



RESERVE BANK OF INDIA
Human Resource Management Department, Mahatma Gandhi Marg,
Kanpur-208001

Public Notice

The Regional Director, Reserve Bank of India, Kanpur invites tender in two parts (Part I- Technical Bid & Part II- Financial Bid) from reputed firms/ agencies/ NGOs with sufficient experience of running/managing Creche for children in Public Sector undertakings / Banks /other institutions to run Creche for children in office premises of Reserve Bank of India, The Mall, Kanpur - 208001. The details of the tender document/corrigendum will be available only on RBI Website (<https://www.rbi.org.in>). Schedule of tender is given below:

Date of Notice Inviting Tender (NIT) available for parties to download	February 12, 2021 (Friday)
Pre-Bid Meeting at Conference Hall, RBI KANPUR to clarify issues connected with the tender.	February 22, 2021 at 10:30 am (Monday)
Last Date for Submission of Technical and Financial Bid of tender for Selection of Agency for running a Creche/ Day Care Centre	March 05, 2021 by 10:00 AM (Friday)
Date and Time of opening of Technical Bid (Part-I)	March 05, 2021 at 11:00 AM (Friday)
Date and Time for opening of Financial Bid (Part-II)	Date and Time for opening of Financial Bid (Part-II) will be communicated separately to all the eligible tenderers.

2. The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The Bank also reserves the right to reject all the tenders without assigning any reason thereof.
3. Any amendments / corrigendum to the tender, if any, issued in future will only be notified on the RBI Website as given above and will not be published in the newspaper .

Regional Director
Reserve Bank of India
Kanpur

**RESERVE BANK OF INDIA
HUMAN RESOURCE MANAGEMENT DEPARTMENT
KANPUR**

TENDER

For

**Selection of Agency for running a Creche/ Day Care
Centre at Reserve Bank of India (RBI) Kanpur**

DISCLAIMER

THIS REQUEST FOR PROPOSAL IS NOT AN OFFER BY THE RBI KANPUR BUT AN INVITATION TO RECEIVE RESPONSE FROM ELIGIBLE INTERESTED BIDDERS FOR SELECTION TO RUN A CRECHE. NO CONTRACTUAL OBLIGATION WHATSOEVER SHALL ARISE FROM THIS PROCESS UNLESS AND UNTIL A FORMAL CONTRACT IS SIGNED AND EXECUTED BY THE RBI KANPUR WITH THE BIDDER. THIS DOCUMENT SHOULD BE READ IN ITS ENTIRETY.

**NOTICE INVITING TENDER FOR SELECTION OF AGENCY FOR RUNNING A CRECHE/
DAY CARE CENTRE AT RBI KANPUR**

Sealed tenders are invited from established and reputed firms/ agencies/ NGOs with sufficient experience of running/managing Creche for children in Public Sector undertakings / Banks /other institutions to run Creche for children in office premises of Reserve Bank of India, The Mall, Kanpur - 208001.

1. **Procedure for tenders:** The tenders will be submitted in two parts: -

a) **Technical Bid- Part I-** This will contain the Bank's terms and conditions for services (rates and amounts of items shall not appear in this part) with tenderer's covering letter. All the columns in the proforma should be duly filled and supporting documents should be submitted. Each page of the tender document along with the attached supporting documents should be duly signed by the authorised signatory. This bid is to be sealed in a cover superscribing "**PART-I - "TECHNICAL BID FOR RUNNING A CRECHE/ DAY CARE CENTRE AT RESERVE BANK OF INDIA, THE MALL, KANPUR"**".

Incomplete & conditional Bids are liable to be rejected summarily.

b) **Financial Bid- Part II-** This will contain only rates in Indian Rupees in figures and words and should be sealed in a separate cover superscribing "**PART II- FINANCIAL BID FOR RUNNING A CRECHE/ DAY CARE CENTRE AT RESERVE BANK OF INDIA, THE MALL, KANPUR"**". The envelope should not contain any other enclosure. Change in the terms and conditions and technical deviations, if any, found in the Part II of the tender will not be taken into account and will be treated as null and void. Any information and enclosure other than prices against the items appearing in Part II shall not be evaluated.

- i. Both Part I & Part II in separate sealed covers should be submitted together in a COVERING sealed envelope addressed to **The Regional Director, Reserve Bank of India, Human Resource Management Department, The Mall, Kanpur-208 001** and submitted by March 05, 2021 10:00 am in the box kept at ISS at Main Gate, RBI KANPUR for this purpose or by post/courier.
- ii. The Tender Document can be downloaded from the Bank's website www.rbi.org.in
- iii. The Bid shall contain bidder profile, detailed 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 and giving relevant experience of identical work done during last five years. RBI Kanpur does not intend to charge any amount from the selected agency towards award of contract/provisioning of services. Should the

bidder consider necessary to provide any information/their own view point for the proposed work, they may submit the same along with the bid.

- iv. The bids submitted by the bidders would remain valid for minimum of 180 days calculated from the last date of submission.
- v. Tenderers are advised to use only the forms issued by the Bank / forms downloaded from the website. In case the tenders are submitted from downloaded tender forms from the website, if any change/modification thereto is found subsequently, such tenders are liable for disqualification. The tender form must be filled in English. However, if they desire to submit additional information, they may do so on their own letter head/paper. Each page of the forms shall be signed and returned. If any of the documents is found missing or unsigned, the tender may be considered as invalid by the Bank at its discretion. Overwriting in figures is not permitted and alterations, erasures, if any, must be authenticated by initials of the authorized signatory. Failure to comply with any of these conditions will render the tender void at the Bank's option. No request for any change in terms and conditions after opening of the Part II of the tender will be entertained.

2. Schedule of Opening tenders:

Date of Notice Inviting Tender (NIT) available for parties to download	February 12, 2021 (Friday)
Pre-Bid Meeting at Conference Hall, RBI KANPUR to clarify issues connected with the tender. Prospective bidders are invited to attend the meeting.	February 22, 2021 (Monday)
Last Date for Submission of Technical and Financial Bid of tender for Selection of Agency for running a Creche/ Day Care Centre	March 05, 2021 by 10:00 AM (Friday)
Date & Time of Opening of Part I – Technical Bid of the tenders in presence of the authorized representatives of the tenderers who choose to be present	March 05, 2021 at 11:00 AM (Friday)
Date and Time for opening of Part II- Financial Bid	Date and Time for opening of Financial Bid (Part-II) will be communicated separately to all the eligible tenderers.

- i. NO Earnest Money is required during submission of tender.
- ii. *The successful firms/ agencies/ NGOs will be required to deposit a security deposit of 2% of the contract amount of the successful bid for the year, in form of a Demand Draft/ Pay Orders/Bankers 'Cheque/ Bank Guarantee of any scheduled bank in favour of "Reserve Bank of India, Kanpur" payable at "Kanpur" within fifteen days after the award of this contract service. On expiry of the contract successfully in all respects the security deposit will be returned to the agency within 6 months of expiry of contract without any interest.*

3. Eligibility Criteria / Pre-Qualification Criteria

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

- i. The NGOs/ agency/ firm shall be a registered one with the respective authorities.
- ii. Any NGOs/ agency/ firm having similar works services/experience means manning/running responsibility of Creche/Day Care Centre independently in any Institutional campus/ Office campus/ Office-cum-Residential campus/Residential Campus.
- iii. The NGOs/ agency/ firm shall be having good track record.
- iv. Agencies that are debarred or blacklisted by any Government Departments or any other organisation/Society whatsoever are not eligible to participate in the bidding process. [Annexure-III](#) is to be submitted along with the bid by the bidders to the effect that they are not debarred or blacklisted by any Govt 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.

4. Evaluation of Tenders:

- i. The Evaluation shall be carried out based on the documents submitted by the bidder for bid.
- ii. The tender will be evaluated out of a grand total of 100 marks. Total of 100 marks will consist of 80 marks for technical bid and 20 marks for financial bid.
 - Organisation Details like no. of branches, Accreditation/ Certification, experience etc. (40 marks)
 - Manpower (No. of Staff to be provided, their Qualification, Experience, Training, Dietician or Nursing courses done, if any, etc.) (30 marks)
 - Back-up arrangements, awareness program for staff, regular / periodic check-up for health staff.(10 marks)

- iii. The financial bid consists of the monthly fixed amount charged by the firm/agency for providing staff for managing and running Creche/Day Care Centre, where cost of manpower may include salaries as per GOI minimum wage circular notified from time to time, transportation, uniform, EPF, ESI, insurance of personnel, etc.

5. Awarding of Contract

- i. 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.
- ii. RBI, Kanpur reserves the right to reject any or all of the tender forms without assigning any reasons. The institute neither binds itself to accept the lowest rate of tender nor does it undertake to assign reasons for decision taken in this matter.
- iii. Rates quoted and accepted shall remain unchanged for a period of 12 months from the date of receipt of work order. No upward revision in rate, on any ground whatsoever, shall be allowed during the period of contract.

6. Terms and Conditions of Engagement

6.1 Responsibilities of the Creche/Day Care Centre Running Agency

- i. Subsequent to signing of the contract agreement, the agency shall take charge of encumbrance's free site from RBI Kanpur and shall nominate a responsible Supervisor/Executive/official for execution of the Creche activities under intimation to the RBI Kanpur.
- ii. 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 befitting manner to ensure that the premises are maintained with high standard of hygiene and safety. Children should be given due care and stimulating learning environment to make the Creche as an exemplary example for others.
- iii. The selected agency should ensure to maintain required no. of manpower and also arrange a pool of reserve staff/supervisor. In case any staff/supervisor absences from the duty, the reliever of equal status shall be provided by the selected agency from an existing pool of staff. *If the selected agency fails to provide alternate/ substitute, wages will not be paid for that staff for that particular period and an equal amount will be deducted from that month's bill, subject to a maximum of 5 % of that month's bill.*
- iv. 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.

- v. All the employees/staff members deployed by the selected agency shall in no way be related to RBI Kanpur nor these organizations shall be responsible for any act/service of such manpower deployed for manning the Creche. All such responsibilities/liabilities related to the employees/staff engaged and deployed for Creche shall be of the selected agency.
- vi. 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.
- vii. The minimum qualification for Creche Supervisor will be Intermediate/class-12 Standard passed and teaching faculty will be any Degree. For Helper it should be class-10th passed. However, the age limit for both categories should be between 18 to 50 years at the time of appointment. In genuine cases, however, this age limit can be relaxed subject to recommendation/approval of Joint Management Committee/Competent Authority. 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. The training will be provided by the probable bidder/service provider from their own resources.
- viii. The selected agency shall not be allowed sub contract or entrust management of the Creche to any other agency/person.
- ix. The selected agency will be provided fully furnished Crèche on as is where basis is. The water and electricity connections and their availability and telephone facility will be ensured/provided by RBI Kanpur on its own.
- x. The Creche will remain functional on all days from 08.30 hrs to 18.30 hrs (except Saturday, Sunday and National Holidays Closed). No food/eatables/beverages (other than water) will be provided by RBI Kanpur even on payment basis. The children will be allowed to consume their own food provided by their parents.
- xi. The first aid kit will be provided to the selected agency by RBI, KANPUR 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 RBI, KANPUR.
- xii. The Agency shall deploy minimum one supervisor and one Aaya/attendant irrespective of children's minimal strength.

- xiii. The selected agency shall keep complete details of children, their parents including telephone number and residential addresses. The enrolment forms of children duly filled in by the parents should be available with the available staff in Creche. The Creche managing agency will maintain basic record/registers at their own cost which could be inspected any time during working hours (i) Admission/Enrolment Register for recording profile of children and their parents etc. (ii) Attendance Register of Children (iii) Attendance Register of functionaries (iv) Visitors' register (with in-time and out-time). The record of all will be maintained properly and complete details will be provided by the agency to RBI, KANPUR by 10th of every following month.
- xiv. 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 RBI, KANPUR, the contract/award of work would be terminated by giving notice of one month. In such a case, the Performance Guarantee/ SMD shall also be forfeited in addition to initiation of suitable action as per applicable law.
- xv. 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 RBI, KANPUR, accident, loss of money or theft or any personal accident etc. whatsoever. The agency shall indemnify RBI, KANPUR for all acts and deeds directly or indirectly performed for Creche. Any insurance required or considered appropriate by the agency, the amount of premium or related expenditure will be borne by it and in no case RBI, KANPUR would be responsible or liable for the same.
- xvi. The selected agency/firm should follow National Minimum Guidelines for setting up and running creche by Ministry of Women & Child Development.
- xvii. The Joint Management Committee of RBI, KANPUR would be overall responsible to oversee the affairs of running of Creche. RBI, KANPUR shall have the right to make inspection of the Creche premises and its functioning at any time.
- xviii. 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 mutual consent. The award of the arbitrator shall be final.
- xix. The bidder participating in this bidding process must not have a conflict of interest of any kind with any other party/bidder/individual, whatsoever.
- xx. Day-to-day cleaning (one time in a day) and maintenance/repairs related work will be undertaken by RBI.
- 6.2 The selected agency/firm is responsible for all necessary permits and licenses.

- 6.3. Any damages and defects within the premises are to be checked and reported.
- 6.4. RBI Kanpur will not be liable to provide any accommodation to staff engaged by the selected agency/firm for management of the Creche/ Day care Centre.
- 6.5. The selected agency/ firm shall arrange for gate pass for his/her staff from our security section to entering in the Creche/ Day care Centre at Bank premises.
- 6.6. The selected agency/ firm or his/her representative shall report any accident to Bank. The cause of all minor and or major accidents that occur in their job shall be reported and immediate remedial measures shall be taken to prevent recurrence and also the responsibility shall solely lie on the selected agency/ firm. Personnel deployed must be acquainted with the use of fire extinguisher and must be well trained for dealing with emergency situations like fire incidents, medical emergency etc.
- 6.7. Use of matchbox, lighters & smoking or other such acts, which may cause fire/ accident are strictly prohibited.
- 6.8. Photography/videography in the creche premises is prohibited unless approved by the Bank.
- 6.9. RBI Kanpur shall not be responsible for any injury to the staff for the service provider caused in course of their performing duties or for payment of any compensation to this effect.

7. Other Conditions/Guidelines

- i. The Applicant finally selected will be required to sign an Integrity Pact as part of the agreement.
- ii. Applicants 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 9.00 hrs to 17.00 hrs.
- iii. All latest information and clarifications sought, if any, on the Tender will be posted on the RBI Website (www.rbi.org.in). Applicants are advised to visit the website regularly.
- iv. The Applicant shall submit the Proposal in the form and manner specified in the text and Appendices of the Tender.
- v. The rates quoted should be inclusive of all taxes/ charges.
- vi. An Applicant is eligible to submit only one Proposal.
- vii. The RBI, KANPUR reserves the right to reject any Proposal if, at any time, a material misrepresentation is made or discovered, or the Applicant does not provide responses or clarifications sought by RBI, KANPUR within the stipulated period.

- viii. 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.
- ix. The Applicant should sign each page of the Proposal including the Tender. Additional pages should also be signed & stamped.
- x. The selected agency is required to provide to RBI, KANPUR its services without prejudice or conflict of interest, in a manner that best suits the interests of the RBI, KANPUR.

8. Terms of Payment:

- i. The selected agency will be entitled to seek reimbursement towards payment of wages for supervisor aayas/female attendants & other administrative charges on monthly basis.
- ii. The payments by the RBI, KANPUR towards reimbursement of salaries, if any, in managing Creche shall be made by transfer of funds in a bank account of the selected agency payable or made as stated in this Tender. Decision in this regard by RBI, KANPUR shall be final, and the selected agency will be bound to accept the same and no representation/appeal etc. shall be considered/entertained.
- iii. All the payments to the workers must be made by the Agency through Bank transactions only on or before 7th day of each month. Cash payment is strictly prohibited. Agreement with the Agency, which does not make payment to its workers through bank is liable to be terminated.
- iv. The Agency is also required to issue pay slips to all its employees every month.
- v. Payment will be made upon submission of the bill in triplicate. Payment of the bill will be based on computerized print outs in standardized proforma approved by RBI Kanpur along with computer generated attendance sheet in respect of the persons deployed. Bills without relevant documents may not be processed till the submission of all the documents.
- vi. Income tax will be deducted at source and will be deposited with the appropriate authorities.
- vii. While submitting the bill for the next month, the services provider must file a certificate certifying the following:
 - a) Wages of workers were credited to their bank accounts on _____ (date). Further details of payment with bank account No. & wage sheet to be submitted.
 - b) ESI Contribution relating to workers amounting to Rs. _____ was deposited on _____(date) (copy of form 7 and the challan enclosed)

- c) EPF Contribution relating to workers amounting to Rs. _____ was deposited on _____ (date) (copy of the Challan enclosed)
- d) Undertaking regarding compliance with all statutory Labour Laws including Minimum Wages Act.

Apart from the above details, below pro-forma is also to be submitted by the service provider to RBI Kanpur

- a) Employee Name
- b) Aadhaar No.
- c) Bank A/C No.
- d) PF / UAN No.
- e) ESIC Insurance No.
- f) No. of days
- g) Total Amount Paid
- h) Remarks:

9. Settlement of Disputes by Arbitration:

All disputes and differences of any kind whatever arising out of or in connection with the contract or the carrying out of the works (whether during the progress of the works or after its completion and whether before or after the termination or abandonment or breach of the contract) shall be referred to and settled by arbitration and the award made in pursuance there of shall be binding on parties. Such arbitration shall be governed by the Arbitration & Conciliation Act.

The agreement shall be subject to the jurisdiction of the Hon'ble High Court at Lucknow.

10. TENDER/Award of Work Cancellation:

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

11. Liquidated damages will be levied in following manner: In case of the requisite number of services for the duration of time as mandated on daily basis are not made available, Bank shall recover Damages on Pro-rata basis in respect of deficiency in number of services provided/ work executed and/or deficiency in duration of service (in hours), subject to a maximum of 0.25% of contract value.

12. Sexual Harassment:

- i. The Selected agency/ firm shall comply with the provisions of “The Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against its employee within the premises of the Bank, are brought to notice of the Bank, Bank will undertake action that may deem fit, including criminal proceedings and Termination of contract/agreement.
- ii. Any complaint of sexual harassment from any aggrieved employee of the Selected agency/ firm against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- iii. The Selected agency/ firm shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the Selected agency/ firm, for instance any monetary relief to Bank’s employee, if sexual violence by the employee of the Selected agency/ firm is proved.
- iv. The Selected agency/ firm shall be responsible for educating its employees about prevention of sexual Harassment at work place and related issues.
- v. The selected agency shall comply with the provisions of “The POSCO Act, 2012”.

13. Compliance of the requirements of the Minimum Wages Act / Rules and Contract Labour (R & A) Act / Rules and other Laws/Rules/Notification as applicable:

- i. The selected agency/ firm shall be responsible to get himself registered under the Contract Labour (Regulation and Abolition) Act, 1970 / the Contract Labour (Regulation and Abolition) Central Rules, 1971 and other relevant laws, whenever it is required. The Selected agency/ firm shall follow all the relevant provisions of the Contract Labour (R & A) Act, 1970 and Contract Labour (R & A) Central Rules, 1971 and ensure to maintain all the records as prescribed there under and by the Office of the Labour Commissioner (Central).
- ii. The Selected agency/ firm shall be responsible to make payment to their workmen strictly in accordance with the provisions of the Minimum Wages Act, 1948 and Minimum Wages (Central) Rules 1950 and the Notifications issued there under by the Government of India from time to time. The selected agency/ firm shall maintain the relevant records with regard to minimum wages as required under the Minimum Wages Act / Rules / Notifications issued by the Government of India from time to time.
- iii. The Selected agency/ firm shall maintain all the documents, Registers and records as required under the Contract Labour (R & A) Act, 1970 / the Contract Labour (R & A) Central Rules, 1971, Minimum Wages Act, 1948 and Minimum Wages (Central)

Rules 1950 and any of the applicable labour and general laws/Rules and Notifications issued by the State/ Central Government and make the same available for inspection by the Employer or its officials and the Official of Labour Commissioner (Central) or any other statutory authority conferred with such powers under the respective Laws/Rules.

- iv. The Selected agency/ firm shall be responsible to ascertain any changes made applicable in the rates of minimum wages by the Government of India vide their Notification issued from time to time and shall implement the said changes and make payment of wages to their workmen accordingly with immediate effect and maintain all the records updated in this regard and keep the Employer posted with the said development producing the necessary documentary proof without delay.
- v. The Selected agency/ firm shall be responsible for due compliance of the entire statutory conditions and requirements of labour laws as applicable to his workmen such as Industrial Disputes Act, Payment of P.F., ESI Act, Workmen's Compensations Act, etc. and any other applicable Laws / Regulations / Rules Notifications issued by State/ Central Government.
- vi. The Employer shall not, in any manner, be responsible for any act, omission or commission on part of the Selected agency/ firm and no claim in this respect will lie against the Employer or his representatives.
- vii. The proof of remittance of statutory contribution of PF (Employer and Employee) and ESI to the appropriate agency, for those workers deployed by the Selected agency/ firm to execute the contract work in the Bank, must be provided by the selected agency/ firm/Agency to the Bank every month along with the claim bill, failing which the claim bill shall not be settled.

14. Police Verification of all Workmen / Supervisors / Officials for entering in to the Bank's Premises:

The agency shall obtain Police verification report on character and antecedents of its personnel and other details relating to age, educational qualifications, name and permanent address, contact numbers to be provided under this contract along with their passport size photographs before engaging them for duty in Bank's premises. Only able bodied, physically fit, well trained, literate, well mannered, disciplined and honest personnel shall be deployed. A certificate to the effect that Police Verification of all employees deployed in the services of the Bank has been done and are available with the firm, needs to be submitted within one month of start of the contract to the Bank. Bank can verify these at any point of time during the contract duration.

Response Format for the Bid Form I

1. Name and full address of the firm
2. Registered Office with full address, Telephone No., Fax Nos., E-mail address, website URL
3. Incorporation of company/firm
 - a. Date:
 - b. ROC Ref or any other Ref:
4. Commencement of business, if applicable or start up
 - a. Date:
 - b. ROC/Other Ref:
5. Composition of the firm
Full (whether contractor is an individual, or a partnership firm, or a Company etc.) of the composition of the firm of contractors in detail should be submitted along with name(s) and address(es) of the partners, copy of the Articles of Association/ power of Attorney/any other relevant document (Enclose copy of Registration)
6. Name and address of the Proprietor/ Partners/Directors of the company
7. Registration (Firm, company etc.)/Registration Authority, Date, Number etc.
8. Income Tax Registration number(PAN)
9. Service Tax Registration Number & GST Registration
10. Provident Fund Registration Number
11. ESIC Registration Number
12. Whether tenderer holding a License under Section 12 (1) of Contract Labour(R&A) Act 1970 read with section 21 of Contract Labour Act 1971. If so, furnish the details of license no. etc. and enclose a copy
13. Details of the Contact Person who will represent the agency while dealing with the Bank (attach letter of authority)
 - Name& Designation
 - Address
 - Telephone including mobile no.
 - Email
14. Details of other branches/ offices, if any
15. Financial Turn-over for the past three years
16. Copies of the Income Tax Clearance Certificates / Income Tax Assessment Orders
17. Accreditation/ Certification

18. Details of similar works services/experience means manning/running responsibility of Creche/Day Care Centre independently in any Institutional campus/Office campus/Office-cum-Residential campus/Residential Campus
 - Name(s) and address(es) of the Clients and their present contact executives/Client
 - No. of Children enrolled
19. Manpower
No. of Coordinator, teachers, Dietician, Doctor, Nurses, attendant, etc. with their qualification, experience and training
20. Health and hygiene

Signature of Authorized Person

Date:

Full Name:

Place:

Company's Seal:

FINANCIAL BID

Sl. No	Particulars	For No. of Children	No. of employee/staff	Rate (in Rs.)	Total Amount (in Rs.)
1	Fixed Charge (Monthly)				
2	Providing the services to Manage/Run the Creche/Day Care Centre Facility as prescribed in Tender Document at RBI Kanpur.	Up to 10			
		11 to 20			
		21 to 30			
		31 to 40			
3	Total				

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 RBI, KANPUR to contract for services. Please be advised that the RBI, KANPUR will not pay for any information provided because of this notice and would neither recognize nor reimburse any cost associated with any TENDER submission.

Signature of Authorized Person

Date:

Full Name:

Place:

Company's Seal:

DECLARATION

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

1. I,, Son / Daughter of Shri/Smt., 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 at RBI KANPUR.
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 RBI Kanpur under any circumstances.
7. I/We hereby undertake to execute an Agreement with RBI Kanpur for the contract immediately on getting acceptance from RBI Kanpur in such format as stipulated by RBI Kanpur 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:

Company's Seal:

CHECK LIST

1. PAN Card copy
2. GST registration copy
3. Valid Labour License
4. ESIC Registration Certificate
5. EPF Registration Certificate
6. Copy of Tender document signed on each page by the selected agency/ firm
7. Experience Related Document, if any
8. Average annual financial turnover detail of immediate preceding three financial years.
9. 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
10. Place of Business in and around Kanpur