

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 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 Ziauddin 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.
 19. Tea Coffee Kiosk at Senior Secondary School (Boys).
 20. Tea Coffee Kiosk at Allama Iqbal Boarding House.
 21. Tea Coffee Kiosk at Faculty of Library & Information Science.
 22. Tea Coffee Kiosk at A.K. Tibbiya College.
 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.
 31. Photostat Shop at Maulana Azad Library.
 32. Photostat Shop at Library, Z.H. College of Engineering & Technology.
 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.

Property Officer
AMU, Aligarh

अलीगढ़ मुस्लिम विश्वविद्यालय, अलीगढ़

प्रस्ताव—पत्र

१. अलीगढ़ मुस्लिम विश्वविद्यालय निम्नलिखित व्यापारिक संस्थानों के लिए दो बोली प्रणाली के अन्तर्गत मुहर बन्द प्रस्ताव आमंत्रित करती है—
 १. दवा की दुकान ए के तिविया अस्पताल में।
 २. जलपान गृह एस एस हाल (साउथ) में।
 ३. जलपान गृह एस एस हाल (नार्थ) में।
 ४. बात कटने की दुकान एस एस हाल (साउथ) में।
 ५. फर्नीचर के रस की दुकान मौलाना आजाद पुस्तकालय में।
 ६. चाय काफी कीओस्क आफताव हाल में।
 ७. सर्वोपयोगी यस्तुओं की दुकान एस एस हाल (साउथ) में।
 ८. सर्वोपयोगी यस्तुओं की दुकान सुलेमान हाल में।
 ९. सर्वोपयोगी यस्तुओं की दुकान हदी हसन हाल में।
 १०. जलपान गृह सुलेमान हाल में।
 ११. जलपान गृह सर जिवाउद्दीन हाल में।
 १२. जलपान गृह विश्वविद्यालय पॉलिटेक्निक (सड़को) में।
 १३. चाय की दुकान विश्वविद्यालय पॉलिटेक्निक (सड़किया) में।
 १४. चाय काफी कीओस्क वि एम् हाल में।
 १५. चाय काफी कीओस्क हदी हसन हाल में।
 १६. चाय काफी कीओस्क नदीम त्रीन हाल में।
 १७. चाय काफी कीओस्क कैकटी ओफ लाइफ सड़क में।
 १८. चाय काफी कीओस्क कैकटी जाकिर हुसैन मोलेज ऑफ इंजीनियरिंग एंड टेक्नोलॉजी में।
 १९. चाय काफी कीओस्क उच्चतर मध्यमिक विद्यालय (सड़की) में।
 २०. चाय काफी कीओस्क अल्लामा इक्याल योडिंग हाउस में।
 २१. चाय काफी कीओस्क लाइब्रेरी एंड इनफर्मेसन सक्वे में।
 २२. चाय काफी कीओस्क ए के तिविया कॉलेज में।
 २३. चाय काफी कीओस्क ए एम् यू सिटी विद्यालय में।
 २४. चाय काफी कीओस्क ए एम् यू ए बी के विद्यालय (सड़को) में।
 २५. चाय काफी कीओस्क ए एम् यू ए बी के विद्यालय (सड़किया) में।
 २६. जलपान गृह एडमिनिस्ट्रेटिव ब्लॉक में।
 २७. सर्वोपयोगी यस्तुओं की दुकान ए एम् हाल में।
 २८. चाय काफी कीओस्क पूरकअंश डॉ. बी आर अंबेडकर हाल में।
 २९. दुकान नम्बर १ वली मंजिल में (जो की नर इडई क्लैसर के नाम से जानी जाती है)
 ३०. दुकान नम्बर २ वली मंजिल में।
 ३१. फोटो स्टैंड की दुकान मौलाना आजाद पुस्तकालय में।
 ३२. फोटोस्टैंड की दुकान जाकिर हुसैन इंजीनियरिंग प्रौद्योगिकी महाविद्यालय के पुस्तकालय में।
 ३३. स्टेशनरी की दुकान मौलाना आजाद पुस्तकालय में।
 ३४. जलपान गृह जो कि केपे डि लेला के नाम से जाना जाता है, स्टेटबैंक ए०एम०यू० शाखा के पास।
 ३५. चाय—कॉफी क्योरस्क हबीब हाल में।
 ३६. चाय—कॉफी क्योरस्क विधि संकाय में।
 ३७. चाय—कॉफी क्योरस्क एम०एम० हाल में।
 ३८. चाय—कॉफी क्योरस्क डॉ०बी०आर०अम्बेडकर हाल में।
 ३९. चाय—कॉफी क्योरस्क आर०एम० हाल में।
२. इच्छुक आवेदनकर्ता आवेदन प्रारूप, नियम व शर्तोंआदि ५००/- रुपये के भुक्तान कर के सम्मिलित अधिकारी के कार्यालय से प्राप्त कर सकते हैं। इच्छुक आवेदनकर्ता इन्टरनेट से आवेदनप्रारूप, नियमऔर शर्तों आदि को अपने पास संकलित कर सकते हैं, वेबसाइट— www.amu.ac.in के द्वारा आवेदनकर्ता आवेदन प्रारूप सभी सम्बन्ध में पूर्ण १५०००/- रुपये के अग्रिम धनमांग पत्र जो कि वित्तअधिकारी के पक्ष में जारी किया गया हो, प्राप्त किया आवेदन प्रारूप बिना अग्रिम धन और बिना आवश्यक दस्तावेजों के माना नहीं जायेगा। कुलपति/उप-कुलपति के पास किसी एक या सभी आवेदन प्रारूप को बिना कारण बताये अस्वीकार करने का अधिकार सुरक्षित है। कुलपति/उप-कुलपति का फैसला अन्तिम और बाध्यकारी होगा। अगर आवेदन प्रारूप मंजूर नहीं किया जात है तो अग्रिम धन बिना ब्याज के वापिस कर दी जायेगी।
३. इच्छुक आवेदनकर्ता को इसके द्वारा सूचित किया जाता है कि ऊपर दिये गये चाय, कॉफीक्योरस्क/दुकान सिर्फ खाद्य वस्तु के लिए चलाई जायेगी, जैसा विश्वविद्यालय अनुमति दे। मैन्यू का विस्तार/अनुमोदन मानकीकरण दर सुची नियम और शर्तों के साथ संलग्न हैं। किसी भी परिस्थिति में, शराब, सिगरेट, बिड़ी, सिगार, चरस, गांज, भांग, पान के पत्ते, पान मसाला, गुटका और तम्बाकू से सम्बन्धित जोकि स्वास्थ्य के लिए हानिकारक है, नहीं बेच सकते।
४. इच्छुक आवेदनकर्ता को इसके द्वारा सूचित किया जाता है कि चाय कॉफी क्योरस्क क्रमांक १७ स २६ में टेक्रेटर को अपने खर्च पर अस्थायी/हटाने योग्य संरचना (१० स १० व १००वर्ग फुट) स्थापित करना होगा। संरचना सुन्दर दिखनी चाहिए और उलतन हो जाकि पूर्वनियमित सामग्री से बना हो।
५. क्रमांक संख्या— १३ और क्रमांक सं०-२५ के इच्छुक आवेदनकर्ता को इसके द्वारा सूचित किया जाता है कि यह व्यापारिक संस्थान सिर्फ महिला/महिलाओं के द्वारा संचालित किया जाना चाहिए।
६. इच्छुक आवेदनकर्ता को दस्तावेजों के सत्यापित प्रति संलग्न करना है जिसके तकनीकी आवेदन प्रारूप में जरूरी है।
७. जिस आवेदन कर्ता ने इन्टरनेट से आवेदन प्रारूप, नियमऔर शर्तों आदि को अपने पास संकलित किया हो वह ५००/- रुपये के (Non Refundable) का मांग पत्र प्रस्तुतकरे, १५०००/- रुपये के अग्रिम धन के मांग पत्र के साथ। आवेदन कर्ता से प्रार्थना है कि वह तकनीकी की बोली का मुहर बंद लिफाफा और वित्त बोली का मुहर बन्द डिब्बा/वित्त बोली डिब्बा से डाले वित्त बोली लिफाफा उस व्यक्ति/दल का ही खोला जायेगा जो तकनीकी आवश्यकताओं को पूरा करेगा।
९. निविदा दस्तावेज प्रस्तुत करने की अन्तिम तिथि १९ अक्टूबर २०१६ दोपहर १:०० बजे तक है और उसके खुलने की तिथि १९ अक्टूबर २०१६ साय ४:०० बजे है।

दिनांक:

सम्पत्तिअधिकारी
ए०एम०यू० 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 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.

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

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

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

- 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.

Department of Properties & Waqfs
Aligarh Muslim University
Aligarh.

Recommendation for menu item to be served in the General Store situated in the University premises at the rate/ discount quoted against each.

Name of Food Items		Rate		Discount on MRP (Rs.)
		Rs.	Ps.	
S. No.	Items			
1	Ata 10 Kg Bag (Khajoor)			
2	Ata 10 Kg Bag (Ashirwad/ Shaktibhog)			
3	Banspati Golden Rice (1 Kg)			
4	Khanda Golden Rice (1 Kg)			
5	Tooth Paste (Colgate/ Pepsodent) 50 gm			
6	Tooth Paste (Colgate/ Pepsodent) 100 gm			
7	Dalda Ghee (1 Litre)			
8	Fortune Soybean Cooking oil (1 Litre)			
9	Double Hiren Cooking oil (1 Litre)			
10	Taj Mahal Tea 250 gm			
11	Tata Golden Tea 250 gm			
12	Motwani Tea 250 gm (45 No.)			
13	Bread Packet 600 gm			
14	Bread Packet 500 gm			
15	Daal Masoor Roll (1 Kg)			
16	Masoor Ki Daal (1 Kg)			
17	Urad Ki Daal (1 Kg)			
18	Urad Ki Daal Dhuli (1 Kg)			
19	Mong ki Daal (1 Kg)			
20	Arhar Ki Daal (1 Kg)			
21	Chana Ki Daal (1 Kg)			
22	Sugar (1 Kg)			
23	Besan (1 Kg)			
24	Branded Hair Oil			
25	Branded Shampoo			
26	Branded Conditioner			
27	Branded Deodorant			
28	Powder Detergent			
29	Soap Detergent			
30	Soap Vim Bar			
31	Soaps Bathing			
32	Chips			
33	Biscuits			
34	Namkeen			
35	Meggi			
36	Jam/ Pickels etc (500 gm)			
37	Jam/ Pickels etc (1 Kg)			
38	Stationary Items			

**** 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 licensee shall be own risk. But the licensee 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.

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 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, 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 licensee or between the Licensee 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.

**TERMS AND CONDITIONS FOR AWARD OF CONTRACT FOR RUNNING
THE DRUG SHOP IN THE PREMISES OF
A.K. TIBBIYA COLLEGE & HOSPITAL, AMU, ALIGARH.**

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 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 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, docoity, fire subversion by super natural 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 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 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 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.

Property Officer