td>
<td>1.00</td>
</tr>
<tr>
<td>Photo Copy A4 size (copies six to ten pages)</td>
<td>0.75</td>
</tr>
<tr>
<td>Photo Copy A4 size (copies eleven to twenty pages)</td>
<td>0.60</td>
</tr>
<tr>
<td>Photo Copy A4 size (copies more than twenty pages)</td>
<td>0.50</td>
</tr>
</tbody>
</table>

- Add additional list as desired with rate of items keeping in mind that the rate will be below market.
- Parties interested in bidding for business establishment at Sr. No. 04 and 05 are hereby informed that they should enclose the rate list of their services.
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>Name of Food Items</th>
<th>Rate (Rs.)</th>
<th>Discount on MRP (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ata 10 Kg Bag (Khajoor)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Ata 10 Kg Bag (Ashirwad/ Shaktibhog)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Banspati Golden Rice (1 Kg)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Khanda Golden Rice (1 Kg)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Tooth Paste (Colgate/ Pepsodent) 50 gm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Tooth Paste (Colgate/ Pepsodent) 100 gm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Dalda Ghee (1 Litre)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Fortune Soybean Cooking oil (1 Litre)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Double Hiren Cooking oil (1 Litre)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Taj Mahal Tea 250 gm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Tata Golden Tea 250 gm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Motwani Tea 250 gm (45 No.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Bread Packet 600 gm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Bread Packet 500 gm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Daal Masoor Roll (1 Kg)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Masoor Ki Daal (1 Kg)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Urad Ki Daal (1 Kg)</td>
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<td></td>
</tr>
<tr>
<td>18</td>
<td>Urad Ki Daal Dhuli (1 Kg)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Mong ki Daal (1 Kg)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Arhar Ki Daal (1 Kg)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Chana Ki Daal (1 Kg)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Sugar (1 Kg)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Besan (1 Kg)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Branded Hair Oil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Branded Shampoo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Branded Conditioner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Branded Deodorant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Powder Detergent</td>
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<td></td>
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<tr>
<td>29</td>
<td>Soap Detergent</td>
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<td></td>
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<td>30</td>
<td>Soap Vim Bar</td>
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<tr>
<td>31</td>
<td>Soaps Bathing</td>
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</tr>
<tr>
<td>32</td>
<td>Chips</td>
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<tr>
<td>33</td>
<td>Biscuits</td>
<td></td>
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<td>Namkeen</td>
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<td>Meggi</td>
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<td>36</td>
<td>Jam/ Pickels etc (500 gm)</td>
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<td>37</td>
<td>Jam/ Pickels etc (1 Kg)</td>
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<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 licensee 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. 30,000/- (Rupees Thirty 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 nationalized Bank with the Property Office.

4. Conditions of Contract:
a) The contractor/ applicant is necessary to submit self attested Copy of PAN Card, Proof of Income Tax Return filed during last two years and copy of police verification.
b) The sub-licensing of the Canteen/ Tea Coffee Kiosk/ Shop by the Contractor shall not be permissible.
c) 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 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 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 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 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.

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 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 contractor of the Drug Shop at A.K. Tibbiya 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 Business Establishment (Drug Shop) in the premises of A.K. Tibbiya College, 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. : _________________________________________

6. Copy of ISO Registration Certificate : _________________________________

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

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

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

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

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

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

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

19. 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 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:**
   The Contractors are advised to procure their own wholesale and retail licence for the sale of medicines/ drugs. **The contractor 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 items 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 original copy of **police verification**.

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. 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 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 supernatural 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.
   d) The Principal, A.K. Tibbiya 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 and 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.
   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 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 Contractor 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 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 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 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 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 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 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