

INSTITUTE OF HOTEL MANAGEMENT BATHINDA

(Department of Tourism, Govt. of Punjab)

AUCTION NOTICE FOR LEASE OF SPACE FOR ESTABLISHMENT OF COMPUTER BASED TEST CENTRE AT THE INSTITUTE OF HOTEL MANAGEMENT, BATHINDA.

TERMS AND CONDITIONS FOR AUCTION NOTICE

Nature of work :	Providing of space for ESTABLISHMENT OF A COMPUTER BASED TEST CENTRE AT THE INSTITUTE OF HOTEL MANAGEMENT, BATHINDA.
EMD Amount :	• The Bidder want to participate in the Auction will have to deposit an EMD of Rs. 20,000/- to the IHM Bathinda Cashier upto 20.08.2026 (before 10 a.m.) • Only the bidder who have deposited the EMD Amount will be allowed to participate in the auction. • That the EMD deposited by the Successful Bidder/ Highest Bidder will be retained by the IHM Bathinda and converted into the Performance Security. The successful bidder will have to deposit a <u>performance security equal to 02 months rental amount (after deducting / adjusting the amount of the EMD)</u> • That the Said amount of Performance Security will be returned (without any type of Interest or other charges) on successful completion of the Contact Period/ Extension in Contract Period (if applicable). • That the EMD of the UN-SUCCESSFUL BIDDER will be immediately returned, on deposit of required documents, completion of formalities by the Successful bidder.
License Fee:-	• <i>The license fee will be collected on monthly basis, BASED THE RATES THAT WILL BE QUOTED BY THE BIDDER IN THE AUCTION, BEFORE THE AUCTION COMMITTEE OF IHM BATHINDA.</i> • <i>THE LICENSE FEE WILL BE COLLECTED BY THE IHM BATHINDA IN ADVANCE BEFORE 5TH OF EVERY MONTH.</i> • <i>If the License fee will not be deposited within due time then a fine of 500/- per day, after 5th of every month will be collected by IHM, Bathinda.</i> • <i>The GST amount that will be applicable will also be collected EXTRA from the contractor/ service provider along with the monthly license fee.</i>
Period of the Contract	The period of the contract/ agreement will be for a period of 03 years w.e.f. the date of signing of the agreement and further extendable for a period of further Two years, on satisfactory services and mutual consent of both the parties.
Website for downloading of the Auction Notice document:-	www.ihmbti.com
Date of Auction :-	20.08.2026
Time of Auction :-	10.00 a.m.

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CENTRE AT THE INSTITUTE OF HOTEL MANAGEMENT, BATHINDA.

Venue of Auction:-

Conference Hall,
IHM, Bathinda.

Detail of Bidder

1 Name of the applicant .

2 Constitutional status of the
tenderer/ bidder.

i.e. Proprietor/ Partnership firm/ Pvt. Limited
Company/ Public Limited Company/ Co-op
Society etc.

3 Address of the bidder

4 Name of the Dealing Person :-

6 Position of the dealing person
in the bidder firm/ company/
society :-

7 E mail id:-

8 Fax No (if any):-

9 Mobile No:-

10 Details of the Earnest Money Deposit :-

(A) *In case EMD is deposited in the shape of a demand draft:-*

Demand Draft No.

Date of demand draft

Amount of the demand draft

Rs. 20000/- ONLY (RS. TWENTY THOUSAND ONLY)

Bank with branch name

(B) *In case EMD is deposited in the shape of an Institute receipt:-*

Receipt No.

Receipt date

Amount of the Receipt

Rs. 20000/- (RS. TWENTY THOUSAND ONLY)

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12	PAN Card Number:-	
13	GST Number :-	

OTHER TERMS AND CONDITIONS

FOR LEASE OF SPACE FOR ESTABLISHMENT OF COMPUTER BASED TEST CENTRE AT IHM BATHINDA.

Infrastructure that will be arranged by the Service Provider/ Contractor:-	• Arrangement of Necessary Furniture & fixture. • Arrangement of Computers, Printers, UPS, Air Conditioners and other electrical equipments/ appliances. • Electric Fittings for installation of Computers, Printers and UPS etc. • Wifi/ Internet Facility for the CBT Centre. • Necessary Partitions for establishment of Offices/ Cabins as per requirement. • Installation of an Electric Sub Meter for recording the Electric Usage. • In case Institute's Gen Set is used, then the Cost of the fuel consumed by the Gen Set @ 10 lts per hours approx or the actual consumption, whichever is higher. • In case the Refreshment is taken from the Institute for the Staff, Observers etc then the payment of the same will also be made to the IHM on rates finalized by the IHM authorities. • In case the Officers/ Officials of the Institute will be hired as Centre Supdt/ Deputy Supdt/ Invigilators / Support Staff during the Exams, <u>on Non Working days or before and after office hours</u> then the payment to the said staff will be made directly by the service provider. • In case any other space is required other than the allotted space within the campus, then extra charges will be collected as decided by the competent authority.		
Infrastructure/ Facilities that will be arranged by the IHM Bathinda	• Providing of 04 Rooms on the 2nd Floor for establishment of CBT Centre as detailed below:-<table><tr><td>Room No at 2nd Floor of the Building</td><td>Area (Length x Width) APPROX.</td></tr></table>	Room No at 2 nd Floor of the Building	Area (Length x Width) APPROX.
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	Room No. 1 (Exam Room)	55 feet x 27 feet = 1485 feet
	Room No 2	27 feet x 31 feet = 837 feet
	Room No 3	22 feet x 33 feet = 726 feet
	Room No 4	27 feet x 30 feet = 810 feet
	Covered area outside room no 2,3,4	27 feet x 18 feet = 486 feet
	Washroom area	28 feet x 14 feet = 392 feet
	Corridor / covered area	98 feet x 9 feet = 882 feet 70 feet x 13 feet = 910 feet
	Total Area Approximate	6528 sq feet approx.
• Providing of Gents and Ladies (One Block) Toilet Block on the 2nd Floor of the Institute for use of the candidates and Staff of the CBT Centre. • Providing of Ro Water connection to the Water Cooler of the service provider.. • Providing of Electric Supply for the CBT Centre for which Electric Usage charges will be paid by the Contractor, based upon the reading of Sub Meter.		

Note:-

- A) The Infrastructure of the Service Provider can also be utilized by the IHM Bathinda for conducting Offline Examinations or other classes, if required, when the said area will not be in operation.
- B) It is advised to the Bidder to visit the IHM Bathinda and check the area that will be allotted to the bidder, before filling of tender, by visiting at IHM, Bathinda during the Office Hours.
- C) The service provider will also install the Iron Grills on both sides of the area allotted i.e. Entry Side and Exit Side of the area so that the candidates / staff of the service provider will not use the non allotted area and the regular study work of the IHM may not affect.
- D) The routine repair / maintenance of the allotted premises will be the liability of the service provider. The contractor will have to keep the allotted space in good condition. The service provider will have to meet the expenses of the routine repair and maintenance. In case any of the allotted space will be damaged by the service provider then the said will be repaired by the service provider/ contractor.

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1. PERIOD OF CONTRACT:

- i. The agreement shall be initially for period of 03 years from the date of signing of the contract/ agreement/ issue of work order which can be extended for a further period of 2 years subject to the satisfactory performance and mutual consent of both the parties. **However, the Institute of Hotel Management, Bathinda has right to terminate the contract on administrative grounds, by serving one month prior notice of discontinuation.**

Proviso:

In case the licensee is unable to continue the contract and serves the prior notice before the agreement period then rent equivalent to one month will be recoverable from licensee to be deposited along with such notice in addition to rent of notice period.

2. SECURITY DEPOSIT

The contractor will deposit an EMD/ security (refundable) of an amount mentioned below, BEFORE START OF THE AUCTION. :-

Sr. No	Name of the location where tuck shop will be established/ operated	Amount of Refundable security
1	LEASE OF SPACE FOR ESTABLISHMENT OF A COMPUTER BASED TEST CENTRE AT THE IHM BATHINDA FOR CONDUCTING VARIOUS COMPUTER RELATED EXAMINATION.	Rs. 20000/- only

The successful bidder will have to deposit a refundable performance security equal to two months rental amount (after adjusting the above said EMD of Rs. 20000/- only). The said amount of Performance security deposit after successful completion of the contract, without any type of interest and after deducting the due amount from the contractor.

*The license fee will be collected on monthly basis **IN ADVANCE**, BASED UPON THE RATES THAT WILL BE QUOTED BY THE BIDDER IN AUCTION.*

3. LICENCE FEE:

- a) The licensee shall pay the MONTHLY_license fee (IN ADVANCE) as applicable from time to time, in advance, based upon the rates that will be quoted by the bidder in the PRICE BID.

4. PAYMENT OF TAXES:

The Licensee shall be liable to pay all such fees or taxes (Extra)such as GST as may be levied by the Government or any other authority in respect of the services, under any law from time to time. The contractor shall deposit the GST regularly to the department concerned at the prevailing government rates, failing which he will be solemnly be liable for the consequences.

5. SAFETY MEASURE:

The contractor will provide the fire safety Gadgets to ensure safety from fire etc. inside and outside the CBT Exam Centre.

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6. COMMENCEMENT OF WORK:

The contractor is required to commence the work within 30 days of the issue of the allotment letter. In the event of failure of commencement of work within the stipulated time, a penalty @ Rs. 500/- per day w.e.f. date of award contract shall be imposed up to 30 days, after which award of contract will be deemed cancelled and EMD/Security Deposit forfeited and contractor will be blacklisted for future.

7. STAFF:

The deployment of staff for the operation of CBT Centre will be the liability of the Contractor. The payment of the EPF/ ESI relating to the manpower hired by the service provider/ contractor will be the liability of the Contractor and the IHM, Bathinda can not be held liable for the payment of EPF/ ESIC/ GST or other statutory liabilities relating to these CBT Centre.

In case of any complaint/ against any of his employee, the contractor shall immediately replace the particular person so deployed if so desired by the Head of the concerned building where the contractor is providing his/ her services.

Residential Accommodation for the Manpower/ servants of the CBT Centre Operator/ Contractor will not be the liability of the Institute and will be arranged by the contractor on his own.

The Services of the Officers/ Officials of the IHM Bathinda can be taken before or after office hours or on Non Working Days. The Honorarium of the said manpower will be made directly by the Company/ Contractor to the bank accounts of the such manpower engaged.

8. IDENTIFICATION, UNIFORM AND MEDICAL EXAMINATION OF STAFF:

- The employees of the contractor are required to display their Identity Cards for the purpose of proper identification, which shall be issued to them by the contractor.
- They will wear clean and neat uniforms.
- The Contractor will ensure that all his employees are medically fit and are free from communicable diseases. He will also communicate to the Head of the concerned building the names, parentage, residential address, age etc. of the persons as and when deployed or changed from time to time.
- Police & antecedent verification of the employees of the service provider would be the responsibility of contractor.

9. RELATIONSHIP BETWEEN THE EMPLOYEES OF CONTRACTOR AND THE INSTITUTE:

- The persons deployed by the contractor for the work shall be the employees of the contractor for all intents and purpose.
- In no case, there shall be any relationship of employer and employees between the said persons and this institute, either implicitly or explicitly.
- It would be sole responsibility of contractor for deduction and payment of EPF/ESI/GIS etc. The institution would in no way be responsible/liable for the

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same. In case of death/disability of any of the employees of the contractor/helper of the contractor then in that case it would be sole responsibility of the contractor towards the family of the deceased/disabled person for any compensation. No claim in this regard would be claimed from the INSTITUTE OF HOTEL MANAGEMENT, BATHINDA OR ANY OF ITS OFFICER/OFFICIAL.

10. CLEANLINESS AND SANITATION:

The hygiene and sanitation of the premises shall be the responsibility of the contractor. The contractor shall be required to keep the allotted area as well as its surrounding hygienic, neat and clean.

Use and consumption of articles like cigarettes, wine and other narcotics is prohibited inside the Institute of Hotel Management, Bathinda.

11. PREVENTIVE MEASURES TO BE TAKEN BY THE CONTRACTOR:

The contractor shall take all reasonable precautions to prevent any unlawful act or disorderly conduct by his employees.

The contractor shall not use the area allotted for establishment of CBT Centre for residential purposes for himself and for his employees, under any circumstances.

12. DETERMINATION OF QUALITY OF WORK/ SERVICES:

The decision of the Principal/ Administrative Officer or his authorized representative with regard to the services done by the contractor, shall be final and acceptable to the contractor. The contractor shall, thereafter, rectify the defect so pointed out by the IHM Authorities.

13. BLACK LISTING:

The agreement for this contract shall be subject to the black-listing policy declared by the Government issued from time to time.

14. ALTERNATE ARRANGEMENT IN CASE OF DEFICIENCY IN SERVICES:

The Principal/ Administrative Officer of the Institute reserves all rights to get the work/ services (so rejected) got done/ replaced at his own level at the risk and cost of the contractor by giving him 10 days notice and the expenditure so incurred on this account shall be recovered from the bills of the contractor or any other outstanding dues or by revocation of any or all parts of the security, as the authorities may think proper subject to making up of the deficiency by the contractor.

15. PENALTY CLAUSE:

In case, the licensee makes any default, as listed below, a penalty of Rs.200/- per lapse will be imposed for lapse reported for the first time. Subsequently, on repetition of any lapse, the penalty will be charged @ double the amount of the previous penalty, subject to maximum of 20% of license fee and thereafter, the case for termination of contract shall be initiated under relevant clause for:-

- a) Damage / Loss to the property of the Institute.
- b) Non maintenance of the premises in clean & hygienic condition.
- c) Consumption of articles like cigarette, liquor and any other narcotics etc.
- d) Delay in payment of License Fee, GST, Electricity and water charges.
- e) Any other act which causes nuisance in the Building.

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16. ELECTRICITY/ WATER CHARGES

- Electricity charges on actual consumption basis shall be borne by the contractor. The contractor shall install a sub-meter at his own cost immediately after award of contract.
- The Dealing Officers will supervise that whether the Electric sub meter is installed within due time. The Assistant Supervisor will also maintain a record for the actual consumption of the Electricity and the payment made by the contractor.

17. SUBLETTING OF THE CONTRACT:

The contractor is not allowed to sublet the contract wholly or partly or to enter into any sub-contract through any mode for running such services.

18. TERMINATION OF CONTRACT:

The License may be terminated on occurrence of any of the following contingencies:

a) On the expiry of the contract period without any prior notice.

OR

b) If the licensee fails to commence the work within 30 days of the award of the contract, his contract is liable to be terminated without any notice and the EMD/Security Deposited shall stand forfeited.

OR

c) In case of deficient services rendered by the licensee by giving 10 days notice.

OR

d) In case of breach of any of the essential terms and conditions of the contract by the Licensee by giving 15 days notice.

OR

e) On assigning the contract or any part thereof or any benefit or interest therein or there under by the licensee to any third person for sub-letting the contract wholly or partly by giving 15 days notice.

OR

f) On the Licensee being declared insolvent by competent Court of Law without any notice. provided that in all the above situations, the Security Deposit/ EMD, as applicable, shall be forfeited."

OR

g) In case license is unable to continue the contract, the licensee shall give minimum three month notice. If the licensee does not give the requisite notice, then the security deposit shall be forfeited in proportion to the period falling short of the specified notice period.

"Provided that during the notice period for termination of the contract, in the situations contemplated above, the licensee shall continue to discharge his duties till the termination of the contract."

Provided further that in case the licensee surrenders the contract before one year he/she will be liable to pay additional rent for one month along with the rent for the notice period.

19. PEACEFUL HANDING OVER OF POSSESSION:

On completion/ termination for the contract, it shall be the duty of the contractor to remove all the persons deployed by him and ensure that no person causes disruption/ hindrance/ problem of any nature.

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20. **TRANSFER OF LIABILITIES:**

In the event of exigencies of death, infirmity, insolvency of the contractor or for any other reasons or circumstances, all liabilities shall be borne by the following on such terms and conditions, as the Institute may think proper in public interest.

- a) Legal heirs in case of sole proprietor.
- b) The next partners in the case of a Partnership firm.
- c) The next director in the case of a Public/ Private Limited Company.

21. **INTIMATION OF ADDRESS OF LICENCEE:**

The successful tenderer/ licensee should submit documents verifying the identity & commercial as well as residential address before the issuance of letter of award in his favour. The list of the acceptable documents would include Voter Card/ PAN Card/ Passport/ Aadhar Card. He should further be required to update this office regarding any change of commercial as well as residential address.

22. **ARBITRATION**

- i) In the event of any dispute or differences arising between the parties with regard to the terms and conditions of the agreement/contract and/or with regard to the breach or interpretation thereof including all rights and liabilities there under on any matter whatsoever touching upon the terms and conditions of the agreement/contract whether in course or on after its termination the parties will settle the same at the first instance by mutual discussions/conciliation which would be conducted by the Authorities of the Institute.
- ii) In the event the said mutual discussions/conciliation fails, the aggrieved party shall initiate arbitration proceedings for resolution of differences/disputes etc., mentioned above by appointing a sole arbitrator, who shall be the Principal, IHM, Bathinda in which event the said proceeding shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act enforce.
- iii) The venue of such arbitration proceeding shall be at BATHINDA and the court in BATHINDA alone will have jurisdiction in respect of all proceedings connected there with.

30. **Jurisdiction** : All disputes are subject to the jurisdiction of courts at BATHINDA only.

Dated:- _____.
Place:- _____.

Signature _____
Name:- _____
Address:- _____
Contract No:- _____
E-mail id:- _____

With Seal