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INDIAN INSTITUTE OF ASTROPHYSICS

2nd BLOCK, SARJAPUR ROAD, KORAMANGALA
BANGALORE – 560 034

PUBLIC TENDER NOTICE NO.IIA / AS / BHASKARA COMPLEX / 2009 – 2010 DATED JANUARY 27, 2009

The Indian Institute of Astrophysics, Bangalore invites sealed tenders from reputed agencies (registered under Labour Act 1976) for the maintenance of its Students hostel cum Guest house complex ('BHASKARA') at 2nd Block, Koramangala, Bangalore 560 034. Only agencies with proven track record and experience in handling student hostels or government/corporate guest houses need apply. Supporting documents of earlier track record for the past three years must be enclosed along with the bid.

JOB SPECIFICATION:

Manager

Nature of work:

- supervision of the house keeping personnel's work
- personal attention to the upkeep of all the rooms in the complex.
- maintenance of details on the inmates of the building.
- arrangement of furniture, bed and other essential items in the guest rooms.
- personal attention to the needs of the guests during their stay in the complex.
- billing and other related work.

Qualifications:

- BHM graduates from reputed colleges / universities **OR** Graduates in any other discipline with minimum one year work experience in Government / Corporate Guest house.
- Should be in the age group 25 – 35 years.
- Candidates must be fluent in Kannada, English & Hindi.
- Knowledge of computer operation is essential.

Should be willing to additional hours, if required.

Unskilled Staff

(Female staff and Male staff.)

Nature of work:

- kitchen assistance to the cooks for breakfast / lunch session.
- cleaning of utensils and plates prior to and after breakfast / lunch with hand as well as dish washer.
- general maintenance and arrangement of all the items in the kitchen & dining area.

Nature of work (Female staff):

- cleaning / mopping (wet as well as dry) and maintenance of all the rooms and common areas.
- up keep of the toilets.

Nature of work (Male staff):

- cleaning and maintenance of the doors, windows, furniture in all the rooms and the common areas with vacuum cleaners.
- change of bed covers, blankets in all the rooms.
- arrangement of furniture, bed and other essential items in the guest rooms.
- maintenance and watering of the lawns / garden, etc.

Two male staff in the 2nd shift 2 PM – 10 PM

Nature of work:

- kitchen assistance to the cooks for dinner session.
- cleaning of utensils and plates prior to and after lunch / dinner with hand as well as dish washer.
- general maintenance and arrangement of all the items in the kitchen & dining area.

Qualifications:

MALE UNSKILLED STAFF

- should be in the age group 20 – 30 years.
- should have prior work experience in similar category.
- minimum educational qualification – 10th standard.

FEMALE UNSKILLED STAFF

- should be in the age group 25 - 40 years
- should have prior work experience in similar category.
- minimum educational qualification – 5th standard.

Should be willing to work additional hours, if required.

Detailed tender indicating rates with break-up like wage, ESI, PF, Service Charges, etc. for each category of personnel mentioned above (in accordance with Minimum Wages Act) along with copy of appropriate government sanction certificates (PF, ESI, Labour welfare department, etc.) and orders of earlier work executed for the past three years shall be received on all working days and up to 15:30 hrs on February 13, 2009 at the above address. The work schedule will be six days per week with one day off. Selected companies should make suitable arrangements to carry out work on Sundays and other holidays also. Contract, if awarded, will initially be for a period of one year from the date of commencement.

The tender bid should be addressed to the Director, Indian Institute of Astrophysics with the clear marking TENDER BID FOR HOUSE KEEPING WORK AT BHASKARA COMPLEX on the envelope cover. For further details and inspection of the building, interested bidders may contact Senior Assistant Administrative Officer (House keeping) at the above address.

The Director, Indian Institute of Astrophysics reserves the right to accept any or all bids for consideration or cancel without assigning any reason.

For further information kindly log on to www.iiap.res.in

Administrative Officer

