Aligarh Muslim University, Aligarh.

TENDER NOTICE

Sealed tenders are invited on prescribed proforma from registered firms having minimum 3 years experience of running an Institutional Canteen/ Drug Shops.

1. Drug Shop No. 1, J.N. Medical College & Hospital
2. Drug Shop No. 2, J.N. Medical College & Hospital
4. Cafeteria, Maulana Azad Library
5. Cafeteria, J.N. Medical College & Hospital
6. Cafeteria, Staff Club
7. Cafeteria, Indra Gandhi Hall
8. Cafeteria, Sr. Sec. School Boys
9. Kiosk, Sr. Sec. School (Girls)
10. Canteen, S.N. Hall
11. Tea Shop, Maulana Azad Library
12. Canteen, Abdullah Hall

of Aligarh Muslim University, Aligarh on or before 24th December 2011 upto 05:00 p.m.

Interested parties with duly ISO Registration and EPF Code and valid retailer licence for drug shops may obtain the tender proforma/documents from the office of the undersigned/ Cash Counter on payment of Rs. 500/-, the interested party 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. 25000/- as Earnest Money payable at Aligarh drawn in favour of Finance Officer, Aligarh Muslim University, Aligarh. Tenders received without Earnest Money, ISO Registration and Retailer Licence for drug shop will not be considered. The party may develop a temporary structure for the Cafeteria’s on the allotted space measuring 12×12 ft. The Committee reserves the right to reject any or all of the tender applications without assigning any reason and the decision of the Committee shall be final and binding. The Earnest Money deposited will be refunded without interest if the tender is not accepted.

The parties applying on the proforma/document downloaded shall send their application along with Demand Draft of Rs. 500/- as process charge in addition to earnest money.

(Member-in-Charge)
Properties & Waqfs
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(Member-in-Charge)
Properties & Waqfs
To,

Member-in-Charge
Properties & Waqfs Department
Aligarh Muslim University

In compliance of your notice dated _______ I hereby tender services as contractor/ licencee of the ___________ (Cafeteria/ Canteen/ Kiosk/ Drug 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 specific and the Draft Agreement Deed.

I have further disclosed my lowest rate for the food items as mentioned in Annexure “A” to this application which shall remain enforce during the period of my contact unless revised, under peculiar circumstances, with the specific permission and approval of the same by the Committee.

A Demand Draft No. …………. dated ……. for Rs. 25000/- as Earnest Money drawn in favour of Finance Officer, Aligarh Muslim University, Aligarh payable at Aligarh is enclosed herewith.

I, specifically submit that I am willing to make a security deposit of Rs. _________/- for ____________ Cafeteria/ Canteen/ Kiosk/ Drug Shop in the shape of a fixed deposit receipt duly pledged in favour of the Finance Officer of the University to the satisfaction of the committee of the University as per terms & conditions.

I further hereby declare that I possess capacity to run the Canteen/ Kiosk/ Drug Shop efficiently and I am capable to invest sufficient amount in infrastructure of the establishment.

I shall pay a sum of Rs. …………. per month as license fee to the University for running Canteen during the contract period.
Application form for licence of Drug Shop  
J.N. Medical College Hospital Campus  
Aligarh Muslim University, Aligarh.

1. Name of the Applicant/ Firm : ________________________________________

2. Address (Head Office) : ________________________________________

3. Address (Branch Office), if any : ________________________________________

4. Contact No. : ________________________________________

5. Company Registration No. * : ________________________________________

6. Copy of ISO Registration Certificate * : ________________________________________

7. E.P.F. Code (alongwith copy) * : ________________________________________

8. Drug Registration Certificate issued by a competent authority to sell drug * : ________________________________________

9. Maximum Rent offered : ________________________________________

10. Consent for purchasing the available unspoiled drugs : ________________________________________

11. Consent for payment of electricity and water 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. Consent for opening the drug shop round the clock, throughout the period of licence and seven days a week. : ________________________________________

15. Consent for supervision by a committee appointed by the University : ________________________________________

* Attached Self Attested Photocopy of the document.

Signature of Applicant
Application form for licence of Cafeteria/ Kiosk/ Canteen
In the premises of Aligarh Muslim University, Aligarh.

1. Name of the Applicant/ Firm : ________________________________________

2. Address (Head Office) : ________________________________________
   _________________________________________
   _________________________________________

3. Address (Branch Office), if any : ________________________________________
   _________________________________________
   _________________________________________

4. Contact No. : ________________________________________

5. Company Registration No. * : ________________________________________

6. Copy of ISO Registration Certificate * : ________________________________________

7. E.P.F. Code * : ________________________________________

8. Maximum Rent offered : ________________________________________

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 tenderer want to bring to the notice of the authority : ________________
   _________________________________________
   _________________________________________

12. Past experience in the running canteen:
   If any, ……………………………………………………………………………………………………….
   ………………………………………………………………………………………………………
   (A list of canteen/ hotel contract run successfully may please attach)

* Attached Self Attested Photocopy of the document

Signature of Applicant
Department of Properties & Waqfs  
Aligarh Muslim University  
Aligarh.

C.R. No. ...............  
Dated: ...........

Recommendation for menu item to be served in the ______________ Cafeteria/Canteen/Kiosk at the rate quoted against each.

<table>
<thead>
<tr>
<th>Name of Food Items</th>
<th>Rate (Rs.)</th>
<th>Rate (Ps.)</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beverages and Snacks</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Tea: 150 ml</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2. Coffee: 150 ml</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Flavoured Milk: Kewra, Strawberry Eliechi etc 200 ml.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4. Fruit flavoured 200 ml</td>
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</tr>
<tr>
<td>5. Mionies Sandwich</td>
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</tr>
<tr>
<td>6. Veg Burger</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>7. Non Veg Burger</td>
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<tr>
<td>8. Veg. Pizza</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>9. Veg. Patty</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>10. Non. Veg. Patty</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Ice Cream</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Pastry</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>13. Bread Pakora</td>
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<td></td>
<td></td>
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<tr>
<td>14. Samosa</td>
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<td></td>
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<tr>
<td>15. Cold Drink</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Omlet Slice</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Butter Slice</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Namak Pare (100 g)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TERMS AND CONDITIONS FOR AWARD OF CONTRACT FOR RUNNING THE DRUG SHOP IN THE PREMISES OF J.N. MEDICAL COLLEGE & HOSPITAL, AMU, ALIGARH.

1. License fee:
   The minimum license fee is Rs. ……… per month. However, tenders quoting a higher license fee may be preferred. A low license fee is being proposed with the sole intention of keeping the interest of the students and staff Aligarh Muslim University. The contractor shall regularly deposit license fee every month before 15th of the month.

2. Earnest Money:
   The tender document must be accompanied by an account payee, Demand Draft for Rs. 25,000/- only payable to “The Finance officer” AMU, Aligarh. Tenders without Earnest Money will not be considered and will be summarily rejected. The Earnest Money deposited will be refunded without interest, if the tender is not accepted.

3. Period of Contract:
   The contract will be awarded initially for a period of 11 months and may be renewed for a further period of 11 months as per satisfactory report from Principal & CMS, J.N. Medical College & Hospital, AMU, Aligarh. There will be no renewal of contract after 22 months from the date of allotment and fresh tenders will be invited.

4. 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. 100,000/- (Rupees One Lacs 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:
   i. 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.
   ii. The contractor will not make any, alternations or modification or additions to the Building/ shops without the prior written consent of the University.
   iii. The University will be responsible for the routine maintenance of the building and ground e.g. white washing, structural repairs.
   iv. The Director (Health)/ Member-in-Charge, Properties & Waqfs 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.
   v. The Director (Health) may depute the Senior Pharmacist to visit of and on the Drug Shops to check and supervise proper procurement medicines.
   vi. The Contractors are advised to procure their own retail licence for the sale of drugs. 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.
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 will be forfeited and steps will be taken for eviction by the University.

   The contractor will also have the right to withdraw on two months notice in writing to the University Authorities.

   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.

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 for the proper running of the Drugs Shops.

12. **Functions of the Drug Shops:**

    The Director, MAS will 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.

    iv. Procedure for pest control.

    v. Policy for serving the medicines to the patients at discount as per decision of the Space Allotment Committee at the time of award of licence.
13. 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.

Member-in-Charge
(Properties & Waqfs)
TERMS AND CONDITIONS FOR AWARD OF CONTRACT FOR RUNNING
THE CAFETERIA/KIOSK/CAiente IN AMU CAMPUS.

1. **License fee:**
   The contractor shall regularly deposit license fee every month before 15\textsuperscript{th} of the month.

2. **Period of Contract:**
   The contract will be awarded initially for a period of 11 months and may be renewed for a further period of 11 months on mutual consent in writing provided services of licensee are to the satisfaction of University without any default in payment of licence fee.

3. **Earnest Money:**
   The tender document must be accompanied by an account payee, Demand Draft for Rs. 25,000/- only payable to “The Finance officer” AMU, Aligarh. Tenders without Earnest Money will not be considered and will be summarily rejected. The Earnest Money deposited will be refunded without interest, if the tender is not accepted.

4. **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. 5000/- (Rupees Two 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. **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 Cafeteria/ Kiosk/ 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 Cafeteria 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 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 contractor to comply with all local State and Central Labour and welfare laws for his employees and insurance of the staff from accident etc.

8. **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.

9. **Cost of Eatable Items**
   The sole objective of establishing the Cafeteria/ Kiosk/ Canteen is to provide tasty, nutritious and hygienic eatable items to the students/ costumers and each item of cafeteria will be lower than the market rate as far as possible.

10. **Conditions of Contract:**
    i. The sub-licensing of the Cafeteria/ Kiosk/ Canteen by the Contractor shall not be permissible.
    ii. There shall be no exemption relating to payment of electricity charges and the licence fee in situation.
    iii. The contractor shall be awarded contract to run the Cafeteria/ Kiosk/ Canteen, 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 Contractor and the customer or about any matter concerning the Cafeteria and its administration shall be referred to the Vice Chancellor for its decision whose decision shall be final and binding on all concerned.

   **Member-in-Charge**  
   (Properties & Waqfs)