



Lakshmbai College

(University of Delhi)

Ashok Vihar III

Ashok Vihar

Delhi - 110052

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Email: info@lb.du.ac.in

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Expression of Interest to run Crèche cum Day Care Centre 'Parvarish'

Lakshmbai College, University Of Delhi invites Expression Of Interest (EOI) only from reputed and experienced agencies / NGOs / Colleges to run Crèche cum Day Care Centre in its campus at Ashok Vihar, Phase-III. The aim of the facility is to establish in its premises a crèche and day care centre which will provide good quality and reliable care for the children of employees of the college. To make the facility sustainable the service provider may open the admission to the children of outside neighboring areas with due approval of the Crèche Committee of the college. In any circumstance, the first preference will always be given to children of Lakshmbai College staff. The environment shall be child-friendly and educational; ensuring the holistic development of the children. Children between the age group of 6 months to 10 years can be enrolled in the facility. They shall be segregated according to their age. Age appropriate education shall be provided to the children enrolled in the day care. After-school day care services shall be available for children between 3 to 10 years of age. The agency should have at least **THREE** years of experience as on 1 August, 2019 to run such facility.

The Last date to submit the EOI is **11th September, 2019 at 3:00 pm**. The vendors are required to submit the EOI online at email ID: eprocurement@lb.du.ac.in. No hardcopies will be accepted.

The Tender will be opened on 13 September, 2019 at 11:00 AM.


PRINCIPAL

Expression of Interest to run Crèche cum Day Care Centre

Lakshmibai College, University Of Delhi invites Expression of Interest (EOI) from reputed and experienced agencies / NGOs / Colleges / Individuals to run Crèche cum Day Care Centre from 0830 hrs to 1830 hrs in campus. The agency should have at least **THREE** years of experience as on 1 August, 2019 to run such facility.

1. Lakshmibai College is inviting Expression of Interest from reputed and experienced agencies / NGOs / Colleges / Individuals run a Crèche-Cum-Day Care Centre from 0830 hrs to 1830 hrs at the campus. The Lakshmibai College Campus situated on Swami Narayan Marg, Ashok Vihar-III, is a full-fledged campus with all the necessary amenities for its employees. The committee members of the College are seeking services of a professional Crèche in order to have a balance between professional and parenthood needs.

Duration of the contract period

At the initial stage, the contract shall be for a period of 1 year from the date of commencement of contract. Lakshmibai College 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

The basic requirements are:-

- a. The agency 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.
- b. The agency should have at least three years of experience and evidence of having successfully run such a facility.
- c. Required hours of operation - from 0830 hrs to 1830 hrs from Monday-Saturday and all working days at the campus.
- d. Should cater to children in the age group of 6 months to 10 years.
- e. **Meals are to be provided by parents only.** Agency will have to make sure that the children eat healthy and nutritious meals as provided by their parents, fed on time and the cleanliness of the dining area is maintained.

2. The EOI should include:

- a) An overview of the proposed "Crèche-Cum-Day Care Centre.
- b) Manpower Planning: Numbers, Type, Qualification and Experience of staff to be provided by 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) Basic furniture that will be provided such as cots, mattresses, cradles, etc. and essential play material, teaching and learning aids. The furniture should be child appropriate. However, some material is available which will be handed over.
- e) Detailed plans for age appropriate activities to keep the children engaged.

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

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 (**FEMALE ONLY** and adults who are medically fit, bearing good moral character) for rendering the services.

c) Lakshmibai College shall provide the basic infrastructure, i.e. space, water supply, electricity etc. All responsibility of the care for children would be with the agency operating the pre-school/ day care centre.

d) 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.

e) Lakshmibai College 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.

f) Lakshmibai College shall not provide the accommodation for the staff being deployed by the agency.

4. Interested agencies may visit (with prior intimation and approval) Lakshmibai College campus in order to assess the requirements and have first-hand knowledge of the location.

5. EOI may kindly be sent only online at the email ID: eprocurement.lb.du.ac.in till 11th September, 2019 at 3.00 PM.

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. Contact Person for clarification and additional Information:

Dr. Anita Malhotra (anitamalhotra28@gmail.com)
& Ms. Rati Dhillon (ratidhillon@gmail.com) 9971664252
(Please call strictly during office hours)

8. The College reserves the right to modify the conditions of the EOI, at any time, without assigning any reasons for the same.

9. Lakshmibai College reserves the right to accept/reject any EOI in part or full, without assigning any reason whatsoever.

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 agency by the committee constituted for this purpose for recommending the names of agencies suitable for inviting financial offers;
- (iii) Presentation by the agency to officials of the College. The presentation should cover the basic concept of functioning, the services offered, manpower planning and infrastructure required from Lakshmibai College.

11. No financials to be given by the agency at this stage.

13. After evaluating technical aspects the names of the suitable agencies will be recommended by the committee for inviting financial offers.

14. Based on the scrutiny of financial offers vis-a-vis services offered by the agency, the competent authority of the College will approve the name of the agency suitable to run Crèche cum Day Care Centre at Lakshmibai College.

15. The college reserves the right to accept or reject the EOI. The decision of the college in the matter will be final and binding to all the agencies.


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Expression of Interest to establish Crèche cum Day Care Centre

Annex – I – Technical Offer

- 1.Name and Address of the Agency:
- 2.Email ID and Contact Telephone Number of the Agency:
3. Please enclose an overview of proposed “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 “Crèche-Cum-Day Care Centre”.
5. Please provide detailed break-up of Monthly expenditure per child expected to be charged and 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 Lakshmibai College, i.e. space, furnishing, etc.
8. Please mention operating timing details of crèche.
9. References: At least five references should be provided.

Signature of the Agency with Seal

Expression of Interest to establish Crèche cum Day Care Centre

**Annexure-II
UNDERTAKING
(ON LETTER-HEAD OF THE AGENCY)**

To
The Principal
Lakshmibai College, UniversityOf Delhi
University of Delhi
Ashok Vihar-III

Name of the Agency _____ Due date: _____

Sir,

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 myself/ourselves abide by the said terms and conditions of the EoI.
2. I/We shall provide quality services to the College with amenities as mentioned in our EOI.

(Signature of the Agency)

Name and Address of the Agency

Telephone Number

Expression of Interest to establish Crèche cum Day Care Centre

ANNEXURE – III

CERTIFICATE

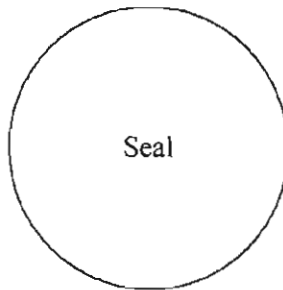
(to be provided on letter head of the firm)

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/College 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 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:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

Annexure IV

Application Form

The Agencies are required to furnish the following information

Name of the Agency/College/NGO/Applicant:

I Organizational Details

- a. Name of the Organization
- b. Location and Address (including pin code, email ids, mobile number etc)
- c. Accreditation / Certification (National/International)
- d. Number of Students enrolled
 - i. For the year 2018
 - ii. For the year 2017
 - iii. For the year 2016
 - iv. Total number of students at present for the centre.
 - v. Total number of students till date (both past and present enrolment)
- e. 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 -category wise no of items with specifications

(e.g. bed for child, 7 nos 3x5 ft; almira 04 nos 3x4ft ; rack for keeping items 05; Mat (EVA) 03, tables, etc.)

III. Health & Hygiene

- a Awareness programme (if any) for hygiene (give details of such programme if exists)
- b Regular checkup/periodic checkup for health of child by authorized physician (Give details with documentary proof)

IV. Manpowerat present in your day care centre/ early childhood learning centre.

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)

(Signature of the Agency)

Name and Address of the Agency