

INSTITUTE OF HOTEL MANAGEMENT BATHINDA

(Department of Tourism, Govt. of Punjab)

**AUCTION NOTICE FOR OPERATION OF CANTEEN and MILK BOOTH
AT THE STATE INSTITUTE OF HOTEL MANAGEMENT, BATHINDA.**

AUCTION NOTICE	
Nature of work :	Running and Operation of VERKA MILK BOOTH/ TUCK SHOP at IHM, Bathinda.
EMD Amount :	- The Bidder want to participate in the Auction will have to deposit an EMD of Rs. 2000/- to the IHM Bathinda's Cashier upto 20th August 2026 (before 10 a.m.) - Only the bidder who have deposited the EMD Amount will be allowed to participate in the auction. - That the Successful bidder has to deposit Performance Security equal to 2 months rental amount. However, the That the EMD deposited by the Successful Bidder/ Highest Bidder will be retained by the IHM Bathinda and adjusted against the Performance Security. - 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 100/- 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 3 years from the date of signing of the agreement and further extendable for a period of further period, 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.
Venue of Auction:-	<u>Conference Hall,</u> <u>IHM, Bathinda.</u>

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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. 2000/- Only (Rs. Two 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. 2000/- Only (Rs. Two Thousand Only)
12	PAN Card Number:-	

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13	GST Number :-	
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OTHER TERMS AND CONDITIONS

1. SCOPE OF WORK

Operation of Canteen and Verka Milk Booth at IHM Bathinda as detailed below:-

Sr. No	Name of the location where tuck shop will be established/ operated
1	Verka Milk Booth along with one constructed room that can be used as Tuck Shop/ Store Room for Milk Booth

2. PERIOD OF CONTRACT:

- i. The agreement shall be initially for period of 3 years which can be extended for a further period subject to the satisfactory performance and mutual consent of both the parties. **However, the IHM Authorities has power to terminate the contract on administrative Grounds at any time.**

Proviso:

In case the licensee is unable to continue the contract and serves the prior notice before the said period of agreement, 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.

3. SECURITY DEPOSIT

The contractor will deposit an EMD of Rs. 2000/- only for the Operation of Milk Booth/ Tuck Shop at the Institute to participate in the bid/ auction. **However the successful bidder will have to deposit a performance security equal to two months rental amount in advance, before starting of services.** The said amount of security will be refunded to the contractor without any type of interest on successful completion of the agreement, after deducting the amount due to the Institute.

4. LICENCE FEE:

- a) The licensee shall pay the MONTHLY license fee as applicable from time to time, IN ADVANCE on or before 5th day of the designated month to the Accounts Department against proper printed receipt.

5. 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.

6. QUALITY:

The contractor shall use raw ration material to make and sell products at his canteen / Verka Milk Booth also material used for preparation of prepared food should be quality controller and branded, as per details mentioned below:-

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1.	Fresh Milk	In sealed poly packs of Verka Only
2.	Salted Butter	Verka Only
3.	Cooking Oil	Refined Vegetable Oil "Aggmark" certified of Groundnut/ Sunflower/ Soya Bean Base (Gini/ Vita Flora/ Sweekar/ Sundrop/ Dhara)
4.	Bread Loaf	Modern/ Britannia/ Bonn/ Cremica etc.
5.	Tea Leaves	Lipton/ Brook Bond/ Tata brands
6.	Coffee Powder	Nescafe/Bru
7.	Spices and Condiments	MDH/ Catch/ Everest etc.
8.	Cereals& Pulses	'A' grade quality.

7. RATES:

- a) The rates for the eatables shall be charged on the fixed rates as follows:-

Approved rates for IHM Canteen and Verka Milk Booth

Important Note:- As per instructions received from the Verka at the time of allotment of Verka Milk booth to the Institute, it should be clearly noted that on the Verka Milk Booth the products related to Verka Brand may only be sold. The products of other companies that are in competition with Verka can't be sold at the Verka Milk Booth.

- b) The contractor cannot make any enhancement in rates without the prior approval of Principal, IHM, Bathinda. (However, any revision in rates shall be considered after one year for which the licensee shall write to the Principal).

- c) **Rates list of all the articles kept for sale, shall be displayed in Bold Manner near the counter by the licensee at his own cost.**

8. SERVIETTES & CROCKERY

- i) The contractor will have his own crockery, cutlery and cooking utensils. **The Institute will not provide any type of help in providing of Crockery/ Cutlery or Cooking Utensils under any circumstances.**
- ii) The contractor will have to arrange LPG fuel at his own cost. Recurring cost on this account shall also be borne by the contractor.

9. 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. 50/- 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.

10. STAFF:

The contractor shall employ adequate number of experienced persons at his own cost to run the Canteen/ Tuck Shop/ Verka Milk Booth.

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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.

Accommodation for the servants will not be the liability of the Institute and will be arranged by the contractor on his own.

11. 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 mess employees would be the responsibility of contractor.

12. 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/CPF/ESI/GIS etc. The institution would in no way be responsible/liable for the 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 Second Party/College.

13. RUNNING OF THE CANTEEN, CLEANLINESS AND SANITATION:

The contractor shall arrange all material at his own cost from the market and ensure adequate quantity of ration and other articles required for the Canteen services. **The hygiene and sanitation of the premises shall be the responsibility of the contractor.** The contractor shall be required to keep the Canteen as well as its surrounding hygienic, neat and clean.

Sale and consumption of articles like cigarettes, wine and other narcotics is prohibited in the Canteen . However, he will be permitted to sell Stationary, Phtostate, Lamination etc. at the Canteen/ Milk Booth.

It should be clearly noted that the Milk and Milk Products on the Milk Booth will be sold of Verka Brand only. The Contractor will not sell any item of any other brand that is in competition with the products of Verka, under any circumstances.

It may also be noted that the Institute can purchase the Verka Milk and Verka Milk Products from the Verka Milk Booth for its internal usage. The Verka Booth Operator will not be allowed to charge more than the dealer rates for the said milk and milk

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products from the IHM. The IHM Bathinda will make payments on fortnightly basis i.e. twice in a month. The Milk Booth contractor will provide a list of the dealer rates of all Verka items so that the order may be made (if required) by the IHM, Bathinda from the said dealer rates/ wholesale rates of the Verka.

14. 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 Canteen area for residential purposes for himself and for his employees.

15. SURPRISE CHECK:

The IHM Bathinda is at liberty to carry out any surprise check to ensure that the contractor is providing satisfactory services. The Principal/ Administrative Officer or any other officer authorized for the purpose shall be at liberty to check the quality of items prepared in the Canteen at any time and to take samples of the same to be tested in the College Laboratories or any other Laboratory. In case the quality of food is found unsatisfactory, the contractor shall be liable to pay a fine of Rs. 200/- for each such instance up to max. three times. Thereafter, the Principal will have to authority to get the food samples checked and in case of failure; the contract will be terminated immediately and security forfeited.

16. DETERMINATION OF QUALITY OF WORK/ SERVICES:

The decision of the Principal/ Administrative Officer or his authorized representative with regard to the determining of quality of work/ services done by the contractor, shall be final and acceptable to the contractor. The contractor shall, thereafter, rectify the defect so pointed out without any extra payment.

17. BLACK LISTING:

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

18. 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.

19. 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) Enhancement in rates, without prior approval.

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- b) Non maintenance of proper quality.
- c) Non maintenance of the premises in clean & hygienic condition.
- d) Sale & Consumption of articles like cigarette, liquor and any other narcotics etc.
- e) Delay in payment of electricity and water charges.
- f) Any other act which causes nuisance in the Building.

20. ELECTRICITY 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.
However, he/ she will be liable to pay electricity charges @ Rs. 1000/- P.M. till the installation of sub-meter.

21. 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.

22. 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.

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“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.

23. **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.

24. **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.

25. **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.

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

Dated:- _____.

Place:- _____.

Signature _____

Name:- _____

Address:- _____

Contract No:- _____

E-mail id:- _____