



PRESIDENCY UNIVERSITY
KOLKATA

86/1 Hindoo College (1817-1855), Presidency College (1855 - 2010)

Tender Notice No. : PU/Tender/Day Care/2016-17/1

Dated 09-11-2016

Sealed Quotations are invited from the reputed concerns **for running and management of Day Care Centre at Presidency University, College Street Campus at 86/1 College Street, Kolkata – 700 073** as per the terms and conditions attached herewith (Annexure – I).

The tender should consist of two separate sealed covers: (i) Cover – I containing signed and stamped **General Terms and Conditions (Annexure – I), Technical Bid and Declaration (Annexure – II)** and two **Demand Drafts for payment of Tender Fee and EMD** and (ii) Cover - II containing the **Financial Bid (Annexure – III) in the Company / Firm’s Letterhead for the monthly service charges**. Those two covers should again be put in another sealed Cover **addressed to the Registrar, Presidency University, 86/1 College Street, Kolkata – 700 073** and **duly superscripted** with the present **Tender Notice No. and Date**.

The documents may be downloaded from the University Website (www.presiuniv.ac.in). The downloaded documents must be filled in properly and should be submitted along with the required documents to the Finance Officer, Presidency University, 86/1, College Street, Kolkata – 700 073 either in person or by speed post / courier.

The tender fee and EMD of Rs. 500/- and Rs.20,000/- respectively should be in the form of two separate Demand Drafts in favour of Presidency University payable at Kolkata.

The sealed tenders will be received in the Office of the Finance Officer, Presidency University, Kolkata, PIN: 700 073 on or before 22-11-2016 upto 3 P.M.

The Cover - I will be opened on 22-11-2016 at 3.30 P.M. in the Office of the Finance Officer, Presidency University, Kolkata. The Cover – II of the tenderers whose Cover – I documents are in order will be opened on the same day.

The Authority of PRESIDENCY UNIVERSITY, Kolkata does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire tender bids received without assigning any reason thereof. In case of any dispute, the decision of the University authority shall be final and binding on the bidders.

**Registrar
Presidency University, Kolkata**

Annexure - I

GENERAL TERMS AND CONDITIONS

1. Presidency University will provide the following:

- The accommodation located in the College Street campus of the University suitably developed for running of the day care centre with appropriate furniture and accessories.
- A small play area for the children with fencing in front of the Day Care centre.
- Civil & Electrical maintenance of the Day Care Centre
- Basic Medical services to the wards in the centre by the PU Health Care Centre, if such need arises at the centre during working hours.
- Counselling of wards by trained counsellors, if required.

2. The Operating Agency shall provide the following:

- Taking good care of the enrolled children.
- Helping children in their studies, if necessary.
- Engaging children in extra-curricular activities.
- Day-to-day management of the centre.
- Requirement of the personnel and paying them. Among the persons to be appointed one will act as the coordinator of the centre. This persons will be in-charge of the overall management of the centre, will liaison between the centre and the University Authorities and report to the University authority for the day care centre whenever required.
- Maintaining accounts properly and submission of the statement of accounts and relevant documents to the University authority following the University guidelines.
- Regular cleaning of the Centre and bearing the corresponding cost.
- Daily opening and closing of the Centre.

The operating agency will ensure that no damage is done to the premises of the Day Care Centre.

3. Finance

- The Operating Agency will collect monthly Fees as decided by the University and deposit the amount Collected to the University following the rules and procedures set by the University authority within first 7 days of the immediately following month.
- The Operating Agency will submit the monthly Bill, duly certified by the competent authority of the University, to the Finance Department for payment of the amount of service charge (as quoted by the successful bidder) within first 7 days of the immediately following month. Payment of the bill would be made after deduction of income tax at source under the provision of the Income Tax Act, 1961.
- Costs of maintenance of all the materials in the centre except accessories for toilet and other small daily consumable will be borne by the University.
- Costs for maintenance of the accessories for toilet and other small daily consumable will be borne by the University.

4. Time

Monday to Friday: 9 am to 6 pm

Saturday: 9 am to 3 pm

Holidays: Sundays & all public holidays

Intake: 12-20

The above may change, if decided by the University authority.

5. Bidders' Eligibility Criteria:

- Minimum three (3) years' experience in the service of running and managing Day care Centre in Educational Institutions or any reputed public / private sector organisations is required.
- Appropriate documents in support of the above-mentioned experience is to be produced.
- Should have Trade Licence from the Kolkata Municipality in respect of the same service.
- Registered Office of the Operating Agency must be in Kolkata.
- Should have Registration Certificate under the Societies Registration Act or, Certificate from the competent authority of the Government in the case of any NGO.

6. General Conditions:

- The Service Provider should take proper care for the well maintenance of the Furniture, Fixture and other accessories installed / existed at the Centre. The Operating Agency shall provide a statement of the assets / accessories maintained in the Centre duly signed by their authorised signatory in their letterhead. The Statement should also specify the ownership of the assets / accessories maintained in the Centre and that should be countersigned by the University authority.
- The Operating Agency will use the premises only for the purpose for which it is allotted subject to such restrictions and conditions as may be prescribed in writing by Presidency University from time to time and will run the Centre regularly in accordance with the terms of Agreement.
- The Operating Agency will keep the premises neat, clean & hygienic and not cause any damage to and / or modify the building or its boundary or its fittings and fixtures / furniture and not to add or erect any structures either temporary or semi-permanent or permanent to the existing premises or on the land adjacent to it without the written consent of the Presidency University.
- The Operating Agency will ensure that no staff with any ailment / disease will be deployed in any job of Day Care Centre and will get all their engaged persons medically certified as fit and free from communicable contagious diseases by approved Registered Medical Practitioner recognized by Indian Medical Council and to be renewed every year & should submit the same at the time of issue of gate pass. The Operating Agency shall also ensure periodic medical check up/ test of such employees as required by Government regulation.
- The Operating Agency will deliver vacant possession of the premises along with all the furniture, fitting, fixtures and accessories in proper shape / running condition on expiry of this agreement or sooner on the termination of this agreement.
- The Operating Agency will abide by the instruction on safety, welfare & other norms prevalent in Presidency University.
- The Operating Agency will comply with all provisions of law regulatory or otherwise including bye-law, notification order, award in connection with or incidental to running of business and obtain Agreement, registration required for the purpose at its own cost.
- The Operating Agency will comply with all the provisions of extant laws, statutory enactments, rules and regulations laid down by the Govt. as applicable & Presidency

University nowhere shall have any liability on account of non compliance or violation thereof and the Operating Agency shall indemnify in case Presidency University is saddled with any liability.

- Presidency University will have the rights to inspect its own assets in the Day Care Centre at any time to ensure their existence and condition.
- The Operating Agency will not encroach upon the land / property belonging to Presidency University, Kolkata, in the vicinity of the premises.
- The Operating Agency will not indulge in or commit any act violating of law or public policy and not to undertake any activity prejudicial to the interest of Presidency University. The Operating Agency will not involve in offences punishable under IPC or other law of the country.
- All staff must be in the direct staff roll of the Operating Agency but the bio-data and ID Proof of the staff engaged in the Centre should be made available to the authority of the University. Presidency University shall not bear any responsibility for the wages, P.F., ESI, post-retirement benefits and other direct and indirect costs relating to such workers deployed by the Operating Agency.
- Outsource through sub-contract is not acceptable.
- The University will not bear the cost of any loss/damage of the accessories / parts of the Furniture and the same to be replaced or repaired by the provider at his own cost immediately so that the service is not interrupted/ hampered.
- The Earnest Money Deposit shall be converted into interest free Security Deposit in the case of the successful bidder and for the other bidders the EMD would be refunded on application. The EMD would be forfeited if the successful bidder declines to enter into agreement with the bidder. In that case the next lowest bidder would be offered to enter into agreement with the University.
- Any loss or damage of the infrastructure of the Centre will be recovered from the Security Deposit of the provider.
- The successful bidder shall have to enter into an agreement with the University authority before commencement of the service. The term of the agreement shall be one year which may renewable subject to satisfactory performance.

ANNEXURE - II
TECHNICAL BID DOCUMENT

FORMAT TO BE FILLED BY THE BIDDER FOR RUNNING AND MANAGEMENT OF THE DAY CARE CENTRE AT PRESIDENCY UNIVERSITY, COLLEGE STREET CAMPUS

1. Name of the Bidder :
2. Status of the Bidder :
(attach relevant documents,
Certificate of Incorporation of
the Registrar of Companies,
Partnership Deed/ Trade
Licence)
3. Address (Head Office / Registered Office)
with Phone No. and e-mail id :
4. Present Address with Phone No. and e-
mail id (with proof):
5. Name of Proprietor / Managing partner/
Managing Director / authorised signatory :
(attach details)
6. Income Tax return :
(Assessment Years 2015-16, 2014-15 & 2013-14)
(attach attested copies) :
7. Name and address of at least three
& reputed Customers:
(attach attested copies of documentary evidences)
8. Income Tax Permanent A/c No. **(attach
attested copy)** :
9. Service Tax Registration No. :
(attach attested copy of the certificate)
10. Trade Licence (attach attested copy):
11. Registration Certificate under the Societies Registration Act / Relevant Document issued by the competent
authority in the case of Societies / NGOs (attach attested copy of the certificate)
12. Details of EMD: Bank Draft No. _____ Date _____ of Rs.20,000/- drawn on
_____ Bank, _____ Branch. (Attach scanned copy)

13. Details of Tender Fees: Bank Draft No. _____ Date _____ of Rs.500/- drawn on
_____ Bank, _____ Branch. (Attach scanned copy)

Certify that all above information are correct to the best of my/our information, knowledge and belief.

Date _____

Signature of the Bidder
Name _____

Designation _____

Seal

DECLARATION

1. I _____, Son /Daughter of Sri _____, Proprietor/Partner/CEO/MD/Director/Authorized Signatory of M/s. _____ am competent to sign this declaration and execute this tender document.
2. 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. 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.
6. I/ our firm / company am / is not currently debarred or blacklisted in PRESIDENCY UNIVERSITY, Kolkata or in any national organization or educational institute/university for any supplies, products or services.
7. I/ our firm / company am / is /was /were not currently /previously involved in any corruption and fraudulent activities.

Signature of the Authorized Person

Date: _____ Full Name: _____

Place: _____ Company Seal: _____

Annexure - III

Tender Notice No. : PU/Tender/Day Care/2016-17/1

Dated 09-11-2016

Financial Bid

Submission to be made in the letter head of the Bidder and in Sealed Cover

Particulars	Amount (Rs)
Monthly Contract Price / Service Charges for running and management of the Day Care Centre at Presidency University, College Street Campus Add: Service Tax, if any Total Amount (in figure)	

Total Amount In Words: Rupees _____

Note: TDS under the provision of the Income Tax Act 1961 is applicable while making the payment.

Signature of the Authorized Person

Date: _____ Full Name: _____

Place: _____ Company Seal: _____