

**EXPRESSION OF INTEREST TO RUN DAY CARE CENTER
FOR CHILDREN AT THE CUTN RESIDENTIAL CAMPUS,
NAGAKUDI VILLAGE, THIRUVARUR**

EOI No.16/2017-18

Date of Issue: 07.11.2017

Date of closing: 28.11.2017



Central University of Tamil Nadu

Neelakudi Campus

Thiruvavarur-610 005



तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुडी परिसर/Neelakudi Campus, तिरुवारूर/Thiruvarur - 610 005

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TENDER NO.16/2017-18

07.11.2017

EXPRESSION OF INTEREST TO RUN DAY CARE CENTER FOR CHILDREN AT THE CUTN RESIDENTIAL CAMPUS

Central University of Tamil Nadu (CUTN), Neelakudi Campus, Thiruvarur invites Expression of Interest (EOI) from reputed and experienced agencies/NGOs/Institutes to run Day Care Centre for Children in its Residential Campus at Nagakudi Village, Thiruvarur, Tamil Nadu.

CUTN is a full-fledged academic campus with housing on site for its employees. The staff and faculty members of the University seeking services of a professional Day Care Centre for children of employees in order to have a balance between professional and parenthood needs.

The EOI documents shall be downloaded from www.cutn.ac.in. The proposal must reach **The Registrar, Central University of Tamil Nadu, Neelakudi Campus, Thiruvarur 610 005** by post or by hand on or before **28.11.2017, 16:00 hours** and the date of opening of the EOI will be **29.11.2017, 17:00 hours**. The EOI received after the last date and time shall not be entertained. CUTN Thiruvarur shall not be responsible for any postal delay or loss.

Proposal received after due date/time will not be considered under any circumstances. Canvassing in any form will result in the disqualification of the bidder. Tenders sent by fax/email will not be considered. To avoid any complications with regard to Late Receipt/Non Receipt of Tenders, it may please be noted that responsibility rests with the bidder to ensure that the tenders reach the above mentioned address on or before the due date.

There will be a Pre-Expression of Interest meeting to visit the site and clarify any queries for all interested agencies would be held at the CUTN Campus on **17.11.2017 at 11.00 hrs.** at the following address:

**Central University of Tamil Nadu
Room No.F1-02 Conference Hall, Administrative Building
Neelakudi Campus,
Thiruvarur-610 005 Tamil Nadu.**

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

1. The basic requirements for running Day Care Centre are listed below:

- (a) The bidder should be a reputed and experienced agency who has demonstrated and verifiable expertise to run a Day Care Centre for children.
- (b) The bidder should have at least **two years** of experience and evidence of having knowledge and skill in successfully operating such a facility.
- (c) Required hours of operation from **08:30 AM to 05:30 PM** from Monday-Saturday and all working days of the CUTN at the campus.
- (d) Should cater to children in the age group of **06 Months to 06 years**.
- (d) The Agency would be expected to provide separate activity support viz. assistance with homework, board games, outdoor games, physical activities on par with the best industry standards. Details should be clearly out lined in the EOI.
- (e) Dedicated staff should be made available to care for Toddlers. For older children, there will be well trained and experienced (atleast two years) staff who can engage the children with rhymes English, Tamil and Hindi and educational toys and simple educational activities.

2. The EoI should include:

- (a) An overview of the proposed facility (Day Care Centre).
- (d) *Infra-structure*: Present infrastructure (Human and material resources) available with the agency and experience profile of providing/operating such facilities.
- (e) *Employee*: List of employee working in your agency along with their qualification and experience
- (f) Only the Campus kids will be catered to and the maximum intake will be 30 kids.
- (g) Feedback / Recommendation about the services where the bidder has worked for not less than two years.
- (h) Detailed plans for curriculum (if any) and age appropriate activities, as well as other activities to keep the children engaged.
- (i) Recognition details of the agency, if any.

3. Fee structure: The fee shall not exceed Rs 25,000/- (approx.) per annum per kid and the fees will be same even with a minimum of 10 kids.

4. Key Points to be noted:

- (a) A Committee will be monitoring and overlooking the functioning of Day Care Centre.
- (b) The details of the staff on duty at the centre have to be intimated to the Committee and this cannot be altered time to time without prior permission.

- (c) The University may allot a space of atleast 800 Sqft per 10 kids. An activity room of minimum 500 Sqft may be allotted.
- (d) CUTN will only provide space with security to the centre and the firm/agency has to bear the rent, electricity and water charges.
- (e) Infrastructure, amenities and learning tools should be provided by the Agency.
- (e) CUTN shall not provide any Accommodation for the staff being deployed by the Agency.
- (f) Food, Snacks, Milk and any other supplementary nutrition will be provided by the parents.
- (g) 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.
- (h) The agency shall provide the required sufficient number of its own staff (adults who are medically fit, bearing good moral character) for rendering the services. Experienced staff to be provided to take care of the infants and toddlers.

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

The proposal shall be sealed by the bidder in a cover duly superscribed as **“EoI to run a Day Care Centre at the Central University of Tamil Nadu Campus –EoI No.16/2017-18”**. The proposal must reach The Registrar, Central University of Tamil Nadu, Neelakudi Campus, Thiruvarur 610 005 by post or by hand on or before **28.11.2017, 16:00 hours**.

The University reserves the right to modify the conditions of the EoI, at any time, without assigning any reasons for the same.

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

If the last date of receiving/opening of the EOI coincides with a holiday, then the next working day shall be the receiving/opening date.

The agencies submitting their EOI will be evaluated for further shortlisting based on the following:

Verification of EoI documents by committee constituted for the purpose;

- Physical visit of Day care centre (if required) to check the services, amenities and credentials of the bidder by the committee constituted for this purpose for recommending the names of agencies suitable for inviting financial offers;

- Presentation by the agency to the committee constituted/ officials of the Institute. The presentation should cover the basic concept of functioning, the services offered, manpower planning and infrastructure required from CUTN, details of age-appropriate curriculum/activities etc.
- The names of the suitable agencies will be recommended by the committee for inviting financial offers.
- Based on the combined evaluation of the technical (70% weightage) and financial offers (30 % weightage) provided by the bidders, the competent authority of the University will approve the name of the agency suitable to run Day Care Centre at CUTN.
- The decision of the CUTN in the matter will be final and binding to all the bidders.

General Terms and Conditions for running of Day Care Center at CUTN-

1. The CUTN will give the space on lease for 12 months. The License agreement will be prepared & executed for 12 months only, commencing from the date of agreement and it may be extended depending on the performance and the favourable recommendations of the Committee.
2. The Firm/ Agency will pay the fixed monthly rent/license fees as per square meters of the allotted space to the CUTN Thiruvarur, which will be revised from time to time by the University.
3. The Firm/ Agency shall pay water charges for each allotted space per month.
4. The monthly Electricity charges shall be charged on the basis of actual meter reading and their charges will be as per the actual as levied to CUTN for that particular month from TNEB.
5. The Firm/ Agency shall pay the agreed monthly charges within 10 days after issuance of monthly charges bill per month through SBI I-COLLECT or NEFT/RTGS in favour of Registrar, Central University of Tamil Nadu in the University Account and submitted the receipt of payment in Estate Office.
6. If the Licensee omits or fails to pay the monthly charges (i.e. License fees, water & electricity and any other charges) on or before 10th day of its issuance every month, penalty shall be charged accordingly as under:

Sl. No.	Terms & conditions for payment	Penalty rates/charges
(a)	Penalty shall be charged on total monthly bill, if the agency pays the bill after 10th day of its issuance or within 20 days (i.e. during 11th day of its issuance till 20th day of its issuance).	10 % of total monthly bill.
(b)	Penalty shall be charged on total monthly bill, if the agency pays the bill after 20th day of its issuance or within 30 days (i.e. during 21st day of its issuance till 30th day of its issuance).	20% of total monthly bill.
(c)	Penalty shall be charged on total monthly bill, if the agency pays the bill after 30th day of its issuance.	30 % of total monthly bill.
(d)	Penalty will be charged, if the bill is not paid within 45 days after its issuance.	30 % of total monthly bill + Rs. 200/- per day beyond 45 days till the days of actual pending.

7. Housekeeping of the allotted space will be done by the Firm/Agency at their own cost.
8. If the Firm/ Agency do not vacate the allotted space after the expiry of the License agreement period or after one month of notice period of termination of License, the agency shall be liable to pay a daily penal rent of Rs.1,000/- in addition to the other charges as applicable.
9. The Firm/ Agency shall hand over the allotted space along with infrastructure, if any, in original condition to the CUTN.
10. The Firm/ Agency shall maintain and develop their allotted space without causing any damages to its surroundings during the period of License agreement.
11. The CUTN reserves the right to cancel the License after giving one month written notice to the Firm / Agency and also the right to inspect the operational work undertaken by the Firm/ Agency at all times and the Firm/ Agency shall obey the orders and directions issued by the CUTN.
12. The Firm/ Agency shall carry out the activities in the allotted space as per the law, regulations for the CUTN and the Government for the time being in force and shall not carry out the activities in contravention of the same and in the event of any violation of the rules, regulations, by laws of the CUTN and law of the country, the first party is at liberty to terminate the lease without assigning any reasons.
13. Any other condition found necessary by CUTN Management shall be included after discussion in the License agreement.
14. The above Terms and Conditions shall be the part of the License agreement.

TECHNICAL BID PROFORMA

1. Name and Address of the Firm/ Agency :
2. Agency Registration / License details :
3. Email ID and Contact Telephone Number of the Bidder:
4. Website (if any) of the Bidder.
5. Please enclose an overview of the proposed Day Care Centre.
6. Please provide details about the Numbers, Type, Qualification and Experience of staff to be provided by agency for operating the “Day Care Centre”.
7. Please provide detailed break-up of the minimum number of children required to operate the “Day Care Centre”.
8. Please provide details regarding present infrastructure (Human and material resources) available with the agency and experience profile of providing/operating such facilities.
9. Please mention operating timing details of proposed Day Care Centre.
10. Year of Experience in the field
11. Experience in operation of such facilities in any Government Organisation / PSU / Institutions etc. (Proof for the same should be enclosed).
12. Branches if any in and around Tamil Nadu.

This is to certify that we agree to abide all the terms & Conditions explained in the EOI document.

Date:

Signature of Authorized

ANNEXURE- II

UNDERTAKING

(ON THE LETTER HEAD OF THE AGENCY)

To

The Registrar
Central University of Tamil Nadu
Neelakudi Campus,
Thiruvavur-610005 Tamil Nadu.
Tele: -----

Name of the Bidder _____ Due date: _____

Sir/ Madam,

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

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

(Signature of the Bidder)

Name and Address of the Bidder

Telephone Number

ANNEXURE- III

**CERTIFICATE
(To be provided on letter head of the firm)**

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

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

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

Seal: