

CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, SECTOR 42-D,
CHANDIGARH

TENDER NOTICE NIT NO.X, Dated: 13.08.2010

Applications are invited for issue of Tender Documents from reputed Contractors for entering into Annual Contract for supply of manpower:-

(A) Security Staff, Maintenance Staff, House Keeping Staff, Gardening Staff, Helpers and one post each of Stenographer (English), Clerk, Driver, Aya & Peon.

(B) Staff & Security Staff in the Hotel Chandigarh Beckons (A unit of CIHM, Chandigarh).

The parties meeting the following requirements may submit their applications along with non refundable Tender Fee of Rs.200/- in cash or through Bank draft drawn in favour of Principal, Chandigarh Institute of Hotel Management, Chandigarh for purchase of Tender documents:-

1. Details about the Firm.
2. Provident Fund Registration No. with documentary proof.
3. E.S.I. No. with documentary proof.
4. Registration No. of the Firm with documentary proof.
5. Copies of performance certificate issued by at least two present and past clients.
6. PAN & Service Tax No. with proof.
7. The firm must have valid license under the Private Security Agencies (Regulation) Act, 2005 from Chandigarh Administration for deployment of Security Personnel in the Institute & Hotel Chandigarh Beckons with documentary proof.

The other detailed terms and conditions of the contract are mentioned in the Tender Form. The last date for submission of Tender Forms complete in all respect in the Institute office will be 10.09.2010 at 11.00 a.m. and the same will be opened on the same day at 3.30 p.m. in the office of the Chief General Manager, CITCO, SCO:121-122, Sector 17-B, Chandigarh. The tender form is also available on Institute Website: www.cihmct.com and on the Chandigarh Administration Website: <http://tenders.gov.in>.

Sd/-
(T.K. Razdan)
Principal/Secretary

To

The Principal,
Chandigarh Institute of Hotel Management,
Sector 42-D,
Chandigarh.

Subject: **Submission of Tender against NIT No.X, dated 13.08.2010 of Chandigarh Institute of Hotel Management, Chandigarh for supply of manpower as per Annexure –‘A’ & ‘B’ in the Institute and Hotel Chandigarh Beckons (A unit of CIHM, Chandigarh).**

Dear Sir,

With reference to your above mentioned Notice Inviting Tender, I/we hereby offer for supply of manpower as per **Annexure –‘A’ & ‘B’** in the Institute and Hotel Chandigarh Beckons (A unit of CIHM, Chandigarh) and shall execute the work truly and faithfully as set forth in the attached terms and conditions. I/we shall be responsible for all complaints as regards the quality of services and in case of any dispute, the decision of the Institute authority shall be final and binding on me/us.

A crossed DD No._____dated_____for the prescribed amount of Rs. 100000/-(Rupees one lac only) drawn in favour of the Principal, Chandigarh Institute of Hotel Management, Chandigarh payable at Chandigarh is enclosed as earnest money. I/we fully understand that in the event of my/our tender being accepted this earnest money shall be retained by you as security deposit payable by me/us for the faithful and satisfactory execution of the contract.

I/we shall have no claim to get the refund of earnest money prescribed against the tender in the event of my/our non-compliance of the contract provided such contract is implemented within the period of validity.

My/our PF No./ESI No./Regd. No. & Service Tax Number are as follows:-

(1) PF No.	_____
(2) ESI No.	_____
(3) Registration No.	_____
(4) Service Tax Number	_____
(5) PAN Number	_____

I further understand that my/our earnest money will stand forfeited in case of unsatisfactory services/violation of any term or if I withdraw my tender at any stage during the currency of the period of validity.

My/our tender shall remain valid for acceptance for a period of 90 days from the last date prescribed for submission of the Tender against NIT – X dated 13.08.2010.

My/our tender along with terms and conditions with relevant columns and annexure duly filled in under my/our attestation and with each page of the tender paper including the enclosed terms and conditions signed by me/us in the capacity of sole/owner/general or special attorney attached is submitted for your favourable consideration.

I/we have read the enclosed terms and conditions carefully and have signed the same in token of their absolute and un-qualified acceptance. My/our tender constitutes a firm offer under the Indian Contract Act, 1872 and is open to an acceptance in whole of my offer, if accepted on the attached terms and conditions, will constitute a legally binding of contract and shall operate as a contract as defined in the Indian Contract Act, 1872.

Thanking you,

Yours faithfully,

Signature with stamp and full address

Place_____

Dated_____

CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, SECTOR 42-D, CHANDIGARH

Tender for: Annual Contract for supply of manpower as per Annexure –‘A’ & ‘B’ in the Institute and Hotel Chandigarh Beckons (A unit of CIHM, Chandigarh).

Sr.No. _____

Dated: _____

Name & Address (Mailing)

Ph.No.:

Place of work with Address

(Commercial)

Due on _____ upto _____ P.M.

To be opened on _____ at _____ P.M.

Annual Contract for supply of manpower as per **Annexure –‘A’ & ‘B’** in the Institute and Hotel Chandigarh Beckons (A unit of CIHM, Chandigarh) on the prevailing DC Rate or the rates prescribed in the tender. Each page of the Tender form and its enclosures should be given the page number and signed by the Tenderer, in the absence of which the Tender will be treated as invalid. Tenders submitted without earnest money deposit shall be rejected outrightly. The Tenders will be opened as per date mentioned in the NIT in the presence of Tenderers or their representatives who wish to be present. In case the date of opening of the Tender is declared as a holiday/closed day, the tenders will be received/opened on the following working day at the same time.

Terms & Conditions:-

ALL THE STAFF SHALL BE SCREENED BY THE PRINCIPAL AND SHALL BE DEPUTED ONLY AFTER APPROVAL.

(1) The Security staff will ensure to regulate the entry and exit of guests/visitors. They shall maintain a visitor's register on which signatures of all the visitors be obtained. They will also regulate the entry/exit of staff after office hours and on weekly off and holidays etc. for which entries to be made by the individual official. The security guard will also operate the water motor as and when required for lifting the water to upper tanks and floors.

(2) The cleaning staff will clean all the areas in the premises of the Institute including parking area, boys hostel, girls hostel etc.

(3) The contractor will supply the complete uniforms to the staff in the Institute in consultation with the Principal within 7 days from the date of entering into contract. The sweepers will be provided gum boots. The standardized uniform to the Hotel Staff will however be provided by the Institute at its own cost. In case any employee deputed by the contractor discontinues his service, the expenditure incurred on the uniform for the Hotel Staff by the Institute will be recovered from the contractor. In case the employee of the contractor is not found in proper uniform, the Institute/Hotel reserves the right not to allow such person within the premises.

(4) All the persons engaged by the contractor should be healthy, physically fit and free from communicable disease.

(5) The contractor should only quote the Service Charge in respect of staff deputed in the Institute & Hotel. The contractor must deposit all the statutory liabilities such as P.F., ESI, EDLI & Service Tax etc., which is mandatory as per Rule.

(6) The contractor shall be responsible for the attendance of his staff in the Institute. In case any staff of the contractor remains absent or is granted leave by the contractor he will send/arrange his/her substitute otherwise a penalty of Rs.50/-per day per person will be imposed on him in addition to marking of absent of the person. The penalty so imposed will be deducted from the bill of the contractor for the absenting period.

(7) The contractor will also include any other unforeseen circumstances which may require attention for the security, cleanliness and maintenance of the building and related problems.

(8) The earnest money for the contract is Rs.1,00,000/-{Rs. one lac only} may be sent along with the Tender Form which will be refunded by cheque after acceptance of Tender Form or after a lapse of three months or whichever is earlier to the unsuccessful Tenderers. The contractor who will be given the contract of the Institute & Hotel as per **Annexure –‘A’ & ‘B’**, the earnest money deposit of Rs. 1,00,000/- will be retained as security which is refundable after successful completion of the contract. No interest will be paid on this security.

(9) In case the contractor discontinues the contract in between, his security will be liable to be forfeited.

(10) In case of emergency, the contractor will be required to depute extra hands without any extra charges.

(11) The Principal/Secretary of the Chandigarh Institute of Hotel Management, Chandigarh or his nominee shall be at a liberty to check the staff deputed by the contractor at any time.

(12) The Police verification of the antecedents of every personnel deployed in the Institute by the contractor will be essential.

(13) The staff deployed as per **Annexure –‘A’ & ‘B’** will be issued Identity Card by the contractor which will be required to be displayed at the time of duty.

(14) In case of pilferage, theft/breakage, the contractor will be responsible. The Principal/Secretary will be at a liberty to deduct the amount of such loss from the contractor after holding an enquiry. The decision of the Principal/Secretary to this effect shall be final and binding upon the parties.

(15) That in case of unsatisfactory performance and violation of any conditions of the contract it shall be liable to be cancelled and security will be forfeited. The staff so deployed will not be changed by the contractor without prior approval of the Institute authority. The contractor will ensure that no person shall be deployed on double duty except in emergency circumstances with the prior approval of the Institute authority.

(16) That the contractor shall not assign the contract to any other concern/individual.

(17) That in case of dispute, it shall be referred to the sole arbitration of the Director Tourism, Chandigarh Administration whose decision shall be final and binding on both the parties.

(18) There will be only one weekly off for the staff deputed as per as per **Annexure –‘A’ & ‘B’**, as decided by the Principal/Secretary.

(19) The contractor will pay at least the minimum wages as per wages fixed under the prevailing DC Rate Contract and PF, ESI, EDLI & Service Tax will be paid by the Institute on full wages to the contractor.

(20) The P.F./ESI/EDLI will be deducted on the full wages as per the DC Rate Contract & will be responsible for all the payment of statutory liabilities such as PF/ESI/EDLI & other charges if any, in respect of persons deputed in the Institute. The contractor will submit the challan form showing the individual figure for deposit of P.F., ESI & Service Tax of the previous month in respect of staff deputed in this Institute along with remuneration bill.

(21) The contractor will disburse the wages in the Institute premises in the presence of person authorized by the Institute authority on or before the 10th of each month.

(22) It shall be the duty of the contractor to ensure the disbursement of wages in the presence of authorized representative of the Principal employer.

(23) The materials and equipment if required shall be supplied by the Chandigarh Institute of Hotel Management, Chandigarh.

(24) In case of inability of personnels deputed to do the job in this Institute, the same will be got done from the market at the cost of the contractor and amount will be deducted from the bill presented in the Institute.

(25) The contract will be for twelve months from the date of taking over the charge of work. The Institute may, however, at its sole discretion extend period of the contract on the prevalent terms and conditions and on DC Rate Contract approved rates for a period of three months.

(26) Income Tax applicable, if any, as per Income Tax Act shall be deducted from the monthly bill (gross amount) of the contractor. Chandigarh Institute of Hotel Management, Chandigarh reserves the right to terminate this contract at any time by giving 30 days notice if the services of the contractor are found unsatisfactory or any other reason.

(27) CIHM shall not be liable for any action direct or indirect, that may be instituted against the contractor by any person or body of persons in relation to the work under this Tender or any contract arising there from or any consequent liability and the contractor shall keep CIHM fully indemnified on that behalf. The Institute shall not be in any manner concerned with the internal affairs of the tenderers i.e. dispute and dissolution etc. or affairs concerning any other (third) party that the contractor may be having.

The contractor shall fully indemnify CIHM for any loss suffered because of any omission or commission on the part of the contractor or his employees in discharge of its contractual and legal obligation during the validity of contract. The contractor shall fully indemnify the Institute for any such losses which become known even after the expiry of this contract. The above mentioned losses shall also be deemed to include loss due to any award, decree of any court, arbitrator/judicial or quasi judicial authority.

(28) The nature of Housekeeping work and its periodicity is given below for guidance:-

<u>Sr.No.</u>	<u>Nature of work</u>	<u>Periodicity</u>
1.	Cleaning of labs, Gallery, Auditorium, office, Bathrooms, toilets, urinals, wash basins, rooms, Hostel rooms, all PVC floors, skirting stairs, railing etc. shall be cleaned with Dry and wet cloth.	Thrice in a day
2.	Flooring, skirting, glazed tiles in bathrooms, toilets sanitary and public health fittings.	Once in a week with soap
3.	Removing of spider webs from the complete building and treatment from rats and cockroaches.	Once in fortnight
4.	All glazing, windowpanes, frames, window grills are to be cleaned with dry and wet cloth from inside and outside.	Twice in a month
5.	Fans, chowkhats, doors and Venetian blinds are to be cleaned so that they are kept dust and stain free all the time.	Once in a month
6.	Cleaning of chairs and snobby marks stains in the main building, all toilets and working benches, lawn and parking area.	All the time
7.	Any other connected work with the line assigned by the Principal.	

29. The firm must have valid license under the Private Security Agencies (Regulation) Act, 2005 for deployment of Security Personnel in the Institute & Hotel Chandigarh Beckons (A Unit of CIHM, Chandigarh) from Chandigarh Administration.

GENERAL CLAUSE

The personnel employed / deputed as per **Annexure –‘A’ & ‘B’**, will be on the pay roll of the contractor and will be employees of the contractor for all intents and purposes and the successful tenderer alone shall be liable for any dispute which may have any sort of legal repercussions in a court of law. However, the contractor will communicate the Name, Parentage, Residential Address, Date of Birth etc. along with a photograph of the person. **Further the contract awarded shall be a commercial agreement and not one of creating any employment.**

Items of work not covered in this document will be mutually discussed. The decision of CIHM will be final, conclusive and binding on the contractor.

In the event of contractor performing any job which according to the contract, is not covered under the rates quoted, then the contractor should get this confirmed including the charges from CIHM before performing such jobs as far as possible.

Contractor shall arrange closing and opening of the building/rooms and ensure that all water taps are closed and electric, switches off.

CONTRACTOR TO EXECUTE AGREEMENT

All the pages of NIT and Annexure shall be signed and stamped by the contractor as a token of acceptance of terms and conditions of the tender. The contractor’s responsibilities under this contract will commence from the date of issue of the work order accepting the tender. The contractor would be required to commence the work immediately after receipt of Work Order. The successful tenderer shall be required to sign the agreement within 7 days from the date of receipt for carrying out the work according to the general conditions of the contract and specifications of work as may be given in the tender document and special conditions of the contract. CIHM reserves the right to reject any or all the applications at its sole discretion.

Certified that I/we have read all the terms & conditions contained in tender documents and have understood the contents. I/we undertake to abide by the terms and conditions as laid down in the tender documents in case the contract is awarded to me/us in the near future. I/We will be responsible for any complaint on account of inferior quality of services and its consequences.

**PRINCIPAL/SECRETARY
CHANDIGARH INSTITUTE OF HOTEL
MANAGEMENT,
SECTOR 42-D, CHADIGARH**

SIGNATURE WITH STAMP AND FULL ADDRESS

Place: _____

Dated: _____

A Draft No. _____ dated _____ drawn on

_____ bank is enclosed as earnest money.

ANNUAL CONTRACT FOR SUPPLY OF MANPOWER IN THE INSTITUTE

SECURITY:-

Security Guards:- Ex-Serviceman {Upto the age of 45 years}
Round the clock at least 2 at a time to man the gate and provide security in Institute premises & atleast one reliever.

Security Supervisor:- Ex-Serviceman {Upto the age of 50 Years} - One

Driver :- One, for driving, maintenance and cleaning of Institute vehicle.

The Contractor will submit the discharge certificate in respect of security guards, security supervisor from the armed forces, deputed in the Institute failing which they will not be allowed to perform duties.

Driver should be atleast Middle pass and have a proper LMV license with good driving experience and below the age of 45 years. He should be able to do minor repair and maintenance of the vehicle.

Maintenance:

Carpenter cum mason: 1
Plumber: 1
Electrician: 1{Course in Electrical Trade from Recognised Institute}
Aya: 1{for girls hostel in the Institute}

The maintenance staff is required to undertake all type of maintenance work in the Institute premises and staff-quarters.

The lady deputed as Aya should be 8th pass and should be 30 years or above and will stay in the girls hostel. Her suitability will be judged by the Principal before she is engaged.

Housekeeping

Male Sweepers 4 Nos.
Female Sweeper 1 No.
Supervisor 1 No.
Mali 1 No.
Peon 1 No.
Sweeper cum utensils cleaner 2 Nos.

Admn.

Stenographer English 1 No.

Educational Qualification: “Matriculation with 80 w.p.m. in English Stenography and 40 w.p.m. in English Typewriting.”

Desirable: Candidate having the knowledge of Computer in MS. Office & Hindi Typewriting will be preferred.

Salary : Rs. 8200/- p.m. on consolidated basis.

Age: upto 40 years

Clerk 1 No.

Education Qualification : Matriculation of a recognized University/Board with a minimum of one year experience as Clerk/Typist and speed of 40 w.p.m. in the English Typewriting.

Desirable: Candidate having the knowledge of Computer in MS. Office & Hindi Typewriting will be preferred.

Salary : As per DC Rate Contract

Age: upto 35 years

Helpers 4 Nos.

Qualification: Middle pass.

Salary : As per DC Rate Contract

Age: upto 35 years

The Security staff will ensure to regulate the entry and exit of guests/visitors. They shall maintain a visitors register on which signatures of all the visitors be obtained. They will also regulate the entry/exit of staff after office hours and on weekly off and holidays etc. for which entries to be made by the individual official. The security guard will also operate the water motor as and when required for lifting the water to upper tanks and floors.

**ANNUAL CONTRACT FOR SUPPLY OF MANPOWER IN THE HOTEL CHANDIGARH
BECKONS (A UNIT OF CIHM, CHANDIGARH)**

1. Chef - 1 No.

Minimum Qualification:

- (i) 3 years Diploma in Hotel Management / B. Sc Hospitality & Hotel Administration from a recognized University/Institute or equivalent.
- (ii) 3 years managerial experience in Food & Beverage Production in a hotel at least 3-5 star category

OR

- i) One year 1½ year course in Cookery/Food Production from a recognized Institute/Board or equivalent.
 - ii) 5 years relevant experience in Food Production from a 3-5 Star category Hotel.
- Salary – Rs. 11800/- p.m.
Age: Upto 30 years.

Commi-III – 4 Nos.

Minimum Qualification:

- (i) 3 years Diploma in Hotel Management/B.Sc Hospitality & Hotel Administration from a recognized University/Institute or equivalent.
- (ii) 1 Year relevant experience in Cookery in a hotel of repute.

OR

- i) One year 1 ½ year course in Cookery/Food Production from a recognized Institute/Organization or equivalent.
 - ii) 2 years experience as Committee III in a hotel of repute.
- Salary: Rs.6300/- each
Age: Between 18-35 years

Trainee Commii – III – 3 Nos.

Minimum Qualification:

- (i) 3 years Diploma in Hotel Management/B.Sc Hospitality & Hotel Administration from a recognized University/Institute or equivalent.
- (ii) 1 Year relevant experience in Cookery in a hotel of repute.

OR

- i) One year 1 ½ year course in Cookery/Food Production from a recognized Institute/Organization or equivalent.
 - ii) 2 years experience as Committee III in a hotel of repute.
- Salary: Rs.3500/- each
Age: Between 18-35 years

Kitchen Helper – 2 Nos.

Minimum Qualification:

- (i) 3 years Diploma in Hotel Management/B.Sc Hospitality & Hotel Administration from a recognized University/Institute or equivalent.
- (ii) 1 Year relevant experience in Cookery in a hotel of repute.

OR

- i) One year 1 ½ year course in Cookery/Food Production from a recognized Institute/Organization or equivalent.
 - ii) 2 years experience as Committee III in a hotel of repute.
- Salary: Rs.5500/- each
Age: Between 18-35 years

Assistant Manager – F & B Service/Banquet – 1 No.

Minimum Qualification:

- (i) 3 years Diploma in Hotel Management/B.Sc Hospitality & Hotel Administration from a recognized University/Institute or equivalent.
- (ii) 3 years experience in a Supervisory capacity in the relevant field in a hotel of 3-5 star category.

OR

i) 1 year/1 & half year course in Restaurant & Counter Service/Food & Beverage Service from a recognised Institute or equivalent.

ii) 5 years experience in a supervisory capacity in relevant field in hotel of 3-5 star category.

Salary : Rs. 11800/- p.m.

Age: Upto 30 years

Captains: 3 Nos.

Minimum Qualification:

- (i) 3 years Diploma in Hotel Management /Bsc Hospitality & Hotel Administration from a recognized University/Institute or equivalent (ii) 1 Year relevant experience in a hotel of repute.

OR

i) One year/ 1 ½ year course in Restaurant and Counter Service/F&B Service from a recognised Institute/Organization or equivalent (ii) 3Years relevant experience in a hotel of repute.

Pay - Rs. 8200/- p.m.

Age: Between – 18-25 Years

Trainee Captain – 1 No.

Minimum Qualification:

- (i) 3 years Diploma in Hotel Management /Bsc Hospitality & Hotel Administration from a recognized University/Institute or equivalent (ii) 1 Year relevant experience in a hotel of repute.

OR

i) One year/ 1 ½ year course in Restaurant and Counter Service/F&B Service from a recognised Institute/Organization or equivalent (ii) 3Years relevant experience in a hotel of repute.

Pay - Rs. 6500/- p.m.

Age: Between – 18-25 Years

Front Office Supervisor - 1 No.

Minimum Qualification:

- (i) 3 years Diploma in Hotel Management/B.Sc Hospitality & Hotel Administration from a recognized University/Institute or equivalent.
- (ii) 3 years experience as a lobby Supervisor in a hotel of repute.

OR

i) Bachelor degree of a recognised university or equivalent and 5 years experience as a lobby Supervisor in a hotel of repute.

OR

i) One year /1 ½ year course in Hotel Reception & Book-keeping/Front Office from a recognised institute having five year experience in a supervisory capacity in a hotel of repute

Pay: 10200/-

Age : Up to 30 years.

Front Office Assistant – 4 Nos.

Minimum Qualification:

(i) 3 years Diploma in Hotel Management/B.Sc Hospitality & Hotel Administration from a recognized University/Institute or equivalent.

OR

l) Bachelor degree of a recognised university or equivalent and with one year experience.

OR

l) One year /1 ½ year course in Hotel Reception & Book-keeping/Front Office from a recognised institute or equivalent.

2 Years relevant experience in public relations preferably in a hotel or advertising/ publicity organisation or travel trade and ability to converse fluently in English and Hindi.

Pay Rs. 6300/- each

Age: Upto 30 years

Bell Boy – 4 Nos.

Minimum Qualification:

i) Middle pass with three year experience in hotel of repute.

ii) Desirable :course in Hotel Reception & Book-keeping/Front Office.

Pay – Rs.5500/- p.m.

Age: Between 18-25 years

Floor Supervisor – 2 Nos.

Minimum Qualification:

i) 3 years Diploma in Hotel Management/Bsc Hospitality & Hotel Administration from a recognized University/Institute or equivalent.

ii)3 years relevant experience in a hotel of repute

OR

i) One year/1 ½ years course in Housekeeping from from a recognized Institute/Organization or equivalent.

ii)5 years relevant experience in a hotel of repute

Pay: Rs. 10200/- p.m.

Age – Upto 30 years.

Room Boy- 4 Nos.

Minimum Qualification:

(i) Middle pass with three year experience in reputed Hotel.

Desirable: Course in Housekeeping

Pay : Rs.5500/- p.m.

Age: Between- 18-25 years

Computer Supervisor – 1 No.

Minimum Qualification

Bachelor Engineering/Bachelor Technology in Computer Science from a recognized University/Institute or equivalent.

OR

Master of Computer Applications or equivalent.

With 3 years experience of system development and programming and design under multi user environment.

Pay: Rs.10200/- p.m.

Age: Between 18-25

Accountant: 1 No.

Minimum Qualification

- i) Bachelor degree in Commerce of a recognized University or equivalent.
 - ii) Successfully completed atleast three months computer course from a recognised institute/organisation covering areas of fundamental of computer that is MS-office, wordstar, lotus ,and tally
 - iii) 3 yrs experience in relevant field.
- Pay : Rs.11800 .m.
Age Between 18-25 years.

Cashier – 3 Nos.

Minimum Qualification

- i) Bachelor Degree in Arts/ Commerce from a recognized University/Institute or equivalent.
 - ii) Successfully completed at least 3 months computer course from a recognized Institute
 - iii) One year experience in relevant field.
- Pay: Rs. 6300/- each
Age: Between 18-25 years

Storekeeper: 1 No.

Minimum Qualification

- i) Bachelor Degree in Art/ Commerce from a recognized University/Institute or equivalent.
 - ii) To qualify English typing test with 30 words per minute speed prescribed by the appointing authority & knowledge of Computer.
- Pay: Rs. 10200/- p.m.
Age: Between 18-25

Clerk: 1 No.

Minimum Qualification

- i) Bachelor's degree and proficiency in operation of computer (word processing and spread sheet) and a speed of 30 words per minute in English type writing
 - ii) One year experience in relevant field.
- Pay: Rs. 6300/- p.m.
Age: Between 18 -25

Maintenance Supervisor:- 1 No.

Minimum Qualification

- i) 3 years Diploma in Civil/Public Health/Sanitary Engineering from a recognized University/Institute or equivalent.
 - ii) 3 Years experience in execution/maintenance of relevant engineering works.
- Desirable:
Degree in Civil Engineering/Public Health Sanitary from a recognized University/Institute or equivalent.
Pay – Rs.10200/- p.m.
Age- Between 18-25

Security Supervisor: 1 No.

Minimum Qualification

Ex-serviceman in the rank of JCO or equivalent in the Defence Armed Forces

OR

Bachelor degree from a recognized University or equivalent with 8 years experience in a supervisory capacity in industrial security.
Pay: Rs.6000/- p.m.
Age: Upto 40 years

Security Guard: 11 Nos.

Ex-serviceman (Upto the age of 45 years) Round the clock atleast 2 at a time to man to gate and provide security over Hotel Premises and atleast one reliever.

Pay: As per DC Rate Contract.

Utility Worker(Production) – 4 Nos.

Minimum Qualification

(i) Middle Pass with two year experience in the kitchen

Desirable: course in cookery/Food production

Pay – Rs. 5500/- each

Age Between 18-25 years.

Utility Worker – 19 Nos.

Minimum Qualification

(i) Middle Pass

Age: 18- 25 years

Pay : As per DC Rate Contract.

Waiter: 6 Nos.

Minimum Qualification

1. One year 1½ years course in restaurant & counter service/ F&B service from a recognized Institute/Organization or equivalent.

Experience: 3 years in a Hotel of repute.

Age: 18-25

Pay : Rs.6300/-pm

Trainee Waiter: 3 Nos.

Minimum Qualification

1. One year 1½ years course in restaurant & counter service/ F&B service from a recognized Institute/Organization or equivalent.

Experience: 3 years in a Hotel of repute.

Age: 18-25

Pay : Rs.3000/-pm

Kitchen Stewards supervisor: 1

Minimum Qualification

1. 3 years diploma in Hotel Management B.Sc Hospitality & Hotel Administration from a reorganized University/Institute or equivalent.

2. One year relevant experience in a hotel of repute

OR

1. One year 1 ½ year course in cookery food production from a recognized Institute Organisation or equivalent.

Experience: 2 years relevant experience in hotel of repute

Age : 18-25

Pay : Rs.8900/- PM

Masalchi:6 nos.

Minimum Qualification

1. Middle pass with two year experience in Kitchen

Desirable : Course in Cookery/Food Production

Experience: 2 years

Age : 18-25

Pay : Rs.5500/-PM

Electrician: 3 Nos.

Minimum Qualification

Course in Electric trade from recognized Institute.

Age: Upto 25 years

Pay : As per DC Rate Contract

Experience – one year in relevant field

Plumber : 2 Nos.

Minimum Qualification

Course in Plumber trade from recognized Institute.

Age: Upto 25 years

Pay : As per DC Rate Contract

Experience – one year in relevant field

Carpenter/Painter : 2 Nos.

Minimum Qualification

Course in Carpentry trade from recognized Institute.

Age: Upto 25 years

Pay : As per DC Rate Contract

Experience – one year in relevant field

Driver - 1 No.

For driving, maintenance and cleaning of Hotel vehicle. Driver should be atleast Middle pass and have a proper LMV license with good driving experience and below the age of 35 years. He should be able to do minor repair and maintenance of the vehicle.

Pay : As per DC Rate Contract.

