

**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 No. 1 at J.N. Medical College & Hospital.
  2. Drug Shop No. 2 at J.N. Medical College & Hospital.
  3. Drug Shop at A.K. Tibbiya College & Hospital.
  4. Hospital Canteen at J.N. Medical College & Hospital
  5. Canteen at Maulana Azad Library.
  6. Tea Coffee Kiosk at Residential Coaching Academy.
  7. Shop at Medical Colony Campus.
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 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. Parties interested in bidding for Tea Coffee Kiosk at **Sr. No. 06** 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 14 May 2016 upto 01:00 p.m. in the Office of Property Officer, AMU and shall be opened on 17 May 2016 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 contractor of the Drug Shop No. \_\_\_\_ 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 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 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)
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 bring all furniture, fixture : \_\_\_\_\_  
refrigerator and other necessary items of  
their own
19. Consent for no addition or subtraction in : \_\_\_\_\_  
the existing building without written prior  
permission of the University
20. 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  
ALIGARH MUSLIM UNIVERSITY, ALIGARH.**

**1. License fee:**

The contractor shall regularly deposit licence fee every month before 7<sup>th</sup> 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:**

(a) 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 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. 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 & CMS, J.N. Medical College & Hospital and Principal A.K. Tibbiya College & Hospital may oversee functioning of the drug shops situated at concerned localities 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 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 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**

**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 Hospital Canteen situated in the premises of J.N. 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 the said establishment during the contract 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 (Hospital Canteen)  
situated in the premises J. N. 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. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_
- Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_
3. Experience of running Canteen, if any : \_\_\_\_\_
4. **Service Tax Number** : \_\_\_\_\_
5. **Bank Account No/ Bank Name.** : \_\_\_\_\_  
(Copy must be Enclosed)
6. **PAN No.** (Copy must be enclosed) : \_\_\_\_\_
7. **Proof of Income Tax Return filed during** : \_\_\_\_\_  
**Last Two years** (Copy Must be enclosed)
8. **Police Verification** (Copy must be enclosed) : \_\_\_\_\_
9. Consent for payment of electricity charges : \_\_\_\_\_  
on meter basis regularly
10. Consent for bring all furniture, fixture refrigerator : \_\_\_\_\_  
and other necessary items of their own.
11. Consent for no addition or subtraction in the : \_\_\_\_\_  
existing building without written prior  
permission of the University.
12. 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.

C.R. No. ....

Dated: .....

**Recommendation for menu item to be served in the Hospital Canteen situated in the premises Jawaharlal Nehru Medical College & Hospital at the rate quoted against each.**

	Name of Food Items	Rate		Remark
		Rs.	Ps.	
	<b>Breakfast Item</b>			
1.	4 Slice with Butter & Jam			
2.	Boiled Egg			
3.	One Egg Omelet with 4 Plain Slices			
4.	Stuffed Paratha (125 gm)			
5.	2 Pcs Vada (25 gms each) with 125 gms Sambar			
6.	6 Puris (20 gms. Each) 125 gms Subzi			
	<b>Lunch/ Dinner Items</b>			
7.	Veg. Thal: 400 gms Rice, 150 gms Dal, Subzi			
8.	Puri Thal: 6 Puri (20 gms each) 125 gms Dal, 125 gms subzi and raita 50 gms each.			
9.	Buff Thaal			
10.	Chicken Thaal			
11.	Mutton Thaal			
12.	Plain Chapati			
	<b>Beverages and Snacks</b>			
13.	Tea: 150 ml			
14.	Coffee: 150 ml			
15.	Flavoured Milk: Kewra, Strawberry Eliechi etc 200 ml.			
16.	Cold Milk: Coffee 200 ml			
17.	Chocolate Milk 200 ml			
18.	Fruit flavoured 200 ml			
19.	Masala Dosa 140 gms, 125 gms Sambar			
20.	Gulab Jamun per piece			
21.	Bread Pakora 65 gms			
22.	Veg Burger			
23.	Non Veg Burger			
24.	Samosa 35 gms			
25.	Lassi			
26.	Veg. Pizza			
27.	Veg. Patty			

28.	Non. Veg. Patty			
29.	Seekh Kabab (Buff)			
30.	Chicken Biryani			
31.	Buff Biryani			
32.	Plain Dosa with Sambar & Chatni			
33.	Idli with Sambar & Chatni			
34.	Vada with Chatni			
35.	Rice with Sambar & Pickle			
36.	Cold Drink			
37.	Ice Cream			
38.	Biscuits			
39.	Namakpara			
40.	Fruit Juice			
41.	Sweets			
42.	Bread Pakora			
43.	Samosa			

All the above items to be segregated under different counters (Chinese, South Indian, North Indian, House specialties and Beverages and rate quoted accordingly. Additional quotations/ proposals, if any.

## **TERMS AND CONDITIONS FOR AWARD OF CONTRACT FOR RUNNING THE HOSPITAL CANTEEN IN J. N. MEDICAL COLLEGE & HOSPITAL.**

### **1. License fee:**

The contractor shall regularly deposit license fee every month before 7<sup>th</sup> day of the month.

### **2. Period of Contract:**

The contract will be awarded initially for a period of 11 months and on expiry of said period fresh tender will be invited.

### **3. Condition 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 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.

### **4. Deposits:**

The bidder who is finally awarded the contract (Subject to character verification from the AMU Proctor) will have to make a security deposit of Rs. 2,50,000/- (Rupees Two Lakh Fifty 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.

The contractor shall also deposit three months license fee in advance which would adjustable/refundable at the end of contract. The contractor shall submit the account number of Nationalized Bank with the Property Office.

### **5. 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 will be forfeited and steps will be taken for eviction by the University.

The University keep reserve its right to close the Canteen 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 Canteen or the on expiry of this period of license.

In such case the contractor will have no right to claim damages from the University.

### **6. 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.

**7. 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 and EPF etc.

**8. Utilities:**

The Electricity and other bills will be paid by the contractor regularly within the stipulated dates.

**9. Cost of Eatable Items:**

The sole objective of establishing the Canteen 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) University shall not be responsible in any manner or any loss or damages if caused to the said establishment 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) University will be responsible for the routine maintenance of the building and ground e.g. white washing, structural repairs.

**12. Arbitration:**

Any dispute arising out of this agreement between the University and the Contractor or between the Contractor and the customer or about any matter concerning the Canteen 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 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.

C.R. No. ....

Dated: .....

**Recommendation for menu item to be served in the Tea Coffee Kiosk/ Canteen at \_\_\_\_\_ at the rate quoted against each.**

Name of Food Items		Rate		Remark
		Rs.	Ps.	
	<b>Beverages and Snacks</b>			
1	Tea			
2	Special Tea			
3	Coffee			
4	Mionies Sandwich			
5	Veg. Patty			
6	Ice Cream			
7	Cold Drink			
8	Pastry			
9	Bread Pakora			
10	Samosa			
11	Omlet Slice			
12	Butter Slice			
13	Namak Pare (100 g)			
14	Puri Sabzi Thaal			
15	Veg Thaal (Roti+sabzi+dal+rice)			
16	Veg Sandwich (1 pc)			
17	Cheez Sandwhich (1 pc)			
18	Rice Thal (400 gm Rice+Dal)			
19	Rajma Rice (250 gm)			

**\*\* Add additional list as desired with rate of items**



**Annexure –B**

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

C.R. No. ....

Dated: .....

**Recommendation for menu item to be served in the Shop situated at Medical College Colony at the rate/ discount quoted against each.**

Name of Food Items		Rate		Discount on MRP (Rs.)
		Rs.	Ps.	
<b>S. No.</b>	<b>Items</b>			
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 licence (Subject to character verification from the AMU Proctor) will have to make

- i. A security deposit of Rs. 10,000/- (Rupees Thirty Thousand Only) for Tea Coffee Kiosks.
- ii. A security deposit of Rs. 30,000/- (Rupees Thirty Thousand Only) for Canteen at Maulana Azad Library & Shop at Medical College Colony.

The interest of the deposit will continue to accrue to the Licensee as per Bank rules.

b. The licensee shall also deposit three months license fee in advance which would adjustable/refundable at the end of licence.

c. The licensee 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 original 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 be 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, docoity, 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**

**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 No. 1 at J.N. Medical College & Hospital.
  2. Drug Shop No. 2 at J.N. Medical College & Hospital.
  3. Drug Shop at A.K. Tibbiya College & Hospital.
  4. Hospital Canteen at J.N. Medical College & Hospital
  5. Canteen at Maulana Azad Library.
  6. Tea Coffee Kiosk at Residential Coaching Academy.
  7. Shop at Medical Colony Campus.
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 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. Parties interested in bidding for Tea Coffee Kiosk at **Sr. No. 06** 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 14 May 2016 upto 01:00 p.m. in the Office of Property Officer, AMU and shall be opened on 17 May 2016 at 04:00 p.m.

**Property Officer**