

**CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT,**  
**SECTOR 42-D, CHANDIGARH**  
**PH.NO.0172-2676024**

**Tender Form for Annual Contract for providing Manpower in the Institute & Hotel Chandigarh Beckons.**

- (i) Prescribed Date & Time for Uploading by 10.03.2017 upto 11.00 A.M.**
- (ii) To be downloaded/opened on 14.03.2017 at 11.30 A.M.**

**Wherever the term “prescribed date & time” for submission of original EMD in the office referred to, it implies 10-03-2017 upto 11.00 A.M. only.**

**Terms & Conditions**

1. The agency is required to provide various categories of manpower as listed in the Technical Bid for performing various duties in the Institute & Hotel Chandigarh Beckons. The number of persons to be engaged is only indicative and Institute management have the right to increase or decrease the requirement as required from time to time and the billing shall be done proportionately by the Tenderer as per the agreed contractual amount.
2. The Tenderer should be professional agency having valid license to provide manpower and other documents and should have experience of three years in providing Manpower/Contract Labour.
3. The tender must be accompanied by earnest of Rs.3,00,000/- (Rupees three lacs only) in the shape of Bank Draft/Pay Order of any scheduled Bank Drawn in Favour of CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH. The amount of earnest money shall not be accepted through cheque. Any earlier amount of earnest money lying with the Institute or any other outstanding payment will not be adjusted against the present tender as earnest money. The earnest money of the successful tenderer(s) shall be converted into performance security and shall be refunded after the faithful execution/completion of the contract without any interest.
4. Conditional/telegraphic tender/tender received through fax, tenders without earnest money and submitted not on the prescribed form shall not be entertained.
5. (a) Tenders shall be in two parts i.e. Technical Bid (Part 'A') & Financial Bid (Part 'B').  
  
(b) The Technical Bid (Part 'A') should contain information as detailed in Technical Bid (Part 'A'), clarification if any, wherever necessary will be obtained from the concerned tenderer. The information as required in Part 'A' & supporting documents have to be submitted on e-tender in the form of scanned copies. After necessary appraisal of the tenderer's experience and technical expertise, technical short-listing will be done. Technical Bid shall, however, be uploaded as per prescribed performa available on-line.

(c) The financial Bid (Part 'B') containing the percentage of service charges only to be quoted by the tenderers will be opened in respect of only those tenderers who are found suitable, based upon assessment made of credentials etc. of the tenderer based upon information given in Technical Bid (Part 'A'). The tenderers submitting Technical Bid should give maximum information regarding themselves and Technical Capabilities as they deem fit. The decision of the management with regard to short listing of Technical Bids for the purpose of opening of financial bid shall be final and binding. The date of opening of Financial Bids will be intimated. **Financial Bid for online bidding shall however be as the BOQ available at e-tendering site.**

6. **Payment shall be made to the firm after the submission of the monthly bill in the following manner:-**
- a) **Cheque in favour of firm for the wages of the employees as per attendance on the ALC rate or rates given in the tender less EPF and ESI deduction plus your service charge and after deducting TDS as per income tax act for distribution of wages to the employees.**
  - b) **Cheque in favour of RPFC, Chandigarh for employees and employer contribution of EPF plus admn. charges.**
  - c) **Cheque in favour of ESI Corporation, Chandigarh for employees and employer contribution.**
  - d) **For Online Payment --Payment of Service Tax if applicable charged in the bill will be reimbursed to the firm against the proof of deposit with the Service Tax Department for the previous month.**

**OR**

**For Cheque Payment – Cheque in favour of Service Tax Department, Chandigarh for the Service Tax If applicable charged in the bill.**

7. The contract awarded shall be a commercial agreement and not one of creating any employment.
8. Tender should only be uploaded by authorized representative of the firm.
9. The validity of Tender shall be for 90 days from the date of receipt and the finally approved tender will initially for one year from the date of award of contract with a provision to extend by further period of two years on year to year basis (total contract period of three years) depending upon the satisfactory performance of the agency and adherence to the statutory liabilities. The assessment of performance shall be the sole discretion of the Principal/Secretary and no representation/request for extension of contract for next year shall be entertained. The Agency will be given one week's time to sponsor the candidates and take over the work.
10. Annual contract for supply of Manpower as per **Annexure – 'I' & 'II'** in the Institute & Hotel Chandigarh Beckons(A unit of CIHM, Chandigarh) on the prevailing Assistant Labour Commissioner Rates or rate prescribed in the tender. The **Annexure –“I & “II”** for different categories of Contractual Labour and the same are subject to change as notified by Assistant Labour Commissioner, U.T. from time to time. The charges in respect of statutory liabilities like Employer's share towards EPF & ESI and Service Tax, etc. which shall be payable by Institute & Hotel Chandigarh Beckons over & above

Assistant Labour Commissioner Rates may be indicated against the wages. However, bidder's service/handling charges may be quoted in clear terms in the Financial Bid (Part 'B') which will be payable by the Institute & Hotel Chandigarh Beckons over and above the monthly consolidated wages consisting of Basic Wages, Employer's share towards EPF & ESI as worked out in Annexure in Technical Bid and Service charges quoted as 0% (Zero) will not be entertained. Therefore agency should quote only justified rates. Being on line bidding please quote only Excess Rates (+) i.e. Service Charges otherwise Bids will be rejected.

11. Income Tax applicable, if any, as per Income Tax Act shall be deducted from the monthly bill (gross amount) of the tenderer.
12. (a) The tenderer must have a **valid license** from the licensing authority under the Contract Labour (Regulation and Abolition) Act, 1970 with its update renewal. Any obligations and /or formalities which are required to be fulfilled under the Contract Labour (Regulations & Abolition) Act, 1970 as amended from time to time or any other Act for the purpose of entering into and/or execution of the contract so as to awarded shall be carried out by the tenderer at his own expenses, etc and the tenderer shall report the compliance thereof to Institute. The tenderer shall solely be responsible for violation of any provision of the said Act or any other Act.

(b) The tenderer must have valid EPF code No./ESI code No./Service Tax code/PAN/TAN No. **Separate challans shall be made for the EPF & ESI (both employer & employee share) and Service Tax of the Institute and will be deposited by the agency with the concerned department.** The agency so engaged will entirely be responsibly to deposit EPF & ESI (both employer & employee share), Service Tax etc. with the respective departments in respect of the Contract Labour employed by them for every month. A copy of the receipt on this account shall be submitted to the concerned accounts Branch with the bill of succeeding month. The Institute will not be responsible for any liability on this account whatsoever.

(c) The tenderer shall ensure regular health checkup of his Contract Labour and compliance of provisions of Labour Act or Any related law on the said issue.

(d) The successful tenderer will furnish the list of his Contract Labour to be deployed in Institute & Hotel Chandigarh Beckons within one week from the date of allotment of contract. However, the selection of the Contract Labour will be made by the management.

(e) These persons shall have to undergo Police Verification and the Verification Report to this effect shall be submitted by the tenderer to Institute for information/record.

(f) 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.
13. The tenderer shall ensure that the Contract Labour so deployed should be smartly dressed in the prescribed uniform for which no extra payment whatsoever shall be made by Institute, however uniform shall be provided by the Hotel Chandigarh Beckons

to their contract staff. If the manpower deployed is found without/not in proper uniform, Department or its authorized officers reserves the right not to allow entry of such person within the premises/his place of deployment. In case agency fails to provide the prescribed uniform to the contract labour so deployed, Institute will be at liberty to purchase & provide the uniform to the contract labour at the risk and cost of the Agency and expenses on this account will be recoverable out of the pending bills.

- 13 (i) The tenderer shall give following undertaking in the form of an affidavit on non-judicial stamp paper of Rs.5/- duly attested by the Notary Public/1st Class Magistrate and the same shall be part of the agreement:-

“That we M/s. \_\_\_\_\_ with our registered office at \_\_\_\_\_ shall deposit all the contributions like PF, ESI, EDLI and Service Tax etc. with the appropriate authorities regularly and that we, M/s \_\_\_\_\_ with our registered office at \_\_\_\_\_ shall be responsible for implementation of provisions of labour law and rules as made applicable by the appropriate Govt. in respect of contract labour for which the contract has been awarded”.

“Further, we M/s. \_\_\_\_\_ shall deposit employers and employees (Contract Labour) contributions towards EPF, ESI, EDLI and Service Tax by the due dates and supply attested copies of the challans of the previous months. The monthly wages bill including all the statutory liabilities will, however, be released only after ensuring that all the statutory liabilities of the previous month have been deposited with appropriate authorities through relevant challans”.

In case the tenderer fails to produce copies of the relevant challans, Institute / Hotel will be at liberty to deduct such amounts from the bills and deposit the same with the concerned authorities. In the event of any penalty imposed by the concerned Department due to delayed deposit, the same shall be paid by the tenderer. Evidence of such deposits will then be supplied to the tenderer. Further, ESI Code in respect of each such Contract Labour will be required to be submitted to the Institute & Hotel for onward transmission to the ESI Corporation as per standing requirement.

- ii) The disbursement of wages to the Contract Labour shall be made in cash/Cheque by the tenderer in the Institute & Hotel Chandigarh Beckons by 10<sup>th</sup> of every month in the presence of representatives of the Institute & Hotel Chandigarh Beckons. This obligation is imposed to ensure that the tenderer is fulfilling its commitment towards its employees so deployed under various Labour Laws having regard to the duties of the Institute in this respect as per the provisions of the Contract Labour (Regulations & Abolition) Act, 1970. Except the contributions towards EPF/ESI, no other deduction of any type shall be allowed to be made by the Agency directly or indirectly. However, meal charges as applicable from time to time as per policy of the Institute shall be recovered/deducted out of the monthly bills.

### **Compensation to the deployed staff**

14. It is clearly understood that the Contract Labour deployed by the tenderer shall be the employees of the agency for all intents and purposes. Institute or Hotel Chandigarh Beckons shall have no relationship of employer and employee or master and servant with the contract staff so deployed by the agency except that they have to carryout the orders of the authorized/Controlling officers of Institute & Hotel Chandigarh Beckons.
15. Institute / Hotel shall not be liable for any action, direct or indirect or to any claim, damages, compensation that might become payable to the employees of the tenderer under the orders of any lawful authority in the event of an accident resulting in any possible injury or death of any employee of the tenderer while performing their duties within/outside the premises or damage of any other kind. The tenderer shall always keep Institute / Hotel or its officers fully indemnified against any such claim or damages.

### **Indemnity**

16. If Institute or Hotel Chandigarh Beckons suffers any loss or damages on account of negligence, default or theft on the part of any of the Contract Labour provided by the agency during the validity of the contract, the tenderer shall be liable to reimburse/make good the loss, so suffered by Institute or Hotel Chandigarh Beckons. The tenderer shall keep Institute or Hotel Chandigarh Beckons fully indemnified against any such loss or damage, 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.

### **Compliance of statutory provisions of Law**

17. The tenderer shall observe all laws, rules, regulations, orders and directions issued by the Central Govt. or State Govt. or UT Administration or local authorities concerning the discharge of duties in execution of the contract. Any contravention of such laws, rules, regulations, orders and directions will be deemed to be a breach of the contract and the tenderer shall be liable to all the consequences and in case of any such breaches, if Institute or Hotel Chandigarh Beckons incurs any obligations then the tenderer shall be responsible to reimburse to Institute or Hotel Chandigarh Beckons any loss, monetary or otherwise, occasioned on account of any such breach or contravention.
18. In case any person deployed by the tenderer enters into dispute of any nature whatsoever, it will be the sole responsibility of the tenderer to contest the same. In case, Institute & Hotel Chandigarh Beckons is also made a party and is supposed to contest the case, the cost, if any, of the actual expenses incurred towards counsel fee and other expenses shall be paid to the Institute or Hotel Chandigarh Beckons by the tenderer in advance on demand. Further, the tenderer shall ensure that no financial or any other legal liability comes on the Institute & Hotel Chandigarh Beckons in this respect of any nature whatsoever for the act done by the person of the tenderer and shall keep the Institute & Hotel Chandigarh Beckons indemnified in this respect.

19. The tenderer shall not sublet, transfer or assign the contract or any part thereof to any other party.
20. The tenderer shall be duty bound to provide the specified no. of Contract Labour as per the requirement of Institute or Hotel Chandigarh Beckons for which the contract has been entered, to the entire satisfaction of the concerned head.
21. The Contract Labour shall be required to perform their duties in the Institute or Hotel Chandigarh Beckons as per requirement of the Institute or Hotel Chandigarh Beckons. However, the selection of the Contract Labour will be made at the Institute Level after screening the candidates.
22. Authorized officer shall be at liberty to send any Contract Labour back after intimating the tenderer if such person is not in proper uniform/is lacking decent behavior by his deeds/not fit to perform his duty i.e. suffering from any contagious/infectious disease.
23. If the services provided by the tenderer are not found as per the prescribed standards wholly or partly and in case of breach of any contractual obligations, Institute management reserves the right to get the services from other sources at the risk and cost of the tenderer.
24. 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 tenderer may be having.
25. (a) In case of none providing/providing of less number of persons, Institute reserves the right to levy penalty as may be decided by Principal/Secretary. Further, for providing of inferior quality of services continuously, Institute reserves the right to cancel the contract.  
  
(b) In case penalty is imposed for more than 5 times on the tenderer on account of non providing/providing of less number of persons to the Institute & Hotel, the contractual agency is liable to be considered for cancellation of contract, forfeiture of security and blacklisting of the firm upto the period of 3 years, for further tendering.
26. The EMD will be converted into security deposit. The security deposit will not carry any interest and will be refunded after three months of the satisfactory completion of the contract and after submission of no dues/no claim certificate. The tenderer shall have no claim for any interest with regard to any delay in the settlement of final bill or refund of security deposit or in respect of amounts which may be in the hands of Institute owing to any dispute between Institute and tenderer.
27. The tenderer shall submit the consolidated wage bill consisting of basic wages, statutory liabilities and tenderers service charges for the categories of staff deployed for duty in Institute & Hotel Chandigarh Beckons duly supported with the following documents:

- i) Attendance report duly signed by any authorized officer of the Institute & Hotel Chandigarh Beckons.
  - ii) Documents in support of deposit of EPF/ESI/EDLI/Service tax of the previous month by 3<sup>rd</sup> day of the following month, alongwith the list of contract labour in respect of whom statutory liabilities have been deposited.
  - iii) The wage bill including Basic Wages and Statutory liabilities except tenderer's service charges shall then be processed for payment by the Institute & Hotel and the formalities shall be completed for the release of payment by 10<sup>th</sup> of every month. The tenderer shall himself be personally responsible for the timely submission of bills and further process for the checking of required formalities to be completed by him as per the requirements of the audit on personal level in order to ensure timely payment of wages to the staff.
  - iv) The tenderer shall further prepare the required accounts in consultation with the concerned Accounts Branch for the issue of annual statements of EPF etc to the staff in time. The tenderer shall also be solely responsible for any lapse or delay for the submission of any return to the concerned authority of the Labour Department/EPF/ESI organizations about the staff engaged on contract basis through them as per rules.
28. On the expiry of the contract, the personnel deployed by the contractual agency shall be relieved automatically. However, the contractual agency will clear their accounts by paying them all their legal dues as required under the law in force. In case of any dispute on account of the termination of employment or non-payment of dues of the personnel by the tenderer, it shall be the entire responsibility of the tenderer to pay and settle the same. The tenderer shall comply with all the orders/awards passed by the competent authority/court in respect of the personnel engaged by it.
29. Any notice required or permitted to be given pursuant to this agreement shall be duly given or sent through Speed Post/by Email and addressed to the tenderer through their Proprietor or Partner and in case of the Institute & Hotel Chandigarh Beckons to the Principal/Secretary.
30. The contract may be terminated on any of the following contingencies:-
- a) On the expiry of the contract period;  
OR
  - b) A notice at any time during the currency of services in case the services rendered by the tenderer are not found satisfactory and in conformity with the general norms and the standard prescribed for the services;  
OR

- c) For committing breach of any of the terms and conditions of the contract by the tenderer;
- OR
- d) On assigning the contract or any part thereof or any benefit or interest therein or there-under by the tenderer to any third person or subletting the whole or a part of the contract to any third person;
- OR
- e) On tenderer being declared insolvent by the competent court of Law.

During the notice period for termination of the contract, in the situations contemplated above, the tenderer shall keep on discharging his duties as before till the expiry of the notice period. It shall be the duty of the tenderer to remove all the persons deployed by him on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/ hindrance/ problem of any nature to the Institute & Hotel Chandigarh Beckons.

- 31. Tenderer shall not be allowed to be represented by a lawyer.
- 32. The aforementioned terms & conditions shall be binding and operative between the tenderer (Contractor) and the Institute.
- 33. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
- 34. In the event of any dispute or difference arising out of or in any way touching or concerning this tender whatsoever (except as to matters the decision of which is specifically provided under this contract), the same shall be referred to the sole arbitration of the Director Tourism, U.T., Chandigarh Administration, Chandigarh, or any person appointed by him/her. The award of such arbitrator shall be final and binding on both the parties hereto. The Arbitration and Conciliation Act, 1996, shall apply to the arbitration proceedings.
- 35. The workers which are not covered under ESI Act will be covered by Workman Insurance which will be borne by the contractor and he will cover the amount of premium from his Service Charge.**
- 36. Bonus if any on account of Labour Law will be given by contractor and he will cover the amount of Bonus from his Service Charge.**

Principal/Secretary



## **PROCEDURE FOR e-tendering**

1. The Bids shall be received electronically only through the website: **etenders.chd.nic.in**.
2. Bid Document can be downloaded from the website of Chandigarh Administration <http://etenders.chd.nic.in/nicgep>.
3. The Bidders shall have to submit their Bids (Technical Bid & Financial Bid) online in Electronic Format with Digital Signatures. For participation in the e-tendering process, the Bidders need to register themselves on <http://etenders.chd.nic.in/nicgep>. On registration they will be provided with a user ID and a system generated password enabling them to submit their Bids online using Digital System Certificate (DSC).
4. The Bids shall be uploaded in Electronic Format on the website <http://etenders.chd.nic.in/nicgep>. Scanned copies of Tender Fee, Earnest Money Deposit, Document and Eligibility Documents shall also be uploaded alongwith Technical Bid within prescribed time limit.
5. Tender Fee and EMD in original as uploaded by the Bidder shall be placed in the manner as described in the Bid Document and shall be submitted in person by **the prescribed date and time in the Chandigarh Institute of Hotel Management, Sector 42-D, Chandigarh**. The Agency who fails to submit the EMD as mentioned above, in physical form on or before **the prescribed date and time** will be declared as ineligible and the Bid submitted by them shall be declared as invalid.
6. The Agency has to produce the original documents as and when asked for by the Institute. The failure of the Agency to furnish the said original documents will entail summarily rejection of its tender.
7. Instructions to Bidders regarding e-tendering process:
  - a. Tenders without digital signatures will not be accepted by the Electronic Tendering system. **No Tender will be accepted in physical form and in case it has been submitted in the physical form it shall be rejected summarily.**
  - b. Bids will be opened online as per time schedule mentioned above.
  - c. Before submission of online Bids, Bidders must ensure that scanned copies of all the necessary documents have been uploaded with the Bid.
  - d. It will be mandatory for all the Bidders to upload all the documents mentioned under 'Tender Details' template.
  - e. Institute will not be responsible for any delay in online submission of the Bids due to any reason whatsoever.
  - f. The details of Tender Fee and EMD specified in the Tender documents should be the same as submitted online (scanned copies) otherwise tender will be rejected summarily.
8. For any technical issue related to Electronic Tendering Portal, Bidders may contact IT Cell, The Department of Information Technology (DIT), Additional Deluxe Building, 5<sup>th</sup> Floor, Sector-9, Chandigarh, or email at [etender@chd.nic.in](mailto:etender@chd.nic.in), Phone No. 0172-2740641, 0172-2740005.

**CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT,**  
**SECTOR 42-D, CHANDIGARH**  
**PH.NO.0172-2676024**  
**TECHNICAL DETAILS OF THE TENDERER**

**TECHNICAL BID (PART-'A')**

- A. Earnest Money Deposit.
- B.
1. Details of Tenderer- Name, Father's Name, Name of Firm, Complete Address, Date of Incorporation, Contact Number.
  2. EPF/ESI Code No.
  3. Service Tax No.
  4. Copy of PAN Card Number.
  5. **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.**
  6. Detail of Contract Labour presently available.
  7. Date of Experience.
  8. List of Clients
  9. Performance Reports from the other Department where contract Labour has been supplied during last three years.
  10. Proof of Registration of the firm.
  11. Any other information, terms and conditions that tenderer may like to add either in this sheet or as Annexure.

**NOTE:-**

- (i) Please upload the scanned copy/copies of above said information online as a Technical Bid information online as a Technical Bid.
- (ii) Detail regarding the Wages and other charges are annexed as Annexure.
- (iii) No Agency having been blacklisted by the any State or Central Government Department or PSU in the past shall not be eligible to participate in the tendering process (enclose a signed and stamped statement on the letter head of the company with regard to the blacklisting history of the company).

**CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT,**  
**SECTOR 42-D, CHANDIGARH**  
**PH.NO.0172-2676024**

**FINANCIAL BID – (PART 'B')**

I/We have read all the terms and conditions of the tender for providing of Manpower to the Institute & Hotel Chandigarh Beckons for the year 2016-17. I/We hereby quote \_\_\_\_\_ percentage of the monthly consolidated wages consisting of Basic Wages and Employer's share towards EPF & ESI as Service Charges in respect of all the categories of Contract Labour mentioned in the Annexure annexed to the Technical Bid (Part 'A'). All the terms and conditions contained in the Tender Form are acceptable to me/us.

SIGNATURE OF THE TENDERER  
WITH SEAL AND DATE

- Financial Bid for online bidding shall however be as per the BOQ available at e-tendering site.

**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 3 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 8<sup>th</sup> 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 6 Nos.  
Female Sweeper 1 No.  
Supervisor 1 No.  
Mali 2 Nos.  
Peon 1 No.  
Sweeper cum utensils cleaner 2 Nos.  
Cleaner / Houseman 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. 14326/- p.m. on consolidated basis.

**Age:** upto 40 years

**Clerk :** **1 No.**

**Educational 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 Assistant Labour Commissioner Rate Contract

**Age:** upto 35 years

**Clerk:** **1 No.**

**Educational 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 :** Rs. 11793/- p.m. on consolidated basis.

**Age:** upto 35 years

**Hostel Warden (Boys & Girls)** **1 No. each**

**Qualification** – Graduate from a recognized University or 3 Year Diploma in Hotel Management from recognized Institute.

**Experience** – At least one year in teaching in a catering or any other Institute.

The persons so deployed will stay in the hostel. He will be responsible for attendance of hostellers and maintain proper discipline in the hostel.

**Salary :** Rs. 11000/- p.m. on consolidates basis

**Helpers:** **6 Nos.**

**Qualification:** Middle pass.

**Salary :** As per Assistant Labour Commissioner 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. CDP - 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. 30000/- p.m.

Age: Upto 30 years

**For Commi-I -Post(Indian/Continental/ Chinese/ Pantry/ Tandoor/South Indian/ Halwai ): 1 No.**

(i) 3 years Diploma/ Degree in Hotel Management or equivalent from a recognized University/ Institute.

(ii) 3 years relevant experience in a Hotel of repute. OR

i) Senior secondary Part-II Examination (10+2 pattern) pass or equivalent from a recognized Board.

ii) Diploma in Food Production or equivalent from a recognized Institute/Organization.

iii) 5 years relevant experience in a hotel of repute as Commi-II.

**Salary: Rs. 14,000/-PM**

**For Commi-II -Post (Indian/Continental/ Chinese/ Pantry/ Tandoor/South Indian/ Halwai): 2 Nos.**

(i) 3 years Diploma/ Degree in Hotel Management or equivalent from a recognized University/ Institute.

(ii) One year relevant experience in a Hotel or repute. OR

i) Senior secondary Part-II Examination (10+2 pattern) pass or equivalent from a recognized Board.

ii) Diploma in Food Production or equivalent from a recognized Institute/ Organization.

iii) 5 years relevant experience in a hotel of repute as Commi-III (Indian, Continental/ Tandoor/Italian/Chinese in a hotel of repute.

**Salary: Rs. 12,000/- PM**

**For Commi-III -Post (Indian/Continental/ Chinese/ Pantry/ Tandoor/South Indian/Halwai): 7 Nos.**

i) Senior secondary Part-II (10+2 pattern) Examination pass or equivalent from a recognized Board.

ii) Diploma in Food Production or equivalent from a recognized Institute/ Organization.

iii) 2 years relevant experience as Commis-III (Indian/ Continental/ Tandoor & Italian in a hotel of repute.

**Salary: Rs. 10,000/-PM**

**Trainee Commii – 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 Commi- III in a hotel of repute.

Salary: Rs.4800/- each

Age: Between 18-35 years

**Kitchen Helper – 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 Commi- 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: 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 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

**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 recognized 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 – 5 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 – 3 Nos.**

**Minimum Qualification:**

1. Middle pass with three year experience in hotel of repute.

2. 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- 7 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 p.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.7500/- 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 Assistant Labour Commissioner 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 Assistant Labour Commissioner Rate Contract.

**Waiter: 16 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: 10 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.4800/-pm

**Kitchen Stewarding 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

**Electrician: 4 Nos.**

**Minimum Qualification**

Course in Electric trade from recognized Institute.

**Age:** Upto 25 years

**Pay :** As per Assistant Labour Commissioner Rate Contract

**Experience** – one year in relevant field

**Plumber : 1 No.**

**Minimum Qualification**

Course in Plumber trade from recognized Institute.

**Age:** Upto 25 years

**Pay :** As per Assistant Labour Commissioner 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 Assistant Labour Commissioner 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 Assistant Labour Commissioner Rate Contract.

**Housekeeping / Laundry Supervisor – 1 No.**

**Age:** 25-35 years

**Pay :** Rs.10,000/-PM

**Experience :** 5 years Industrial Laundry

**Helper / Attendant – 3 Nos.**

**Age:** 25-35 years

**Pay :** As per Assistant Labour Commissioner Rate Contract

**Experience :** 1-2 years Laundry

**Trainee Utility Workers – 4 Nos.**

**Age:** 18-25 years

**Pay :** Rs.4800/-PM

**Trainee Linen Keeper – 2 Nos.**

**Age:** 18-25 years

**Pay :** Rs.4800/-PM

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