

The M.S. SWAMINATHAN RESEARCH FOUNDATION, CHENNAI requires a licensed contractor for catering, housekeeping, and pantry services. The last date for submitting your bid on the terms and conditions as given below, is October 25, 2007.

### **Terms and Conditions**

The contract will be valid for one year from November 1, 2007. The contractor will be responsible for:

- Providing house keeping services for Guest House and JRD building;
- Providing pantry services for the staff members of MSSRF and guests;
- Providing catering services to the Guests and visitors;
- Provide pantry and catering services during the events and conferences;
- Keeping the premises clean and tidy;
- Purchase and pay for men and materials to perform the above tasks;
- Meet statutory requirements, such as, Personal Accident/Medical insurance for the housekeeping and catering personnel.

The MSSRF will provide the following:

- Rent-free furnished Cafeteria building with free water, electricity, electrical fittings, such as, tube lights, ceiling fans and exhaust fans;
- One water cooler (2 taps);
- Space for stay for 2 persons (Cook and Housekeeper);
- Adequate water and electricity;
- Adequate space to keep cleaning materials;
- Kitchen with stoves and work tables;
- Grinder, Refrigerator, Mixie;
- Adequate vessels for cooking and serving;
- Sets of bedsheets, bedspreads, pillow covers, towels and one set of curtains;
- Buckets and mugs

The Contractor shall submit the rates for the following:

- Tea/Coffee/Milk/Butter-milk/Lemon juice
- Breakfast with Item-wise break-up
- Meals with Item-wise break-up for Thali, Variety Rice, etc.
- Snacks with Item-wise break-up
- Dinner with Item-wise break-up
- Buffet for events with Item-wise break-up
- Details of the Cook

- Number of staff to be deployed in the Cafeteria with details
- Number of staff to be deployed for Housekeeping with details
- Any other relevant information

Please contact Administration, MSSRF, Tel : 65284771 / 22542698 / 22542699 for clarifications, if any.

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