

NOTIFICATION

Sealed tenders are invited from suitable agencies for doing Catering and Housekeeping of the "IAS Officers Mess" inside the SAF Village Complex, Koyambedu, Chennai-600 107. The tender schedule can be obtained from Public (Protocol-III) Department on or before **13.05.2020 upto 03.00 P.M** or downloaded from www.tenders.tn.gov.in at free of cost. The pre bid conference is proposed to be held on **11.05.2020 at 4.00 P.M.** and the tender will be received up to **3.00 p.m. on 14.05.2020** and will be opened at **4.00 p.m. on the same day** in the Chamber of Member Secretary / Deputy Secretary (Protocol) to Government, Public Department, Secretariat, Chennai-600 009. Tender schedule received after due date and time will be summarily rejected. The decision of the Government in this regard will be final.

Member Secretary, IAS Officers' Mess.

//True Copy//


Section Officer

SR
17/04/2020

I.A.S. OFFICERS' MESS, KOYAMBEDU

TENDER SCHEDULE

Bids are invited for providing House Keeping and Catering Services in the IAS Officers' Mess located at SAF Games Village Complex, Koyambedu, Chennai – 600 017.

TENDER DETAILS

NOTIFICATION

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TENDER INFORMATION

1. Bids should be submitted in a sealed single envelope containing two envelopes (covers) one for Financial Bid and a second one for Technical Bid. The words "Technical Bid" and "Financial Bid" should be superscribed on the respective envelopes. Technical bid should contain details of Technical qualification with sufficient proof. The E.M.D for **Rs.25,000/- (Rupees twenty five thousand)** must be enclosed in the "Technical Bid" cover by means of a DD in favour of Member Secretary, IAS Officers Mess, Koyambedu, payable at Chennai. Please note that cheque will not be accepted in lieu of Demand Draft. **The Technical bid received without E.M.D will be summarily rejected.** Further the bidders are requested to enclose the latest sales tax clearance certificate and details of income tax returns filed (wherever applicable) along

with the technical bid document. **The Financial Bid should not be mentioned in the technical bid and should be in a separate envelope.**

2. An unconditional and irrevocable Bank guarantee for a sum equivalent to 25% of the yearly contract value (subject to a minimum of Rs.4 Lakh (Rupees four lakh only) shall be furnished at the time of signing the agreement as security deposit.

3. The security deposit will be forfeited, if the contractor prematurely withdraws or if his services are terminated for unsatisfactory services in housekeeping or catering. The tenderer will also be barred from subsequent tenders if there is a premature withdrawal of services or in the event of termination for a period of 8 years.

4. The financial bid should be in a separate envelope and should indicate the annual amount quoted for providing the services for "House keeping and Catering". The bidder should write the annual value for Catering and Housekeeping Services both in words and figures. The figure quoted should be inclusive of all taxes. In case of dispute, the amount written in words will be taken as bid value.

Tender Evaluation

5. The Financial bids of the technically qualified bidders will be opened after due intimation to the bidders who have qualified the technical bid. The bid will be evaluated on the quote and the capability of providing quality catering services at the rates mentioned.

6. The bids will be received till 03.00 p.m on 14.05.2020 and will be opened on the same day at 04.00 p.m in the Chamber of Deputy Secretary (Protocol), Public Department, Secretariat, Chennai – 600 009.

7. Pre-bid conference will be held at 04.00 P.M. on 11.05.2020 in the above room. The bidders may seek clarifications during the pre-bid conference. Clearance given during the pre- bid conference will be included in the terms of contract.

8. The bid will remain valid for three months from the last date for receipt of bids.

TECHNICAL BID FOR CATERING AND HOUSEKEEPING

TECHNICAL QUALIFICATION

I. The tenderer must fulfill the following conditions to qualify for participating in this tender.

1) 5 years experience in catering and 3 years experience in housekeeping services in any hotel of Three Star category or above

or

5 years experience in catering and 3 years experience in housekeeping and maintenance of any reputed club / guest house / official club of any reputed company.

and

2) Must have an annual turnover of Rs.40,00,000/- (in both catering and housekeeping) in at least 2 of the three preceding financial years.

Note: Financial bids of tenderers who do not qualify in the technical bid will not be opened. Monitoring Committee will have right to inspect the other facilities operated by the tenderers to determine their capabilities. If the experiences in the facilities being run by the tenderer is found unsatisfactory, the Monitoring Committee will have the right to reject their bids.

II. The Technical bid should contain the following

(a) Proof for having a minimum of 5 years experience in catering and a minimum of 3 years in housekeeping as per condition (1) stated above

(b) Authorized Certificate for satisfactory services from the place of experience mentioned in the bid.

(c) Proof of Turnover. (Income tax return / Audited balance sheets).

Note: The technical bid will be disqualified if the Monitoring Committee considers that the offer as given in the technical bids is not capable of rendering satisfactory service. The financial bid will not be opened in such cases. The decision of the Monitoring Committee will be final in this regard.

FINANCIAL BID FOR CATERING AND HOUSEKEEPING

I undertake to provide the services listed under catering and house keeping for the annual value of Rs.....
.....
..... (in words and figures both)

SIGNATURE OF THE TENDERER

Name:

Address:

Telephone Number:

Note:

1. The contract will be for three years, renewed at the end of every year based on the satisfactory performance based in a review by the Monitoring Committee.
2. The bidder is requested to inspect the existing IAS Officers' Mess premises and acquaint himself before submitting the bid.

SCOPE OF WORK

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CARRYING OUT THE FOLLOWING ITEMS OF WORKS TO THE STANDARDS OF A THREE STAR HOTEL.

Catering

1. The Mess will provide two Kitchens (vegetarian and non-vegetarian), gas burners, cooking vessels, utensils, crockery and cutlery, running water and electricity. Electricity billed on the Mess will however not be allowed to be used for cooking. Free electricity can however, be used for toasters, electric ovens, microwave ovens etc., if provided by the Mess.
2. **The menu will be fixed by Monitoring Committee and additional items may be prepared by the Contractor if he desires and is agreed to by the Monitoring Committee.**
3. Vegetarian and non-vegetarian food must be prepared in separate kitchens.
4. The rates which the Contractor can charge for the various items in the menu will be as given in the **Schedule II**. For any new item, the rates will be fixed by the Monitoring Committee.
5. Refilling of gas, washing of vessels, crockery and cutlery etc., cleaning of kitchen, dining hall and all other serving area and provision of materials like soap, deodorants, brooms and such other items required for maintaining and cleaning the kitchen area, kitchen vessels and utensils will be the responsibility of Contractor at his cost. Cooking must be done in hygienic conditions and cooking and serving areas must be kept clean **by the SERVICE PROVIDER.**
6. The cost of provisions like vegetables, rice, oil and all other consumable materials required will be borne by the Contractor himself.
7. **Quality of service and food must be at least as per "Three Star Standards"**
8. The contractor has to provide adequate number of cooks / stewards and other staff as specified in the **Schedule – I.**

9. Food and beverages will have to be served by the Contractor on demand in any room, swimming pool or any other area of the mess premises wherever permitted by the Monitoring Committee.
10. The Contractor will be allowed to provide catering to non-members on cash and carry basis for home delivery without affecting the quality of service to the members.

Housekeeping

1. The contractor has to provide adequate number of trained room attendants, staff for reception, housekeeping and other services as specified in **Schedule – III**
2. Cleaning equipments and other consumable materials will have to be provided by the Contractor. The contractor has to maintain the cleaning equipments provided by the mess.
3. The contractor shall also manage the front desk operations of the online reservation system.
4. The rooms should be cleaned up daily. The bed sheets, pillow covers and towels must be changed soon after the room is vacated by a guest and as and when required. The used linen should be washed hygienically with good quality used detergents for reuse.
5. Daily cleaning of toilets and provision of cleaning agents / chemical, deodorants and perfumes required for the purpose should be regularly made.
6. Removal of dust, cleaning of windows, furniture and ornamental fittings to be done daily.
7. Daily cleaning and mopping up of the entire building should be done every morning and as and when required.
8. Cleaning of the surroundings, entire open area and lawns in the morning and as and when required.
9. Maintenance of the Tennis Courts and Badminton Court daily and as and when required.
10. Regular maintenance of the lawn by mowing and pruning as and when necessary.
11. Maintaining the plants in the premises by watering/ applying manure / pruning them.

TERMS AND CONDITIONS

1. The IAS Officers' Mess will be entrusted to the contractor in AS IS WHERE IS CONDITION for running and keeping it in a spic and span manner.
2. No additions, alterations, modifications to the existing building shall be made in any manner without prior written consent of the Government and the contractor shall maintain the building in good condition.
3. The contractor shall maintain the building and movable properties like furniture, electrical installations, plumbing fixtures etc., in good condition and shall hand over all the articles entrusted to him good condition at the end of the contract period. The contractor shall compensate the Government for any damage to such properties with the replacement value.
4. Bidders have to provide for housekeeping as well as catering services.
5. The payment to the contractor will be made on monthly basis. The payment will be made at the end of the month, on receipt of demand from the Contractor.
6. The contractor should not sublet the work to any other Agency.
7. The contract will be valid for a total period of three years. However, the contract at the end of every year will be renewed after a performance appraisal by the Monitoring Committee.
8. The contractor's housekeeping and catering activities are subject to regular supervision of the Manager of the IAS Officers' Mess appointed by the Government and any person authorized under the overall charge of the Monitoring Committee and any person authorized by the Monitoring Committee from time to time.
9. The contractor should cover his establishment under EPF, Miscellaneous Provision Act, Minimum Wage Act, ESI Act and all other relevant statutory provisions at his cost.
10. The contractor or the Government may at any time terminate the agreement without assigning any reason after giving three months notice in writing.

11. No child labour should be employed.
12. The tenderer should provide suitable uniforms for his personnel at his cost and he shall on his own appoint trained employees who are proficient in running the Restaurant. The Government and Monitoring Committee shall have no responsibility or any obligation legal or otherwise in respect of the affairs of such staff and employees, including their appointment, conduct, discipline, termination, wages and terms and conditions of work etc., which are the sole obligation of the tenderer. The tenderer shall ensure that staff employed by him are properly and neatly dressed and are disciplined and polite to the guests at all times. He shall furnish fitness certificate issued by the Medical Officer periodically of the employees and their antecedents should be verified by the Police authorities. In the event of detection of any valuables or belongings of the guests with any of his employees, the tenderer shall immediately report the same to the Manager of Mess.
13. The schedule of prices of food items shall be displayed both in English and Tamil language and the contractor shall procure the necessary license under local laws for running the restaurant before he commences the activity and shall duly observe and abide by the Municipal laws relating to sale of refreshments as the case may be. The license shall be displayed on the premises.
14. The tenderer shall comply with all requirements under central and local sales tax laws and shall be responsible for payment of all taxes, fees and other statutory payments to the respective authorities.
15. The Monitoring Committee will have the right to terminate the services of contractor in case of violation of any of the laws relates to minimum wages, ESI / PF, labour laws or any other law applicable to running of such establishments.
16. For every complaint received regarding the quality of food provided a penalty of Rs.100/- will be levied on the contractor. If more than eight complaints are received from members in a month, there will be a penalty of 2% on the monthly

bill. If the quality does not improve after the levy of penalty and further complaints are received it shall lead to termination of contract without notice.

17. **The contractor should employ two experienced chefs (one for South Indian cuisine and for North Indian food) in the IAS Officers' Mess. Periodic training of the Chefs should be undertaken.** The quality of food provided will be routinely assessed.
18. The menu on offer should compulsorily have a variety of South Indian and North Indian food at all times.
19. The personnel deployed should be adequately trained and any deficit in service on account of this will lead to termination of contract.
20. The Receptionists should necessarily be conversant in English and Tamil and a knowledge of Hindi is preferred.
21. It will be responsibility of the contractor to intimate any changes to the personnel deployed within 24 hours to the Manager. The trained staff deployed in the Mess shall not be diverted without the prior permission of the Member Secretary.

Signature of the tenderer.

Schedule – I**MINIMUM NUMBER OF PERSONS TO BE EMPLOYED IN VARIOUS CATEGORIES**

Sl. No.	Category	Gen. Shift 0900-1800	1 st Shift 0600-1400	2 nd shift 1400-2200	3 rd shift 2200-0600	Total
1.	Chef (North Indian food & South Indian food)		1	1		2
2.	Cook		1	2	1	4
3.	Stewards		2	3	1	6
4.	Dishwashing		1	1		2
	Total					14

Note: The vendors are free to offer more persons' services in any category

Sl. No.	Designation	Remarks
1.	Chef	3 years experience as Chef in any reputed club, multi cuisine restaurant or guest house. Language to be known: English and Tamil.
2.	Cook	2 years experience as an Assistant Cook
3.	Steward	10 th Standard pass with a diploma/ certificate/course in Restaurant and Counter Services/ Food and Beverages with 1 year experience certificate.
Age: Should have completed 18 years as on date of contract.		

Schedule – II**Breakfast Menu**

Sl.No.	Items	Rs.
1.	Ven Pongal (200 gms)	30
2.	Aappam with coconut milk (2 no's each 30 gms)	35
3.	RavaDosai, Masala Dosai (1 no) (80 gms)	30
4.	Allo paratha (1 No) (125 gms)	20
5.	Poori (2 no's) with potato Masala/kuruma (each 30 gms)	30
6.	Aloo Mutter (150 gms)	40
Throughout the day		
1.	Rice Dosai (Sambar + 2 Chutney) (1no 80 gms)	25
2.	Rice Iddly (Sambar + 2 Chutney) (2 no's each 50 gms)	20

Lunch

Sl.No.	Items	Rs.
1.	Vegetable Thali meal (2no'sChappathi, rice 200gms, three kind of vegetable (2 porial. 1 kuttu, sambar, vatha kulambu, rasam, curd, raitha, pappad, pickle, Sweet)	60
2.	Non-veg Thali meal	100

Snacks

Sl.No.	Items	Rs.
1.	Meduvadai (2 Nos) (each 50 gms)	20
2.	Bujji with Chutney (4 Nos) (each 40 gms)	30
3.	Bonda (2) (each 50 gms)	20
4.	Boiled items (sundal, sprouts, peanut – 50 gms)	20
5.	Vegetable cutlet (2 Nos)	20
6.	Finger Chips (150 gms)	20
7.	Paneer Kati roll (150 gms)	20
8.	Paneer Pakoda	30
9.	Vegetable Kati roll	20
10.	Vegetable spring roll (2 pieces)	30
11.	Vegetable momo steamed (6 pieces)	35
12.	Golden fried baby corn (150 gms)	45

Soup

Sl.No.	Items	Rs.
1.	Sweet corn vegetable soup (200 ml)	20
2.	Hot & sour Vegetable soup (200 ml)	20
3.	Sweet corn Chicken soup (200 ml)	20
4.	Veg. Lungrungsoup(200 ml)	20
5.	Chicken lung fungi soup(200 ml)	25
6.	Chicken noodle soup(200 ml)	25

Hot Beverages

Sl.No.	Items	Rs.
1.	Tea (1 No 150 ml)	8
2.	Coffee (1 No 150 ml)	10
3.	Milk (1 No 150 ml)	12

Cold Beverages

Sl.No.	Items	Rs.
1.	Butter Milk (300 ml)	10
2.	Lassi (300 ml)	15
3.	Fresh lime water (sweet / salt) (300 ml)	10
4.	Fresh lime Soda (sweet / salt) (300 ml)	15
5.	Soft drinks, Bottled water (300 ml)	As per MRP
6.	Milk Shake (1No 300 ml)	25
7.	Fresh Juice (1No 300 ml)	30

Sandwiches

Sl.No.	Items	Rs.
1.	Veg Sandwich – (2 slice Bread – Each 25 gms)	30
2.	Grilled Sandwich - (2 slice Bread – Each 25 gms)	40

Indian Bread (Veg)

Sl.No.	Items	Rs.
1.	Tawa paratha (1 No 75 ml)	12
2.	Pudina Paratha (1 No 75 ml)	15
3.	Malabar paratha (1 No 75 ml)	8
4.	Tandoori roti(1 No 75 ml)	8
5.	Kulcha(1 No 75 ml)	8
6.	Oil chappathi(1 No 75 ml)	9
7.	Stuffed kulcha(1 No 75 ml)	15
8.	Butter roti (1 No 75 ml)	12
9.	Naan (1 No 75 ml)	12
10.	Romali roti (1 Nos-75 gms)	12
11.	Butter Nan (1 Nos-100 gms)	15

Indian Bread (Non.Veg)

Sl.No.	Items	Rs.
1.	Egg Kothu paratha (200 gms)	25
2.	Chicken kothuparatha(200gms)	50

Fried Rices& Noodles

Sl.No.	Items	Rs.
1.	Vegetable pulao / Briyani (300 gms)	50
2.	Chicken pulao / Briyani(300 gms)	75
3.	Vegetable fried rice (200 gms)	35
3.	Vegetable noodle (200 gms)	35
4.	Egg fired rice (150 gms)	40
5.	Egg noodle (200 gms)	40
6.	Chicken fired rice (150 gms)	45
7.	Chicken noodle (200 gms)	50
8.	Mixed noodles (200 gms)	50

Veg

Sl.No.	Items	Rs.
1.	Dum Aloo (150 gms.)	45
2.	Mutter Paneer (150 gms.)	45
3.	Kadai Vegetable (150 gms.)	45

4.	Mixed Vegetable curry (150 gms.)	45
5.	Shahi Paneer (150 gms.)	45
6.	MalaiKhoftha (2) (150 gms.)	45
7.	Aloo Gobi Masala (150 gms.)	45
8.	Paneer Bhujia (150 gms.)	45
9.	NavrataKhorma (150 gms.)	45
10.	Vegetable Makhani (150 gms.)	45
11.	DhallMakhani (150 gms.)	40
12.	Butter roti (1 No. 75 gm)	12
13.	Stuffed capsicum (150 gms.)	35
14.	Aloo tikka (150 gms)	25
15.	Vegetable mushroom (150 gms.)	45
16.	Vegetable Manchurian (150 gms.)	40
17.	Cauliflower Manchurian (150 gms.)	40
18.	Vegetable chilly fry (150 gms.)	40
19.	Vegetable fried wonton (2 pieces)	30
20.	Steam rice (Ponni) (200 gms)	15
21.	Zeera Pulav (Rice) (200 gms)	45
22.	Curd rice (200 gms)	30
23.	Palak paneer (150 gms)	45
24.	Yellow dhal (150 gms)	30
25.	Panner tikka (200 gms)	45
26.	Vegetable kurma (200 gms)	45
27.	Rasam (150 gms)	8
28.	Curd (100 ml)	10
29.	Panneer Butter Masala (150 gms)	45
30.	Green peas masala (150 gms)	45
31.	Channa Masala (150 gms)	45
32.	Mushroom Masala (150 gms)	45

Non-Veg

Sl.No.	Items	Rs.
1.	Pepper chicken (200 gms)	60
2.	Chilli Chicken (200 gms)	60
3.	Ginger Chicken (200 gms)	65
4.	Fish fry (150 Gms)	50
5.	Fish curry (150 Gms)	50

6.	Chicken Masala Kabab (200 gms)	70
7.	Fish tikka (200 gms)	70
8.	Chicken katiroll(2 pieces) - (250 gms)	40
9.	Chicken spring roll (2 pieces)(250 gms)	35
10.	Chicken momo steamed (6 pieces) (250 gms)	35
11.	Reshmi kabab (200 gms.)	55
12.	Tangri Kabab (2pieces)(200 gms)	55
13.	Chicken Tikka Masala (150 gms)	70
14.	Kadai Chicken (150 gms)	65
15.	Chicken Curry (150 gms)	65
16.	Egg Curry (150 gms)	30

Desserts

Sl.No.	Items	Rs.
1.	RavaKesari (50 gms)	15
2.	Carrot halwa (50 gms)	20
3.	Caramel custard (100 gms.)	20
4.	Chocolate pudding (100 gms.)	20
5.	Fruit salad (200 gms.)	25
6.	Rasamalai (50 gms)	15
7.	Ice Cream	As per MRP

Packing charges : Rs.5 per pocket (Plastic package are prohibited)

* All this should use 100 gm basumathi rice and 150 gm. of vegetables or Mutton / Chicken.

Note: The contractor should keep compulsorily the basic things which are routinely need like milk, sugar, tea, bread, coffee, cool drinks and mineral water.

Party Menu, Buffet Lunch, Breakfast, Hi-Tea and Lunch

Party Menu

6

<u>Welcome Drink</u>	Water melon juice or Orange juice or Cold Drink
<u>Starter</u>	Cocktail Samosa or Veg. Spring roll or Medu vada
<u>Soup</u>	Tomato Soup with Croutons or Clear Veg. soup Tossed Salad
<u>Main Course</u>	Plain Naan or Roti or Tawa Paratha or Poori
	Veg. Fried Rice or Jeera Pulao or Vegetable Biryani
	Dhal Vada or Boondi Raita or Pineapple Raita
	Paneer Butter Masala or Dum Aloo or Palak Paneer or Malai Kofta
	Dhal Makhani or Yellow Dal or Rajma Dal
	Channa Masala or Peas Masala or Veg. Masala
<u>Dessert</u>	Carrot Halwa or Gulabjamun or Ice Cream

Rs.140/- per head including Tax for minimum 15 persons.

Veg. cutlet or Panner Rool or Masala Vadai
Milaghuthani soup or Mixed veg. soup or Mushroom Soup
Green Salad or Grated Carrots with Russian Salad
Chappathi or Naan or Roti
Jeera Pulao or Peas Pulao or Veg Pulao
Panner Butter Masala or Kadai Veg. or Gobi Masala
Veg. Koftha curry or Navarathan Kurma or Aloo Kurma
Bindi fry or Brinjal fry or Cabbage fry
Sambar rice or Lemon Rice or Tarmind Rice
Curd Rice or Semiya Bath
Moremilegai or Vathal & Pickles
Semiya Payasam or Rice Payasam or Kesari or Ice Cream

Rs.120/- per head including Tax for minimum 15 persons.

Fixed Breakfast Menu – Rate: Rs.40/-

Idly (2Nos.) or Dosai or Uthappam
 Chutney/Sambar/Mini Chutney
 Masal Vadai or Medu Vadai or Keerai Vadai
 Pongal or Uppuma or Kichidi
 Coffee or Tea or Milk.

Hi-Tea: Rate Rs.70/- (Minimum 15 persons)

Fresh Juice Orange or Apple or Pomegranate
 Samosa or Spring Roll or Veg. Puff
 Black forest or Pinapple cake or any other cake.
 Cashew nut fry or Cashew nut Pakkoda or Dry fruits
 Coffee or Tea or Milk

Fixed Veg. Thali Lunch – Rs.50 - Including Tax

2 Nos. Chappathi
 Rice 200gms
 Three kind of vegetable (2 porial, 1 kuttu)
 Sambar, Vatha Kulambu
 Rasam, Curd, Raitha
 Pappad
 Pickle & Sweet

Party Menu – NON-VEG.

<u>Welcome Drink</u>	Water melon juice or Orange juice or Cold Drink
<u>Starter</u>	Cocktail Samosa or Veg. Spring roll or Medu vada
<u>Soup</u>	Tomato Soup with Croutons or Clear Veg. soup Toassed Salad
<u>Main Course</u>	Plain Naan or Roti or Tawa Parotha or Poori Veg. Fried Rice or Jeera Pulao or Vegetable Biryani Dhal Vada or Boondi Raita or Pineapple Raita Paneer Butter Masala or Dum Aloo or Palak Paneer Fish curry or Chicken curry or Mutton curry Channa Masala or Peas Masala or Veg. Masala
<u>Dessert</u>	Carrot Halwa or Gulabjamun or Ice Cream

Rs.160/- per head including Tax for minimum 15 persons.

SCHEDULE -III

**NUMBER OF PERSONS IN VARIOUS CATEGORIES
TO BE EMPLOYED FOR HOUSE KEEPING SERVICES**

Sl. No.	Category	Gen. Shift 0900-1800	1 st Shift 0600-1400	2 nd shift 1400-2200	3 rd shift 2200-0600	Total
1.	Supervisor	1				1
2.	Receptionist		1	1	1	3
3.	House Keeper		1	2	1	4
4.	Gardener	2				2
5.	Laundry man	1				1
6.	House Keeping Assistant		1	1	1	3
7.	Ball picker – Tennis-2	On all days – 0600 to 1000 hrs, 1600 to 2200 hrs Weekends / Holidays - 0600 to 1200 hrs. 1500 to 2200 hrs				2
8.	Billiards Marker-1	On all days – 0700 to 1200 hrs. 1600 to 2300 hrs weekends / holidays – 0700 to 2300 hrs.				1
9.	Gym Instructor - 1	On all days – 0600 to 1200 hrs, 1600 to 2200 hrs weekends / holidays – 0600 to 2100 hrs.				1
		Total				18

Qualification – House keeping services

Sl.No.	Designation	Remarks
1.	Supervisor	Graduate / Diploma in Hotel management and Catering Technology from a Government approved institute and experience as Manager in a reputed Club / Hotel for 2 years. Language to be known : English and Tamil.
2.	Receptionist	Graduate / Diploma with 2 years experience in Front Office Management. Language to be known : English and Tamil.
3.	House Keeper	8 th Standard Pass with 2 years experience in house keeping in any club/hotel or Guest House (Must produce experience or training certificate from a reputed institute)
4.	Gardener	Minimum 2 years experience in gardening
5.	Laundry Man	Minimum 2 years expenditure in operating of washing machine, washing iron of cloths and also sound knowledge of washing machine and dryer
6.	Ball Picker	8 th Standard pass. Minimum 2 years experience in ball picking in the tennis ground
7.	Billiards Marker	8 th standard pass. Minimum 2 years experience in maintenance of Billiards table and pool table
8.	Gym instructor	Certificate in Physical training / fitness training / equivalent Minimum 2 years experience as Instructor in some reputed club / Gym.
9.	House Keeping Assistant	8 th Std.

- Note:** i) The vendors are free to offer more persons' service in any category
ii) Manpower shown is excluding the weekly off / holidays
iii) Week end – Saturday and Sundays.