



COCHIN SPECIAL ECONOMIC ZONE AUTHORITY

**Government of India,
Ministry of Commerce and Industry
CSEZ Administration Building
Cochin Special Economic Zone
Kakkanad - 682 037
Tel No.0484-2413111.
E-mail:office@csez.gov.in**

NIT No.: CSEZ-CSZA01(4)/3/2023-SEZ Cochin dated 04-09-2024

NOTICE INVITING TENDER

for

**Tender for Running a Creche/Day Care Centre in
Cochin Special Economic Zone, Kakkanad, Kochi**

(Please check that all the 13 pages are intact in this document)

Tender for Running a Creche/Day Care Centre in Cochin Special Economic Zone, Kakkanad, Kochi

1. Purpose of the Tender

Cochin Special Economic Zone Authority (CSEZA), Kakkanad intends to engage an agency for running/managing Creche for children with age ranging from 6 months to 6 years from experienced and competent, registered women self-help groups meeting the prescribed qualifying criteria and terms and conditions on yearly contract extendable thereafter on year to year basis in the premises of Cochin Special Economic Zone. It has a presently estimated to accommodate 30 children. The security, housekeeping, electricity & water charges, and maintenance of the Creche will be the responsibility of Cochin Special Economic Zone Authority, Kakkanad. As running/management of Creche is a professional work involving dedication and sincerity towards little kids, this organisation invites bids (technical & financial) from experienced and registered women self help groups who are ready to provide their services with utmost care. Cochin Special Economic Zone Authority, Kakkanad commits to provide financial support to the selected agency so as to ensure that it will be able to secure minimum Crèche running cost of deployment of required staff/manpower and other administrative expenditure incurred therefore.

Detailed Tender Documents are available on-line from the date of tender publication at <https://eprocure.gov.in/epublish/app>; www.csezauthority.in.

Last date & time for submission of bid along with EMD	20-09-2024 at 15.00hrs
Pre-Bid Meeting	10-09-2024 at 11.30AM
Date & Time of Opening of tender	20-09-2024 at 15.30hrs
Estimated cost	Rs.14,76,000/-
Earnest Money Deposit (EMD)	Rs.29,520/- (Refundable)
Performance security/security Deposit Money	5% of Contract value

Note: -EMD is to be submitted as a Demand Draft issued by a Scheduled Commercial Bank drawn in the name of 'CSEZ Authority Fund' payable at Ernakulam along with the bid.

A pre-bid meeting shall be held on 10-09-2024 at 11.30AM at Conference Hall, CSEZ Administrative Building, Kakkanad to clarify issues connected with the tender. Prospective bidders are invited to attend.

The technical bids will be opened on 20-09-2024 at 15.00PM. The tenderer / his authorized representative can be present on the same date and time at the opening of tenders if they wish so.

2. Eligibility Criteria/Pre-Qualification Criteria

The Agencies who fulfils the following minimum eligibility criteria shall be eligible to apply.

Should have satisfactorily handled/done solely Creche or Day Care Centre during the past five years ending previous day of last date of submission of tenders.

(i) Three similar services of managing/running Creche/Day Care Centre with childrens' total strength of 10 in each facility in different age groups viz 6 months to 6 yrs

OR

Two similar services relating to managing/running Creche/Day Care Centre with total Childrens strength of 20 in each facility in different age groups viz. 6 months to 6 years

OR

One similar services relating to managing/running Creche/Day Care Centre with total Childrens strength of 30 children in different age groups viz 6 months to 6 years

Similar work services/experience means managing/running responsibility of Creche/Day Care Centre independently in any Institutional campus/Office campus/Office-cum-Residential campus/Residential Campus in Kochi and adjoining area.

Any NGO or women self help groups or other agency/firm having expertise and experience in running/managing Creche/Daycare in Kochi only can participate in the bid.

Agencies that are debarred or blacklisted by any Govt. Departments or any other organisation/Society whatsoever are not eligible to participate in the bidding process. Annexure-IV is to be submitted along with the bid by the bidders to the effect that they are not debarred or blacklisted by any Government Department or private agency and neither any case is pending or is under investigation on charges of corruption, unfair trade practices, mishandling/abusing children. In the event of any false information or/and on revealing of any such fact later, even if work is awarded, it shall be withdrawn.

3. Bid Document and its submission

a. Bid Format:

The Tender is being invited from registered women self help groups/ Firms/NGOs in these sealed envelopes super-scribing as "Tender for selection of Agency for running Creche/Day care centre". The bidders should submit duly signed tender form and their bids along with self-attested copies of all the relevant certificates, documents etc. in support of their technical & price bids along with Demand Draft for Rs.29,520/- (Rupees twenty nine thousand five hundred and twenty only) in favour of CSEZ Authority Fund towards refundable Earnest Money Deposit and (2) Undertaking (Annexure III) which shall be submitted in sealed cover and dropped in the Tender Box kept at Administrative Office, Cochin Special Economic Zone, Kakkanad, Kochi – 37. Exemption from EMD shall be given to firms registered under MSME.

b. Validity of Bid:

The bids submitted by the bidders would remain valid for minimum of 90 days calculated from the last date of submission.

c. Response Date/Time/Venue:

Responses to this TENDER are due on the 20th September 2024 on or before 15.00 hours. The Demand Draft/EMD Exemption Certificate and Annexure III envelope super-scribed as "TENDER for selection of Agency for running Creche/Day care centre" must be submitted to the Cochin Special Economic Zone Authority, Kakkanad-37.

4. Opening and Evaluation of Bids:

The Bids will be opened on 20th September 2024 at 15.30 hrs in the presence of bidders who choose to remain present. The Evaluation shall be carried out based on the documents submitted by the bidder for bid, subsequent presentation before the committee comprising of officers of Cochin Special Economic Zone Authority, Kakkanad.

The successful bidder will have to enter into an agreement based on terms and conditions contained in this document and other matters agreed upon amicably between both parties.

5. Evaluation Criteria:

Bids will be evaluated which are found to be fulfilling the eligibility and qualifying requirements of the tender. The bids received against this Tender will be analyzed by the evaluation committee based on the qualifying criteria..

6. Selection of Agency/Award of Contract

The bid evaluation committee would recommend selection of bidders based on available documents and would evolve its own method of evaluation.

The successful bidders will have to enter into an agreement with Cochin Special Economic Zone Authority, Kakkanad comprising of various clauses agreed upon amicably between both parties. Suitable and mandatory changes will also be added in the agreement for smooth execution of the contract.

7. EMD and Performance Guarantee

EMD shall be forfeited if the agency do not fulfill the NIT conditions especially if the bidder withdraws his tender after processing but before issue of Letter of Award. The EMD shall be refunded to the successful bidder only after furnishing of performance Bank Guarantee of amount @5% of the Contract value. The Performance Bank Guarantee shall be submitted within seven days of receipt of Letter of Award. The Performance Guarantee may be submitted either as Fixed Deposit Receipt or Bank Guarantee.

8. Terms and Conditions of Engagement

Responsibilities of the Creche/Day Care Centre Running Agency

- a. Subsequent to signing of the contract agreement, the agency shall take charge of site from Cochin Special Economic Zone Authority, Kakkanad and shall nominate a responsible Supervisor/Executive/official for execution of the Creche activities under intimation to the Cochin Special Economic Zone Authority, Kakkanad.
- b. The other supporting staff/employees shall also be deployed simultaneously by the selected agency for carrying out all the required jobs for manning the Creche in a fitting manner to ensure that the premises are maintained and children are given due care to make the Creche an exemplary example for others.
- c. The selected agency shall execute all the activities essentially required to make the Creche management/functioning interesting for children in the form of taking appropriate measures such as games, various other children related activities of drawing/reading/poem recitation or whatsoever considered necessary for making it a place where children should like to come/stay in such ambience as kids could feel comfortable.
- d. All the employees/staff members deployed by the selected agency shall in no way be related to Cochin Special Economic Zone Authority, Kakkanad; nor these organizations shall be responsible for any act/service of such manpower deployed for manning the Crèche. All such responsibilities/liabilities related to the employees/staff engaged and deployed for Creche shall be of the selected agency.
- e. All the employees/staff members deployed by the selected agency shall be medically fit & should not suffer from any contagious disease and also to be verified by police. Medical fitness certificate be obtained and submitted to Cochin Special Economic Zone Authority, Kakkanad in respect of all personnel working at Creche. These employees would also be medically examined at such periodical intervals as decided by Cochin Special Economic Zone Authority, Kakkanad.
- f. The minimum qualification for Creche Supervisor and teaching faculty will be Plus 2 Standard passed. The teaching faculty should have undergone nursery teacher training course (NTTC) or Diploma in Early Childhood care and Education (ECCE). For Helper/Aayas it should be class-8th passed. In case no suitable personnel could be found with the prescribed qualification, the relaxation for 12th standard in case of teaching and supervisor faculty could be considered subject to approval of competent authority. However, the age limit for both categories should be between 18 to 40 yrs at the time of appointment. Further, all the appointed staff for crèche by the selected agency should have minimum prescribed qualification and requisite training done through approved training centre at the time of appointment itself, so as to enable them to understand and cater to the children's individual needs and development capabilities.
- g. The selected agency shall not be allowed to sub-contract or entrust management of the Creche to any other agency/person.

h. The selected agency will be provided fully furnished Crèche on as is where is basis. The water and electricity connections and their availability will be ensured/provided by Cochin Special Economic Zone Authority, Kakkanad on its own.

i. The Creche will remain functional from 07.30 hrs to 17.30 hrs (Sunday Closed). The timings and number of hours, however, will be 8hrs within spread over of 10 hours everyday as per the work schedule of majority of parents/mothers. The Creche operating agency shall be required to have the infrastructure available from 08.30 hrs to 16.30hrs for all days in a month except Sundays and other approved holidays.

j. No food/eatables/beverages will be provided by Cochin Special Economic Zone Authority, Kakkanad even on payment basis. However, the selected agency may on its own consider providing such food items, as per the provisions of the statute and subject to obtaining written consent of parents and with the approval of Cochin Special Economic Zone Authority, Kakkanad. The children are allowed to consume their own food provided by their parents.

k. The first aid kit will be provided to the selected agency by Cochin Special Economic Zone Authority, Kakkanad periodically. However, in case of any emergency or frequent requirement of such items, the same will be procured and made available by the agency which will be reimbursed by Cochin Special Economic Zone Authority, Kakkanad after scrutiny.

l. The selected agency will also ensure safety of children, their health checkups via their parents/ guardians at intervals to ensure that no health related issue crops up with the children.

m. The Agency shall deploy minimum one supervisor, one teaching faculty and one Aaya/Helper irrespective of children's minimal strength ie. in case children's strength is below 30. The supervisor who has sound knowledge and experience in maintaining the crèche and shall be the person in charge of daily operation of manpower services and responsible for reporting to CSEZA. These personnel shall be strong in supervisory and communication skill, initiative, enthusiastic and reliable. All staff supplied by the agency should be observant, keen, alert, efficient, willing and pleasant.

n. The selected agency shall keep complete details of children, their parents including telephone/mobile numbers, residential addresses and unit address in CSEZ. The enrolment forms of children duly filled in by the parents (containing Address Proof, Photo, PAN, Aadhaar, Organisations' ID etc) should be available with the staff in Creche. The agency will maintain following basic record/registers which could be inspected any time during working hours.

- (i) Admission/Enrolment Register for recording profile of children and their parents including profession/income etc.
- (ii) Attendance Register of Children
- (iii) Attendance Register of staff
- (iv) Health Checkups including immunization of the child

- (v) Register for consumable and non- consumable items
- (vi) Supplementary nutrition register for recording the food provided to the children
- (vii) The medical record of children to be shared with doctor
- (viii) Mothers' meeting register
- (ix) Visitors' register.

The record of all will be maintained properly and complete details will be provided by the agency to Cochin Special Economic Zone Authority, Kakkanad by 10th of every following month.

- o. The deployment of staff or managing the Creche will be as under:-

S.No.	Children Age Group	Number of Children	Manpower Requirement		
			Number of Crèche Supervisor	Teaching faculty	Aayaas/ Helper (Female Manpower Only)
(a)	6 Months to 6 Years	10	1 (One Only)	1 (One Only)	1
		20			2
		30			3
Total		max 30		1+1+3= 5 numbers	

* The above would be reviewed as per the provisions/guidelines of relevant statutes.

- p. The agency will not carry out any such activity which is prejudicial to the existing rules, regulations and prevalent practices governing running of Creche facility. In case anything is brought to the notice of Cochin Special Economic Zone Authority, Kakkanad, the contract/award of work would be terminated by giving notice of three months.

- q. The agency will be responsible and accountable for its belongings and also for the entire premises along with infrastructure inclusive of all items of any kind provided by Cochin Special Economic Zone Authority, Kakkanad, accident, loss of money or theft or any personal accident etc. whatsoever. The agency shall indemnify Cochin Special Economic Zone Authority, Kakkanad for all acts and deeds directly or indirectly performed for Creche. In case of genuine requirement of accommodating more children, the agency will submit details justifying the requirement based on which the number of children's strength will be enhanced to a maximum of 60 by providing adequate facilities by Cochin Special Economic Zone Authority, Kakkanad.

- r. Both the agency and Cochin Special Economic Zone Authority, Kakkanad would be overall responsible to oversee the affairs of running of Creche. However, Cochin Special Economic Zone Authority, Kakkanad shall have the right to make inspection of the Creche premises and its functioning at any time and to issue necessary directions to the agency.

- s. As this work is being assigned with mutual coordination/cooperation and consent basis, in case of any disagreement or dispute concerning running of Creche, the

same will be resolved amicably with mutual consent and in case the matter remains unresolved, it shall be resolved by an Arbitrator to be appointed for the purpose with the mutual consent. The award of the arbitrator shall be final.

t. The bidder participating in this bidding process must not have a conflict of interest of any kind with any other party/bidder/individual, whatsoever.

9. Other Conditions/Guidelines

The Bidder finally selected will be required to sign an Integrity Pact as part of the agreement.

Bidders must acquaint themselves fully about the assignment and the local conditions before submitting the Proposal. They may visit the site with prior intimation to the competent authority during office hours on any working day between 11.00 hrs to 16.00 hrs as specified by Cochin Special Economic Zone Authority, Kakkanad.

All latest information and clarifications sought, if any, on the Tender will be posted on the <https://eprocure.gov.in/epublish/app>; www.csezauthority.in website. Bidders are advised to visit the website regularly.

The Bidder shall submit the Proposal in the form and manner specified in the text and Appendices of the Tender. An Earnest Money Deposit of Rs.29,520/- (Rupees Twenty nine thousand five hundred and twenty only) through Demand Draft shall be paid in favour of 'CSEZ Authority Fund' payable at Ernakulam.

A bidder is eligible to submit only one Proposal.

Cochin Special Economic Zone Authority, Kakkanad reserves the right to reject any Proposal if, at any time, a material misrepresentation is made or discovered, or the Bidder does not provide responses or clarifications sought by Cochin Special Economic Zone Authority, Kakkanad within the stipulated period.

The proposals must reach before the stipulated date of submission. Late submission shall not be accepted, due to any reason whatsoever viz. postal delay etc.

The Bidders should sign each page of the Proposal including the Tender. Additional pages should also be signed & stamped.

The Cochin Special Economic Zone Authority, Kakkanad reserves the right to modify any part of the Tender any time before submission of the proposals, giving sufficient notice to all the Bidders to respond. Changes may be communicated to all the Bidders through physical or electronic means viz. through website <https://eprocure.gov.in/epublish/app>; www.csezauthority.in. The Bidders are required to acknowledge the receipt of the changes.

The selected agency is required to provide to Cochin Special Economic Zone Authority, Kakkanad its services without prejudice or conflict of interest, in a manner that best suits the interests of the Cochin Special Economic Zone Authority, Kakkanad.

The selected bidder shall comply with all applicable labour statutes.

10. Contract amount & Terms of Payment:

The contract amount shall be the wages paid to the staff actually employed by the agency as per this NIT condition (Ref. Clause 6 (o) above) alongwith overhead and miscellaneous expenses incurred for 12 months. The agency shall not be entitled for any other remuneration and it shall not collect any amount or fees from the parents.

The payments by the Cochin Special Economic Zone Authority, Kakkanad towards reimbursement for services and overhead charges, if any, in managing Creche shall be made by transfer of funds in a bank account of the selected agency. Decision in this regard by Cochin Special Economic Zone Authority, Kakkanad shall be final and the selected agency will be bound to accept the same and no representation/appeal etc. shall be considered/entertained. Further, Income Tax will be deducted at source and will be deposited with the appropriate authorities at the applicable rate by Cochin Special Economic Zone Authority, Kakkanad.

All the payments to the workers have to be made by the selected Agency through Bank transactions only on or before 7th day of each month. Cash payment is strictly prohibited. The Agency is also required to issue payslip to all its employees every month.

Payment will be made upon submission of the bill along with attendance sheets in respect of the persons deployed and number of children. Bills without relevant documents may not be processed till the submission of all the documents.

11. Jurisdiction & dispute resolution

As the running of Creche is being undertaken with mutual coordination/cooperation and consent basis, in case of any disagreement or dispute concerning running of Creche, the same will be resolved by an Arbitrator to be appointed for the purpose with mutual consent. The award of the arbitrator shall be final. The Award of work / agreement is subject to the jurisdiction of Courts of Ernakulam only.

12. TENDER/Award of Work Cancellation:

Cochin Special Economic Zone Authority, Kakkanad reserves the right to withdraw this TENDER at any stage if Cochin Special Economic Zone Authority, Kakkanad feels that such action is in the interest of Cochin Special Economic Zone Authority, Kakkanad or otherwise. The selected agency would be required to give at least three months' notice to Cochin Special Economic Zone Authority, Kakkanad, if its management intends to cancel the contract/agreement for the assigned job.

13. DISCLAIMER

1. The information submitted in response to this TENDER may be subject to public release (as per RTI norms). Therefore, it is advisable not to include proprietary or confidential business information in the response. Vendors responding to this notice assume the risk of public disclosure if confidential information is included.

2. This notice is not to be construed as a commitment by the Cochin Special

Economic Zone Authority, Kakkanad to contract for services. Please be advised that the Cochin Special Economic Zone Authority, Kakkanad will not pay for any information provided as a result of this notice and would neither recognize nor reimburse any cost associated with any TENDER submission.

General Information of the Respondent

Particulars	Details to be furnished
Detailsofthe Respondent	
Name	
Address	
Incorporationofcompany/firm Date: ROC/OtherRef:	
Commencementofbusiness,, if applicable or startup Date: ROC/Other Ref.	
Status (Public/Pvt. Ltd., Partnership, Proprietorship Firm, etc.)	
Telephone including mobile No.	
E-mail	
Details of the contract person	
Name & Designation	
Address	
Telephone including mobile No. Email	

Declaration:-We,... (thenameofbiddingagency),areagreedto provide servicesasperagreedrates/termsandconditions.

PRICE BID

Particulars	Total quoted amount per annum	
	In Figures (Rs.)	In words
To Manage/Run the Creche/DayCareCentre Facility as prescribed in Tender Document in Cochin Special Economic Zone, Kakkanad.		

Note:-

- Total amount quoted should be exclusive of GST.
- The tenderer shall quote rates up to zero decimal and as well as in words. In case of any discrepancy, the lowest rate quoted shall prevail.

Price Schedule

Sl. No.	Description					Total Amount Quoted per month(Rs)
	Type of Labour/Staff to be deployed as per scope of work	No. of labors	Average no. of working days in a month	Total Man Days	Daily wages (Rs)	
1	Aayas/Helpers (Unskilled)	3	26	78		
2	Supervisor (Semi skilled)	1	26	26		
3	Teacher (Skilled)	1	26	26		
4	Contractor's profit and all overhead/contingent expenses (like Employee Bonus, labour cess and provision for changes in minimum wages if any during contract period etc.)					
5	Total Amount quoted for fulfilment of the scope of work detailed in NIT for one month.					

ANNEXURE III

DECLARATION
(To be submitted on Rs.100/- non-judicial stamp paper)

1. I,.....Son/Daughter of Shri
..... Proprietor / Partner / Director/ Authorised
Signatory of 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. 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.
4. I / we have not demanded/will not demand anything in the form of cash or gift or any
other means from any person(s) at the time of appointment.
5. I/we won't include any corrupt practices.
6. The wages/salary to every individual employee due will be paid upto 7th of next month
and will not be linked with the reimbursement of bill amount from Cochin Special
Economic Zone Authority, Kakkanad under any circumstances.
7. I/We hereby undertake to execute an Agreement with Cochin Special Economic Zone
Authority, Kakkanad for the contract immediately on getting acceptance from Cochin
Special Economic Zone Authority in such format as stipulated by Cochin Special
Economic Zone Authority including all the terms and conditions mentioned in the
tender document.
8. There is neither any vigilance/ CBI case or court case pending against the firm nor has
the firm been ever black listed by any Government or private organization in India.

Signature of Authorized Person

Date:

Full Name:

Place:

Seal:

ANNEXURE IV

CHECK LIST		
1	Earnest Money Deposit by Demand Draft only/Valid MSME Certificate	Yes/No
2	PAN Card Xerox copy	Yes/No
3	GST Registration copy	Yes/No (Optional)
4	Valid Labour License	Yes/No
5	Copy of Tender documents signed on each page by the contractor.	Yes/No
6	<p>The bidder should have satisfactorily handled/done solely Creche or Day Care Centre during the past three years ending previous day of last date of submission of tenders.</p> <p>(i) Three similar services of managing/running Creche/Day Care Centre with children's total strength of 10 in each facility in different age groups viz 6 months to 6 yrs OR</p> <p>(ii) Two similar services relating to managing/running Creche/Day Care Centre with total Children's strength of 20 in each facility in different age groups viz 6 months to 6 yrs. OR</p> <p>(iii) One similar services relating to managing/running Creche/Day Care Centre with total Children's strength of 30 children in different age groups viz 6 months to 6 yrs.</p>	Yes/No
7	Any other paper presentation delineating organizational strength, key areas of expertise, financial capability, status of the bidding agency along with special awards/appreciation for the work done or any other relevant details during the preceding three years	(optional) Yes/No
8	Place of Business in and around Ernakulam	Yes/No