

STATE BANK OF INDIA
DAO-IV, SHANKER ROAD, NEW DELHI – 110 060

Phone : 8826012727
www.sbi.co.in

SBI . Deadline: 4.00 PM, 24th February 2020

TENDER DOCUMENT

(Technical Bid)

“Provision and Management of a high quality Child Care Services at Day Care Centre of State Bank of India at M.R. Road Branch premises, Gurugram”

Serial No. _____

Issued to:

Date:

Sign :

**Note : Cost of downloaded Tender Document, Firm/agencies/ bidders should enclosed a Demand Draft/
Banker's Cheque of Rs. ~~500~~ during submission of their tenders**

NIL

STATE BANK OF INDIA
DAO-IV, SHANKER ROAD, NEW DELHI - 110 060

SECTION - 1

NOTICE INVITING TENDER & GENERAL CONDITIONS OF THE CONTRACT

Scaled tenders in a two-bid system i.e. (i) Technical Bid and (ii) Financial Bid are invited for "Provision and Management of a high quality Child Care Services at Day Care Centre of State Bank of India from firms/agencies/private limited agencies with experience in providing similar services to any Government/Non-Government organizations/Public Sector Undertakings and Private Sectors of repute or from their own registered Institute.

1. NAME OF WORK

Providing the service relating to Provision and Management of a high quality Child Care Services at Day Care Centre of State Bank of India at M.R. Road Branch premises, Gurugram

2. DURATION OF CONTRACT PERIOD

At the initial stage, the contract shall be awarded for a period of 1 year from the date of commencement of contract. State Bank of India will have discretion for extending it for one more year or more years up to a maximum of 5 years subject to satisfactory service and on mutually acceptable terms and conditions and rates at the sole discretion of State Bank of India. However, it will be obligatory on the part of the firm/agency to continue to work at the rates prevailing on the last date of the contract even beyond the contract period for at least 3 (three) months or till the new contract is finalized, whichever is earlier.

3. ISSUE OF TENDER DOCUMENT

Interested firm/agency can submit a written request on their company's letter head indicating the tender number and item description for issue of tender documents from the website (www.sbi.co.in)

4. COST OF TENDER

The cost of the Tender Document is NIL

5. SALE OF TENDER DOCUMENT - N/A

6. **SUBMISSION OF TENDER**

The tender documents completed in all respects must be submitted in a sealed envelope before 16:00 hrs. on 24th February 2020 to the Office of the Chief Manager (HR), SBI, DAO-IV, SHANKER ROAD, NEW DELHI – 110 060

Tenders received after the stipulated date and time are liable to be rejected.

Both the TECHNICAL BID and FINANCIAL BID shall have to be submitted in separate sealed envelopes super scribing clearly the nature of the bid and have to be submitted together in a sealed envelope.

7. **OPENING OF TECHNICAL BID**

The Technical Bids will be opened by the SBI Authority on later date which will be informed to the firm/agencies to attend. In case the date of tender opening is declared to be an Institute holiday, then it will be opened on the next working day and the opening / closing time of tender will remain the same.

The Technical Bid document along with legible attested photocopies of all the required documents as per tender document should be submitted. Firm/agency has to produce original documents for verification at the time of opening of technical bid without which the technical bid will be considered null and void.

The Institute may organize personal interaction / interview with the firm/agency or some of his/her proposed staff during the evaluation of technical bids.

8. **OPENING OF FINANCIAL BID**

Those firms which are found qualified (as defined in item no. 14 (A)) on evaluation of the Technical Bids shall be invited to send one representative to be present during the opening of the Financial Bids at a later date. In case the date of opening of financial bids is declared to be an Institute holiday, then it will be opened on the next working day. However, opening/closing time of tender will remain the same.

9. **EARNEST MONEY DEPOSIT**

No Earnest Money is to be required during submission of the tender.

10. **SECURITY DEPOSIT**

The successful firm/agency will be required to deposit a security deposit of Rs. 25,000/- (Rupees twenty five thousand only) in the form of a Demand Draft/ Pay Orders/Bankers' Cheque/ Bank Guarantee of any scheduled bank in favour of "State Bank of India" payable at "New Delhi" within fifteen days after the award of this contract service. On expiry of the contract successfully in all respects the security deposit will be returned to the agency within 6 months of expiry of contract without any interest. The work-awarding officer shall deduct the dues if any payable to State Bank of India, New Delhi.

11. ACCEPTANCE OF TENDER AND CLARIFICATIONS

- i State Bank of India reserves the right to reject any or all the tender forms without assigning any reasons. The Institute neither binds itself to accept the lowest rate of tender nor does it undertake to assign reasons for the decision taken in this matter.
- ii Acceptance of tendered rates will be communicated by a formal letter to the firm/agency.
- iii The firm/agency whose tender is accepted shall be required to appear at the Office of the Chief Manager (HR), SBI, DAO-IV, SHANKER ROAD, NEW DELHI – 110 060, in person or, if the firm/agency is a firm, company or a corporation, a duly authorised representative shall so appear and execute the contract documents as stipulated in the conditions of lease within 10 days of the date of issue of letter from the Institute.
The firm/agency shall note that if any clarification regarding specifications, conditions of contract, schedule of quantities, scope of work, etc. is required, the firm/agency should seek such clarification in writing at least 10 days before the due date of submission to the Office of the Chief Manager (HR), SBI, DAO-IV, SHANKER ROAD, NEW DELHI – 110060. Clarifications if any, shall also be given in writing, and all queries and their reply will also be sent to all the other bidders.

12. SUBLETTING OF CONTRACT

The agency/ firm shall not sublet/ transfer the Contract for Provision and Management of a high quality Child Care Services at Day Care Centre.

13. QUALIFYING CRITERIA FOR TENDER

- a) The agency shall be a registered one.
- b) The agency shall be having an experience of 5 years in baby care services.
- c) The agency shall be having good track record.
- d) Creche will be at SBI, M.R. Road Branch, Gurugram premises.

14. EVALUATION OF TENDER

The tender will be evaluated out of a grand total of 100 marks. Total of 100 marks will consist of 90 marks for technical bid and 10 marks for financial bid.

- (A) **Evaluation Of Technical Bid:** All statutory obligations required for such type of Child Caretaking Service should be followed and documentary proof should be made available. Marks (maximum 90) for the technical bid will be evaluated as mentioned below.

To qualify technically, a minimum cut off mark of 60 out of 90 must be obtained.

i Organizational Details

20 marks

- a Name of the Organisation
- b Location and Address (including pin code, email ids, mobile number etc)
- c Accreditation / Certification (National/International)
- d How many branch offices/centres are being managed by your organization. Give details each of them.

ii Infrastructure/Facilities (excluding Manpower)

30 marks

at present available in your day care centre/ early childhood learning centre.

- a Montessori Equipment (Give details with specification, if purchased then vendor details, standards etc.)
(such as Cylinder blocks, Pink tower, Colour tablets, Sandpaper letters, movable alphabets, Number rods and Cards, Golden beads, Spindle box, button frame, zip frame, lacing frame, small mat to be rolled up by the child, small tool)
- b Furniture and Fixtures (Give details of each items, with purchase date and vendor details with contact number etc) as per requirement
 - i category wise no of items with specifications
(e.g. bed for child, 7 nos 3x5 ft; almirah 04 nos 3x4ft ; rack for keeping items 05; Mat (eva) 03, tables, etc.)
- c Kitchen materials (item wise details, total number, company make and purchase, purpose of usage of utensils etc.) as per requirement

iii Health & Hygiene

05 marks

- a Awareness programme (if any)for hygiene (give details of such programme if exists)
- b Regular check up/periodic check up for health of child by authorized physician (Give details with documentary proof)
- c Baby Show or other such event if any give details.

25 marks

iv Manpower

a Coordinator:

- i. Qualifications
- ii. Experience
- iii. Training

(Give detail, such as name, total number, along with the details as above)

b Teachers:

- i. Qualifications
- ii. Experience
- iii. Training

(Give detail, such as name, total number, along with the details as above)

c Assistant Teachers:

- i. Qualifications
- ii. Experience
- iii. Training

(Give detail, such as name, total number, along with the details as above)

d Dieticians

Details, such as frequency of visit to your centre, nos. and other details.

e Doctors

On call/contract, if any (Please narrate that how do you manage if any fall sick in your centre)

f Attendants

(Details, no. of attendants, qualifications etc.)

g Security staff (if any)

Give details with justifications

05 marks

v Special Features/Holdings

a Sand pit (artificial)

b Others (if any give details)

05 marks

vi Event Celebration/Camp

- a. Give details of event celebration as celebrated by your centre which will be beneficial for upbringing of child.

b. Camp

(B) Evaluation Of Financial Bid:: The Financial Bid consists of one parts viz. Part-A

Part-A The monthly fixed amount charged by the firm/agency for 10 marks
Providing and Managing of a high quality Child Care
Services at Day Care Centre of State Bank of India,
Gurgaon (SBI) where cost of manpower viz. salaries
as per GOI minimum wage circular notified from time to
time, transportation, uniform, EPF, ESI, etc. The Cleaning
material and variable items (laundry, etc.) have to be
provided by the firm/agency, for which the firm/agency will
be paid the cost of cleaning materials and other variable
charges as per actual rate, after submission of bill.

The final marks out of a grand total of 100 marks (90 marks for technical bid and 10 marks for financial bid) derived with the help of the following formula will determine the overall lowest bidder.

$$F = [(C_{low} / C) \times 10] + T$$

Legends :

F = Final Marks

T = Technical Marks of current bid

C_{low} = Lowest Price

C = Price of current bid

15. INSTRUCTIONS TO FIRM/AGENCY

- a Firm/agencies are advised to inspect and survey the scope of work at the Institute Child Care Area with its layout, room sizes, manner of managements, etc. before submitting their tenders. In general, firm/agencies shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A firm/agency shall be deemed to have full knowledge of the site and work, whether he/she inspects the site or not.
- b Submission of a tender by a firm/agency implies that he/she has read this notice and all other contract documents and has made himself/herself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and local conditions and other factors bearing on the execution of the works.
- c The firm/agency shall submit the quotations which satisfy each and every condition laid down in the tender documents, failing which, the tender is liable to be rejected.
- d The Institute reserves to themselves right of accepting the whole or any part of the quotation and firm/agency shall be bound to perform the same at his quoted rates.
- e The quotation submitted shall remain valid for acceptance for a period of 90 days from the date set for opening of the quotations. The firm/agency shall not be entitled during the said period of validity, to revoke or cancel his quotation given or any item thereof. In case of firm/agency revoking or canceling his quotation or changing any term in regard thereof, the earnest money paid by the firm/agency along with the quotation shall be forfeited by the Institute.
- f The firm/agency should quote his rates in figures as well as in words. The amount for each item should be worked out and the requisite totals given. The total amount shall be written both in figures and in words.

- g The rates quoted and accepted shall remain unchanged for a period of 12 months from the date of receipt of work order. No upward revision in rate, on any ground whatsoever, shall be allowed during the period of the contract.
- h Income Tax recovery as per rates prescribed by the Government of India from time to time will be made from each monthly bill.
- i This contract shall be in force for a period of 12 months effective from the date of award of contract provided that the Competent Authority shall be entitled to terminate this contract at any time by giving one month notice in writing without assigning any reason whatsoever.
- j By submitting the tender papers, the firm/agency agrees to all the terms & conditions mentioned above. In this regard, the firm/agency shall have to sign every page of the tender document (technical bid & financial bid); otherwise, his/ her submitted tender may not be considered for evaluation.
- k Firm/agencies are also required to sign each page of Tender Document of Bid along with the Schedule of Rates.
- l The successful firm/agency shall ensure that the quality of service is courteous & prompt and is in accordance with the specifications mentioned. Quality of materials shall be of good grade and acceptable standard.

16 SCOPE OF WORK AND PHILOSOPHY FOR THE PROVISION OF THE CHILDCARE SERVICES

The Firm/agency is to provide the following services and meet the following requirements with full knowledge of child caring programme.

- 16.1
 - a Providing a caring and stimulating learning environment which takes into consideration the child's individual needs.
 - b Providing access to children with special needs.
 - c To respect the diverse abilities and the social and cultural backgrounds of all children and to accommodate the individual needs of each child.
 - d Ensuring a high standard of hygiene and safety at all times and adhere to Occupational Health and Safety guidelines.
 - e Providing and maintaining suitable grounds, building and equipment.
 - f Ensuring that meal times are pleasant occasions and appropriate and healthy eating habits are promoted.
 - g To foster the cognitive, physical, emotional, social, cultural, and language development of each child.
 - h To ensure staffs are informed of current trends and skills and knowledge are continually improved and updated.
 - i Programming that is responsive to their needs and interests.
 - j To ensure all aspects of the Centres information, policies and procedures are available to families and staff.
 - k To uphold all Child Care Licensing regulations.
 - l Be responsible for staffing and the continuity of staffing.

- m. Be responsible for filing all necessary permits and licences.
- n. Provide a plan showing staff communication and continuing education.
- o. Provide a plan showing how parent communication will be maintained.

16.2 Licensing and Accreditation

The Firm/agency will be required to provide a quality, secular childcare program, catering for children from 6 months to 6 years. The Firm/agency shall provide to the **SB1** copies of all licensing documentation.

The Firm/agency must be able to uphold all Child Care Licensing regulations and must be able to meet the criteria to obtain a licence from the childcare licensing and standard unit to operate a childcare centre (Day care centre).

16.3 Policies and Procedures

Ensure all aspects of the Day care (i.e. Child care) Centre's information, policies and procedures are available to families and staff.

16.4 Employees

The Firm/agency will be responsible for all staff salaries as per GOI minimum wage notification, payroll taxes, workers compensation, unemployment, employee benefit.

16.5(a) Schedule/ Timings

A child care is to be open throughout the year except on 2nd and 4th Saturdays, Sundays and gazetted public holidays. In addition, the centre may close for another 5½ days in a year, of which 2½ days should be used for staff training.

The normal hours of operation are:

Monday - Saturday ^{opening} no later than 09.00 am and close no earlier than 07.00 pm

16.6 Planning The Child Care Centre Programme Schedule

The centre operator should incorporate educational programmes which are suitable for the various age groups. The daily programme schedule must be oriented towards enhancing the physical, social, intellectual and emotional development of children. It is essential to outline the philosophy of care and method of operation in a written programme statement. An important part of the centre's philosophy of care should also include the encouragement of "parent-involvement" activities in the centre. The centre should adopt appropriate curriculum framework and guides to plan and develop appropriate curriculum and assessment to support and promote children's learning and development.

16.7 Meals

Meals will be provided by the parents, however, Centre may provide the various guidelines and chart so that meals provided to the child meet the requirements of the Health Promotion Board (as nominated by the SBI and to work towards meeting the guidelines of the Healthy Eating in Child Care Centres Programme. For more information, the centre may contact Office of the Chief Manager (HR), SBI, DAO-IV, SHANKER ROAD, NEW DELHI – 110 060

16.8 Deployment of Trained Person

The staffing of a child care centre is crucial. Programme staff must meet the basic qualifications and should be suitable in terms of age, health, personality, knowledge and experience in child care.

The specifications for child care centre staffing must be strictly adhered to:

1. For a start, a child care centre providing only child care services for children aged above 6 months to 6 years is required to meet the following minimum staffing:-

a. To have a qualified trained supervisor who meets the following requirements:

- Trained at Diploma in Pre-School Education Leadership
- Diploma in Early Childhood Care & Education
- Or the deployed persons should be passed matriculation with have thorough knowledge of child caring, child psychology & development

The agency/ firm shall be responsible for recruitment and deployment of staff for the above provided series.

The employees appointed by the agency for the above job shall have no rights to claim for absorption in the services of SBI and shall also have no claim for continuation with the existing job if the agency is replaced.

16.9 Health and Safety

The Firm/agency is to ensure the provision of a safe, healthy and nurturing environment must have the appropriate Guidelines in place, and be able to operate a child care facility that would minimize the risk of contracting infectious diseases between children in different age groups

16.10 Curriculum

A high standard quality of curriculum is to be provided appropriate to each age, and with a program which is designed to foster the optimal physical, social, emotional and intellectual development of each child.

16.11 Child Development

The Firm/agency is to assist each child in the development of positive self-worth through personal successes, positive behaviour guidance and management

16.12 Community Development

The Firm/agency is to ensure the development of partnerships with families, community and educational institutions. Through enrolment, hiring procedures, and programming, they will provide the opportunity for children and adults of different ethnicity, ages, cultures, languages, socioeconomic groups and abilities to be represented.

17 GENERAL SERVICES

The Firm/agency is to provide high quality childcare services to the State Bank of India, and will be responsible for the day-to-day management of the centre's facility.

18 SCOPE OF WORKS- CENTRE MAINTENANCE

18.1 Cleaning & Maintenance

Cleaning of the Day care (Child care) Centre areas is to be the sole responsibility of the Firm/agency. All areas are to be maintained in a satisfactory clean state. i.e. internal floors, walls, windows, ledges, wet areas, appliances (refrigerators, stoves etc.) areas immediately outside buildings. Any damages and defects within the State Bank of India premises facilities are to be checked and reported. The Firm/agency will also be responsible for the control of keys obtained from the SBI, M.R. Road Branch, Gurugram. All the cleaning material shall be brought by the firm/agency for which payment will be done by SBI on proper receipt of Bill.

18.2 Occupational Health & Safety

The Firm/agency are to protect the SBI Day Care Centres children against dangerous and unsafe situations including fire and smoke, injury attributable to the environment, electrical hazards, and the spread of disease and infection.

The Firm/agencies are to ensure that the physical health and safety features of the environment conform to local, state and central requirements.

18.3 Equipment

The Firm/agencies do not have to supply all toys, fit out and other equipment that may be required as this has all been purchased through SBI and stays with the centre. The firm/agency will ensure that the SBI Day Care Centre environment and equipment are maintained in a manner conducive to the childrens' health, safety and comfort

19 RESPONSIBILITY FOR EXECUTING THE CONTRACT

The agency shall be responsible in all respects for "Provision and Management of a high quality Child Care Services at Day Care Centre of State Bank of India & is bound to abide by the terms and conditions as specified in the tender document and only for which the monthly bill shall be claimed for.

20 FACILITIES PROVIDED BY SBI

The Bank will provide certain Amenities to the employees for the purpose of this service such as a) provision of canteens, b) rest rooms, c) drinking water d) First Aid facilities etc.

21 RATE & TAXES :

The quoted rates as per Schedule of Rate (of Financial Bid) for all the services should be inclusive of all taxes/ charges. The Institute is not liable to pay any other charges/ taxes not

mentioned in the tender except relevant tax. Income tax will be deducted at source and will be deposited with the appropriate authorities. tax will be paid to the agency at the applicable rate by the Institute and it will be the responsibility of the agency to deposit the same with the concerned authorities within stipulated time and proof of which is to be submitted to the SBI within one month from the date of release of such tax by the Bank or raising of the next bill whichever is earlier.

The agency will also be liable to produce proof of payment of salary, professional tax with the next bill. Security Deposit will be released only after submission of proof of payment of salary, professional tax & service tax relating to the last/ final bill.

On the supply part of the contract (viz., cleaning materials under the scope of contract), the rates should be ~~exclusion~~ of GST wherever applicable and the same will be deducted by the SBI from the bill. In case the agency has already paid the above taxes, clearance of tax certificates from the Concerned Tax Authority may be attached with the bill for exemption of such taxes.

22 PAYMENT :

For doing the work indicated in clause 16 to 18, the firm/agency will be paid according to the approved Schedule of Rates. The payment for the service will be made monthly basis. The rates given in the order against the quoted price will be binding on both the parties and no change in the rates will be permissible during first 12 months of the contract.

Subject to any deductions which SBI will be authorized to make under the terms of contract that may be applicable while accepting the tender, the firm/agency shall be entitled for payment as under:

"The firm/agency shall prepare and submit monthly bills in proper forms. Payment of amount claimed will be arranged after necessary checks of the correctness of claim, deducting all charges due including income-tax, at the prescribed rate. The aforesaid payment of the bill will ordinarily be made within 15 days of submission. The delay, however, shall neither entitle the firm/agency to claim interest nor terminate contract."

A claim for services rendered under this contract shall be made by the firm/agency to SBI within three months of such service. If he does not prefer claim within the said period, he shall be deemed to have waived his right in respect thereof and shall not be entitled to any payment on account thereof.

No claim in respect of under-payment to the firm/agency shall be considered valid or shall be entertained unless a claim in writing is made therefore within three months from the date on which payment of the original claim thereto was made. Any claim for such under-payment not received within the stipulated three months period shall be liable to be summarily rejected by SBI.

Payment shall be made through account payee cheques.

SBI will have the right to recover any over payment which might have been made to the firm/agency by SBI through inadvertence, error, etc or any cause whatsoever from their bills and from the security deposit or any other amounts due to him. In the event of any

such recoveries/adjustments being made from the security deposit, the firm/agency shall at once make good deficiency in the amount of the security deposit within 15 days of payment to this effect, failing which SBI will be at liberty to deduct the said amount from the future bills.

24 ACCOMMODATION

The Bank will not be liable to provide any accommodation to the employees who are engaged in the services. It shall be the responsibility of the agency/firm to provide accommodation to the employees. The agency/firm shall arrange for gate pass for his/her staff from security section to enter the Institute campus for their works under scope of the work as specified in the tender.

25 SAFETY MEASURES

- a) The firm/agency shall be carried out all works in accordance with statutory requirement of Safety Regulations and other rules/Acts as applicable.
- (b) The tendered/firm/agency or his/her representative must take immediate corrective measures whenever any unsafe conditions/practices are detected.
- (c) The firm/agency or his/her representative shall report any accident to appropriate Authority and also to the Institute Authority. The cause of all minor and or major accidents that occur in their job shall be reported and immediate remedial measures shall be taken to prevent recurrence of such accidents and also the responsibility sole lie on the firm/agency. Use of matchbox, lighters & smoking or other such acts, which may cause fire/ accident, are strictly prohibited.
- (d) SBI shall not be responsibility for any injury to the staff for the service provider caused in course of their performing the duties or for payment of any compensation.

26 ARBITRATION

All disputes or difference whatsoever arising between the parties out of or relating to the work will be settled by arbitration and the award made in pursuance there of shall be binding on the parties. Such arbitration shall be governed by the Arbitration & Conciliation Act.

27 TERMINATION OF CONTRACT

- (a) The SBI has the absolute right to terminate the contract at any time by giving one month's notice in writing without assigning any reason whatsoever and SBI shall not be responsible for any loss, damage etc. suffered by the firm/agency/company as a result of such termination of contract.
- (b) The SBI shall also have the right to extend the contract in writing on the same terms

and conditions or with addition/deletion/modification for a further period of one or more years or for a shorter period until such time as a new firm/agency/company takes over in the event of ~~SBI~~ resorting to the process of appointing a fresh firm/agency/company.

(c) In the event of the firm/agency/firm/agency desiring an earlier termination of contract, he/she shall have to give 3(three) months advance notice to the ~~Bank~~.

(d) In case of termination of this contract/agreement on its expiry or otherwise, the staff, or personnel engaged and deployed/deputed by the firm/agency, will not be entitled to and will not claim any absorption in the regular or otherwise services of the ~~Bank~~. The personnel of the firm/agency will not claim and will not be entitled to pay, perks or any other facilities as admissible to the regular/ confirmed employees of the ~~SBI~~ during the subsistence of the contract/agreement and even after the expiry of the Contract/Agreement

(e) Without prejudice to any of the rights or remedies under this contract, if the firm/agency/bidder dies, the competent authority shall have the option of terminating the contract without compensation to the firm/agency/bidder.

28 SERVING OF NOTICES

Any notice(s) by the parties shall be deemed to have been given if served personally or by registered letter. The address of SBI for serving notices is:

The Chief Manager (HR), State Bank of India,

DAO- IV, Shanker Road, Ahimsa Bhawan,

NEW DELHI – 110 060

29 FORCE MAJEURE

In the event of any force majeure causing the agency for delay in the service, awarding authority shall not be liable for any legal obligation.

Force majeure shall mean and be limited to the following :

- a) War/Hostility
- b) Riot or Civil Commotion
- c) Earthquakes, fire tempest, lightening or other natural physical disaster.
- d) Restriction imposed by the GOVT (Central or State) or other statutory bodies which prevent or delays the execution of service.

The Agency shall advise the SBI authority through a registered letter duly certified by the local Chamber of Commerce or statutory authorities, the beginning and end of the above cause of delay within 21 (twenty one) days of the occurrences and cessation's of such force majeure condition. In the event of delay lasting over one month , if arising out of force majeure the ~~SBI~~ authority reserves the right to cancel the Contract and the provisions governing termination stated under relevant clauses shall apply.

30 LEGAL JURISDICTION :

The contract shall be governed by and construed according to the laws in force in India. That, any matters of disputes arising out of contract agreement will be subject to jurisdiction of the Courts located at New Delhi.

We accept all the Terms & Conditions mentioned in the tender document

Application Form

Application submitted herewith :

The Agencies/ Parties/ Tenderers are required to furnish the following information along with the tender.

1 Name of the Vendor/Applicant :

i Organizational Details

- a Name of the Organisation
- b Location and Address (including pin code, email ids, mobile number etc)

c Accreditation / Certification (National/International)

d Number of Children enrolled

- i. For the year 2019
- ii. For the year 2018
- iii. For the year 2017
- iv. Total number of children at present for the centre.

v. Total number of children till date (both past and present enrolment)

e Give Details of the parents of the children (minimum 10 references)

This should contain parents address, mobile phone number, email ids (if any) etc.

(Please enclose in the separate sheet)

f How many branch offices/centres are being managed by your organization. Give details each of them.

ii Infrastructure/Facilities (excluding Manpower) at present available in your day care centre/ early childhood learning centre.

a Montessori Equipment (Give details with specification, if purchased then vendor details, standards etc.)

(such as Cylinder blocks, Pink tower, Colour tablets, Sandpaper letters, movable alphabets, Number rods and Cards, Golden beads, Spindle box, button frame, zip frame, lacing frame, small mat to be rolled up by the child, small tool

b Furniture and Fixtures (Give details of each item, with purchase date and vendor details with contact number etc).

i. category wise no of items with specifications (e.g. bed for child, 7 nos 3x5 ft; almrah 04 nos 3x4ft ; rack for keeping items 05; Mat (eva) 03, tables, etc.)

c Kitchen materials (item wise details, total number, company make and purchase, purpose of usage of utensils etc.)

iii Health & Hygiene

a Awareness programme (if any) for hygiene (give details of such programme if exists)

b Regular check up/periodic check up for health of child by authorized physician (Give details with documentary proof)

c Baby Show or other such event if any give details.

iv Manpower

a Coordinator:

i. Qualifications

ii. Experience

iii. Training

(Give detail, such as name, total number, along with the details as above)

b Teachers:

- i. Qualifications
- ii. Experience
- iii. Training

(Give detail, such as name, total number, along with the details as above)

c Assistant Teachers:

- i. Qualifications
- ii. Experience
- iii. Training

(Give detail, such as name, total number, along with the details as above)

d Dieticians

Details, such as frequency of visit to your centre, nos. and other details.

e Doctors

On call/contract, if any (Please narrate that how do you manage if any fall sick in your centre)

f Attendants

(Details, no. of attendants, qualifications etc.)

g Security staff (if any)

Give details with justifications

v Special Features/Holdings

- a Swimming pool/Splash pool
- b Sand pit (artificial)
- c Others (if any give details)

vi Event Celebration/Camp

- (i) Give details of event celebration as celebrated by your centre which will be beneficial for upbringing of child.
- (ii) Camp

vii Financial Turnover for the Past three years

Year

2018-2019

2017-2018

2016-2017

viii Certificates of Tax etc.

Yes/ No.

**ix Certificates from the E.S.I. & the E.P.F. for employees
of the company/firm**

Yes/ No.

Signature of the tenderer with Seal

FINANCIAL BID

I/we hereby quote against the total provided services as required the tender document "Provision and Management of a high quality Child Care Services at Day Care Centre of State Bank of India at M.R. Road Branch premises, Gurugram

Sl. No.	Particulars	Rate (in Rs.)	Total Amount (in Rs.)	No. of children
	Fixed Charge (monthly)			
1	Providing the service relating to Provision and Management of a high quality Child Care Services at Day Care Centre of State Bank of India at M.R. Road Branch premises, Gurugram (Cost involved : salaries of manpower, transportation, including provided cleaning during caring, hospitality, managerial services as required)			upto 10
				11 to 20
				21 to 30
				31 and above
	Variable cost			
2.	Providing supplied items viz. cleaning materials, related items as required during caring time and bill to be submitted to SBI for payment by SBI. (Items shall be supplied by the agency/ firm/ contractor @ MRP/ MRP with handling charge/ MRP with any discount. Please mention clearly)			upto 10
				11 to 20
				21 to 30
				31 and above

Signature of the tenderer with Seal

NOTE :

1. The rate should be inclusive of all relevant taxes and duties except GST.
2. Payment for the supplied cleaning materials will be made monthly by SBI after the submission of bill in triplicate. The indent for purchase will be verified by the Nodal Officer, and accordingly items shall be purchased).