



भारतीय सांख्यिकीय संस्थान
INDIAN STATISTICAL INSTITUTE
203, बैरकपुर ट्रंक रोड / Barrackpore Trunk Road
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Ref. No. CAF/24-25/16-2/111

Date: 12.07.2024

NOTICE INVITING TENDER

Indian Statistical Institute intends to start Crèche/Day care facility in the Kolkata Campus of the Institute for its worker/students/Research Scholars.

The service provider needs to provide the following facilities for the smooth running of a crèche of approximate strength of 7-10 children aged between 6 months to 6 years:

- 1) Bedding for Kids (the cradles and cots should be made of washable material to maintain cleanliness.)
- 2) Kids chairs
- 3) Kids Table
- 4) Books and other educational toys and gadgets to keep them occupied during their free time.
- 5) Well qualified and educated care taker.
- 6) A well-educated trained lady who can help them do their home-work and basic study during the study time.
- 7) Two graduate and well-trained ladies for taking care of children (As per the strength of the day care).
- 8) One Nanny (till the strength of 5).
- 9) Educative games and well trained staff from service provider to handle any situation during the working hours.
- 10) Number of children to be considered under this plan will be approximately 5-10. The total number of children would not be more than 25.

As the crèche will be in Institute Campus, the Institute may provide following infrastructure and facilities:

- 1) Two rooms. Fully carpeted, with facility of ventilation and natural light and 150-200 sq. ft. carpet area, preferably on the ground floor with no nearby parking zone.
- 2) Attached toilet, well equipped and kids friendly.
- 3) Store room for keeping extra stocks and house keeping with standard size Amirah's.
- 4) Mattresses with the approx. size 4'x2' (one mattress per child)
- 5) Maintenance and cleaning of rooms and wash rooms on a daily basis.
- 6) Air conditioners.
- 7) Refrigerator, Induction / Microwave
- 8) RO water.
- 9) Doctors and medical facility in case of emergency.
- 10) Uninterrupted power supply during the working hours.


12.07.24

It may be noted that this facility is in self-sustaining mode. Hence, the charges for availing these facilities shall be borne by the beneficiaries themselves.

The Crèche timing needs to be flexible. Crèche shall be open for 22-23 days in a month and for 8-10 hours per day as per the work schedule of majority of the parents in the Institute. No outside children shall be allowed to avail Crèche service of the Institute.

The interested Crèche/Day care service providers based in Kolkata having experience are invited to submit the bids with service charges. Crèche/Day care service providers must submit proof of working experience of five years to run the Crèche facility for 10-15 children at a reputed organisation or independently. Before selection, existing Crèche facilities of the Organization shall be open to inspection by the Institute Officials. Interested companies/agencies are requested to send the budgetary proposal, along with the related documents to ceaf@isical.ac.in with a copy to ceoffice@isical.ac.in within 5:00 PM of 31 July, 2024.

Any other terms and conditions, which is not anticipated at this moment, may be incorporated with mutual consent before awarding contract.

The interested service provider needs to provide two bids: technical and financial. The technical bid for evaluation of their eligibility shall be based on as follows:

TECHNICAL BID

- 1) Audited accounts for the last 3 years along with a copy of their certified balance sheet for the previous year.
- 2) A statement giving details such as year, purpose, amount etc. of assistance that is received during the last 3 years from the Central and State Government, Central Social Welfare Board, local bodies or any other quasi-Government foundations including the requests made thereof to any one of these or any other organization for the project under the consideration or for any other projects.
- 3) A copy of the registration certificate duly attested by a Gazetted Officer
- 4) A copy of Memorandum of Association (MOA)/Bye-laws of the Organisation duly signed/attested by the application.
- 5) List of members of the managing committee with their qualifications and occupations.
- 6) Copies of the annual report and audited statements of accounts for the last two years duly signed/attested by the applicant.
- 7) Qualification of Crèche Worker and helper
- 8) Certificate of Training of Crèche Worker and helper.
- 9) Any other documents if required.

FINANCIAL BID

| Service required | Service Charges per child |
|---|---------------------------|
| Crèche/Day care services in the Kolkata Campus of Indian Statistical Institute. | |


(Ravinder Kumar)

Chief Executive (Administration & Finance)

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