

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 opening Tea Coffee Kiosk at following location of the University on the space measuring 10x10=100 sq. ft.:
 - 1) Faculty of Life Science
 - 2) Faculty of Science
 - 3) Department of Library & Information Science.
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 reserves 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. 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.
4. Parties are requested to ensure that technical bid and financial bid are dropped separately in the assigned boxes kept in the Office of the Property Officer. All relevant papers must be self attested otherwise the tender applications are liable to be rejected. The financial bid will be opened only if the bidder meets the technical requirements.
5. The last date of submission of tender documents is 22.04.2015 upto 1:00 p.m. in the Office of Property Officer, AMU and shall be opened on 22.04.2015 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 Tea Coffee Kiosk 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 contract period.

Signature of Applicant

Technical Bid

Application form for licence of Business Establishment
Tea Coffee Kiosk 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. Address (Branch Office), if any : _____
(Address Proof must be enclosed) _____
4. Contact No. : _____
5. Experience of running Canteen, if any : _____
6. **PAN No.** (Copy must be enclosed) : _____
7. Consent for payment of electricity charges : _____
on meter basis regularly
8. Consent for bring all furniture, fixture : _____
refrigerator and other necessary items of
their own.
9. Consent for no addition or subtraction in the : _____
existing building without written prior
permission of the University.
10. 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 at the rate quoted against each.**

Name of Food Items	Rate		Remark
	Rs.	Ps.	
	Beverages and Snacks		
1.	Tea: 150 ml		
2.	Coffee: 150 ml		
3.	Flavoured Milk: Kewra, Strawberry Eliechi etc 200 ml.		
4.	Fruit flavoured 200 ml		
5.	Mionies Sandwich		
6.	Veg Burger		
7.	Non Veg Burger		
8.	Veg. Pizza		
9.	Veg. Patty		
10.	Non. Veg. Patty		
11.	Ice Cream		
12.	Pastry		
13.	Bread Pakora		
14.	Samosa		
15.	Cold Drink		
16.	Omlet Slice		
17.	Butter Slice		
18.	Namak Pare (100 g)		

**TERMS AND CONDITIONS FOR AWARD OF CONTRACT FOR RUNNING
THE 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 Contract:

The licensee 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 character verification from the AMU Proctor) will have to make a security deposit of Rs. 10,000/- (Rupees Ten 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 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 contract.

c. The Licensee shall submit the account number of nationalize Bank with the Property Office.

4. 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 Tea Coffee Kiosk 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 Kiosk or the on expiry of this period of license. In such case the contractor will have no right to claim damages from the University.

5. 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.

6. 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.

7. Utilities:

The Electricity and other bills will be paid by the licensee regularly within the stipulated dates. Water will be supplied by University free of charge.

8. Cost of Edible Items

The sole objective of establishing the 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.

9. 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 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.

10. Conditions of Contract:

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

11. Arbitration:

Any dispute arising out of this agreement between the University and the contractor or between the licensee and the customer or about any matter concerning the 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