

Expression of Interest to run Pre-school and Crèche (Day Care Centre) for Children at the NCR Biotech Science Cluster Campus, Faridabad, Haryana.

The NCR Biotech Science Cluster Campus, situated on 3rd Milestone, Faridabad-Gurugram Expressway, Faridabad- 121001, Haryana is a full-fledged academic campus with housing on site for its employees. The community members of the Institute are seeking services of a professional Crèche for children of employees in order to have a balance between professional and parenthood needs.

The Last date to submit the EoI is May 15, 2017, by 3:00 pm. For more details, log on to websites www.rcb.res.in or www.thsti.res.in under the Tender Section.

A pre-Expression of Interest meeting to visit the site and clarify any queries for all interested agencies would be held at the NCR BSC on May 02, 2017 at 11 am at the following address:

Regional Centre for Biotechnology
NCR-Biotech Science Cluster
3rd Milestone, Faridabad Gurgaon Expressway
Faridabad Haryana 121001

All interested agencies are encouraged to attend the meeting to clarify their doubts.

1. The basic requirements are

1. The bidder should be a reputed and experienced agency who has demonstrated and verifiable expertise to run a Pre-school and Crèche-Cum-Day Care Centre for children.
2. The bidder should have at least three years of experience and evidence of having successfully run such a facility.
3. Required hours of operation - from 0830 hrs to 1830 hrs from Monday-Saturday and all working days of the NCR BSC at the campus.
4. Should cater to children in the age group of 1 year to 14 years, preferably from 6 months onward.

2. The EoI should include:

a) An overview of the proposed facility (Pre-school and Crèche-Cum-Day Care Centre).

b) Manpower Planning: Numbers, Type, Qualification and Experience of staff to be provided by the agency for operating the “Crèche-Cum-Day Care Centre”.

c) Present infrastructure available with the agency and experience profile of providing/operating such facilities.

d) Necessary infrastructural requirements from the NCR BSC, i.e. space, furnishing, etc.

e) Feedback / Recommendation about the services where the bidder has worked for not less than two years.

f) Detailed plans for age appropriate activities, age appropriate meal plans as well as other activities to keep the children engaged.

3. Key Points to be noted:

a) The agency shall not sublet / off load / entrust the whole work or any part thereof to any other person / party to carry out its obligations.

b) The agency shall provide the required sufficient number of its own staff (adults who are medically fit, bearing good moral character) for rendering the services. Experienced staff to be provided to take care of the infants and toddlers.

c) NCR BSC shall provide the basic infrastructure, i.e. space, water supply, electricity, campus security, functional kitchen, LPG connection, air conditioning, housekeeping cleaning services etc. All responsibility of the care for children would be with the agency operating the pre school/ day care centre.

d) Healthy, hygienic, nutritious, age-appropriate food for the children should be prepared afresh by experienced cooks employed by the agency in the in-house kitchen in the designated space. The teachers and maids employed by the agency would be expected to feed infants and toddlers, provide assistance during meals for pre-schoolers etc. on par with the best industry standards. Details should be clearly outlined in the EoI.

e) The agency would be expected to provide child development activity support for toddlers and pre-schoolers on par with the best industry standards. Details should be clearly outlined in the EoI.

f) The agency would be expected to provide separate activity support, e. g., assistance with homework, board games, outdoor games, physical activities (for school-going children) on par with the best industry standards. Details should be clearly outlined in the EoI.

g) The NCR-BSC reserves the right to appoint a supervisor/ coordinator (individual or committee) that would periodically oversee the functioning of the day care centre and to ensure that good quality services are being regularly provided. Complete cooperation would be expected from the agency.

h) NCR BSC shall not provide any accommodation for the staff being deployed by the agency.

4. Interested agencies may like to visit the NCR BSC campus in order to assess the requirements and have first-hand knowledge of the location.

5. EoI may kindly be sent in order to reach the following address by May 15, 2017, at

3.00 p.m.:

The Senior Manager
Regional Centre for Biotechnology
NCR-Biotech Science Cluster
3rd Milestone, Faridabad Gurgaon Expressway
Faridabad Haryana 121001
Tel: 0129-2848809

Please superscribe the envelope with EoI to run a “Pre-school, Crèche-Cum-Day Care Centre” at the NCR BSC Faridabad Campus.

NCR BSC accepts no responsibility for any loss/ delay/ non-receipt of EoIs not submitted in person. Offers may however be sent by post/ courier. Offers received late/ incomplete are liable for rejection.

6. The EOI shall be valid for 3 (Three) months from the last date of submission of EoI / revised EoI (if any).
7. The Institute reserves the right to modify the conditions of the EoI, at any time, without assigning any reasons for the same.
8. NCR BSC reserves the right to accept/reject any EOI in part or full, without assigning any reason whatsoever.
9. If the last date of receiving/opening of the EOI coincides with a holiday, then the next working day shall be the receiving/opening date.
10. The agencies submitting their EOI will be evaluated for further shortlisting based on the following:
 - (i) Verification of EoI documents by committee constituted for the purpose;
 - (ii) Physical visit of crèches (if required) to check the services, amenities and credentials of the bidder by the committee constituted for this purpose for recommending the names of agencies suitable for inviting financial offers;
 - (iii) Presentation by the agency to the committee constituted/ officials of the Institute. The presentation should cover the basic concept of functioning, the services offered, manpower planning and infrastructure required from NCR BSC, details of age-appropriate curriculum/ activities etc.
11. No financials to be given by the agency at this stage.
12. The names of the suitable agencies will be recommended by the committee for inviting financial offers.
13. Based on the combined evaluation of the technical (70% weightage) and financial

offers (30 % weightage) provided by the bidders, the competent authority of the Institute will approve the name of the agency suitable to run Crèche cum Day Care Centre at NCR BSC.

15. The decision of the NCR BSC in the matter will be final and binding to all the bidders.

Expression of Interest to establish Pre school, Crèche cum Day Care Centre

1. Name and Address of the Bidder:
 2. Email ID and Contact Telephone Number of the Bidder:
 3. Please enclose an overview of the proposed “Pre school, Crèche-Cum-Day Care Centre.
 4. Please provide details about the Numbers, Type, Qualification and Experience of staff to be provided by agency for operating the “Pre school, Crèche-Cum-Day Care Centre”.
 5. Please provide detailed break-up of the minimum numbers of children required to operate the Crèche.
 6. Please provide details regarding present infrastructure available with the agency and experience profile of providing/operating such facilities.
 7. Please provide necessary infrastructural requirements from NCR BSC, i.e. space, furnishing, etc.
 8. Please mention operating timing details of crèche.
 9. References: At least 5 references should be provided.
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Annex – I – Technical Offer

Signature of the Bidder with Seal

Expression of Interest to establish Pre school, Crèche cum Day Care Centre

Annexure-II

UNDERTAKING

(ON THE LETTERHEAD OF THE AGENCY)

To

The Senior Manager
Regional Centre for Biotechnology
NCR-Biotech Science Cluster
3rd Milestone, Faridabad Gurgaon Expressway
Faridabad Haryana 121001

Name of the Bidder _____ Due date: _____

Sir/ Madam,

1. This is to certify that I/We before signing this EOI have read and fully understood all the terms and conditions and instructions contained therein and undertake that I/ we abide by the said terms and conditions of the EoI.

2. I/We shall provide quality services to the Institute with amenities as mentioned in our EOI.

(Signature of the Bidder)

Name and Address of the Bidder

Telephone Number

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ANNEXURE – III

CERTIFICATE (to be provided on letter head of the firm)

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I also certify that the above information is true and correct in any every respect and in any case at a later date it, if it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

Seal:

