Tender Document
(Tender Notice no. IIT/KGP/S&P/DC/2022 Dated: 24.08.2022)

To
Run a Crèche / Day Care Centre / Pre School / After School facility at IIT Kharagpur Campus

Indian Institute of Technology Kharagpur
Kharagpur – 721302
West Bengal
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Tender No- IIT/KGP/S&P/DC/2022  
Dated: 24.08.2022

NOTICE INVITING TENDER

Name of work: - To run a Crèche / Day Care Centre / Pre School / After School facility at IIT Kharagpur Campus.

Indian Institute of Technology Kharagpur, an Institute of Eminence, invites sealed bids from all Indian Service providers or their authorized vendors, having registered office in India who fulfill the criteria mentioned in the Tender document and have adequate credential, to run a Crèche / Day Care Centre / Pre School / After School facility at IIT Kharagpur Campus initially for a period of one (01) year, which may be extended for another two (02) years or more (contract renewable on yearly basis) on satisfactory performance.

Indian Institute of Technology Kharagpur will hold a Pre Bid Conference with all interested bidders for technical and other discussions/clarifications. This conference will be held in the Committee Room, Administrative Building, IIT Kharagpur on 06.09.2022 at 4.00 p.m. in which the Institute will clarify any doubt about the tender documents. Interested parties may submit their sealed bids under ‘Two-Bids system’ after complying Minimum Eligibility Criteria, General Terms & Conditions, Special Conditions as per formats given at Annexures. Bidders are required to submit all details with all supporting documents as per formats given. Kindly refer to the Institute website www.iitkgp.ac.in [link: Tenders] for complete tender details. The same is also available in the Central Public Procurement Portal (CPPP) [https://eprocure.gov.in/epublish/app].

The tender is to be submitted under ‘Two-Bid system’, i.e., Cover 1 for ‘Technical Bid alongwith the prescribed Tender Fee and Earnest Money Deposit (EMD)’ and Cover 2 for ‘Financial Bid’ as per format given in two separate sealed envelope and placed in a large envelope sealed and superscribing the tender reference number (Tender No.: IIT/KGP/S&P/DC/2022 Dt: 24.08.2022) within the last date and time of the bid submission due date i.e., 23.09.2022 at 03:00 PM at the Office of Joint Registrar, Stores and Purchase Section, Administrative Building, IIT Kharagpur, Kharagpur, PIN: 721302, West Bengal.

Technical Bids will be opened on 23.09.2022 at 4.00 PM at the Committee Room, Administrative Building, IIT Kharagpur in the presence of tenderers or their authorized representatives, if any.

Sd/-
Registrar
For Director, IIT Kharagpur

Copy to:
1. Institute’s Website
2. CPPP
3. Notice Board
## IMPORTANT INFORMATION RELATED TO TENDER

<table>
<thead>
<tr>
<th>Tender No. &amp; Date</th>
<th>IIT/KGP/S&amp;P/DC/2022 Dated: 24.08.2022</th>
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<tbody>
<tr>
<td>Brief Description of Tender</td>
<td>To run a Crèche / Day Care Centre / Pre School / After School facility at IIT Kharagpur Campus.</td>
</tr>
<tr>
<td>Tender fee (Non-refundable)</td>
<td>Rs. <strong>1000.00</strong> (Rupees One Thousand only)</td>
</tr>
<tr>
<td></td>
<td>(by way of Demand Draft from any of the commercial banks in India and paid in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur)</td>
</tr>
<tr>
<td>EMD (Refundable)</td>
<td>Rs. <strong>10,000.00</strong> (Rupees Ten Thousand Only)</td>
</tr>
<tr>
<td></td>
<td>(by way of Demand Draft / Insurance Surety Bonds / Fixed Deposit Receipt / Banker’s Cheque from any of the commercial banks in India and paid in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur)</td>
</tr>
<tr>
<td>Pre -bid Meeting</td>
<td>Date: <strong>06.09.2022</strong></td>
</tr>
<tr>
<td></td>
<td>Time: <strong>04:00 PM</strong></td>
</tr>
<tr>
<td></td>
<td>Venue: Committee Room, Administrative Building, IIT Kharagpur, PIN: 721302, West Bengal</td>
</tr>
<tr>
<td>Bid submission start date &amp; time</td>
<td><strong>10.09.2022 at 10:00 AM</strong></td>
</tr>
<tr>
<td>Last date &amp; time for submission of sealed tenders/quotations</td>
<td><strong>23.09.2022 at 03:00 PM</strong></td>
</tr>
<tr>
<td>Pre -qualification &amp; Technical Bid opening date &amp; time</td>
<td><strong>23.09.2022 at 04:00 PM</strong></td>
</tr>
<tr>
<td>Bid validity</td>
<td>180 days from the opening of Technical Bid</td>
</tr>
<tr>
<td>Submission of bids</td>
<td>Bid System: Two bids – (i) Technical Bid (Cover 1) and (ii) Financial Bid (Cover 2) in two separate sealed envelope - placed &amp; sealed in one large envelope.</td>
</tr>
<tr>
<td></td>
<td>Addressed to: Office of Joint Registrar, Stores and Purchase Section, Administrative Building, IIT Kharagpur, Kharagpur, PIN: 721302, West Bengal</td>
</tr>
<tr>
<td>Bid opening place</td>
<td>Committee Room, Administrative Building, IIT Kharagpur, Kharagpur, PIN: 721302, West Bengal</td>
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</tbody>
</table>

**Note:**

1. IIT Kharagpur will give exemption for submission of tender fee and EMD who are registered with MSME, NSIC or start-ups as recognised by DIPP as per revised rule of GFRs-2017. However proper and valid document in this regard must be submitted by the bidders in support of their claim.
2. If the day falls on any holiday, the date of any of the events mentioned above shall be on the next working day.
3. It is the responsibility of the Bidder to ensure that their bids whether sent by post or by courier or dropped by person should reach within the stipulated date & time.
4. The Director, IIT Kharagpur reserves the right to reject any or all the quotations in full or part without assigning any reason thereof and without giving any compensation. The decision of the Director in this regard shall be final and binding to all.
5. The addendum/ corrigendum if any shall only be published on Institute’s website and CPP Portal.
TERMS & CONDITIONS

1.0 Minimum Eligibility Criteria

1.1 The Play School / Agency / firms should have a Permanent Account Number (PAN);

1.2 The Play School / Agency / firms should have a GST Registration Certificate;

1.3 A registration certificate as a place of care in terms of the Child Care Act also be required.

1.4 The Play School / Agency / firms shall have a minimum of 05 years experience of running Crèche / Day Care Centre / Pre School / After School in any reputed organization / Universities / School / Kindergarten as on tender submission due date. Work order letter, Work completion certificate, if any & Performance certificate from the officer in charge with official stamp to be submitted.

1.5 The Play School / Agency / firms shall have experience of running a single Crèche / Day Care Centre / Pre School / After School facility with a minimum of 20 children in last 03 years. Work order letter, Work completion certificate, if any & Performance certificate from the officer in charge with official stamp to be submitted.

1.6 The Play School / Agency / firms shall have minimum 10 regular staff on roll. A self-declaration alongwith supporting document like copy of EPF and ESI remittance shall be furnished.

1.7 Average Annual Financial Turnover during any of the three financial years i.e., 2017-20 / 2018-21 / 2019-22 is minimum Rs. 10 lakhs.

1.8 Not blacklisted/ Deregistered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency.

2.0 Pre Bid Conference:

Indian Institute of Technology Kharagpur will hold a Pre Bid Conference with all interested bidders for technical and other discussions/clarifications. This conference will be held in the Committee Room, Administrative Building, IIT Kharagpur on 06.09.2022 at 4.00 p.m. in which the Institute will clarify any doubt about the tender documents. The interested bidders may send their willingness to join the Pre Bid Conference alongwith the queries to dyregsp@adm.iitkgp.ac.in, anupam@adm.iitkgp.ac.in, and amondal@adm.iitkgp.ac.in on or before 05.09.2022 at 04:00 PM.

3.0 Submission of Quotation

3.1 The tender is to be submitted under ‘Two-Bid system’, i.e., Cover 1 for ‘Technical Bid alongwith the prescribed Tender Fee and Earnest Money Deposit (EMD)’ and Cover 2 for ‘Financial Bid’ as per format given in two separate sealed envelope and placed in a large envelope sealed and superscribing the tender reference number (Tender No.: IIT/KGP/S&P/DC/2022 Dt: 24.08.2022) within the last date and time of the bid submission due date i.e., 23.09.2022 at 03:00 PM at the Office of Joint
Registrar, Stores and Purchase Section, Administrative Building, IIT Kharagpur, Kharagpur, PIN: 721302, West Bengal.

A) **Technical Bid:** Following documents shall comprise the Technical Bid document

I. A photocopy of PAN card (Permanent Account Number);
II. A Photocopy of GST Registration Certificate;
III. Copies of certificate of 05 years or more in running the day care centre. Copy of work order/completion certificate / Performance certificate is to be attached;
IV. Copies of work order letter, Work completion certificate, if any and Performance Certificate for running a single Crèche / Day Care Centre / Pre School / After School facility with a minimum of 20 children in last 03 years;
V. Self-declaration alongwith supporting document like copy of EPF and ESI remittance for having minimum 10 regular staff on roll;
VI. Income Tax Return (ITR) of at least three financial year;
VII. Earnest Money Deposit (EMD) and Tender Fee;
VIII. License and registration certificate issued by Competent Authority;
IX. Organization Structure;
X. PF & ESI Registration Certificate;
XI. All statutory approvals.

B) **Financial Bid:** The ‘Commercial bid’ should have only prices/rates quoted by the Play School / Agency / firms for running the Crèche/Day Care Centre/Pre School/After School facility at the IIT campus.

It is important for the agency to note that the rate quoted shall be inclusive of all taxes and duties/escalation and shall remain valid for the period of the signed agreement. Any increase or decrease in the rates shall be only in respect of Statutory duties/levies/taxes and such claim/s shall be valid only with adequate documentary evidence. Any decrease in the duties/levies/taxes during the period of agreement, shall entail corresponding reduction in the contract amount. If no details or break-up of taxes, duties/levies, etc. are indicated, it will be assumed that the quote submitted is inclusive of all duties/levies/taxes, etc.

3.2. **Tender Fee:** The Play School / Agency / firms will deposit the Tender Fee (Non-refundable) of Rs.1,000/- (Rupees One Thousand Only) by way of Demand Draft from any of the commercial banks in India and paid in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur.

3.3. **Earnest Money Deposit (EMD):** The Play School / Agency / firms will deposit EMD (refundable) of Rs.10,000/- (Rupees Ten Thousand Only) by way of Demand Draft / Insurance Surety Bonds / Fixed Deposit Receipt / Banker’s Cheque from any of the commercial banks in India and paid in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur.

IIT Kharagpur will give exemption for submission of Tender Fee and EMD who are registered with MSME, NSIC or start-ups as recognised by DIPP as per revised rule of GFRs-2017. However proper and valid document in this regard must be submitted by the bidders in support of their claim.

3.4. **Incomplete quotations will not be entertained.**
4.0 Evaluation of Bid

4.1. The technical bids shall be evaluated in accordance with (a) eligibility criteria, whether the bid is fulfilling the eligibility criteria as specified in the tender documents, (b) Presentation by the bidders before the Tender Committee for their proposal plan to run the Crèche/Day Care Centre/Pre School/After School facility at IIT Kharagpur and (c) Tender Fee and EMD, if any. In case EMD and Tender Fee are not submitted, the bid shall not be considered for technical evaluation and shall liable to be rejected.

4.2. The proposals shall be evaluated in two stages following the ‘Quality and Cost Based Selection (QCBS)’ method.

4.3. Weightage: (A) Technical Bid – 70%, (B) Financial Bid – 30%

4.4. Evaluation of Technical Bid: Technical Bid will be evaluated out of 100 marks on the basis of the following table:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Evaluation Criteria</th>
<th>Maximum Marks</th>
<th>Marks allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Play School / Agency / firms shall have a minimum of 05 years experience of running Crèche/Day Care Centre/Pre School/After School in any reputed organization / Universities /School / Kindergarten as on tender submission due date.</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Minimum 5 years experience</td>
<td>25</td>
<td></td>
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<tr>
<td>1.2</td>
<td>Experience of upto 10 years</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Experience of &gt;10 years</td>
<td>35</td>
<td></td>
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<tr>
<td>2</td>
<td>The Play School / Agency / firms shall have experience of running a single Crèche / Day Care Centre / Pre School / After School facility with a minimum of 20 children in last 03 years.</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Experience of minimum with 20 children</td>
<td>15</td>
<td></td>
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<tr>
<td>2.2</td>
<td>Experience with upto 40 children</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>Experience with &gt; 40 children</td>
<td>25</td>
<td></td>
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<tr>
<td>3</td>
<td>The Play School / Agency / firms shall have minimum 10 regular staff on roll. A self-declaration alongwith supporting document like copy of EPF and ESI remittance shall be furnished.</td>
<td>15</td>
<td></td>
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<tr>
<td>3.1</td>
<td>10-20 regular staff on roll</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>&gt;20 regular staff on roll</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Average Annual Financial Turnover during any of the three financial years i.e., 2017-20 / 2018-21 / 2019-22 is minimum Rs. 10 lakhs</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>Minimum annual average turnover of Rs. 10-20 lakhs</td>
<td>5</td>
<td></td>
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</table>
4.2 Annual average turnover > Rs. 20 lakhs

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<tbody>
<tr>
<td>5</td>
<td>Presentation of the bidders before the Tender Committee for their proposal plan to run the Crèche/Day Care Centre/Pre School/After School facility at IIT Kharagpur (Minimum qualifying Marks in presentation is 5)</td>
</tr>
</tbody>
</table>

| Total of Technical Score (TS) | 100 |

4.5. A minimum qualifying marks in Technical Score (TS) is 60. Only those agencies/bidders whose Technical Score is 60 or above and secured minimum qualifying marks in ‘Presentation’ i.e., 5 out of 15, shall be considered for Financial Evaluation.

4.6. Subsequently to the technical bid evaluation, the technically qualified bidders shall be intimated on the opening of the financial bids. The representative authorized by the bidder may wish to participate in the financial bid opening at the Committee Room, Administrative Building, IIT Kharagpur, Kharagpur, PIN: 721302, West Bengal.

4.7. Evaluation of Financial Bid: The lowest accepted bidder (i.e., the Lowest bid as calculated on the total of all weighted rate as mentioned in the Price Bid format) shall be given the Financial Score (FS) of 100. The remaining bidder shall be given the score using the following formulae;

\[
FS = \left( \frac{\text{Price of Lowest accepted bidder}}{\text{Price quoted by the particular bidder}} \right) \times 100 \quad \text{(Adjusted 2 decimal)}
\]

4.8. Thereafter, a combined evaluation of the Technical and Financial Bid (TSFS) shall be carried out by weighing and adding all the Technical Score and Financial Score as per the following formulae;

\[
TSFS = (TS \times 0.70) + (FS \times 0.30)
\]

4.9. The agencies obtaining the highest combined score (i.e., TSFS) shall be the first preferred agencies for the award of Order.

5.0 Award of the Contract:

The contract shall be awarded to the accepted H1 (highest) bidder. The successful bidder shall have to submit a Security Deposit money of Rs.1,00,000/- (Rupees One Lakh Only) in form of Demand Draft / Insurance Surety Bonds / Fixed Deposit Receipt / Banker’s Cheque from any of the commercial banks in India and paid in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur at the time of award of work.

6.0 Scope of Work:

6.1 The Crèche/Day Care Centre/Pre School/After School will be operational from 07:00 A.M. to 07:00 P.M Six (06) days week. All Institute Holidays listed in the Institute academic calendar will be observed as holidays. The facility will however remain open during summer and winter vacations.
6.2 At present, this facility is required for approximately 25 to 45 nos. of children. However, this number is likely to be increased.

6.3 The agency should provide one (01) Qualified Trained Supervisor to take care of the entire operation of Crèche/Day Care Centre/Pre School/After School.

6.4 The Supervisor should have qualification in Nursery Teacher Training / Diploma in Early Child Education from recognised and reputed institutions.

6.5 Supervisors must have to handle the supervision of minimum 25 Nos. of children between the age group of six months to ten years. The supervisor will manage all the day-to-day affairs of the facility, which includes interaction with the parents of the ward.

6.6 Supervisors shall have a minimum 05 years of experience of handling of Day Care Centre/Crèche/ Baby Care Centre.

6.7 Supervisors should not be more than 60 years of age.

6.8 Five (05) Nos. trained staff (Care-givers) and three (03) nos. of Ayya should be provided by the agency for first 25 nos. of children and proportionately thereof in the ratio of per 5 intake one (01) trained staff and every 10 intake one (01) Ayya.

6.9 The agency should ensure the timely feeding (as provided by the parents) to the children and maintain cleanliness of the dining area at all times.

6.10 The agency shall ensure healthy environment for the upbringing of the children of the Centre.

6.11 The agency shall ensure hygiene and cleanliness of all staff during their duty hours.

6.12 The agency should supply all teaching aids, toys and other specialised equipment for running the centre.

6.13 It is clearly understood and agreed upon that both the agency and the agency employees shall NOT have any claim on employment with IIT, Kharagpur at any point of time and this arrangement is purely between the agency and the IIT, Kharagpur for specific services for the period specified.

6.14 The agency as soon as the agreement is signed, shall submit a list and bio-data with photo of their workmen/supervisors/others indicating their name, address, age, qualification, experience and salary along with copy of appointment orders issued to them.

7.0 Indemnity Bond:

The successful bidder shall execute an irrevocable indemnity bond in an appropriate stamp paper in favour of that they would indemnify and keep IIT, Kharagpur indemnified and harmless against any claims, losses, expenses which IIT, Kharagpur may suffer or incur as a result of breach of contract. The agency shall further agree that the indemnity herein contained shall remain in full force and effect during the pendency of the contract and that it shall continue to be enforceable till all dues under or by virtue of the said contract have been duly paid and all claims are discharged or till IIT, Kharagpur is
satisfied that the terms and conditions of the joint agreement have been fully and properly carried out by the agency. The agency also should undertake not to revoke this indemnity during its currency save with IIT, Kharagpur’s previous consent in writing.

8.0 **Suggestions Register:**

The agency will maintain complaints/suggestions register prominently displayed and take immediate action on every complaint in consultation with the Officer-in-Charge. This register will be open to any authorised person of the IIT, Kharagpur for inspection and supervision at all times.

9.0 **Safety, Security and Insurance:**

9.1 The agency shall follow all security rules of the IIT Kharagpur and instructions received from time to time regarding issue of identity cards, all material movements (incoming and outgoing).

9.2 During the pendency of the agreement, the agency shall be liable fully to compensate all concerned for any loss, damage of construction of works, construction, plant and machinery, person, property, etc. including third party risks arising due to causes attributable to the agreement. The decision of the Director, IIT, Kharagpur shall be final and will be binding on both parties.

10.0 **Role of the Institute:**

- For proper day-to-day functioning of the Day care facility, the Institute will provide the following infrastructure;
  1. Space with water supply;
  2. Institute Telephone with ‘0-dial’ facility;
  3. Internet Connection except electricity charges;
  4. Appliances as already existing in the place, such as Computer Systems, Washing Machine, Air Conditioners, Micro oven, Water Purifier, Fire Extinguisher etc. in working condition. Although, the Institute will only bear the cost, in case of any malfunctioning of the appliances for a period upto six (06) months from the date of the commencement of the contract, however, the cost of running of these appliances shall be borne by the selected bidder. After the completion of six (6) months from the date of the commencement of the contract, the cost of both, running and maintenance of the above appliances will be borne by the selected bidder;
  5. CCTV connection. However, the cost of running and maintenance of the same will be borne by the selected bidder.

- The services of the Play School / Agency / firms shall stand terminated in case of unsatisfactory performance by giving one-month notice.

- The Play School / Agency / firms will report to and coordinate with In-charge, Estate and Security branch for smooth functioning and maintenance of the infrastructure facilities.

- Institute may not provide any accommodation for the staffs including supervisor.

- The IIT, Kharagpur reserve the right to visit the premises with prior intimation within working hour or in an emergent situation.

- Setting of Swipes, Slides, and Rides in the garden equipment will be the responsibility of the Institute but regular maintenance needs to be carried out by the agency.
GENERAL TERMS & CONDITIONS

1. The contract between the Institute and Play School / Agency / firms will be initially for a period of one year and may be extended for another 02 years or more (yearly basis) on satisfactory review of work performance of the Play School / Agency / firms running the Crèche/Day Care Centre/Pre School/After School facility at the IIT Campus.

2. The Play School / Agency / firms is and shall be solely responsible for appointing the supervisor and staffs, ayyas in accordance with condition specified by Institute. Play School / Agency / firms shall be responsible for paying the remuneration of the supervisor, staff and ayya (in accordance with minimum, wage act, PF Act, ESI Act or any other act as applicable).

3. The supervisor’s holidays shall be the same as that of the holidays in the Institute, unless otherwise stipulated by the Institute. In the event the supervisor wishes to take any additional holiday (including any medical / casual leave) he / she shall first inform Play School / Agency / firms of the same. Play School / Agency / firms shall ensure that a substitute supervisor is then appointed for the day of leave so that the wards at the Crèche/Day Care Centre/Pre School/After School do not suffer on this account.

4. In the event of any damage caused to person or property at the Crèche/Day Care Centre/Pre School/After School due to the negligence of the supervisor, Play School / Agency / firms shall be responsible for the same. The agency is required to forthwith terminate the services of the supervisor OR the Institute shall terminate the Agreement.

5. In case of any mishappening/accident/child falling sick/unforeseen medical emergency, it will be the duty of the supervisor to inform the Head, B.C.R.T. Hospital, IIT, Kharagpur and the parents. The supervisor is expected to act promptly to bring the situation under control. Any expenses incurred on account of such medical emergency shall be borne / reimbursed by the parents of the ward.

6. If any information furnished by the Play School / Agency / firms is found to be incorrect of false at any time, the Play School / Agency / firms will be liable to be terminated without any notice and the earnest money is liable to be forfeited.

7. The successful Play School/Agency/firms/ to which contract will be awarded shall have to submit a Security Deposit money of Rs.1,00,000/- (Rupees One Lakh Only) in form of Demand Draft / Insurance Surety Bonds / Fixed Deposit Receipt / Banker’s Cheque from any of the commercial banks in India and paid in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur at the time of award of work, which is refundable on satisfactory completion of contract. No interest will be payable on this security deposit money. If the agency/vendor fails to pay security deposit within 10 (ten) days of issue of acceptance letter, the contract will stand cancelled. In that event the EMD will be forfeited absolutely and the NIQ will be recalled upon which the vendor shall not be allowed to quote his rates. The Earnest money will bear no interest.

8. In case of any breach of contract, the security deposit money of Rs.1,00,000/- (Rupees One Lakh Only) shall be liable to be forfeited.

9. That the Play School/Agency/firms shall be responsible for maintenance and proper upkeep of the space allotted to him. A residential quarters (A-4) has been earmarked for
the Crèche/Day Care Centre/Pre School/After School by the competent authority. However, the bidder shall have to pay requisite license fee per month to the Institute.

10. A Management committee may be formed by the Competent Authority to look after the activity of the successful bidder. The committee may recommend any development regarding running and maintenance of the said contract.

11. The successful bidder shall be entitled to display its signboard/hoardings within the premises subject to the approval of the Competent Authority.

12. Inside the premises, the regular cleaning, sweeping, disposed of garbage will be the responsibility of the successful bidder.

13. In case of any incident of harassment or misbehaviour made by Supervisor/Staff/Ayya or any individual appointed by the vendor, the Institute Management Committee shall have the right to terminate that person by giving one month notice.

14. That the said job shall be undertaken by the Play School / Agency / firms only and in no case the work shall be passed on to any third party.

15. I-cards to the Play School/Agency/firms and his supporting staff shall be issued by Security Office of IIT, Kharagpur and workers with valid I-card only will be allowed inside the campus.

16. Security Considerations: The persons deployed by the agency should NOT have any adverse police records/criminal cases against them. Agency shall check the antecedents of the supervisor and care-givers being deployed and shall also get the police verification done.

17. (a) Director, IIT Kharagpur may accept or reject any or all the bids in part or in full without assigning any reason and does not bind himself to accept the lowest bid. The Institute at its discretion may change the quantity/upgrade the criteria/drop any item or part thereof at any time before placing the formal order.
(b) In case of any dispute, the decision of the Director, IIT Kharagpur shall be final and binding on the bidders.
(c) All disputes will be under the jurisdiction of Midnapore Court.

(Signature of the Prop./ Authorized Signatory)
With Name and seal
Annexure-I

(Should be given on agency letter head in sealed cover)

To
The Registrar
Indian Institute of Technology Kharagpur
Kharagpur - 721306

QUOTATION FORM

01. Name, of the agency:
   (i) Address and of the agency
   (ii) Telephone No. of the agency

02. PAN:

03. GST Registration Certificate:

04. Registration Certificate as a place in terms of the Child Care Act:

05. Registered Office Address (if any):

06. Address of Correspondence:

07. Experience for rendering such services (attach the following documents):
   i) Work order
   ii) Work Completion Certificate
   iii) Performance Certificate

08. Experience with a minimum of 20 children in last 03 years:

09. Minimum 10 regular staff:


10. Details of Earnest Money and Tender Fee:
   (i) Draft/Pay order no.
   (ii) Dated
   (iii) Bank
   (iv) Amount

I/ We the undersigned being the agency as mentioned above, hereby apply to the Institute for running the Crèche/Day Care Centre/Pre School/After School facility at the IIT Campus initially for a period of one (01) year which may be extended for another two (02) or more years, at IIT Kharagpur in accordance with the terms and conditions of the NIQ. I/ We have read and understood the terms and conditions of the NIQ and here by unequivocally accept the same.

The terms and conditions of the document and NIQ are also signed and being submitted with the Quotation form

Place: ___________________________ (Signature of the Prop./ Authorized Signatory)
Date: ___________________________ With Name and seal

*Any correction in the quotation form should be fully signed by the authorized signatory.
* All pages of the tender document should be fully signed by the authorized signatory
Annexure-II

DECLARATION

1. I, -----------------------------Son /Daughter of Shri -------------------- ------ -----------------------------Proprietor/Partner/CEO/MD/Director/Authorized Signatory of M/s.-------------------------------am competent to sign this declaration and execute this tender document.

2. Tender ref no: ___________________________ dt:_________. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.

4. I/we am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

5. I/We hereby confirm and declare that we, M/s -------------------------------, is not blacklisted/ Deregistered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services as on date.

6. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

(Signature of the Prop./ Authorized Signatory)
With Name and seal
FORMAT FOR PRICE BID

1. Tender No.: Date:

2. Order/Work: To run a Crèche/Day Care Centre/Pre School/After School Facility at IIT Kharagpur Campus

3. Name of the Firm/Bidder:

4. Address:

5. Phone/Mobile:

6. E-mail:

7. Rates quoted: Rates be quoted separately for each item (excluding food)

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Rupees per child (All inclusive Rate)</th>
<th>Percentage of weightage</th>
<th>Weighted Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Admission + Annual Charges (Day Care)</td>
<td></td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>Day Care charges per month: ½ Day (5-6 Hrs.)</td>
<td></td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>Day Care charges per month: Full Day (10-12 Hrs.)</td>
<td></td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>Admission + Annual Charges (Pre School)</td>
<td></td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Pre School charges per month: Only (3 Hrs.)</td>
<td></td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Admission + Annual Charges (After School)</td>
<td></td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>After School charges per month: Only (5 Hrs.)</td>
<td></td>
<td>10%</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL weighted Rate

Seal of the Firm: Signature of the Authorized Signatory

Place & Date:

Note:
(A) The Lowest accepted Bid (i.e., L1) shall be derived from the total weightage rate as mentioned in the above table.
(B) The Lowest accepted Bid (L1) shall be awarded the highest Financial Score (FS).
**CHECKLIST**

(Bidder should fill up YES or NO without fail)

<table>
<thead>
<tr>
<th>S.No</th>
<th>Bid Enclosures</th>
<th>Yes/ No</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technical Bid (Cover - 1)</strong> contains the following documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Tender fee of Rs. 1,000.00/ Exemption certificate</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>EMD of Rs. 10,000.00 / Exemption certificate</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Technical Bid Document as per Minimum Eligibility Criteria alongwith Annexure-I and Annexure-II</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Signed Tender Document</td>
<td></td>
</tr>
<tr>
<td><strong>Financial Bid (Cover - 2)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Price Bid – Annexure-III</td>
<td></td>
</tr>
</tbody>
</table>

Note: All pages of the bid documents must be serially numbered and signed.

* * * * * * * * * * * * * * *