



Document No. 2411

**TENDER DOCUMENT FOR OUTSOURCING OF
CHENNAI REGION**

**TAMILNADU TOURISM DEVELOPMENT CORPORATION LIMITED,
TAMILNADU TOURISM COMPLEX,
No.2, Wallajah Road, Chennai-600 002
Telephone(s) : 25367850 to 54 – Fax No.(044)25381567/25382772/ 25366043
E.Mail: ttdc@vsnl.com – Web. <http://www.tamilnadutourism.org>**

Tamilnadu Tourism Development Corporation Limited

Regional Manager, Chennai

No. 2 Wallajah Road,

Tourism Complex, Chennai – 600 002.

Phone No. 25367851 to 54

Cell Phone No. 9176995850

Web site: <http://www.tamilnadutourism.org>

TENDER NOTICE No. 2411 / H2 / 2010 Dated: 19.07.2010

Sealed tenders are invited under two bid system from the reputed outsourcing agencies for taking up of various services such as Food and Beverages service, Food and Beverages production, Front office operation, Cleaning, House keeping, Gardening, Fuel dispensing, Motor Boat operations, Life saving operation, Electrical and plumbing maintenance, Billing maintenance of stores in the following Chennai Region Hotels / Boat Houses / Tourist Service Centers for a period of Two years.

Address of the Chennai Region

Regional Manager (Chennai)
TTDC Ltd.,
No.2 Wallajah Road,
Tourism Complex,
Chennai – 2.

Phone No. 25366043
Cell No. 9176995850.

Location of the unit (Hotels, Boat Houses, TSC, Mamallapuram)

1. BRC , Mamallapuram
2. Hotel Tamilnadu, Vandalore
3. DIR, Chennai -9
4. Youth Hostel, Chennai -3.
5. Boat House, Mudaliarkuppam
6. Boat House, Muttukadu
7. TSC(Petrol Bunk), Mamallapuram
8. Hotel Tamilnadu , Kancheepuram

Cost of Tender Document : Rs. 200 /- Plus tax per unit

EMD: Rs. 5,000 /- per unit in the form of demand draft

Issue of tenders document from the date of advertisement to 05.08.10 on all working days from 10.30 am to 5.00 pm by the Regional Manager Office as indicated above.

Last date of receipt of tender: 06.08.2010. up to 4.00 p.m
By the Regional Manager, Chennai at Registered Office, Chennai -2.

Date of opening of Technical Bids : 06.08.2010 at 4.30 p.m
at Registered Office, Chennai -2.

In the event of last date of receipt of tenders being declared a holiday it will be postponed to next working day. Tenders received beyond the last date and time for receipt of tender will be summarily rejected. Tender Document's can also be downloaded from the Website <http://www.tamilnadutourism.org> and www.tenders.tn.gov.in

Those who are qualifying in the Technical bid above will be participated in the price bid. The date of opening of price bid will be intimated to the qualified tenderers separately. Further details / clarifications in this regard may be obtained from the Regional Manager (Chennai). Tourism Complex, No. 2Wallajah Road, Chennai -2.

MANAGING DIRECTOR

Nature of work : Outsourcing of various services in TTDC Hotels

TERMS AND CONDITIONS TO TENDERER

1. Sealed tenders are invited under two bid system from the reputed Outsourcing Agency/Contractor for providing Manpower to T.T.D.C. Hotels/Tourist Service Centre (Petrol Bunk)/Boat Houses in Chennai Region upto 06.08.2010 - 4 PM
2. Tenders should be in the prescribed original form obtained from the Regional Manager's office and should be sent in two separate was sealed cover superscribed as "TECHNICAL BID for Outsourcing of Services in TTDC Hotels" and "PRICE BID for the Outsourcing of Services in TTDC Hotels" to the Regional Manager's office at the following address:-

**Regional Manager (Chennai),
TTDC Ltd.,
Tamilnadu Tourism Complex,
No.2, Wallajah Road, Chennai-600 002
Telephone(s) : 25367850 to 54
Fax No.(044)25381567/25382772/25366043
Mobile No. 9176995850.**

The tenders not received in the prescribed original form will be summarily rejected.

3. The Technical Bid must be accompanied by an **Earnest Money Deposit of Rs.5,000/- (Rupees Five thousand only) for each Unit** Payable by Demand Draft on any one of the Scheduled Banks in the respective regional Headquarters. The Demand Draft should be drawn in favour of "Tamilnadu Tourism Development Corporation Limited". No other form of Earnest Money Deposit will be accepted.
4. The Eligibility Criteria of the tenderer is at **Annexure I**. Tenders received without Earnest Money Deposit along with Technical Bid will be summarily rejected.
5. The successful bidder shall be intimated on his selection for the award of contract.
6. The rate should be quoted Net per person per month for each work. The format for quoting Price Bid is at **Annexure III**.
7. The Technical Bids will be opened at the Registered office on 06.08.2010 at 4.30PM The qualified tenderers' Price Bid will be opened on a date and time which will be intimated to the technically qualified tenderers. Both the Bids will be opened in the presence of tenderers or their authorised representative who choose to be present at that time.
8. The amount deposited as Earnest Money Deposit will not carry any interest.
9. Successful tenderer will be intimated about the acceptance. Hence no enquiry in this regard should be made.

10. All columns in the tender schedule shall be properly filled in ink. The rates shall be entered in both words as well as figures. No alteration in the description of the schedule shall be permitted. All corrections should be authenticated under the full signature of the tenderer. In case of variations in the rate quoted in words and in figures, the rate quoted in words only will be taken into consideration.
11. The tender shall be valid for 90 days from the date of opening of Price Bid.

Delivery Schedule:

12. The requisitioned Manpower should be deployed at the respective units within 15 days from the date of receipt of work order.
13. If it is found that the personnel so deployed are not qualified as per terms and conditions of the agreement and work order they will be rejected and the tenderer will have to supply qualified persons as substitute immediately. In case tenderer fails to supply the qualified manpower as per the terms and conditions of tender and agreement E.M.D. and Bid Security will be forfeited. Tenderer will also be blacklisted for participation in future tenders of T.T.D.C.
14. The tenderer shall be solely responsible for the payment of all taxes including service tax and other statutory liabilities, if levied.
15. **The two separate sealed covers containing “Technical Bid” and Price Bid” shall be superscribed as such** and should be submitted along with a covering letter in one sealed cover.
16. The tenderer should enclose the documentary evidence of copies of work orders for providing manpower received from various customers and their certificate of performance, etc. along with the Technical bid. He should also furnish the details of current contracts with documentary evidences.
17. **Fixed Price:** Prices quoted by the tenderer shall be fixed during the period of the contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
18. The Bidder shall furnish, as part of his bid documents establishing the conformity to the bidding documents of all services which the bidder proposed to provide under the contract.

19. In exceptional circumstances, the TTDC may solicit the bidders consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by cable or telex). The bid security provided shall be suitably extended. A bidder may refuse the request without forfeiting his bid security. A bidder granting the request is not required or permitted to modify his bid.
20. Bids must be received at the address specified not later than the time and date specified in the Invitation of Bids. In the event of the specified date for the submission of bids being declared a holiday for the TTDC, the bids will be received upto the appointed time on the next working day.
21. The TTDC may, at its discretion, extend the deadline for submission of bids by amending the bid documents. In which case all rights and obligations of the TTDC and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
22. During evaluation of bids, the TTDC may, at its discretion, ask the bidder for clarification of his bid. The request for clarification and the response shall be in writing.
23. The TTDC will scrutinise the bids to determine whether they are complete, whether any computational errors have been made, whether required documents have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Bids from Representatives, without proper authorisation from the tenderers shall be treated as non-responsive.
24. No bidder shall contact the TTDC on any matter relating to its bid except for bonafide clarifications from the time of bid opening till the contract is awarded.
25. Any effort by a bidder to influence the TTDC in the TTDC's bid evaluation, bid comparison or contract award decisions may result in rejection of the bid.
26. The TTDC reserves the right at the time of award of contract to increase or decrease the quantum of services originally specified in the schedule of requirements without any change in unit price or other terms and conditions.
27. The notification of award will constitute the formation of the contract.
28. In the event of TTDC terminating the Contract in whole or in part, for non Supply of Manpower as per terms and conditions, TTDC may outsource, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the Contractor shall be liable to the TTDC for any excess costs for such similar Service and such cost would be recovered from the security amount from the Contractor. However, the Contractor shall continue the performance of the Contract to the extent not terminated.
29. The Tenders submitted beyond the date and time fixed shall be summarily rejected.
30. Any postal delay or loss in transit will not bind TTDC.

31. Evaluation of tenders would be in accordance with the provisions of Tamil Nadu Transparency in Tenders act 1998.
32. The TTDC reserves the right to reject /accept any/part or whole tender without assigning any reasons whatsoever.
33. The TTDC reserves the right to change the award of work to deserving party either in full or parts thereof. The decision of the TTDC shall be final and binding.
34. The Earnest Money Deposit of the unsuccessful tenders will be refunded after the finalization of the tender. The Earnest Money Deposit shall not carry any interest.
35. The Earnest Money Deposit of the successful tenderer will be adjusted against the proposed Security Deposit and the remaining amount of Security Deposit has to be paid by the tenderer. The Security Deposit will not carry any interest.
36. Earnest Money Deposit amount of successful tenders will be forfeited by TTDC on the following grounds:-
 - a) If the successful tenderer fails to carry out the job after acceptance of the Tender in accordance with the Terms and Conditions of the tender as mentioned in the schedule of works.
 - b) If the tenderer withdraws the tender during the tender period.
 - c) Any damages caused to any of the property of the TTDC and delay in carrying out the work as per Tender Terms. This may further warrant imposition of liquidated damages and / or terminating contract.
37. The tenderers should strictly adhere to the statutory regulations viz. PF Act, ESI Scheme, Contract Labour (R & A) Act.
38. Rates in price bid in the prescribed format for outsourcing work of Hotel Maintenance Operations should be quoted for per person per month. Consolidated monthly amount for carrying out the works in the prescribed format of Price bid as at Annexure-III should be furnished by the tenderer.

MODE OF PAYMENT TO THE CONTRACTOR

39. The bills should be submitted in triplicate every month before 5th of next month with an advance stamped receipt by the contractor to the concerned Manager of the Hotel/Boat House for processing for payment. Payment will be made by crossed cheque only.
40. The tenderer should submit copies of the following certificates along with the tender documents in the technical bid.
 - a) Registration Certificate for the Agency/Firm.

- b) Proof for having Employed Personnel at any firm either firm supply order or agreement shall be enclosed (Minimum 10 employees).
 - c) Latest E.S.I. payment Challans.
 - d) Latest P.F. payment Challans.
 - e) Live contract labour Act license issued by the Inspector of factories or labour Department officials (Central or State Government) under – Contract Labours (Regulation and Abolition) Act 1970 and rules 1971.
 - f) Two Employer References with Name, designation and contact phone Nos. shall be furnished – should be the current Employer.
 - g) EMD – DD for Rs.10,000 for each unit in the Technical Bid.
41. Security Deposit of 10% of the tendered annual amount for performance guarantee is to be deposited with TTDC within the stipulated period. This Security Deposit will be returned interest free on expiry of the contract through proper application. The Security Deposit may be given in the form of Bank Guarantee in the prescribed format obtained from Nationalised Bank in favour of the TTDC Ltd., valid for 38 months from the date of execution of agreement.
42. After acceptance of the contract if any / all the terms and conditions of the contract is/ are violated, the TTDC reserves the right to terminate the contract. In such cases the Security Deposit amount will be forfeited by the TTDC, and bank guarantee will be revoked.
43. The TTDC reserves the right to terminate the contract by giving 30 days notice without assigning any reason whatsoever.
44. The period of contract will be for 24 months with effect from the date of award of tender and will be extendable for further one year on satisfactory performance and mutual agreement. Successful tenderer will enter into an agreement on non judicial stamp paper worth Rs.50/- in the prescribed format as at Annexure -IV .
45. Tender forms should be filled in legibly in the original tender document only. RATES SHALL BE QUOTED IN FIGURES AND WORDS. If any correction is necessary the same should be duly attested with full signature by the tenderer. Any ambiguity will lead to rejection of the tender.
46. The tenderer should sign in all the pages of the tender document and submit the same along with Earnest Money Deposit.
47. In case of any dispute on the tender process, the decision of the Managing Director, TTDC will be final.
48. TTDC reserves the right to terminate the contracts without notice in the event of any prohibition notified by appropriate Government.

49. Successful tenderer will give preference to the NMR/Casual/daily wages, etc. working in the T.T.D.C. while deploying the manpower subject to their fulfilling the eligibility criteria prescribed for each category of service.
50. Tenderer should submit separate sealed offer (Price bids) for each unit for all the categories.
51. Those contractors who opted for all the categories in any particular hotel will be given preferences over others, in case anyone quoted only for certain categories in a unit.
52. The contractor should sign in the undertaking letter as per Annexure II for compliance of the conditions and submit along with the technical bid.
53. In case of any dispute arising on the contract, it shall be referred to an arbitrator appointed under the Arbitration and conciliation Act 1996.

Managing Director

Special Conditions for the tenderer

1. The Term Tenderer includes Contractor.
2. The Contractor should possess valid License to take up the work in accordance with contract labour (R & A) Act 1970 & Rules 1971.
3. The Contractor should have 1 year experience in providing manpower to reputed Hotel Industry and allied services units.
4. The Contractor should supply the manpower as ordered and duly qualified as prescribed in the Annexure against each category mentioned. Proof of qualifications and age should be made available at the time of induction of work force, to the Manager of the Institution.
5. The Contractor should abide by the terms and conditions prescribed as per agreement and work order.
6. Child Labour will not be permitted.
7. The Contractor should replace the manpower when it is found by the concerned Managers that they are not discharging their duties satisfactorily.
8. The Contractor should strictly adhere to the Statutory Regulations, viz. PF Act, ESI Scheme and any other Regulations covered under Labour Laws.
9. The Contractor should provide neat, clean, required no. of uniform to their employees along with nameplates. No person will be allowed to work without Uniform and Identity Card.
10. In case of additional requirement of persons for works, contractor shall arrange for the same.
11. If the contractor fails to replace/provide additional workmen whenever demanded within the 15 days, the TTDC will replace workmen on its own and the additional expenditure incurred on this count will be charged to the contractor's account until the contractor arranges replacement on its own.
12. If the contractor fails to replace/provide additional workmen required and continued his inability for more than 15 days continuously, the TTDC will, make its own arrangements and the additional expenditure. if any on this account i.e. difference between rates fixed for man power and the rate at which TTDC replaces/engaged addl. man power will be debited to the contractor's account. The same will be deducted from the bill of the contractor payable to him.

13. If the contractor fails to replace/provide additional workmen, for more than three occasions, within a span of 90 days/three calendar months, the TTDC will CANCEL the contract and initiate steps to replace the contractor without any reference to the contractor.
14. The contractor is expected to supply workmen with reasonably Good Character and Conduct, as they are going to deal with the fellow human beings. The contractor should produce Certificate from the local Police Station of the Normal residence of the workmen to the fact that there is no criminal/civil case enquiry is pending against the workmen.
15. The contractor, its workmen, its supervisory officers and staff should co-operate with TTDC in case of any EMERGENCY/ CALAMITY/ ACCIDENT/ FIRE/ THEFT, etc., to help investigate and take appropriate action against the culprit and the contractor should not interfere in any way in the normal discharge of the functioning of the TTDC Officers or the Government Agencies such as Police, Fire Service, Revenue Officers, etc.
16. In case it is found by the TTDC that a property or materials of the TTDC is lost or put to loss/ damage due to the negligence of the contractor or of the manpower supplied by him the contractor will be held fully responsible and should reimburse the cost of loss/ damage so incurred. The decision of the TTDC as to the quantum of loss and negligence is final.
17. In case any workmen of the contractor suffer injury/ damage or meets with an accident during the discharge of duty the entire cost of compensation should be born by the contractor and the TTDC will not indemnify against any claims / damage / compensation, and TTDC will not be responsible in any manner.
18. The contractor shall normally expected to disburse the wages salary to the workmen working in TTDC's unit before 7th of the succeeding month and it should be reported to the TTDC with acknowledgement.
19. The contractor will present the bills for the services rendered before 5th of succeeding month and the bills will be arranged to be paid immediately.
20. TTDC will make the payment of 75% of the bill only to the contractor and the balance will be paid as soon as the contractor produces the proof of having remitted the EPF, the ESI contribution and payment to the workman deployed as the case may be as applicable at the rate as per law/Act concerned, such as copy of challans, statements, etc., with the Name of the workmen employed in TTDC's properties.

21. The workmen should be available for all days. Weekly off National and festival holidays, etc. should be the responsibility of the contractor.
22. The responsibility of arranging workman for each day rests with the Contractor only.
23. The No. of workers required each day will be worked out by mutual discussion with the Manager, by the Nodal Officer at least for one week in advance.
24. The contractor should get the attestation of the Manager every day as to the Number of workmen supplied to the Unit on each day and should be presented to the Superior Officers whenever demanded for verification.
25. The successful tenderer in consultation with the Regional Manager concerned should prepare and get approved a proforma for evaluation of the quality of work done by the workmen deployed by him for different services. The contractor will get certification on the proforma evaluation from the Head of the division of Hotel every week. This certificates will be obtained on the last day of the week itself. If the services as per report are not satisfactory same will be taken into consideration for continuation of the workman or continuation of the contract.
26. All records as envisaged under contract Labour Act/ Rules should be maintained and these records are subject to scrutiny by Competent authorities.
27. The contractor should supply Job cards for each workman for each day and it should be presented to the Manager every day by the Nodal Officer as to the Nature of work assigned, done, etc., with reporting time, relieved time, etc.
28. The contractor should nominate a Co-Ordinator / Nodal Officer with contact addresses, Phone Nos., Cell Nos., etc. to contact him at short notice even at odd hours in case of necessity.
29. The contractor should ensure that the workmen obeys and works normally under the direct supervision of the Managers concerned and the contractor should not interfere in the routine discharge of the duties of the workmen in the TTDC's properties., unless and until specifically asked to do so.
30. If the contractor fails to comply with any of the above provisions and if the Government takes action against TTDC, the contractor is bound to indemnify TTDC on this score.
31. The staff should not leave the designated work place without obtaining permission from the supervisor/Manager.
32. The workmen should always be polite with good behavior with the guests while attending to need and without any complaints from guests.

33. Payment will be made through crossed Cheque in the firms name and hence, the contractor should have Bank A/c in its firms name.
34. 2% of the total bill will be deducted towards the T.D.S. (Tax deduction at source) from their monthly bills.
35. In the event of franchising any of the hotel or other unit during the period of work contract the charges will be paid till the unit is handed over to the franchisee.

SIGNATURE OF TENDERER

DATE:

MANAGING DIRECTOR

REGIONAL MANAGER (CHENNAI)
TAMILNADU TOURISM DEVELOPMENT CORPORATION LIMITED,
TAMILNADU TOURISM COMPLEX,
No.2, Wallajah Road, Chennai-600 002
Telephone(s) : 25367850 to 54 – Fax No.(044)25381567/25382772/25366043
Mobile No.9952995821
E.Mail: ttdc@vsnl.com – Web. <http://www.tamilnadutourism.org>

TECHNICAL BID

Eligibility Criteria for the tender:

The bidder having the following minimum qualification criteria only will be considered in the Technical Evaluation process and the bidder not having the minimum criteria shall be rejected.

1. The Tenderer should have minimum one year experience in providing workforce for operating and maintenance of various services in the Hotel Industry or related institutions (Documentary evidence to be furnished with the Technical Bid).
2. The Tenderer should indicate the code number for EPF and ESI contribution. (Documentary proof to be furnished).
3. The Tenderer should have deployed minimum 10 employees in any one establishment or several establishments taken together (Documentary evidence should be attached).
4. The Tenderer should have a valid licence to take in the work in accordance with contract Labour (R & A) Act 1970 and Rules 1971.
5. If the tenderer is a company certificate of incorporation should be furnished.

SIGNATURE OF THE TENDERER

DATE:

UNDERTAKING

I have gone through the tender document fully and I have fully understood the conditions therein and I hereby assure and undertake that I will comply with the conditions and submit monthly compliance Statements regarding Labour related statutory formalities like PF, ESI, etc.

Date:

Station:

Signature of the Contractor

QUALIFICATION

1. FRONT OFFICE OPERATION: FRONT OFFICE ASSISTANT

- 1. S.S.L.C.**
- 2. Craft Course Certificate in Reception & Book Keeping from Institution recognised/approved by Govt.**
- 3. One year experience in working in Front office operation.**

2. HOUSE KEEPING: HOUSE KEEPING CLEANER

- 1. VIII Std. passed.**
- 2. Experience of one year.**

3.F&B PRODUCTION: KITCHENMATE

1. VIII Std. passed
2. Experience of one year.

4 A. F & B ROOM SERVICE: ROOMBOY CUM WAITER

1. 10th Std. passed.
2. Certificate in Restaurant and Counter Service.
3. Experience of one year.

4 B. F & B Restaurant SERVICE : WAITER

1. 10th Std. passed.
2. Craft Course in Restaurant & Counter Service.
3. Experience of one year.

5 A.}

5 B.} F & B CLEANING:/ KITCHEN CLEANER / BAR CLEANER

1. VIII Std. passed.

6. GARDEN AND GENERAL AREA CLEANING/ GARDEN:

1. VIII Std. passed.

7. BOATING AND LIFE SAVING OPERATION:

1. VIII Std. passed
2. Sound knowledge of Swimming / Well experience in swimming.
3. Certificate in First Aid.

8. A. }

8. B. } MAINTENANCE OF PLUMBING WORKS/SCULPTOR
CLEANING: (1) PLUMBING ATTENDANT
(2) SCULPTOR CLEANER

- 1. I.T.I. Certificate in Plumbing (For Plumber)**
- 2. X Std. pass (for Sculptor Cleaning).**

8. C. MAINTENANCE OF ELECTRICAL WORKS: ELECTRICAL ATTENDANT

- 1. I.T.I. Certificate in Electrical Trade with “B” Licence.**

8. D. MAINTENANCE OF WATER LORRY: WATER LORRY ATTENDANT

- 1. Should have heavy Vehicle Licence**
- 2. X Std Pass**

9. A. STORE SERVICE: SERVICE ATTENDANT (BAR).

1. 10th Std. passed.
2. Craft Course Certificate in Counter Service.

9.B. }

9.C. } STORE SERVICE : SERVICE ATTENDANT
PROVISION, LINEN / BILLING

1. 10th Std. passed.
2. Craft Course Certificate in House keeping from a recognised Institute (For House Keeper).

9.D. OFFICE SERVICE: SERVICE ATTENDANT (OFFICE).

1. XII Passed with typing & Computer knowledge.

10. FUEL DISPENSING SERVICE : SERVICE ATTENDANT.

1. 10th Std. passed.
2. Having good Physique & Personality.
3. Not having smoking habit.

AGE LIMIT:

Minimum – Should have completed 18 years as on date of contract.

Maximum – Should not have completed 40 years as on date of Contract.

Sl. No.	Description of Service
1	<p><u>Administrative Assistant</u> Administrative unit to process attendance, increments disciplinary proceedings, conformity of contract rules, issue of memos, job descriptions, training the staff getting approvals, sanctions and ratifications, correspondences with clients and other departments and filing.</p>
2	<p><u>Purchase Assistant</u> They are responsible for making arrangements for purchase of all the materials needed for the hotels as per the instructions of the Manager by following the purchase procedure and accounting for all the purchases made. They are responsible for making arrangements for the day to day purchases required for the hotels after getting prior permission from the Manager of the Hotel.</p>
3	<p><u>Bill Clerk</u> They should prepare all the bills relating to catering services permit room, credit bills, preparation of daily statement sales summary remittance of daily collection to accounts. They are responsible for Short Collection / Non Collection if any. They should have knowledge of Computer Operation</p>

Sl. No.	Description of Service
4	<p data-bbox="595 199 895 232"><u>Battery Car Operator</u></p> <p data-bbox="595 237 1187 472">Responsible for operation of the Battery car taking guest from Reception to Rooms and back along with their luggage's. They should carryout the instructions of the Manager as and when given.</p> <ol data-bbox="628 477 1187 853" style="list-style-type: none"> <li data-bbox="628 477 975 515">1) 8th Standard Passed. <li data-bbox="628 519 1187 640">2) They should posses valid Driving License issued by the concerned authority. <li data-bbox="628 645 1187 725">3) One year Experience in driving (LMV). <li data-bbox="628 730 1187 853">4) They should have First Aid certificate issued by the concerned authority.
5	<p data-bbox="595 898 876 931"><u>Computer Assistant</u></p> <p data-bbox="595 936 1187 1249">He / She is responsible for entering the data's of the hotel and getting the required reports, Typing of all the correspondence of hotels, assist the Accounts person in entering the accounts data for finalizing the accounts. They should carryout the instruction of the Manager.</p>

F & B SERVICE

Sl.No.	Description of Services
I.	<u>ROOM SERVICE</u>
1.	Taking order from rooms (or) Receiving orders from rooms.
2.	Making KOT/receiving food from kitchen.
3.	Servicing
4.	Clearing soiled plates & cleaning.
5.	Collecting money from the guest.
6.	Remitting the amount to the cashier @ restaurant.
7.	Check-in the guest.
8.	Check-out the guest.
9.	Water filling in the rooms.
10.	Other related duties assigned by the manager.
II.	<u>BANQUET SERVICE</u>
1.	Making arrangements for conference/functions/meetings including furniture's, PA system etc.
2.	Servicing snacks and other food items as per requirements.
3.	Clearing soiled plates and cleaning.
4.	Stocking the furniture's and PA System after the function.
5.	And the related works assigned by the manager.
6.	Collection & remittance of money at restaurant.
III.	<u>RESTAURANT SERVICE</u>
1.	Taking order
2.	Servicing
3.	Preparing Mis-en-place for service
4.	KOT making/collecting money from the guest.
5.	Cleaning soiled plates/cups, cleaning the table.
6.	Maintaining stock of soft drinks / mineral water / ice cream etc.
7.	Other related duties assigned by the Manager.

8.	Co-Ordination with kitchen & Room service staffs.
IV.	<u>BAR SERVICE</u>
1.	Receiving bar items from Excise /TASMAC
2.	Maintaining records as per Excise dept rules.
3.	Servicing Bar items including snacks receiving snacks from store taking food order from guests (Non-veg items only), placing order with kitchen & receiving etc.
4.	Maintaining stock of Bar items, soft drinks, snacks etc.
5.	Clearing the soiled plates/glass & cleaning the tables.
6.	Cleaning the entire bar area & toilet /wash area.
7.	Washing plates / glass wares / Silver wares / Plastic items etc. And other related works.
8.	Other related duties assigned by the manager.

F & B PRODUCTION

Sl.No.	Description of Services
1.	Receiving KOT from Restaurant (or) Rooms
2.	Preparing food as per requirements.
3.	Handing over of food prepared to the Restaurant/room service staff.
4.	Maintaining sub-stock of provisions/vegetables etc.
5.	Maintaining portion control NORMS as prescribed by the management and account for the item received.
6.	Other related duties assigned by the manager.

F & B CLEANING

Sl.No.	Description of Services
1.	Dish wash (crookery, cutlery. Glass ware, silver ware etc)
2.	Pot wash (utensils & vessels etc).
3.	Cleaning the restaurant. Kitchen areas.
4.	Removing kitchen & restaurant wastages.
5.	Cleaning Kitchen equipments,
6.	Cleaning Bar/Crookery and cutlery.
7.	Other related duties assigned by the manager.

BOATING OPERATIONS AND LIFE SAVING

Sl.No.	Description of Services
1.	On loading and Off Loading the guests from the boats.
2.	Life saving activities in case of danger.
3.	Other related works in the boating operations.
4.	Other related duties assigned by the manager.

HOUSE KEEPING

Sl.No.	Description of Services
1.	Sweeping and mopping the rooms and bar.
2.	Cleaning the toilets & fittings.
3.	Dusting the cobweb. Furniture's, electrical fittings, telephone. T.V., Door,. Windows, Curtains, etc.
4.	Removing soiled linen and handing over to linen store.
5.	Bed making, sofa cover fixing, laying glass, water jug etc.
6.	Replacing odonil, toilet rolls, soap, towels etc.
7.	Spring cleaning of rooms twice a year.
8.	Common area cleaning such as Verandah, Reception Office, Record room, Power room, Generator room, Staff rest room, Conference hall, Common toilet, Stores etc.
9.	Maintaining check list for rooms.
10.	Other related duties assigned by the manager.

VEHICLE FUEL DISPENSING

Sl.No.	Description of Services
1.	Ascertaining the requirement of the guest.
2.	Filling up the vehicle with the required fuel and accounting for it as per the requirement.
3.	Collecting the amount for the fuel dispensed. And accounting for it.
4.	Maintaining the dispensing unit neat and tidy.
5.	Other related duties assigned by the manager.

GARDEN & GENERAL AREA CLEANING

Sl.No.	Description of Services
1.	Maintenance of Garden i.e watering, cleaning, manuring, Trimming lawn, Maintaining trees etc inside the complex.
2.	Cleaning the entire area (other than buildings) daily.
3.	Cleaning the open drains periodically.
4.	Cleaning the sanitary lines if blocked.
5.	Collection of garden waste, kitchen waste, waster from rooms and other waste in a collection drum/pit provided.
6.	Other related duties assigned by the manager.

MAINTENANCE OF ELECTRICAL & PLUMBING WORKS

Sl.No.	Description of Services
I.	<u>Electrical works</u>
1.	Periodical check up of all electrical fittings and equipments in rooms and other areas.
2.	Periodical cleaning of all Electrical fittings, switches, Main boards etc.
3.	Switching on the lights in common area whenever necessary.
4.	Replacing the damaged / fused bulbs, fitting etc. Whenever necessary.
5.	Periodical check up of the condition of the equipment such as solar, water heater and cooling equipments which are under AMC and report to the Manager for taking action.
6.	Operating the generator whenever necessary and defects found should be intimated to the manager for AMC.
7.	Maintaining check list register for all fittings, equipments etc.
8.	Operating Electrical Motors to pump water whenever necessary.
9.	Attending all Minor Electrical repairs.
10.	Periodical cleaning of Solar System (weekly).
11.	Co-Ordinating with E.B personnel's during meter reading etc.
12.	Any other related works assigned by the manager.
II.	<u>Plumbing works</u>
1.	Periodical check up of all plumbing fittings, (EWC with LLT, WB, taps, shower, geyser, valves etc) Pipe Lines.
2.	Attending minor repairs in pipe line & fittings.
3.	Replacement of damaged fittings & pipelines.
4.	Cleaning of overhead water tank / Sump periodically (Quarterly)
5.	Co-ordinating with municipal / panchayat / corporation staff during meter reading etc.
6.	Maintaining check list / registers.
7.	Any other related work as assigned by the manager.

PRICE BID

Name of Work: Outsourcing the service in –

BEACH RESORT COMPLEX, MAMALLAPURAM

Sl. No	Name of the Job	BRC, Mamallapuram Staff Required	Rate per workman per month (nett)		Remarks
			1 st Year	2 nd Year	
1	Administrative Assistant	1			
2	Computer Assistant	1			
3	Purchase Assistant	1			
4	Bill Clerk with Computer	2			
5	Reception Assistant	3			
6	Battery Car Operator	1			
7	Cashier / Computer Assistant	1			
8	House Persons	12			
9	Games Attendant	-			
10	Swimming Pool Attendant	-			
11	Life Guards	2			
12	Gardeners	4			
13	Public Area Cleaners	4			
14	Electrician (Certificate)	1			
15	Electrician	2			
16	Stewards	2			
17	Waiter	10			
18	Restaurant Cleaner	5			
19	Assistant Cooks	6			
20	Kitchen Cleaners	3			
21	Security Officers	-			
22	Security Guards	-			
23	Pump Operator for Diesel & Petrol	-			
24	Room Boy Cum Waiter	-			
25	Kitchen mates	-			
26	Bar Cleaner	-			
27	Room Cleaner	-			
28	F & B Service	-			
29	F & B Bar	-			
30	Banquet Assistant	-			
31	Bar Attendant	-			
32	Bar Assistant	-			
33	Front Office Assistant	-			
34	Motor Boat Driver	-			
35	Office Assistant (DTP)	-			
36	Sweeper Cum Sanitary Worker	-			
37	Bar House Man	-			
38	Service Attendant	-			
39	Electrical Attendant	-			

TOTAL:

BEACH RESORT COMPLEX, MAMALLAPURAM

Sl. No.	Description of Service
1	<u>Administrative Assistant</u> Administrative unit to process attendance, increments disciplinary proceedings, conformity of contract rules, issue of memos, job descriptions, training the staff getting approvals, sanctions and ratifications, correspondences with clients and other departments and filing.
2	<u>Computer Assistant</u> He / She is responsible for entering all the data's of the hotel and getting the required reports, Typing of all the correspondence of hotels, assist the Accounts person in entering the accounts data for finalizing the accounts. They should carryout the instruction of the Manager.
3	<u>Purchase Assistant</u> They are responsible for making arrangements for purchase of all the materials needed for the hotels as per the instructions of the Manager by following the purchase procedure and accounting for all the purchases made. They are responsible for making arrangements for the day to day purchases required for the hotels after getting prior permission from the Manager of the Hotel.
4	<u>Bill Clerk</u> They should prepare all the bills relating to catering services permit room, credit bills, preparation of daily statement sales summary remittance of daily collection to accounts. They are responsible for Short Collection / Non Collection if any. They should have knowledge of Computer Operation.
5	<u>Reception Assistant</u> Hotel reception assistants often perform basic tasks that are essential to the success of the establishment. They can do everything from schedule meetings to plan travel arrangements for their superiors, as well as create spreadsheets and reports. Occasionally, hotel reception assistants play a role in booking rooms and handling guest procedures. But they mostly make sure the main office runs smoothly. Hotel reception assistants must possess strong written and verbal communication skills, because they have to deal with everyone from the hotel manager to guests. They should be organized, motivated, professional, courteous and able to follow instructions from management. And at least a basic understanding of math in the event they are given bookkeeping responsibilities
6	<u>Battery Car Operator</u> Responsible for operation of the Battery car taking guest from Reception to Rooms and back along with their luggage's. They should carryout the instructions of the Manager as and when given. 1) 8 th Standard Passed. 2) They should posses valid Driving License issued by the concerned authority. 3) One year Experience in driving (LMV). They should have First Aid certificate issued by the concerned authority.

Sl. No.	Description of Service
7	<p><u>Cashier / Computer Assistant</u> Receive payment by cash, check, credit cards, vouchers, or automatic debits. Issue receipts, refunds, credits, or change due to customers. Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change. Greet customers entering establishments. Maintain clean and orderly checkout areas. Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners. Issue trading stamps, and redeem food stamps and coupons. Resolve customer complaints. Answer customers' questions, and provide information on procedures or policies. Calculate total payments received during a time period, and reconcile this with total sales. Compute and record totals of transactions. Keep periodic balance sheets of amounts and numbers of transactions. And other works assigned by the Manager.</p>
8	<p><u>House Persons</u> Sweeping and mopping the rooms and bar. Cleaning the toilets & fittings. Dusting the cob-web, furniture's, electrical fittings telephone, TV Door, Windows, Curtains, etc. Removing soiled linen and handing over to linen store, Bed making sofa cover fixing, laying glass, water jug, etc. Replacing odonil, toilet rolls, soap, towels etc. Spring cleaning of rooms twice a year common area cleaning such as Verandah, Reception Office, Record room, Power room, Generator room, Staff rest room, Conference hall, Common toilet, Stores, etc. and any other duties assigned by the Manager.</p>
9	<p><u>Life Guards</u> Collecting money from the guest. Making receipts and Maintenance collection Register. Remitting daily collection to the Manager/Accountant. Un Loading and off loading the guest from the boat. Other related works in the boating operations cleaning of Boats & related activities and any other duties assigned by the Manager.</p>
10	<p><u>Gardeners</u> Maintenance of Garden, i.e. planting, watering, cleaning, manuring, trimming lawn, maintaining trees, etc. inside the complex, cleaning the entire area (other than buildings) daily cleaning the open drain periodically. Cleaning the sanitary lines if blocked. Collection of garden waste, kitchen waste, wastes from rooms and other waste in a collection drum/pit provided and any other duties assigned by the Manager.</p>
11	<p><u>Public Area Cleaners</u> Cleaning the entire area (other than buildings) daily , cleaning the open drains periodically, cleaning the sanitary lines if blocked and other related duties as assigned by the Manager.</p>

Sl. No.	Description of Service
12	<p><u>Electrician (Certificate) , Electrician</u> Periodical check up of all electrical fittings and equipments in rooms and other areas, periodical cleaning of all electrical fittings, switches, main board, etc. Switching on the lights in common area whenever necessary. Replacing the damaged/fused bulbs, fittings etc. whenever necessary Periodical check up of condition of the equipment such as solar water heater and cooling equipments which are under AMC and report to the Manager for taking action. Operating the Generator whenever necessary and defects should be intimated to the Manager for AMC/Maintains fuel consumption Register. Maintaining check list/register for all fittings, equipments. etc. Operating electrical motors to pump water whenever necessary attending of Minor Electrical repairs. Periodical cleaning of Solar System (weekly) Co-ordinating with E.B. personnel during meter reading, etc. Each electrical equipment has to be earthed properly. Ensure if there is more than the current supply to the equipments, the electrical supply has to be tripped through MCB (Miniature circuit Breaker). Any other duties assigned by the Manager.</p>
13	<p><u>Stewards</u> Serve as a communication link between employees at the work site, Chapter Officers, Division leadership, Chief Steward, and their assigned staff member (LRR). Stewards are many times the first representative of CSEA that employees come into contact with, the impression they may develop about CSEA can come from this contact. Stewards must attend Steward Council Meetings, and be knowledgeable about the issues on their campus. Stewards educate employees about their rights, listen to the concerns of the employees, and provide advice and guidance. Share the benefits of union membership, and the things the union is engaged.</p>
14	<p><u>Waiter</u> Taking order (or) Receiving orders from rooms, Making KOT/receiving food from kitchen servicing, Cleaning soiled plates & cleaning, Collecting money from the guests, Remitting the amount to the Cashier at restaurant, Check-in also check out the guest, water filling in the rooms and other related duties assigned by the Manager.</p>
15	<p><u>Restaurant Cleaner</u> Pressure washing floors and building exterior, Washing kitchen hoods, Cleaning exhaust fans, ducts, filters, Cleaning tables, Emptying grease traps, Mopping and waxing floors, Vacuuming waiting areas, Sanitizing bathrooms, Disinfecting and polishing sinks, mirrors, toilets, and urinals Washing internal/external windows Dusting windows, mini-blinds, air conditioner vents, wall hangings Washing floors and kitchen mats Refilling consumables including paper products and soap Removing wayward food and grime from dumpster area and other works assigned to him by the Manager</p>

Sl. No.	Description of Service
16	<p><u>Assistant Cooks</u> Under direct supervision; assist in the preparation and serving of food in a cafeteria; maintain food service facilities and equipment in a sanitary condition; and do related Knowledge of sanitation requirements in food preparation and storage. Knowledge of methods of preparing, cooking and serving food. Knowledge of the uses of kitchen utensils and equipment and the operation thereof. Ability to work under direct supervision and cooperate with other staff personnel. Ability to follow oral and written instructions. Ability to assist in the preparation of various foods . Ability to establish and maintain effective working relationships with others.</p>
17	<p><u>Kitchen Cleaners</u> Dish Wash (Crockery, Cutlery, glass work, silver ware, etc.), Pot wash (utensils & vessels, etc.), Cleaning the restaurant, kitchen areas, removing kitchen & restaurant wastages, cleaning kitchen equipments and any other duties assigned by the Manager.</p>

PRICE BID

Name of Work: Outsourcing the service in –

TOURIST SERVICE CENTRE, MAMALLAPURAM

Sl. No	Name of the Job	TSC, Mamallapuram Staff Required	Rate per workman per month (nett)		Remarks
			1 st Year	2 nd Year	
1	Administrative Assistant	-			
2	Computer Assistant	-			
3	Purchase Assistant	-			
4	Bill Clerk with Computer	-			
5	Reception Assistant	-			
6	Battery Car Operator	-			
7	House Keeping Supervisor	-			
8	House Persons	-			
9	Games Attendant	-			
10	Swimming Pool Attendant	-			
11	Life Guards	-			
12	Gardeners	-			
13	Public Area Cleaners	-			
14	Electrician (Certificate)	-			
15	Electrician	-			
16	Stewards	-			
17	Waiter	-			
18	Restaurant Cleaner	-			
19	Assistant Cooks	-			
20	Kitchen Cleaners	-			
21	Security Officers	-			
22	Security Guards	-			
23	Pump Operator for Diesel & Petrol	11			
24	Room Boy Cum Waiter	-			
25	Kitchen mates	-			
26	Bar Cleaner	-			
27	Room Cleaner	-			
28	F & B Service	-			
29	F & B Bar	-			
30	Banquet Assistant	-			
31	Bar Attendant	-			
32	Bar Assistant	-			
33	Front Office Assistant	-			
34	Motor Boat Driver	-			
35	Office Assistant (DTP)	-			
36	Sweeper Cum Sanitary Worker	-			
37	Bar House Man	-			
38	Service Attendant	-			
39	Electrical Attendant	-			

TOTAL

TOURIST SERVICE CENTRE, MAMALLAPURAM

Sl. No.	Description of Service
1	<p><u>Pump Operator for Diesel & Petrol</u> Ascertaining the requirement of the guest. Filling up the vehicle with the required fuel and accounting for it as per the requirement. Collecting the amount for the fuel dispensed. And accounting for it. Maintaining the dispensing unit neat and tidy. Other related duties assigned by the Manager.</p>

PRICE BID

Name of Work: Outsourcing the service in

HOTEL TAMILNADU, KANCHEEPURAM

Sl. No	Name of the Job	HTN, Kancheepuram Staff Required	Rate per workman per month (nett)		Remarks
			1 st Year	2 nd Year	
1	Administrative Assistant	-			
2	Computer Assistant	-			
3	Purchase Assistant	-			
4	Bill Clerk with Computer	-			
5	Reception Assistant	-			
6	Battery Car Operator	-			
7	House Keeping Supervisor	-			
8	House Persons	-			
9	Games Attendant	-			
10	Swimming Pool Attendant	-			
11	Life Guards	-			
12	Gardeners	-			
13	Public Area Cleaners	-			
14	Electrician (Certificate)	-			
15	Electrician	1			
16	Stewards	-			
17	Waiter	-			
18	Restaurant Cleaner	-			
19	Assistant Cooks	-			
20	Kitchen Cleaners	3			
21	Security Officers	-			
22	Security Guards	-			
23	Pump Operator for Diesel & Petrol	-			
24	Room Boy Cum Waiter	2			
25	Kitchen mates	2			
26	Bar Cleaner	2			
27	Room Cleaner	2			
28	F & B Service	-			
29	F & B Bar	-			
30	Banquet Assistant	-			
31	Bar Attendant	-			
32	Bar Assistant	-			
33	Front Office Assistant	-			
34	Motor Boat Driver	-			
35	Office Assistant (DTP)	-			
36	Sweeper Cum Sanitary Worker	-			
37	Bar House Man	-			
38	Service Attendant	-			
39	Electrical Attendant	-			

TOTAL:

HOTEL TAMILNADU, KANCHEEPURAM

Sl. No.	Description of Service
1	<p><u>Electrician</u> Periodical check up of all electrical fittings and equipments in rooms and other areas, periodical cleaning of all electrical fittings, switches, main board, etc. Switching on the lights in common area whenever necessary. Replacing the damaged/fused bulbs, fittings etc. whenever necessary Periodical check up of condition of the equipment such as solar water heater and cooling equipments which are under AMC and report to the Manager for taking action. Operating the Generator whenever necessary and defects should be intimated to the Manager for AMC/Maintains fuel consumption Register. Maintaining check list/register for all fittings, equipments. etc. Operating electrical motors to pump water whenever necessary attending of Minor Electrical repairs. Periodical cleaning of Solar System (weekly) Co-ordinating with E.B. personnel during meter reading, etc. Each electrical equipment has to be earthed properly. Ensure if there is more than the current supply to the equipments, the electrical supply has to be tripped through MCB (Miniature circuit Breaker). Any other duties assigned by the Manager.</p>
2	<p><u>Kitchen Cleaners</u> Dish Wash (Crockery, Cutlery, glass work, silver ware, etc.), Pot wash (utensils & vessels, etc.), Cleaning the restaurant, kitchen areas, removing kitchen & restaurant wastages, cleaning kitchen equipments and any other duties assigned by the Manager.</p>
3	<p><u>Room Boy Cum Waiter</u> Taking order (or) Receiving orders from rooms, Making KOT/receiving food from kitchen servicing, Cleaning soiled plates & cleaning, Collecting money from the guests, Remitting the amount to the Cashier at restaurant, Check-in also check out the guest, water filling in the rooms and other related duties assigned by the Manager.</p>
4	<p><u>Kitchen Mates</u> Receiving KOT from restaurant (or) rooms Preparing food as per requirements. Handing over of food prepared to the restaurant/room service staff. Maintaining sub-stock of provisions/vegetables, etc. Any other duties assigned by the Manager.</p>
5	<p><u>Bar Cleaner</u> Arriving just one hour before Bar timing Sweeping the Bar room and dusting the furniture, windows, equipments, etc. Moping to be done every day. Urinals, washbasin, etc. to be cleaned everyday. The used tumblers, glasses, etc. to be removed immediately without disturbing the guest and get them cleaned every now and then. Washing plates, Glass tumblers, silver wares, plastic items, etc. The Bar room should be cobwebbed and the floor, table tops to be cleaned by soapoil once a week. He should assist the bar man in all ways for potential sales and sales promotion. At the closing time of the Bar, he should arrange things in order and leave. Any other duties assigned by the Manager.</p>
6	<p><u>Room Cleaner</u> Sweeping and mopping the rooms and bar. Cleaning the toilets & fittings. Dusting the cob-web, furnitures, electrical fittings telephone, TV Door, Windows, Curtains, etc. Removing soiled linen and handing over to linen store, Bed making sofa cover fixing, laying glass, water jug, etc. Replacing odonil, toilet rolls, soap, towels etc. Spring cleaning of rooms twice a year common area cleaning such as Verandah, Reception Office, Record room, Power room, Generator room, Staff rest room, Conference hall, Common toilet, Stores, etc. and any other duties assigned by the Manager.</p>

PRICE BID

Name of Work: Outsourcing the service in

DRIVE – IN – RESTAURANT, CHENNAI -9

Sl. No	Name of the Job	DIR, Chennai -9 Staff Required	Rate per workman per month (nett)		Remarks
			1 st Year	2 nd Year	
1	Administrative Assistant	-			
2	Computer Assistant	-			
3	Purchase Assistant	-			
4	Bill Clerk with Computer	-			
5	Reception Assistant	-			
6	Battery Car Operator	-			
7	House Keeping Supervisor	-			
8	House Persons	-			
9	Games Attendant	-			
10	Swimming Pool Attendant	-			
11	Life Guards	-			
12	Gardeners	-			
13	Public Area Cleaners	-			
14	Electrician (Certificate)	-			
15	Electrician	-			
16	Stewards	-			
17	Waiter	-			
18	Restaurant Cleaner	1			
19	Assistant Cooks	-			
20	Kitchen Cleaners	2			
21	Security Officers	-			
22	Security Guards	-			
23	Pump Operator for Diesel & Petrol	-			
24	Room Boy Cum Waiter	3			
25	Kitchen mates	-			
26	Bar Cleaner	2			
27	Room Cleaner	-			
28	F & B Service	3			
29	F & B Bar	1			
30	Banquet Assistant	-			
31	Bar Attendant	-			
32	Bar Assistant	-			
33	Front Office Assistant	-			
34	Motor Boat Driver	-			
35	Office Assistant (DTP)	-			
36	Sweeper Cum Sanitary Worker	-			
37	Bar House Man	-			
38	Service Attendant	-			
39	Electrical Attendant	-			

TOTAL :

DRIVE - IN – RESTAURANT, CHENNAI -3

Sl. No.	Description of Service
1	<p><u>Restaurant Cleaner</u> Pressure washing floors and building exterior, Washing kitchen hoods, Cleaning exhaust fans, ducts, filters, Cleaning tables, Emptying grease traps, Mopping and waxing floors, Vacuuming waiting areas, Sanitizing bathrooms, Disinfecting and polishing sinks, mirrors, toilets, and urinals Washing internal/external windows Dusting windows, mini-blinds, air conditioner vents, wall hangings Washing floors and kitchen mats Refilling consumables including paper products and soap Removing wayward food and grime from dumpster area and other works assigned to him by the Manager.</p>
2	<p><u>Kitchen Cleaners</u> Dish Wash (Crockery, Cutlery, glass work, silver ware, etc.), Pot wash (utensils & vessels, etc.), Cleaning the restaurant, kitchen areas, removing kitchen & restaurant wastages, cleaning kitchen equipments and any other duties assigned by the Manager.</p>
3	<p><u>Room Boy Cum Waiter</u> Taking order (or) Receiving orders from rooms, Making KOT/receiving food from kitchen servicing, Cleaning soiled plates & cleaning, Collecting money from the guests, Remitting the amount to the Cashier at restaurant, Check-in also check out the guest, water filling in the rooms and other related duties assigned by the Manager</p>
4	<p><u>Bar Cleaner</u> Arriving just one hour before Bar timing Sweeping the Bar room and dusting the furniture, windows, equipments, etc. Moping to be done every day. Urinals, washbasin, etc. to be cleaned everyday. The used tumblers, glasses, etc. to be removed immediately without disturbing the guest and get them cleaned every now and then. Washing plates, Glass tumblers, silver wares, plastic items, etc. The Bar room should be cobwebbed and the floor, table tops to be cleaned by soapoil once a week. He should assist the bar man in all ways for potential sales and sales promotion. At the closing time of the Bar, he should arrange things in order and leave. Any other duties assigned by the Manager.</p>
5	<p><u>F & B Service</u> To sell and serve food and beverages in main restaurant, Coffee shop, Chinese Restaurant, Bar Conference Hall and banquets, to make bills and collect cash, to organize parties, to prepare sales summary to manage service linen and equipments, to coordinate with F & B Production unit to check availability and sell and serve efficiently.</p>
6	<p><u>F & B BAR</u> Arriving just one hour before Bar timing Sweeping the Bar room and dusting the furniture, windows, equipments, etc. Moping to be done every day. Urinals, washbasin, etc. to be cleaned everyday. The used tumblers, glasses, etc. to be removed immediately without disturbing the guest and get them cleaned every now and then. Washing plates, Glass tumblers, silver wares, plastic items, etc. The Bar room should be cobwebbed and the floor, table tops to be cleaned by soapoil once a week. He should assist the bar man in all ways for potential sales and sales promotion. At the closing time of the Bar, he should arrange things in order and leave. Any other duties assigned by the Manager</p>

PRICE BID

Name of Work: Outsourcing the service in

YOUTH HOSTEL, CHENNAI - 3

Sl. No	Name of the Job	YH, Chennai -3 Staff Required	Rate per workman per month (nett)		Remarks
			1 st Year	2 nd Year	
1	Administrative Assistant	-			
2	Computer Assistant	-			
3	Purchase Assistant	-			
4	Bill Clerk with Computer	-			
5	Reception Assistant	-			
6	Battery Car Operator	-			
7	House Keeping Supervisor	2			
8	House Persons	2			
9	Games Attendant	-			
10	Swimming Pool Attendant	-			
11	Life Guards	-			
12	Gardeners	-			
13	Public Area Cleaners	-			
14	Electrician (Certificate)	-			
15	Electrician	-			
16	Stewards	-			
17	Waiter	-			
18	Restaurant Cleaner	-			
19	Assistant Cooks	-			
20	Kitchen Cleaners	-			
21	Security Officers	-			
22	Security Guards	-			
23	Pump Operator for Diesel & Petrol	-			
24	Room Boy Cum Waiter	-			
25	Kitchen mates	1			
26	Bar Cleaner	1			
27	Room Cleaner	-			
28	F & B Service	-			
29	F & B Bar	-			
30	Banquet Assistant	-			
31	Bar Attendant	2			
32	Bar Assistant	1			
33	Front Office Assistant	-			
34	Motor Boat Driver	-			
35	Office Assistant (DTP)	2			
36	Sweeper Cum Sanitary Worker	-			
37	Bar House Man	-			
38	Service Attendant	-			
39	Electrical Attendant	-			

TOTAL:

YOUTH HOSTEL, CHENNAI -3.

Sl. No.	Description of Service
1	<p><u>House Keeping Supervisor</u> Supervise work activities of cleaning personnel to ensure clean, orderly, and attractive rooms in hotels, hospitals, educational institutions, and similar establishments. Assign duties, inspect work, and investigate complaints regarding housekeeping service and equipment and take corrective action. May purchase housekeeping supplies and equipment, take periodic inventories, screen applicants, train new employees, and recommend dismissals.</p>
2	<p><u>House Persons</u> Sweeping and mopping the rooms and bar. Cleaning the toilets & fittings. Dusting the cob-web, furniture's, electrical fittings telephone, TV Door, Windows, Curtains, etc. Removing soiled linen and handing over to linen store, Bed making sofa cover fixing, laying glass, water jug, etc. Replacing odonil, toilet rolls, soap, towels etc. Spring cleaning of rooms twice a year common area cleaning such as Verandah, Reception Office, Record room, Power room, Generator room, Staff rest room, Conference hall, Common toilet, Stores, etc. and any other duties assigned by the Manager.</p>
3	<p><u>Kitchen Mate</u> Receiving KOT from restaurant (or) rooms Preparing food as per requirements. Handing over of food prepared to the restaurant/room service staff. Maintaining sub-stock of provisions/vegetables, etc. Any other duties assigned by the Manager.</p>
4	<p><u>Bar Cleaner</u> Arriving just one hour before Bar timing Sweeping the Bar room and dusting the furniture, windows, equipments, etc. Moping to be done every day. Urinals, washbasin, etc. to be cleaned everyday. The used tumblers, glasses, etc. to be removed immediately without disturbing the guest and get them cleaned every now and then. Washing plates, Glass tumblers, silver wares, plastic items, etc. The Bar room should be cobwebbed and the floor, table tops to be cleaned by soapoil once a week. He should assist the bar man in all ways for potential sales and sales promotion. At the closing time of the Bar, he should arrange things in order and leave. Any other duties assigned by the Manager</p>

Sl. No.	Description of Service
5	<p><u>Bar Attendant</u> Serves alcoholic drinks to patrons in taverns or combination bar and package-goods store: Takes orders from customers. Serves shots (jiggers) for consumption within establishment. Serves bottled beer or draws draught beer from kegs. Sells unopened bottles of alcoholic and nonalcoholic beverages to be taken from premises when licensed for sale of packaged goods. Receives payment for amount of sale and makes change. Usually does not serve mixed drinks.</p>
6	<p><u>Bar Assistant</u> To provide a quality service and product to our customers meeting their expectations at all times so as to enhance and maintain the reputation of the company. Preparations of the bar and bar area ready for service. (See daily duties list) Service to customers. Ensuring correct charges are made and payment received. Control of liquor stock. Follow correct health & safety procedures to ensure welfare of both staff and customers. To be fully aware of the content, preparation and presentation of all wine list and bar menu items. To maximize sales. To promote the company and its services generally.</p>
7	<p><u>Front Office Assistant (DTP)</u> Arrival & Departure of guests Billing (Cash, Credit, Credit Cards, etc.)Telephone Operation, STD Billing operations, attending guest requirements, providing information to the guest about tourist spot/pilgrim centre/travel/doctors, etc. Collection/remittance, Maintaining registers, Handbook/Day book/ Periodical registers etc. Co-coordinating with House-keeping & other service and other related works. Any other duties assigned by the Manager.</p>

PRICE BID

Name of Work: Outsourcing the service in

HOTEL TAMILNADU, VANDALUR

Sl. No	Name of the Job	HTN, Vandalore Staff Required	Rate per workman per month (nett)		Remarks
			1 st Year	2 nd Year	
1	Administrative Assistant	-			
2	Computer Assistant	-			
3	Purchase Assistant	-			
4	Bill Clerk with Computer	3			
5	Reception Assistant	-			
6	Battery Car Operator	-			
7	House Keeping Supervisor	-			
8	House Persons	-			
9	Games Attendant	-			
10	Swimming Pool Attendant	-			
11	Life Guards	-			
12	Gardeners	-			
13	Public Area Cleaners	-			
14	Electrician (Certificate)	-			
15	Electrician	-			
16	Stewards	-			
17	Waiter	7			
18	Restaurant Cleaner	4			
19	Assistant Cooks	-			
20	Kitchen Cleaners	-			
21	Security Officers	-			
22	Security Guards	-			
23	Pump Operator for Diesel & Petrol	-			
24	Room Boy Cum Waiter	-			
25	Kitchen mates	-			
26	Bar Cleaner	-			
27	Room Cleaner	-			
28	F & B Service	-			
29	F & B Bar	-			
30	Banquet Assistant	-			
31	Bar Attendant	-			
32	Bar Assistant	-			
33	Front Office Assistant	-			
34	Motor Boat Driver	-			
35	Office Assistant (DTP)	-			
36	Sweeper Cum Sanitary Worker	-			
37	Bar House Man	-			
38	Service Attendant	-			
39	Electrical Attendant	-			

TOTAL

HOTEL TAMILNADU, VANDALUR

Sl. No.	Description of Service
1	<u>Bill Clerk With Computer</u> They should prepare all the bills relating to catering services permit room, credit bills, preparation of daily statement sales summary remittance of daily collection to accounts. They are responsible for Short Collection / Non Collection if any. They should have knowledge of Computer Operation.
2	<u>Waiter</u> Taking order (or) Receiving orders from rooms, Making KOT/receiving food from kitchen servicing, Cleaning soiled plates & cleaning, Collecting money from the guests, Remitting the amount to the Cashier at restaurant, Check-in also check out the guest, water filling in the rooms and other related duties assigned by the Manager
3	<u>Restaurant Cleaner</u> Pressure washing floors and building exterior, Washing kitchen hoods, Cleaning exhaust fans, ducts, filters, Cleaning tables, Emptying grease traps, Mopping and waxing floors, Vacuuming waiting areas, Sanitizing bathrooms, Disinfecting and polishing sinks, mirrors, toilets, and urinals Washing internal/external windows Dusting windows, mini-blinds, air conditioner vents, wall hangings Washing floors and kitchen mats Refilling consumables including paper products and soap Removing wayward food and grime from dumpster area and other works assigned to him by the Manager.

PRICE BID

Name of Work: Outsourcing the service in

BOAT HOUSE, MUTTUKADU

Sl. No	Name of the Job	BH, Muttukadu Staff Required	Rate per workman per month (nett)		Remarks
			1 st Year	2 nd Year	
1	Administrative Assistant	-			
2	Computer Assistant	-			
3	Purchase Assistant	-			
4	Bill Clerk with Computer	-			
5	Reception Assistant	-			
6	Battery Car Operator	-			
7	House Keeping Supervisor	-			
8	House Persons	-			
9	Games Attendant	-			
10	Swimming Pool Attendant	-			
11	Life Guards	-			
12	Gardeners	-			
13	Public Area Cleaners	-			
14	Electrician (Certificate)	-			
15	Electrician	-			
16	Stewards	-			
17	Waiter	-			
18	Restaurant Cleaner	-			
19	Assistant Cooks	-			
20	Kitchen Cleaners	-			
21	Security Officers	-			
22	Security Guards	-			
23	Pump Operator for Diesel & Petrol	-			
24	Room Boy Cum Waiter	-			
25	Kitchen mates	-			
26	Bar Cleaner	-			
27	Room Cleaner	-			
28	F & B Service	-			
29	F & B Bar	-			
30	Banquet Assistant	-			
31	Bar Attendant	-			
32	Bar Assistant	-			
33	Front Office Assistant	-			
34	Motor Boat Driver	7			
35	Office Assistant (DTP)	1			
36	Sweeper Cum Sanitary Worker	1			
37	Bar House Man	-			
38	Service Attendant	-			
39	Electrical Attendant	-			

TOTAL :

BOAT HOUSE, MUTTUKADU

Sl. No.	Description of Service
1	<p><u>Motor Boat (Driver)</u> He has to familiarize himself with the boats features. Where the steering wheel, throttle and motor are is obvious. He should also learn where fuel, life jackets and other emergency supplies are kept. Each boat has a panel that specifies the maximum weight and maximum number of people the boat will hold. Learn the laws and general rules of driving a boat. Law varies from state to state, but most boating laws include stipulations on how fast you can go near shore, how far to stay away from other boats and other general rules of the water. Know your area. If you're in a lake or body of water you aren't familiar with, find out how deep the water is in the places you plan to travel. Some drop off near shore; others do so yards away from shore. Watch the waves. Though you probably know to stay away from other boats, you also need to look out for their waves. Driving your motorboat parallel to the waves can cause the boat to become unstable, and could be uncomfortable to passengers. Cut across the waves at least a 45 degree angle.</p>
2	<p><u>Office Assistant (DTP)</u> Arrival & Departure of guests Billing (Cash, Credit, Credit Cards, etc.) Telephone Operation, STD Billing operations, attending guest requirements, providing information to the guest about tourist spot/pilgrim centre/travel/doctors, etc. Collection/remittance, Maintaining registers, Handbook/Day book/ Periodical registers etc. Co-coordinating with House-keeping & other service and other related works. Any other duties assigned by the Manager.</p>
3	<p><u>Sweeper cum Sanitary Worker</u> Sweeping and mopping the rooms and bar. Cleaning the toilets & fittings. Dusting the cob-web, furnitures, electrical fittings telephone, TV Door, Windows, Curtains, etc. Removing soiled linen and handing over to linen store, toilet rolls, soap, towels etc. Spring cleaning of rooms twice a year common area cleaning such as Verandah, Reception Office, Record room, Power room, Generator room, Staff rest room, Conference hall, Common toilet, Stores, etc. and any other duties assigned by the Manager.</p>

PRICE BID

Name of Work: Outsourcing the service in

BOAT HOUSE, MUDALIARKUPPAM

Sl. No	Name of the Job	BH, Mudaliarkuppam Staff Required	Rate per workman per month (nett)		Remarks
			1 st Year	2 nd Year	
1	Administrative Assistant	-			
2	Computer Assistant	-			
3	Purchase Assistant	-			
4	Bill Clerk with Computer	-			
5	Reception Assistant	-			
6	Battery Car Operator	-			
7	House Keeping Supervisor	-			
8	House Persons	-			
9	Games Attendant	-			
10	Swimming Pool Attendant	-			
11	Life Guards & Boat Attendant	4			
12	Gardeners	-			
13	Public Area Cleaners	-			
14	Electrician (Certificate)	-			
15	Electrician	-			
16	Stewards	-			
17	Waiter	-			
18	Restaurant Cleaner	-			
19	Assistant Cooks	-			
20	Kitchen Cleaners	-			
21	Security Officers	-			
22	Security Guards	-			
23	Pump Operator for Diesel & Petrol	-			
24	Room Boy Cum Waiter	-			
25	Kitchen mates	-			
26	Bar Cleaner	-			
27	Room Cleaner	-			
28	F & B Service	-			
29	F & B Bar	-			
30	Banquet Assistant	-			
31	Bar Attendant	-			
32	Bar Assistant	-			
33	Front Office Assistant	-			
34	Motor Boat Driver	-			
35	Office Assistant (DTP)	-			
36	Sweeper Cum Sanitary Worker	-			
37	Bar House Man	-			
38	Service Attendant	-			
39	Electrical Attendant	-			

TOTAL :

BOAT HOUSE, MUDALIARKUPPAM

Sl. No.	Description of Service
1	<u>Life Guards and Boat Attendant</u> Collecting money from the guest. Making receipts and Maintenance collection Register. Remitting daily collection to the Manager/Accountant. Un Loading and off loading the guest from the boat. Other related works in the boating operations cleaning of Boats & related activities and any other duties assigned by the Manager.