

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 College & Hospital.
 - 2) Shop at Medical Colony Campus.
 - 3) Tea Coffee Kiosk at University Polytechnic (Boys).
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. Interested parties/ bidders must enclose copy of the (1) **PAN card**, (2) **Proof of Income Tax Return** minimum **past three years** and (3) **Police verification**.
5. 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.
6. 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.
7. The last date of submission of tender documents is 10th February 2016 upto 01:00 p.m. in the Office of Property Officer, AMU and shall be opened on 11th February 2016 at 04:00 p.m.

Property Officer

Aligarh Muslim University, Aligarh.

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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 Three Year (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 Nationalize 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 15th 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 Nationalize 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 **three year** 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 nationalize Bank with the Property Office.

5. Maintenance of Drug Shops Building:

- 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

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 _____ Tea Coffee Kiosk/ Shop, 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 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. Address (Head Office), if any : _____
(Address Proof must be enclosed) _____
3. Contact No. : _____
4. Experience of running Canteen, if any : _____
5. **Service Tax Number** : _____
6. **Bank Account No/ Bank Name.** : _____
(Copy must be Enclosed)
7. **EPF Code: (Copy must be enclosed)** : _____
Only for Central Students Canteen
8. **PAN No.** (Copy must be enclosed) : _____
9. **Proof of Income Tax Return filed during** : _____
Last Three Year (Copy Must be enclosed)
10. **Police Verification** (Original Copy must : _____
be enclosed)
11. Consent for payment of electricity : _____
charges on meter basis regularly
12. Consent for bring all furniture, fixture : _____
refrigerator and other necessary items of their
own.
13. Consent for no addition or subtraction in : _____
the existing building without written prior
permission of the University.
14. 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.

Annexure –A

Department of Properties & Waqfs
Aligarh Muslim University
Aligarh.

C.R. No.

Dated:

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

Name of Food Items	Rate		Remark
	Rs.	Ps.	
	Beverages and Snacks		
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**

**TERMS AND CONDITIONS FOR AWARD OF LICENCE FOR RUNNING
THE SHOP/ TEA COFFEE KIOSK IN AMU CAMPUS.**

1. License fee:

The licensee shall regularly deposit license fee every month before 15th 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 a security deposit of Rs. 30,000/- (Rupees Thirty Thousand Only) for Tea Coffee Kiosk/ Shop. 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 nationalize Bank with the Property Office.

4. Conditions of Contract:

The licensee/ applicant are necessary to submit original copy of **Police Verification**, proof of **past experience** and **Income Tax Return filed during last three year**.

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 Shop/ Tea Coffee Kiosk 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 Kiosk 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 Shop/ Tea Coffee Kiosks 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. Conditions of Licence:

- a) The sub-licensing of the Shop/ Tea Coffee Kiosks by the Licensee shall not be permissible.
- b) There shall be no exemption relating to payment of electricity charges and the licence fee in any situation.
- c) The licensee shall be awarded licence to run the Shop/ Tea Coffee Kiosk, an execution of Deed of Agreement, separately and after completing the conditions mentioned therein.

12. 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 Shop/ Tea Coffee Kiosk 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