

**भारतीय प्रौद्योगिकी संस्थान मुंबई**  
**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY**

**सामग्री प्रबंधन प्रभाग**  
**MATERIALS MANAGEMENT DIVISION**



**डेकेयर सेंटर के संचालन हेतु प्रस्ताव हेतु अनुरोध (अमन)**

**REQUEST FOR PROPOSAL FOR OPERATING OF DAYCARE  
CENTER(AMAN)**

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## SECTION 1 – INVITATION FOR BIDS

### 1. Introduction

Aman Day Care Centre was founded in 2012 at IIT Bombay. It has served as the day care facility for children of construction workers at IIT Bombay. The center is visualized as more than just a day care centre, where children are safe and cared for during the day, provided food and medical assistance and consultations when needed, but also as a study and learning centre, where teachers provide children with engaging activities that can stimulate their growth and education, as well as holistic overall development.

This document seeks a partnership for running a creche and study centre for children of construction labourers in IITB campus.

### 2. Notice Inviting Tender

|                                       |  |
|---------------------------------------|--|
| RFP No                                | <b>MMD/AMAN/SC/2024-25</b>   |
| RFP Date                              | 18th March, 2025   |
| Item Description                      | <b>Request for Proposal for Operating a Daycare Center (AMAN)”</b>   |
| Last Date & Time of Submission of Bid | 16th April upto 1.00 p.m   |
| Place of Submission of Bids           | Materials Management Division, Ground floor, Nandan Nilekani Main Building, IIT Bombay, Powai, Mumbai 400 076.   |
| Submission of Bids                    | <b>Two Bid System:</b> The two-bid system will be followed for this tender. In this system service providers must submit their offer in separate sealed envelopes as – Technical Bid and Price Bid. Both the Technical Bid and Commercial Bid envelopes should be clearly marked as “Envelope No.1-Technical Bid” and "Envelope No. 2 - Commercial Bid" and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with our Tender No. & Due Date and to be submitted to the concern department/section mentioned in the Tender document. |
| Place of Opening of Bids              | Materials Management Division, Ground floor, Nandan Nilekani Main Building, IIT Bombay, Powai, Mumbai 400 076.   |

|                                  |  |
|----------------------------------|--|
| Date and Time of Opening of Bids | 16th April 2025 at 3.00 p.m  |
| Contract Type                    | Service Contract   |
| Prebid Meeting Date & Time       | 26th March, 2025 at 11.30 am.  |
| Prebid Meeting Place:            | Materials Management Division, Ground floor, Nandan Nilekani Main Building, IIT Bombay, Powai, Mumbai 400 076.   |
| Earnest Money Deposit            | Earnest Money Deposit (EMD) of Rs. 1,00,000/- in the form of Demand Draft in favor of "The Registrar, IIT Bombay "Payable at Mumbai to be submitted in Technical Bid 'Envelope 1'. |
| Any Technical Clarification      | Name: Prof. Kushal Deb<br>Dept : Humanities & Social Sciences<br>Email : kdeb@hss.iitb.ac.in   |
| Other Clarification              | Name: Ms. Shraddha Malvankar<br>Dept : Materials Management Division<br>Email : ssmalvankar@iitb.ac.in<br>Contact: 022-2576-5009   |
| Signing Authority                | <b>Assistant Registrar (MM)</b>  |

## SECTION 2 – ELIGIBILITY CRITERIA & TECHNICAL BID

The technical evaluation shall be done by the evaluation committee who will evaluate the documents on the following points:

| #                         | Description   | Basis of Evaluation   | Max Marks | Supporting Documents  | Page No. |
|---------------------------|---|---|-----------|---|----------|
| <b>COMPANY PROFILE</b>    |   |   |           |   |          |
| 1                         | Service provider should be an NGO (Trust registered under “State Trust Act or Bombay Public Trust Act” or Society registered under “Societies Registration Act 1860”) for a minimum of 05 years as on date of bid submission.   | Documents   | 15        | <ul style="list-style-type: none"> <li>● Trust Deed, in case of Trust</li> <li>● Memorandum of Association and rules and regulations, in case of Society</li> <li>● Copy of Certificate of Registration</li> </ul>  |          |
| <b>RELEVANT STRENGTHS</b> |   |   |           |   |          |
| 2                         | The service provider should have experience in setting up or managing or running Creche or Day Care Centre or Mobile Day Care Centre with children’s’ minimum strength of 30 in each facility in different age groups viz 6 months to 16 yrs. during the past five years ending last date of submission of bid. Similar works services/experience means setting up/ running responsibility of Creche/Day Care Centre independently with any Government /State Government/Municipal Corporation/Councils/ Semi Government/ PSU/ Public Organizations in India. | Documents<br>(1 Work Order = 25 Marks<br>2 Work Order = 30 Marks<br>3 Work Orders = 35 Marks<br>More than 3 Work Orders = 40 Marks) | 40        | <ul style="list-style-type: none"> <li>● Atleast One Work Order or any proof of engagement with Financial Statement stating that the NGO has received the grant against the work order. Details as per Annexure IV</li> <li>● 1 utilization certificate, certified by CA Certified against 1 work order.</li> </ul> |          |
|                           |   | Document  |           | Audited Balance sheet and   |          |

|                         |   |                                  |            |   |  |
|-------------------------|---|----------------------------------|------------|---|--|
| 3                       | Service provider should have Average Annual Turnover of minimum INR 50 Lakhs for last 3 financial years (FY 2021-2022, 2022-2023, 2023-2024)  | available =<br>15 Marks          | 15         | Profit & Loss account statement of the service provider for each of the last 3 audited financial years (FY 2021-2022, 2022-2023, 2023-2024)<br>OR<br>CA Certificate for turnover for last three financial years |  |
| 4                       | Service providers shall have valid Registration under 12A (for income exemption from tax).  | Document available =<br>15 Marks | 15         | Copy of valid Registration certificates signed and stamped by the Authorized Signatory of the Agency  |  |
| 5                       | Detailed presentation for running a creche and study centre for the integrated and holistic development of children of construction labourers in IITB campus. This should specify particular activities and projects that it will be undertaken.                                  | Presentation                     | 15         | Service Providers who are eligible will be invited for PPT presentation after opening of technical bid.   |  |
| <b>Total</b>            |   |                                  | <b>100</b> |   |  |
| <b>RESOURCE PROFILE</b> |   |                                  |            |   |  |
| 6                       | Service provider should have trained staff (Head Creche worker / Assistant Creche worker) for implementing teachings, training and IEC activities<br>Minimum qualification for teachers will be Graduation<br>At least 2 teachers are required with minimum 5 years of experience |                                  |            | Attach CV with photo of the staff along with their testimonial in support of age and qualification with respect to the training claimed).<br>Each Resume not to be more than 2 pages                            |  |

**Note: Also submit the above document duly filled the page no of the document submitted for evaluation.**

### SECTION 3 – SCOPE OF WORK

| # | Particulars                 | Description   |
|---|-----------------------------|---|
| 1 | Setup of Day Care Centre    | <ul style="list-style-type: none"> <li>● IIT Bombay will provide a furnished facility with kitchen, washrooms, toilets, washing area, and playground for running a day care centre on its campus with adequate per-child space.</li> <li>● The day care centre will include creche facility (for children upto 3 years old), pre-school classes (for children aged 3-6 years) and non-formal education classes to support school work (for children above 6 years).</li> </ul>  |
| 2 | Monitoring and Evaluation   | <ul style="list-style-type: none"> <li>● The management, finance and overall operations of the centre will be monitored and evaluated by a committee appointed by the Director, IIT Bombay. The committee will monitor, among other things, the quality of service rendered by the service provider organization with respect to hygiene, child safety, nutrition, teaching methodology, content of teaching material etc.</li> <li>● All documents related to administration, finances and operation of the day care centre will be maintained by the service provider organization, and will be promptly provided to IIT Bombay, whenever requested.</li> </ul>   |
| 3 | Leave and license agreement | <ul style="list-style-type: none"> <li>● The service provider will enter into a leave and license agreement with IIT Bombay for running the day care centre in the facility provided by IIT Bombay.</li> <li>● To pay the compensation for the said License at the rate of Rs. 100 (Rs. One Hundred Only) per English Calendar month during the period of the License and pro-rata compensation for any broken period. The compensation shall be payable for the respective month on or before 10th of the month for which it is due and for any broken period at the end of such period.</li> <li>● The service provider will not discontinue the operation of the day care centre prior to the expiry of the leave and license agreement, unless</li> </ul> |

|   |   |   |
|---|---|---|
|   |   | written notice is served to IIT Bombay at least a month prior.  |
| 4 | Hours of operation  | <ul style="list-style-type: none"> <li>The day care centre will run on all days except Sundays and holidays (decided in consultation with a committee set up by the Director, IIT Bombay) from 9.00am to 5.30pm.</li> </ul>   |
| 5 | Facilitate enrolment of construction workers' children (Community Mobilization) | <ul style="list-style-type: none"> <li>The service provider will mobilize children from temporary residences of construction workers (labour camps) in IIT Bombay and will interact with the labour community, visit construction sites and educate the labour force by engaging their staff on issues related to children's education, health and safety.</li> </ul>   |
| 6 | Human resources   | <ul style="list-style-type: none"> <li>One cooking staff and one cleaning staff will be provided for the entire day care centre. Honoraria for these staff are not to be included in the service provider's running costs of the day care centre.</li> <li>All staff required to run the centre, other than those mentioned above, will be provided by the service provider.</li> <li>The service provider will engage qualified teachers and staff, in consultation with the committee appointed by the Director, IIT Bombay for every aspect of operations of the day care centre.</li> <li>The service provider will deploy teaching staff as per the following ratio: <ul style="list-style-type: none"> <li>For children &lt; 6 years old: 1 staff per 15 children</li> <li>For children &gt; 6 years old: 2 teachers for up to 30 children; 1 extra teacher for each additional 20 children</li> </ul> </li> <li>The service provider needs to appoint a dedicated Coordinator or Manager. This person will serve as the main point of contact between the service provider and IIT Bombay. Their primary responsibility will be to facilitate communication, organisation of events and coordination between both parties. The service provider will, at its own cost, obtain the character</li> </ul> |



|    |   |   |
|----|---|---|
|    |   | <p>and antecedent certificate verification of all staff members deputed by the service provider to manage and operationalize the day care centre. A copy of all of these documents will be submitted to IIT Bombay, along with photographs of all staff members.</p>  |
| 7  | IIT Bombay rules and regulations prevail    | <ul style="list-style-type: none"> <li>• All staff members deputed by the service provider organization in the day care centre will abide by the rules and regulations of IIT Bombay. Any breach or violation of these, as determined by the committee appointed by the Director, IIT Bombay, will result in the withdrawal of services of the concerned staff member(s) from the day care centre.</li> </ul>   |
| 8  | No subcontracting allowed                   | <ul style="list-style-type: none"> <li>• The service provider organization will not subcontract any aspect of the management and/or operations of the day care centre to any other agency, unless expressly approved by IIT Bombay.</li> </ul>  |
| 9  | Nutritious food for children                | <ul style="list-style-type: none"> <li>• The service provider will provide age-appropriate, healthy, hygienic and nutritious breakfast, lunch and afternoon snacks to all children in the day care centre. The menu, quality and quantity of food items will be decided and approved in consultation with the committee appointed by the Director, IIT Bombay.</li> <li>• Cooked food items will be prepared in the in-house kitchen and served fresh on a daily basis.</li> <li>• The teachers and helping staff employed by the service provider will be expected to help feed infants and toddlers, and aid during meals for other children</li> </ul> |
| 10 | Safety, Sanitation and Medical Requirements | <ul style="list-style-type: none"> <li>• The safety of all children and staff at all times in the day-care centre, or during any trips organized on behalf of the center will be the responsibility of the service provider.</li> <li>• The service provider will, at its own cost, obtain all necessary licenses and permits required for</li> </ul>   |

|    |   |   |
|----|---|---|
|    |   | <p>running the day-to-day operations of the day care centre.</p> <ul style="list-style-type: none"> <li>• The service provider will organize visits by a qualified medical doctor twice every month to check on the general health of all children enrolled in the day-care centre. Serious health conditions of children must be reported immediately to the committee appointed by the Director, IIT Bombay, and to the concerned parents.</li> <li>• The service provider will provide education to children enrolled in the day-care centre on personal hygiene</li> <li>• The service provider will ensure that the kitchen, washrooms, toilets and all areas of the day-care centre are always maintained in a clean and hygienic condition.</li> </ul>   |
| 11 | Educational requirements                                | <ul style="list-style-type: none"> <li>• The service provider, through its teachers, will provide <ul style="list-style-type: none"> <li>○ Pre-school education to all children less than 6 years of age.</li> <li>○ Educational sessions for school-going children to help them understand concepts taught in their schools.</li> </ul> </li> <li>• The service provider will arrange activities like painting, pasting, cutting, stringing beads, playing with blocks, molding clay, singing, dancing and swimming to improve the physical and cognitive development of the children.</li> <li>• The service provider will organize educational-cum-entertainment visits of all children of age 6 years and above at least once a year to an appropriate nearby location that permits returning safely within the same day. The destination for the trip will be decided in consultation with the committee appointed by the Director, IIT Bombay.</li> </ul> |
| 12 | Uphold the Principles of Dignity and Non-discrimination | <p>The service provider will ensure that the creche functions in an ethos that respects the dignity and the rights of all children. And further, that the principle of non-discrimination is actively pursued among all--children and the staff alike.</p>  |

## **SECTION 4 – INSTRUCTIONS TO BIDDERS**

### **1. SUBMISSION OF OFFER**

- a. The Quotation **MUST BE ENCLOSED IN A SEALED COVER** super scribing Tender number / due date & should reach the undersigned on or before the due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.
- b. Tenders should be dropped in the tender box kept in the office of the concerned Department. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only
- c. The bid can be submitted in person or through post/ courier (IIT Bombay shall not be responsible for any postal delays or any other reason for not submitting the bid in the specified time and resulting in disqualification/rejection of any bid) to reach on or before the due date and time.

### **2. COST OF BIDDING:**

The service provider should bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be responsible or liable for those costs.

### **3. VALIDITY OF THE BID:**

180 Days from the date of submission of the bid.

### **4. AMENDMENT OF BIDDING DOCUMENTS:**

At any time prior to the deadline for submission of bids, IIT Bombay may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective service provider may modify the bid document.

All prospective service providers who have downloaded the bidding document may visit the IIT Bombay website for amendments / modifications which will be binding on them.

### **5. DEADLINE FOR SUBMISSION OF BIDS:**

Bids must be received by IIT Bombay before the due date and time at the address specified in the tender document. In the event of the specified date for the submission of bids being declared as a holiday for IIT Bombay, the bid-closing deadline will stand extended to the next working day up to the same time.

### **6. BID OPENING PROCESS:**

In case of two bid systems, the technical bid will be opened in the first instance in the presence of the Committee appointed by Director, IIT Bombay, for monitoring and overseeing activities of Aman Day Care Centre"., MMD, representatives of the service providers at IIT Bombay.

- a. Price bids of only those service providers will be opened, whose bids are found

technically qualified.

b. Commercial Bids will be opened in the presence of the Technical Evaluation Committee (TEC), MMD, and representatives of the service providers. Date and Time of commercial bid opening shall be intimated to technically qualified service providers only.

c. One authorized representative of each of the service providers would be permitted to be present at the time of opening of the bids.

d. The authorized representative of service providers, present at the time of opening of the bids shall be required to sign an attendance register as proof of having attended the Technical/Commercial bid opening session.

## **7. LATE BIDS:**

IIT Bombay will not be responsible:

a. For delayed / late quotations submitted/sent by post courier etc.

b. For submission/delivery of quotations at the wrong places other than those mentioned in the tender.

c. Any bid inadvertently received by IIT Bombay after the deadline i.e. due date & time for submission of bids, will not be accepted and returned.

## **8. SUPPLEMENTARY OFFER/MODIFICATION OF ORIGINAL BID:**

a. Tender submitted against the above-mentioned tender shall not be returned in case the tender opening date is extended/ postponed. service providers desirous of modifying their offer/terms may submit their revised / supplementary offer (s) within the extended Tender Opening Date (TOD) by clearly stating the extent of updating done to the original bid. The purchaser reserves the right to open the original offer along with the revised bid.

b. In case any service provider is silent on any clause mentioned in this tender document, IIT Bombay shall construe that the service provider has accepted the clauses as per the invitation to tender. No further claim will be entertained.

c. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.

## **9. CONFIDENTIALITY:**

a. Information relating to the evaluation of Bids, and recommendation of Contract award, shall not be disclosed to service providers or any other person not officially concerned with such process until information on Contract award is communicated to all service providers.

b. Any attempt by a service provider to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.

c. Notwithstanding, from the time of Bid opening to the time of Contract award, if any service provider wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.

## **10. DEVIATION, RESERVATIONS AND OMISSIONS:**

- a. During the evaluation of bids, the following definitions apply:
  - i. "Deviation" is a departure from the requirements specified in the Bidding Documents;
  - ii. "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents;
  - iii. "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Documents.

## **11. CORRECTION OF ARITHMETICAL ERRORS:**

Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:

- a. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected:
- b. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.
- d. service providers shall be requested to accept the correction of arithmetical errors. Failure to accept the correction in accordance with the same shall result in the rejection of the Bid.

## **12. EVALUATION OF BID:**

- a. IIT Bombay evaluates technical i.e. 60% in the technical evaluation and Price-acceptance offers on a landed net Price basis.
- b. Offer which deviates from the vital conditions (as illustrated below) of the tender shall be rejected
  - i) Non- submission of complete offers.
  - ii) Receipt of offers after the due date and time and or by email/fax (unless specified otherwise).
  - iii) Receipt of offers in open conditions.
- c. In case any service provider is silent on any clause mentioned in this tender document, IIT Bombay shall construe that the service provider has accepted the clauses as per the invitation to tender. No further claim will be entertained.

d. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.

### **13. PRICE BID (Commercial Bid):**

- a. Price bids of only those service providers who score a minimum of 60% in the technical evaluation shall only be opened.
- b. The price quoted should be in Indian Rupees.
- c. PRICE BID must be submitted in the Price Bid Format.
- d. If the price is not quoted in the Price Bid Format, IIT Bombay reserves the right to reject the bid.
- e. The price quoted must be inclusive of all taxes and charges.
- f. The service provider shall pay and bear all other liabilities, taxes, and duties not specifically agreed by the Institute in the contract.

### **14. CORRUPT & FRAUDULENT PRACTICES:**

a. IIT Bombay requires that service providers, suppliers, vendors, and consultants observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,

The terms set forth below are defined as follows:

i. "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence the action of a public official in the procurement process or in contract execution;

ii. "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;

iii. "Collusive practice" means a scheme of arrangement between two or more service providers, designed to establish bid prices at artificial, non-competitive levels; and

iv. "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;

v. IIT Bombay will reject a proposal for an award if it determines that the service provider recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

### **15. TRANSFER AND SUBLETTING:**

The seller shall not sublet, transfer, assign or otherwise part with the acceptance of the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

## **16. CANCELLATION OF TENDER:**

- a. Notwithstanding anything specified in this tender document, Purchaser / IIT Bombay in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:
- i. To accept OR reject lowest tender or any other tender or all the tenders.
  - ii. To accept any tender in full or in part.
  - iii. To reject the tender offer not conforming to the tender's terms.
  - iv. To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.
- b. Offer which deviates from the vital conditions (as illustrated below) of the tender shall be rejected:
- i. non-submission of complete offers.
  - ii. Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
- c. Offers received in open condition and conditional as well as unsigned bids will be rejected.
- d. Conditional Tenders and Unsigned Tenders will be rejected.
- e. If the quality of the product and service provided is not found satisfactory, IIT Bombay reserves the right to cancel or amend the contract.

## **SECTION 5: TERMS AND CONDITIONS OF CONTRACT**

### **1. AWARD OF CONTRACT:**

- a. IIT Bombay shall award the contract to the technically qualified eligible service provider whose bid has been determined as the lowest evaluated commercial bid.
- b. The successful service provider will be awarded the contract for a period of one year and may be extended further for two years if performance is found satisfactory by the Committee.
- c. If more than one service provider happens to quote the same lowest price, IIT Bombay reserves the right to award the contract to more than one service provider or any service provider
- d. IIT Bombay reserves the right to accept or reject the whole or any part of the Bid.
- e. The qualified service provider will abide by all the Terms & Conditions of the Tender Document.
- f. The services of the empaneled service provider will be reviewed by the committee during the contract period. IIT Bombay reserves the right to cancel the contract or amend the contract period based on performance review, if necessary.
- g. IIT Bombay reserves the right to add or remove any firm from the panel based on performance review and the feedback from the concerned authority.

### **2. TERMS OF PAYMENT:**

- a. No advance bill payment will be made under any circumstances.
- b. Payment shall be made based on monthly services rendered. Appropriate deductions towards shortage in manpower deployment and incomplete work, if any, will be made from the monthly bill.

### **3. PERFORMANCE BANK GUARANTEE:**

- a. The successful service provider has to submit a Performance Guarantee as per the format furnished under Section 8.
- b. The PBG shall be kept valid during the period of the contract and shall continue to be enforceable for a period of one year (as mentioned in the tender document) or up to the fulfillment of all the obligations of the contract whichever is later from the date of award of contract. In case, PBG needs to be extended then the service provider shall initiate extensions to PBG one month before the expiry of PBG.



- c. Performance Guarantee Bond is mandatory.
- d. Successful tenderer/ service provider should submit a performance guarantee as prescribed above to be sent to Deputy Registrar, Materials Management Division, IIT Bombay along with order acknowledgment. The PBG is to be furnished in the form of a bank guarantee as per ANNEXURE VI for an amount of Rs.250000/- (Rs. Two Lakh Fifty Thousand only).
- e. The Performance Guarantee should be established in favor of "The Registrar, IIT Bombay". PBG is to be established through any of the National/ Scheduled Commercial Banks (whether situated at Mumbai or outstation) with a clause to enforce the same on their local branch of Mumbai.
- f. Performance Guarantee Bond shall be for the due and faithful performance of the contract and shall remain binding, notwithstanding such variations, alterations for extensions of time as may be made, given, conceded or agreed to between the successful tenderer and the purchaser under the terms & conditions of acceptance to the tender.
- g. The successful tenderer is entirely responsible for the due performance of the contract in letter and spirit and all other documents referred to in the acceptance of tenders.
- h. If the successful service provider fails to submit the Performance Guarantee Bond along with Order Acknowledgement then the purchase order/contract will be cancelled.
- i. No interest shall be payable by the buyer to the service provider on PBG.

#### **4. EARNEST MONEY DEPOSIT:**

- a. Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rs. One Lakh Only) in the form of Demand Draft in favor of 'The Registrar, IIT Bombay' payable at Mumbai to be submitted in Technical Bid. Failing which, the submitted bid will be rejected.
- b. EMD of unsuccessful service providers will be returned within 30 days after the award of the contract.
- c. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.

#### **5. FORCE MAJEURE:**

- a. Force Majeure will be accepted on adequate proof thereof.

#### **6. LEGAL MATTER:**

- a. In the event of any dispute over this contract, IIT Bombay's decision shall be final and binding. Jurisdiction of Mumbai Courts only.

## **7. TERMINATION OF CONTRACT**

a. The Contract will commence from the date of Award of Contract for a period of one year and shall remain in force unless terminated earlier. IIT Bombay reserves the right to terminate the Contract at any time, and without assigning any reasons thereof by giving THREE MONTHS notice of their intention to do so in writing, and the service provider shall not be entitled to demand compensation because of such termination.

## **8. SERVICE LEVEL AGREEMENT & PENALTY**

- a. If quality of the meal is found to be poor or defective in any other manner, IIT Bombay shall refuse to take the supply and return the whole or part of such cooked meal supplied to the site as the occasion may arise and impose 10% penalty on the monthly basis or may cancel the agreement forthwith.
- b. Any major lapse in maintaining hygiene and safety standards at day care centers and kitchens, quality of meals, food poisoning / health hazard due to consumption of meals, mismanagement of kids, compromise on safety of kids as deemed by IIT Bombay. In such cases, IIT Bombay may send show cause notice for forfeiture for Security Deposit, Blacklisting and Termination of contract.
- c. The successful service provider shall be exempted from any delays on SLA parameters arising from the delay in approvals, reviews, suggestions etc. from IIT Bombay's side. Any such delays shall be notified in writing by IIT Bombay.
- d. IIT Bombay will review the performance of the service provider against the SLA parameters each 3 months, or at any periodicity defined in the contract document. The review / audit report will form the basis of any action relating to imposing a penalty or breach of contract. Any such review / audit can be scheduled or unscheduled. The results will be shared with the successful service provider as soon as possible.
- e. If the service provider commits any breach of the contract, IIT Bombay shall be liable to impose a 10% penalty of the monthly payment for every act of default or negligence. On demand, the amount should be deposited within 10 days. IIT Bombay reserves the right to cancel the contract and forfeit the performance Bank Guarantee if the above mentioned fine is not paid within 10 days of receipt of demand.
- f. The service provider shall be responsible for any damage or loss to the Day Care Centre. Compensation for such damage shall be assessed by the IIT Bombay, whose decision shall be final and binding. The amount of loss, penalty, compensation, license fee, interest, etc., if not paid within a period of 10 days from the date of demand shall make the service provider liable for forfeiture of Performance Bank demand shall make the service provider liable for forfeiture of Performance Bank Guarantee. Guarantee.
- g. As per the provisions of minimum wages Act 1948, if you are engaging labourers then, please inform to the undersign and send a copy of labourers engaged in work to Regional Labour Commissioner, Shram Raksha Bhavan, Shivshrushti Road, Sion, Mumbai - 400 022.

## SECTION 6 - COMMERCIAL BID

The service provider should provide financial requirements under the following headings, with an expected children strength of around 40-70 children. Note that payments will be done on reimbursement basis. In particular, **No Donations will be given.**

### Fixed and routine Expenses (per month)

| Sr. No. | Heading  | In INR |
|---------|--|--------|
| 1.      | Salaries for employees and staff<br>- One Coordinator<br>- Daily Teaching staff<br>- Weekly staff - classes e.g., painting, music. |        |
| 2       | Food and Nutrition expenses  |        |
| 3       | Cooking gas and supplies (monthly)   |        |
| 3       | Medical visit (twice per month)  |        |
| 4       | Medicines (Supplements/Nutrition)  |        |
| 5       | Community Mobilization   |        |

**Other Expenses are expected to include Educational material, Books and Library (as needed), Study and cultural trip (once or twice a year, e.g., to museum, planetarium etc), and expenses during festivals (e.g., Republic day program). Approval for such expenses will be given by the Committee, and costs reimbursed subsequently.**

Yours faithfully,

(Signature of the service provider)

Printed Name

Designation

Seal

Date:

Business Address:

## SECTION 7 - ANNEXURES

### ANNEXURE I - SERVICE PROVIDER'S INFORMATION

(On Company / firm's Letterhead)

| <b>Details of the service provider:</b> |   |                   |
|---|---|-------------------|
| 1                                       | Name of the Service Provider  |                   |
| 2                                       | Registered Office/Shop Address of The Service Provider  |                   |
| 3                                       | Details of the Incorporation/Shop Establishment License of the Company                              | Date:             |
|   |   | Registration No.: |
| 5                                       | Valid GST Registration No.  |                   |
| 6                                       | Permanent Account No. (PAN)   |                   |
| 7                                       | Name & Designation of the Contact person to whom all references shall be made regarding this tender |                   |
| 8                                       | Address for Communication   |                   |
| 9                                       | Telephone No. (with STD Code)   |                   |
| 10                                      | Email Address of the contact person   |                   |
| 11                                      | Fax No. (with STD Code)   |                   |

Yours faithfully,

(Signature of the service provider)

Printed Name

Designation

Seal

Date:

Business Address:

## ANNEXURE II – DECLARATION REGARDING CLEAN TRACK

(On Company / firm's Letterhead)

To,  
Dy. Registrar (MM)  
Materials Management Division  
IIT Bombay, Powai,  
Mumbai 400076.

Date:

Dear Sir,

**Sub: RFP No. MMD/AMAN/SC/2024-25 dated 18th March, 2025 for “Request for Proposal for Operating of Daycare Center (AMAN)”**

I/we carefully gone through the Terms & Conditions contained in the above referred tender document. I/we hereby declare that my company / firm is not currently debarred / black listed/convicted by any Government / Semi Government Organizations / Institutions in India or abroad. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

I/we declare the following

| Sr. No. | Country in which the com is debarred/blacklisted/ case is pending | Black listed / debarred by Government /Semi Government Organizations/Institutions | Reason | Since when and for how long |
|---------|---|---|--------|-----------------------------|
|         |   |   |        |                             |

(NOTE: In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same).

Yours faithfully,

(Signature of the service provider)

Printed Name

Designation

Seal

Date:

Business Address:

**ANNEXURE III - DECLARATION OF ANNUAL TURNOVER**

(On Company / firm's Letterhead)

To,  
Dy. Registrar (MM)  
Materials Management Division  
IIT Bombay, Powai,  
Mumbai 400076.

Date:

Dear Sir,

**Sub: RFP No. MMD/AMAN/SC/2024-25 dated 18th March, for “Request for Proposal for Operating of Daycare Center (AMAN)”**

1. I/we hereby declare that, our firm's Annual Turnover as follows, and I/we have also supported an Audited Accounts for your references:

| <b>F.Y. 2021-22</b> | <b>F.Y. 2022-23</b> | <b>F.Y. 2023-24</b> |
|---------------------|---------------------|---------------------|
|                     |                     |                     |

and,

2. I/we hereby declare that our firm had filed Income Tax Returns for the last Three years i.e. F. Y. 2021-22, 2022-23 & 2023–24. Supported by a copy of the ITR of Three years.

Yours faithfully,

(Signature of the service provider)

Printed Name

Designation

Seal

Date:

Business Address:

**ANNEXURE - IV EXPERIENCE IN SIMILAR WORK**

(On Company/Firm Letterhead)

To,  
Deputy Registrar (MM)  
Materials Management Division  
IIT Bombay, Powai,  
Mumbai – 400 076.

Date:

Sir,

**RFP No. MMD/AMAN/SC/2024-25 dated 18th March, 2025 for “Request for Proposal for Operating of Daycare Center (AMAN)”**

Brief particulars of the similar work done in IITs/ Govt. Organizations/ Semi Govt. Organizations/ PSUs / Public Organizations.

| Sr. no | Name of Organisation | Work Order/<br>Purchase Order<br>( No. & Date ) | Amount of Work<br>Order/ Purchase<br>Order | Details of contact<br>person (Name,<br>Add & contact no.) |
|--------|----------------------|---|--|---|
|        |                      |   |  |   |
|        |                      |   |  |   |

Yours faithfully,

(Signature of the service provider)

Printed Name

Designation

Seal

Date:

Business Address:

**ANNEXURE - V DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND  
CONDITIONS**

(On Company/Firm's Letterhead)

To,  
The Deputy Registrar (MM)  
Materials Management Division  
IIT Bombay, Powai,  
Mumbai – 400 076.

Date:

Sir,

**RFP No. MMD/AMAN/SC/2024-25 dated 18th March, 2025 for “Request for Proposal for  
Operating of Daycare Center (AMAN)”**

I/we have carefully gone through the Terms & Conditions as mentioned in the above referred tender document. I/we declare that all the provisions of this tender are acceptable to my company. I /we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the service provider)

Printed Name

Designation

Seal

Date:

Business Address:



## ANNEXURE VI - PERFORMANCE GUARANTEE BOND

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT MUMBAI OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT MUMBAI OR ANY SCHEDULED BANK SITUATED AT MUMBAI. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

### LETTER OF GUARANTEE

To,

The Registrar,

Indian Institute of Technology Bombay

Powai, Mumbai – 400 076.

WHEREAS Indian Institute of Technology Bombay (Buyer) have invited bids vide Tender No/Purchase Order ..... Dt. .... for purchase of ..... AND WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the goods or service in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of **“The Registrar, Indian Institute of Technology Bombay”** in the form of Bank Guarantee for ₹ 2,50,000/- (Rupees Two Lakh Fifty Thousand Only) and the said guarantee shall be valid till the duration of service period and contractual obligations.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this Bank shall pay to Indian Institute of Technology Bombay on demand and without protest or demur ₹ ..... (Rupees .....).

This Bank further agrees that the decision of Indian Institute of Technology Bombay (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, ..... (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or Indian Institute of Technology, Bombay (Buyer).

#### Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed ₹ ..... (Indian Rupees ..... only).

2. This Bank Guarantee shall be valid up to .....(date) and

3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IIT Bombay serves upon us a written claim or demand on or before.....(date).

This Bank further agrees that the claims, if any, against this Bank Guarantee shall be enforceable at our branch office at ..... situated at ..... (Address of local branch).

Yours truly,

Signature and seal of the guarantor:  
Name of Bank:  
Address:  
Date:

## SECTION 8 – CHECKLIST

The following items must be checked before the Bid is submitted:

### **A. Envelope “1”**

1. Demand Draft for Rs. 1,00,000- (Rs. One lakh only) towards Earnest Money Deposit.
2. Eligibility Criteria Responses (each page duly sealed and signed by the authorized signatory).
3. Annexure 1: Service Provider's Information.
4. Annexure 2: Declaration Regarding Clean Track by Service Provider.
5. Annexure 3: Declaration of Annual Turnover and Income Tax Return.
6. Annexure 4: Experience in Similar Work.
7. Annexure 5: Declaration for Acceptance of Tender Terms and Conditions.

### **B. Envelope “2”**

1. Commercial Bid

**Note:** Your quotation must be submitted in two envelopes Technical Bid (Envelope 1) and Commercial Bid (Envelope 2) super scribing on both the envelopes the Tender No. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with our Tender No. & Due date.