



Estate & Security Branch
Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, Delhi-110078

Phone : 011- 25302245, 25302247, Fax: 25302111, website: www.ipu.ac.in

Tender No- GGSIPU/E&S/2014/01

Dated: 02/09/2014

Notice Inviting Tender

Name of work: - Facility to run Day Care Center at the Dwarka Campus for the period of One year

Guru Gobind Singh Indraprastha University invites sealed quotations from reputed and eligible Play School / Agency / firms/ individual in two bid system (Technical & Financial) for running the facility Day Care Center at the Dwarka Campus for the period of 01 year at GGSIP University, Sector 16C, Dwarka, New Delhi-110078. Tender Document contains details terms & conditions can be obtained from 10.00 A.M. to 04.00 P.M. upto 22.09.2014 from the office of Deputy Registrar (Estate & Security), Room No. L-23, Ground Floor, Library Block, GGSIP University, Sector 16C, Dwarka, New Delhi-110078. Tender document can also be downloaded from University website i.e. www.ipu.ac.in. Duly completed tender document are to be dropped in the tender box at in the Office of Deputy Registrar (Estate & Security), Room No. L-23, Ground Floor, Library Block, GGSIP University, Sector 16C, Dwarka, New Delhi-110078 latest by 03.00 p.m. on 23/09/2014. The tenders (Technical Bids) shall be opened at 3.30 p.m. same day i.e. on 23/09/2014 in the presence of tenderers or their representatives, if any.

Ahtesham
Deputy Registrar
(Estate & Security)

Tendering Schedule and instructions for tenderers

Name of work	Facility to run Day Care Centre at Dwarka campus for the period of One year
Earnest Money	Rs. 10,000/- (Rs. Ten Thousand Only) In the form of DD in favour of Registrar, GGSIPU, Payable at Delhi
Issue of Tender Documents	02/09/2014 to 22/09/2014 on all working days from 10.00 AM to 04.00 PM Tender can also be downloaded from University website www.ipu.ac.in
Date and time of submission of Tender	Completed tender document should be dropped in the tender box in the office of Deputy Registrar (Estate & Security) Latest by 23/09/2014 upto 03:00 PM
Opening of Technical bid in presence of the authorized representatives of bidders	23/09/2014 at 03.30 P.M. in Office of Director, Student Welfare, Shopping Complex at Dwarka Campus
Opening of Financial bid	All the documents of Technical bid shall be checked by the Tender Evaluation Committee. Only those tenderers who meets the eligibility criteria as prescribed in the tender document will be considered for opening of Financial Bid. The date and time will be announced later.
Place / Office for issue / submission of Tender	Deputy Registrar (Estate & Security) Room no. L-23-24, Library Block, Guru Gobind Singh Indraprastha University Sector -16-C, Dwarka, New Delhi-110078.

Sealed quotations are invited from reputed and eligible Play School / Agency / firms/ individual in two bid system (Technical & Financial) for running the facility Day Care Center at the Dwarka Campus for the period of 01 year at GGSIP University, Sector 16C, Dwarka, New Delhi-110078 (as per format enclosed).

Terms & Conditions:

1.0 Eligibility Criteria

- 1.1 The Play School / Agency / firms/ individual should have a Permanent Account Number (PAN).
- 1.2 The Play School / Agency / firms/ individual shall have a minimum of 05 years experience of running Day Care Centre in the Educational Institutions / Universities / School / Kindergarten. Work order letter, Work completion certificate & Performance certificate from the officer incharge with official stamp to be submitted.

2.0 Submission of Quotation

- 2.1 The Agencies should submit the quotations in following two bids:
 - A) Technical Bid- In one sealed envelope with Technical Bid and should contain the documents mentioned vide Para 1.1 to 1.2 of the Document.
 - B) Financial Bid- In another sealed envelope marked with Financial bid and should have only prices/rates quoted by the Play School / Agency / firms/ individual for running the facility **Day Care Center at the GGSIPU Dwarka campus**.
- 2.2 Above Two envelopes (The technical bid and the financial bid) are to be put in a bigger cover which should also be sealed and duly superscribed “ Quotation for “**Facility to run Day Care Center at the Dwarka Campus**”
- 2.3 The Play School / Agency / firms/ individual will deposit EMD (refundable) of Rs. 10,000/- (Rupees Ten Thousand Only) with quotation in the form of demand draft in favour of “Registrar, Guru Gobind Singh Indraprastha University,” payable at New Delhi 110078. The quotation without EMD will be summarily rejected. Earnest Money will not be accepted in any other form such as Cash/Cheque/ Money Order/Bank Guarantee.
- 2.4 Technical Bid should contain following:
 - i.) A copy of PAN (Permanent Account Number).
 - ii.) Copies of 05 years or more in running the day care centre. Copy of work order / completion certificate / Performance certificate to be attached.
 - iii) Earnest Money deposit.

2.5 Quotation complete in all respect and duly signed on each page should be submitted by the agency or their authorized representative in the Office of Deputy Registrar, Estate & Security Room No-L-23, Library Building, GGSIP University, Sector 16-C, Dwarka, New Delhi-110078 between **10:00 AM to 03:00 PM** latest **23/09/2014**. Any Quotation received after the specified time/date will not be entertained and the University shall not be responsible for any delay.

2.6 Incomplete quotations will not be entertained.

3.0 Evaluation of Bid

3.1 The technical bids shall be evaluated in accordance with eligibility criteria, whether the bid is fulfilling the eligibility criteria as specified in the quotations and all the documentation and EMD has been provided. In case EMD is not submitted, the bid shall be not considered for technical evaluation and rejected.

3.2 Subsequently to the technical bid evaluation, the qualified agency will be informed for financial bid opening date and time and their financial bids will be opened in the presence of authorized representatives, who wish to be present on the occasion.

3.3 Agency with lowest financial bid shall be considered for award of work. In case two or more agencies have quoted same lowest rate then, agency with maximum experience shall be considered for award of work.

4.0 Scope of Work:

4.1 The Day Care Center will be operational from 08:00 A.M. to 05:00 P.M (with staggered Lunch Break with appropriate arrangement to be made by the agency). All government holidays and holidays listed in the University academic calendar will be observed. The facility will however remain open during summer and winter vacations.

4.2 The agency should provide one Supervisor during the whole operational time of Day Care Centre.

4.3 The agency should ensure that Supervisor shall be available during the prescribed time.

4.4 The Supervisor should have a qualification of JBT / NTT / Diploma in early child education, so that she / he can provide the elementary education to the children's admitted in the Day Care Centre.

4.5 Supervisor must have to handle the supervision of upto 25 Nos of children between the age group of six months to six years.

4.6 Supervisor shall have a minimum 05 years of experience of handling of Day Care Centre/ Creche/ Baby Care Centre.

4.7 Supervisor should not be more than 50 years of age.

- 4.8 The agency should ensure the proper feeding to the children's timely and clean the utensils for future use.
- 4.9 The agency shall ensure the health and playful environment for the upbringing of the children's admitted in the Day Care Center.
- 4.10 The agency shall ensure the personal hygiene and cleanliness during the prescribed time.

Role of the University:

- For proper day-to-day functioning of the Daycare facility, the University will provide the necessary manpower (maid), which will be supervised/managed by a Play School / Agency / firms/ individual.
- The services of the Play School / Agency / firms/ individual shall stand terminated in case of unsatisfactory performance by giving one-month notice.
- Expenses for day-to-day maintenance and functioning of the Daycare Facility will be met from the UGC funds and the payment will be made by University.
- The Play School / Agency / firms/ individual will report to and coordinate with Incharge, Estate and Security branch that is responsible for smooth functioning and maintenance of this facility under the supervisory control of the Deputy Registrar (Estate & Security).

General Terms & Conditions:

1. The partnership between the University and Play School / Agency / firms/ individual will be initially for a period of one year and may be extended for another 02 years (yearly basis) on satisfactory work performance of the Play School / Agency / firms/ individual running the facility of Day Care Center in the Dwarka Campus.
2. Play School / Agency / firms/ individual is and shall be solely responsible for appointing the supervisor in accordance with condition set by University. Play School / Agency / firms/ individual shall be responsible for paying the remuneration of the supervisor (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 University, unless otherwise stipulated by the University. 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/ individual of the same. Play School / Agency / firms/ individual shall ensure that a substitute supervisor is then appointed for the said day of leave so that the wards at the Daycare Facility do not suffer on this account.
4. In the event of any damage caused to person or property at the Daycare Facility due to the negligence of the supervisor, Play School / Agency / firms/ individual shall be responsible for the same. The University shall forthwith terminate the services of the supervisor and / or this Agreement in such an event.
5. The supervisor will manage all the day-to-day affairs of the Daycare facility, which includes interaction with the parents of the ward.

6. Admission of wards to the Day Care facility will be in accordance to rules and regulation framed by University from time to time. All admissions will be carried out in supervision of Estate and Security department.
7. In case of any mishappening/accident/child falling sick/unforeseen medical emergency, it will be the duty of the supervisor to inform the concerned University officials 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.
8. If any information furnished by the Play School / Agency / firms/ individual is found to be incorrect or false at any time, the Play School / Agency / firms/ individual will be liable to be terminated without any notice and the earnest money is liable to be forfeited.
9. The University reserves the right to terminate the successful Play School / Agency / firms/ individual without assigning any reason by giving the agency one calendar month's notice of its intention to do so and on the expiry of the said period of notice, the Play School / Agency / firms/ individual shall come to an end without prejudice to any right or remedy.
10. The successful agency shall indemnify the University against all damages/charges and expenses for which the University may be held liable or pay on account of the negligence of the agency or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all damages and demands thereof.
11. The successful Play School / Agency / firms/ individual to which contract will be awarded shall have to submit a Security Deposit money of Rs. 36,000/- (Rupees Thirty Six Thousand Only) in form of demand draft in favour of "Registrar, Guru Gobind Singh Indraprastha University," payable at New Delhi 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 contractor/vendor fails to pay security deposit within 7 days of issue of acceptance letter, the contract will stand cancelled. In the 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.
12. In case of any breach of contract, the security of Rs. 36,000/- (Rupees Thirty Six Thousand only) shall be liable to be forfeited.
13. The Play School / Agency / firms/ individual should ensure proper upkeep of Day Care Center / work assigned, failing which penalty of Rs. 1000/- will be charged on each instance.
14. That the University shall have the right of free access to the Day care Center.
15. That the Play School / Agency / firms/ individual shall be responsible for maintenance and proper upkeep of the space allotted to him.
16. That the Play School / Agency / firms/ individual will be responsible for the damages caused to the University property due to his negligence and the cost of repair/replacement shall be recovered from the contractor.
17. That in case of any complaint about the Play School / Agency / firms/ individual and their Supervisor misbehavior, harassment, the University has the right to terminate the contract by giving one month notice in writing before the expiry of the stipulated period of contract. In

such case the security deposit shall be forfeited absolutely and the vendor will be debarred in participating any future NIQ/tender etc. in the University.

18. That the said job shall be undertaken by the Play School / Agency / firms/ individual only and in no case the work shall be passed on to any third party.
19. I-cards to the Play School / Agency / firms/ individual and his supporting staff shall be issued by Estate & Security Branch of GGSIP University Dwarka campus and workers with valid I-card only will be allowed inside the campus and the Id should be properly displayed inside the campus
20. Agency shall check the antecedents of the supervisor being deployed and shall also get the police verification done.
21. In the event of any dispute arising out in connection with the interpretation of any clause in the terms and condition of the quotation, will be subject to jurisdiction of Courts of Delhi/ New Delhi.

(Signature of the Prop./ Authorized Signatory)

With Name and seal

Place:.....

Dated:.....

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

To,

Registrar

Guru Gobind Singh Indraprastha University,

Sector- 16C, Dwarka, New Delhi

Quotation Form

- 01 Name, of the agency
 - (i) Address and of the agency
 - (ii) Telephone No. of the agency
- 02 PAN
- 03 Registered Office Address (if any)
- 04 Address of Correspondence
- 05 Experience for rendering such services in any educational institution (attach the following documents :)
 - i) Work order
 - ii) Work Completion Certificate
 - iii) Performance Certificate
- 06 Details of Earnest Money
 - (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 University for running the facility Day Care Center at the Dwarka Campus for the period of 01 year at GGSIP University, Sector 16-C, Dwarka, New Delhi-110078 in accordance with the terms and conditions of the NIQ. I/ We have read and understood the terms and conditions of the NIQ and hereby unequivocally accept the same.

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

(Signature of the Prop./ Authorized Signatory)

With Name and seal

Place:.....

Dated:.....

*Any correction in the quotation form should be fully signed by the authorized signatory.

* All pages of the quotation form should be fully signed by the authorized signatory

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

Financial Bid

Name of work: - Facility to run Day Care Center at the Dwarka Campus for the period of 01 year

I/ We are hereby quote Rs...../- per month for running Facility to run Day Care Center at the Dwarka Campus.

(Signature of the Prop./ Authorized Signatory)

With Name and seal

Place:.....

Dated:.....