

## **SCOPE OF WORK:**

To prepare and serve lunch and dinner to all deputed staff, guests and visitors of operations locations. Contractor should have complete setup for the same service. It is required to maintain the cafeteria and its surroundings neat and clean. The employees of the contractor have to work under the guidance of his supervisor appointed by the contractor and coordinate with the authorized representative of the operations location.

## **JOB SPECIFICATION:**

1. The contractor will have to commence the job within Stipulated period as per award of the contract. The food has to be prepared in clean, hygienic and safe.
2. The employees of the contractor should have worked in large canteens, hostels, messes and should have the knowledge and aptitude of preparing all kind of food.
3. The garbage collected from the kitchen, dining hall, dish wash area will be disposed of every morning and evening through garbage van in closed bins. The surroundings shall be kept clean and hygienic.
4. The kitchen, dining hall, hand wash area, dish wash area etc. will be washed with water and soap solution and mopped, after every meal (Breakfast, lunch and dinner) and be disinfected once in 20 to 25 days or as and when required.
5. High quality of hygiene, sanitation and safety will be maintained at kitchen and dining halls. All the surrounding area of the canteen premises should be cleaned and washed daily.
6. After every meal (Breakfast, lunch and dinner) all the utensils (plates, cups, katoris, water glass, spoons, forks, knives etc.), are to be cleaned with soap solution, dried and kept ready for the next meal. All the vessels used for cooking also should be washed in soap solution with water and properly cleaned vessels should be available for use for cooking the next meal.
7. After every round of meal, table should be cleaned/wiped before serving next batch of staff. Cleaners will not be engaged for kitchen work.
8. The tea spoons, table spoons, forks, knives, glasses, katories, should made available by the contractor at his/ her own cost and the contractor will be responsible for loss of any item.

## **TENURE:**

This Pre-Qualification will be for a period of 3 years.