

353/F/16/KSCADC



KERALASTATE COASTAL AREA DEVELOPMENT CORPORATION Ltd.

(KSCADC)

(A Government of Kerala Undertaking)
'1st Floor, Chalachithra Kalabhavan Building,
Vazhuthacaud, Thiruvananthapuram – 695 014

Phone: 0471 2321520, Fax: 2323363
Email: kscadc@gmail.com Website: www.keralacoast.org

EXPRESSION OF INTEREST (EOI)

Empanelment of HR Agencies

NB: Pls check that all the pages are intact in the document

EXPRESSION OF INTEREST (EOI)

Kerala State Coastal Area Development Corporation (KSCADC) is seeking Expression of Interests (EOI) from HR Agencies who had immense experience in providing employees for Hotels/Restaurants/Fast food chains for our upcoming Quick service outlet—"Fish maid" in Thiruvananthapuram.

Name of EOI: Empanelment of HR Agencies

1. Download Period: 16-02-2016 to 01-03-2016
2. Last Date & Time for Submission of EOI: 01-03-2016, 3.00 PM

PROCEDURE FOR EMPANELMENT

EOIs are invited from HR Agencies for empanelment with Kerala State Coastal Area Development Corporation as per the following procedure:

- Screening of EOI's as per eligibility conditions based on documents submitted (Mentioned in checklist)
- Evaluation and short-listing of HR Agencies based upon the criteria mentioned hereafter and documents submitted

Pre Qualification Criteria for Empanelment of HR Agencies

- a) Should be a reputed vendor who has experience in managing Food and Beverage outlets.
- b) The vendor should have 5 Years of work experience in reputed hotels in kitchen department.

Scope of Activities from HR Agencies

- 1) Should be able to provide excellent employees in kitchen and service section.
- 2) The list of employees and their qualification required are given below.
 - a) Sous chef 1 no
(Should have minimum 3 years experience in kitchen preferably in continental kitchen)
 - b) C D P (Chef de partie) 1 no
(Should have minimum 2 years experience in kitchen preferably in continental kitchen)
 - c) Commis 1 2 nos
(Should have minimum 1 years experience in kitchen)
 - d) Dishwashing Stewarts 2 nos
(Should be a smart candidate)
 - e) Food & Beverage captains 1 nos
(Should have minimum 2 years experience in Food and beverage service outlet in a reputed hotel)
 - f) Food & Beverage stewards 3 nos
(Should have minimum 1 years experience in Food and beverage service outlet in a reputed hotel)
- 3) The service employees should be smart and should be able to speak English and Malayalam fluently
- 4) The restaurant timing will be from 12 pm to 12 am
- 5) Employees should be provided food during the duty time by the vendor.
- 6) Employees should be provided accommodation by the vendor.
- 7) The vendor should full fill all statutory norms regarding the employees.
- 8) Employees should be provided uniforms by the vendor. The specification and the design for the uniforms will be given by KSCADC.
- 9) Any issue pertaining to the employees will be the sole responsibility of the vendor.
- 10) The vendor shall strictly adhere to the SOP (Standard operating procedure) lay down by KSCADC.
- 11) The employees should be free from any communicable disease and the same should be certified by a Govt Medical practitioner from time to time when required.
- 12) The employees of the vendor shall be well groomed and shall be dressed in the prescribed uniform.

13) The entire out let should be kept clean and tidy in all times.

SUBMISSION OF DOCUMENTS

The EOI document should be submitted along with documentary proof (Mentioned in checklist) in a sealed envelope with “EOI for Empanelment of HR Agencies” Super scribed on it to

Managing Director,
KeralaState Coastal Area Development Corporation,
1st Floor, Chalachithra Kalabhavan Building,
Vazhuthacaud, Thiruvananthapuram – 695 014

The envelope containing the filled form (with relevant enclosures) may be placed in the drop box provided at KSCADC, Head Quarters at Vazhuthacaud, Thiruvananthapuram or sent by speed post.

CHECKLIST OF ENCLOSURES TO BE SUBMITTED

Sl. No:	Particulars	
1.	Proof of Experience	
2.	Filled in Annexure-I	

ANNEXURE-I

**LETTER OF AUTHORISATION FOR SIGNING OF EOI DOCUMENTS
(TO BE SUBMITTED BY AGENCY ON THEIR LETTERHEAD)**

Authorization for signing of EOI Documents for HR Agencies

Following person is hereby authorized to sign EOI documents for the EOI mentioned above on behalf of M/s. _____ (applicant) as the details given below:

Person/ Officer authorized for signing EOI documents:
Name & Specimen Signature

Signature: _____

Full Name: _____

Designation: _____

Address: _____

Date: