

भारतीय प्रबंध संस्थान इंदौर
INDIAN INSTITUTE OF MANAGEMENT INDORE

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निविदा क्रमांक/Tender No: IIMI/2019-20/33



दिनांक/ Date: September 20, 2019

NOTICE INVITING TENDER FOR SELECTION OF AGENCY FOR RUNNING A CRECHE/DAY CARE CENTRE IN IIM INDORE CAMPUS (RE-TENDER)

(E-PROCUREMENT MODE ONLY)

भारतीय प्रबंध संस्थान इंदौर (आईआईएम इंदौर) दो बोली प्रणालियों में अनुभवी एजेंसियों से निम्नलिखित सेवा के लिए ऑनलाइन बोली (ई-टेंडर) आमंत्रित करता है।

Indian Institute of Management Indore (IIM Indore) invites online bids (e-tender) in two bids systems from experienced agencies for the following services:

निविदा का संक्षिप्त विवरण Brief Details of Tender:

मद का विवरण Item Description	निविदा की अनुमानित कीमत Estimated Cost of Tender (Rs.)	अग्रिम जमा EMD (Rs.)	निविदा फीस सभी टैक्स मिलाकर Tender Fee (inclusive of all taxes) (Rs.)
Selection of Agency for running a Creche / Day Care Centre in IIM Indore Campus	15 Lakh	Rs.30,000/-	Rs.500/-

निविदा दस्तावेज <http://eprocure.gov.in/eprocure/app> से डाउनलोड किया जा सकता है और केवल इसी पोर्टल के माध्यम से ऑनलाइन जमा किये जाने की अंतिम तिथि और समय तक प्रस्तुत किया जाना चाहिए।

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app> and bid is to be submitted online only through the same portal up to the last date and time of submission of tender.

निविदा की महत्वपूर्ण तिथियाँ Critical Dates of Tender:

क्रमांक S. No.	विवरण Particulars	दिनांक Date	समय Time
01	निविदा के ऑनलाइन प्रकाशन / डाउनलोड की तिथि एवं समय Date & Time of Online Publication/Download of Tender	20-09-2019	1730 Hrs.
02	बोली जमा करने की प्रारंभ तिथि एवं समय Bid Submission Start Date & Time	20-09-2019	1730 Hrs.
03	बोली जमा करने की अंतिम तिथि एवं समय Bid Submission Close Date & Time	10-10-2019	1500 Hrs.
04	अग्रिम जमा राशि और निविदा शुल्क जमा करने की अंतिम तिथि एवं समय Closing date & time for Submission of EMD & Tender Fee	10-10-2019	1500 Hrs.
05	तकनीकी बोलियों का खोला जाना Opening of Technical Bids	11-10-2019	1500 Hrs.

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1. ABOUT IIM INDORE

Indian Institute of Management Indore is an institution of national importance under the Indian Institutes of Management Act, 2017.

2. Scope of Work:

Indian Institute of Management Indore intends to appoint an agency for running/managing Creche for children with age ranging from 6 months to 6 years either through an NGO or by personal participation of any agency on yearly contract extendable thereafter on year to year basis in the premises of IIM Indore. The Creche with basic infrastructure having two rooms to accommodate kids. In addition, there is kitchen and two washrooms at Ground Floor to accommodate 40 children. The security, housekeeping, consumables for toiletries, electricity & water charges, and maintenance of the Creche will be the responsibility of IIM Indore. 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 well established agencies who are ready to provide their services with utmost care.

Responsibilities of the Creche/Day Care Centre Running Agency

- a) Subsequent to signing of the contract agreement, the agency shall take charge of encumbrance's free site from Indian Institute of Management Indore and shall nominate a responsible Supervisor/Executive/official for execution of the Creche activities under intimation to the IIM Indore.
- 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 befitting manner to ensure that the premises are maintained and children are given due care to make the Creche as 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 IIM Indore 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.
- 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 IIM Indore in respect of all personnel working at Creche. These employees would also be medically examined at such periodical intervals as decided by IIM Indore.
- f) The minimum qualification for Creche / 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 yrs at the time of appointment. In genuine cases, however, this age limit can be relaxed subject to recommendation/approval of Competent Authority of the Institute. 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.

- g) The selected agency shall not be allowed 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 basis is. The water and electricity connections and their availability and telephone facility, CCTV is already provided by IIM Indore on its own.
- i) The Creche will remain functional from 08.30 hrs to 18.00 hrs (Sunday Closed). The Creche operating agency shall be required to have the infrastructure available from 08.30 hrs to 18.00 hrs for all days in a month except Sundays and Three National holidays.
- j) No food/eatables/beverages (*other than water*) will be provided by IIM Indore even on payment basis. However, the selected agency may on its own consider providing such food items subject to obtaining written consent of parents and with the approval of IIM Indore. The children are allowed to consume their own food provided by their parents.
- k) The first aid kit should be made available and maintained by the agency in the crèche premises.
- 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 Aayas /attendant irrespective of children's minimal strength. In case children's strength is low.
- n) The selected agency shall keep complete detail of children, their parents including telephone and residential addresses. 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 available staff in Creche. The Creche managing agency will maintain basic record/registers which could be inspected any time during working hours
 - (i) Admission/Enrolment Register for recording profile of children and their parents
 - (ii) Attendance Register of Children
 - (iii) Attendance Register of functionaries
 - (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) Mothers' meeting register
 - (viii) Visitors' register.
- o) The record of all will be maintained properly and complete details will be provided by the agency to IIM Indore by 10th of every following month.
- p) The deployment of staff for managing the Creche will be as under :-

S.No	Children Age Group	Number of Children	Manpower Requirement*		
			Number of Crèche Supervisor	Teaching faculty	Helper (Female Manpower Only)
(a)	6 Months to 6 Years	10	01 (One Only)	01 (One Only)	2
		20			3
		30	02	4	
		40		5	
Total		Max 40	1 (Supervisor) + 2 (Teachers) + 5 (Helpers) = 8 numbers		

*The above would be reviewed every year by the Creche Management Committee and revision, if necessary would be recommended for consideration of competent authority.

- q) 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 IIM Indore, the contract/award of work would be terminated by giving notice of one month. In such a case, the Performance Guarantee shall also be forfeited in addition to initiation of suitable action as per applicable law.
- r) 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 IIM Indore, accident, loss of money or theft or any personal accident etc. whatsoever. The agency shall indemnify IIM Indore 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 IIM Indore would be responsible or liable for the same. The maximum number of children's strength will be not more than 40.
- s) The Creche Management Committee of IIM Indore would be overall responsible to oversee the affairs of running of Creche. IIM Indore shall have the right to make inspection of the Creche premises and its functioning at any time.
- t) 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.

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

3. TENDER FEE & EARNEST MONEY DEPOSIT DETAILS

- a) **Tender Fee of ₹500/- (Rupees Five Hundred only)** inclusive of all taxes should be submitted through NEFT or RTGS in favour of Indian Institute of Management Indore.
- b) **EMD of ₹30,000/- (Thirty Thousands only)** should be submitted through NEFT or RTGS in favour of Indian Institute of Management Indore.
- c) Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organisation or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for **all these items only**, are exempted from Tender fee/EMD. However, they have to enclose valid self-attested registration certificate(s) alongwith the tender to this effect.
- d) **The bidders who seeks exemption from Tender fee/EMD as per clause no. 3(c) above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.**
- e) EMD of all unsuccessful bidders (if any) will be returned after finalization of the tender. EMD of the successful bidder will be returned only after receipt of Security Deposit towards Performance Guarantee as per Sl. No. 14 (a).
- f) In case of successful tenderer, the EMD (if any) may be adjusted towards the Performance Security deposit on request.
- g) The amount of EMD (if any) is liable to be forfeited, if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.
- h) No interest will be paid on the EMD (if any) / Performance Security deposited / remitted.
- i) The details pertaining to Tender fee/EMD (if any) are to be filled as per Annexure-I.

4. ELIGIBILITY CRITERIA

4.1 OID (Other Important Documents):

OID viz. Firm Incorporation Certificate, PAN details, GST details, ESIC, Labour License, EPF Registration are to be provided.

4.2 Statutory Documents:

- a) The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the Annexure-I.
- b) The firm should be neither blacklisted by any Central / State Government / Public Undertaking / Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India. A duly completed certificate to this effect is to be submitted as per Annexure-II.
- c) Average financial turnover for the last three years ending 31st March 2019 or 31st March 2018 should be at least 30% of Estimated Tender Value. Copies of duly signed trading and profit & loss accounts / CA Certificate are to be submitted as per the Annexure-III.
- d) The agency should have minimum five years of experience for providing similar type of services i.e. managing/running responsibility of Creche/Day Care Centre independently. Proof of experience are to be submitted as per the Annexure-IV.
- e) The bidder should have branch in Indore city. Proof of the same is to be submitted.

4.3 Technical Criteria:

Bidders should comply the specification of the tendered item in all respect, No deviations are acceptable. The detailed format is attached at Annexure-VI. The bidder is to complete the same in all respect and submit accordingly.

5. FINANCIAL BID DETAILS

Financial bid i.e. BOQ given with tender to be uploaded after filling all relevant information as per Annexure-VII. The priced BOQ should be uploaded strictly as per the format available with the tender failing which the offer is liable for rejection.

Vendor should quote prices in BOQ only, offers indicating rates anywhere else shall be liable for rejection.

6. TIME SCHEDULE

क्रमांक S. No.	विवरण Particulars	दिनांक Date	समय Time
01	Date & Time of Online Publication/Download of Tender	20-09-2019	1730 Hrs.
02	Bid Submission Start Date & Time	20-09-2019	1730 Hrs.
03	Bid Submission Close Date & Time	10-10-2019	1500 Hrs.
04	Closing date & time for Submission of EMD & Tender Fee	10-10-2019	1500 Hrs.
05	Opening of Technical Bids	11-10-2019	1500 Hrs.

7. AVAILABILITY OF TENDER

The tender document can be downloaded from <http://eprocure.gov.in/eprocure/app> and Institute website <https://www.iimidr.ac.in/tenders/> and be submitted only through <http://eprocure.gov.in/eprocure/app>.

8. BID VALIDITY PERIOD

The bid will remain valid for 120 days from the date of opening as prescribed by IIM Indore. A bid valid for a shorter period shall be rejected, being non-responsive.

9. BID SUBMISSION

9.1 Instruction to Bidder:

Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment" on the CPP Portal. The registration is completely free of charge.

Possession of a valid Class II/III DSC in the form of smart card / e-token is a prerequisite for registration and participating in the bid submission activities. DSCs can be obtained from the authorised certifying agencies recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc).

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

The Bidders are required to log in to the site through the secured log-in by entering their respective user ID / password and the password of the DSC.

The CPP portal also has user manuals with detailed guidelines on enrollment and participation in the online bidding process. The user manuals can be downloaded for reference.

Any queries related to process of online bid submission or queries related to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The Toll Free contact numbers for the helpdesk are 1800 3070 2232, 7878007972 and 7878007973.

9.2 Online Bid Submission Procedure:

OID: The file should be saved in a PDF version and should comprise of the following items:

1. [Packet-1](#): Duly Completed Scanned PDF of PAN Card.
2. [Packet-2](#): Duly Completed Scanned PDF of GST.
3. [Packet-3](#): Duly Completed Scanned PDF of Registration Certificate.
4. [Packet-4](#): Duly Completed Scanned PDF of EPF Registration.
5. [Packet-5](#): Duly Completed Scanned PDF of ESI Registration.
6. [Packet-6](#): Duly Completed Scanned PDF of Labour License.

Cover-1: The file should be saved in a PDF version and should comprise of the following items:

1. [Packet-1](#): Duly Completed Scanned PDF copy of Annexure-I with transactions details for Tender Fee & EMD.
2. [Packet-2](#): Duly Completed Scanned PDF copy of Annexure-II.
3. [Packet-3](#) : Duly Completed Scanned PDF copy of Annexure-III with supporting documents
4. [Packet-4](#): Duly Completed Scanned PDF copy of Annexure-IV with supporting documents.
5. [Packet-5](#). Supporting documents as per tender clause 4.2 (e).
6. [Packet-6](#): Duly Completed Scanned PDF copy of Annexure-V.
7. [Packet-7](#): Duly Completed Scanned PDF copy of Annexure-VI.

Cover-2: The BOQ should be downloaded from the website and should comprise of the following items.

1. [Packet-1](#): Financial Bid in XLS version Filled with all relevant information.

9.3 Online Submission of Tender Fee & EMD:

It is also required to submit Tender Fee & EMD through NEFT or RTGS at the following account before 10-10-2019 at 1500 hrs.

Name of beneficiary: Indian Institute of Management Indore

Address: Rau-Pithampur Road, Indore-453556, M.P.

Account No.: 53018623445

Name of the Bank: State Bank of India

Branch Address: IIM Indore Campus

IFSC Code: SBIN0030525

10. BID OPENING

- a) Technical Bids will be opened on 11-10-2019 at 1500 Hrs.
- b) Financial Bids of the eligible bidders will be opened on a later date. The date and time for opening of Financial Bids will be announced later.
- c) Bids should be summarily rejected, if tender is submitted other than through online or original EMD & Tender Fee are not submitted within stipulated date/ time.

11. BID EVALUATION

The Technical Evaluation Committee of the Institute constituted for the purpose shall assess the ability of the agencies to render the requisite services based on the eligibility criteria and site visit of the eligible bidder (in Indore only).

The Financial Bids of only those firms qualifying the technical evaluation will be considered. The Financial Bid with the lowest Management Fee will be the highest evaluated bid.

12. PAYMENT TERMS

- a) The selected agency will be entitled to seek reimbursement towards payment of wages for teaching faculty, supervisor and helpers as per actual deployment of the staff as mentioned in clause no. 2 (p) as per the Central / State Wages Act whichever is higher.
- b) Service Provider shall raise invoices on monthly basis on completion of each month and submit alongwith computer generated attendance sheet in respect of the persons deployed. Payment will be made within 30 days on receipt of bills towards salary reimbursement and Management Fee.
- c) TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from Contractor's bills.
- d) All the payments to the workers have to be made by the Agency strictly through Bank transactions on 1st day of each month. Cash / Cheque payment is strictly prohibited.
- e) The Agency is also required to issue pay slips to all its employees every month.

- f) While submitting the bill, the services provider must submit the following certificates :
- i) Wages of workers were credited to their bank accounts on _____ (date). Further details of payment with bank account No. & wage sheet to be submitted.
 - ii) ESI Contribution relating to workers amounting to Rs._____ was deposited on _____(date) (copy of form 7 and the challan enclosed)
 - iii) EPF Contribution relating to workers amounting to Rs._____ was deposited on _____(date) (copy of the Challan enclosed).
 - iv) Undertaking regarding compliance with all statutory Labour Laws including Central / State Minimum Wages Act.
- g) All the employees of the Contractor have to mark their attendance in the Biometric attendance facility. Agency payment of the bills shall be based on the bio-metric attendance particulars.
- h) Apart from the above details, below proforma also to be submitted by the service provider to the institute:

S.no.	Employee Name	Aadhar No.	Bank Account No.	PF/UAN No,	ESIC Insurance No.	No. of days	Total amount paid

13. PENALTY CLAUSE

- a) In case of any unsatisfactory service, suitable penalties as decided by the Competent Authority shall be levied after issuing notice.

14. PERFORMANCE SECURITY DETAILS

- a) The successful tenderer will have to deposit the performance security in the form of DD/TDR/FDR/Bank Guarantee Rs.75,000/- (Rupees Seventy Five Thousands Only) valid for contract period plus three months at the earliest. No interest will be paid by IIM Indore on the deposit.
- b) Performance Security will be refunded to the supplier, after it duly performs and completes the contract/warranty period in all respect.
- c) Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.
- d) In case, the firm fails to provide the required services within specified delivery period, the same services will be obtained from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.

- e) In case of non-receipt of Security Deposit within the stipulated time, EMD will be converted into Security Deposit and the balance amount will be recovered from the bill submitted for the payment.
- f) The losses to the Institute which are directly attributable to the Agency shall be deducted from the bills /adjusted from the performance guarantee.

15. CONTRCT PERIOD

- a) The contract will be initially valid for a period of two years and the contract may be extended maximum up to another three years on mutually agreed terms and conditions, subject to the satisfactory performance of the Agency. The performance will be evaluated annually.
- b) IIM Indore can terminate the contract with one-month notice in case the services are not found satisfactory. In such a case, IIM Indore will pay on actual work basis for the duration for which the services were used during the period in question, after deducting penalty, if any.

16. DELIVERY SCHEDULE

The successful bidder should start the services within 30 days (Maximum) from the receipt of the order / LOI.

17. TERMS AND CONDITIONS

17.1 Termination for Insolvency:

- a) The IIM Indore may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.
- b) The courts of Indore alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Indore Court shall have jurisdiction in the matter

17.2 Force Majeure:

- a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- b) Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

17.3. Arbitration & Jurisdiction:

- a) That in case of any dispute between party of first part and the party of other part arising out of or in relation to the agreement, the dispute shall be referred to arbitration of a sole arbitrator to be appointed by the Director, IIM Indore. The award of the said arbitrator shall be binding on both parties.
- b) Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or staff of IIM Indore shall block his/ her tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his tender liable to rejection.
- c) The courts at Indore, Madhya Pradesh shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

17.4. Other Conditions:

- a) The bidder has to upload the relevant and readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.
- b) IIM Indore reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.
- c) IIM Indore reserves the right to relax / amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
- d) IIM Indore reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
- e) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Earnest Money/Performance Security shall be forfeited.
- f) Conditional tenders will not be considered in any case.
- g) Tender fees will not be refunded if the bidder does not submit the online bid on CPP portal before due date and time.
- h) The condition of prior turnover and prior experience may be relaxed for Startups / Micro & Small Enterprises (MSEs) in accordance with the guidelines issued by the Government of India from time to time.
- i) IIM Indore may issue amendment/corrigendum to tender documents before due date of submission of bid. Any amendment/corrigendum to the tender document if any, issued by IIM Indore will be posted on CPP Portal. For the bidders, submitting bids on downloaded tender document, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of IIM Indore or check for the same CPP Portal before submitting their duly completed bids.

ANNEXURE – I

To
Officer (Stores and Purchase)
Indian Institute of Management Indore
Prabandh Shikhar,
Rau – Pithampur Road
Indore

Sub: - Self declaration certificate

Ref : - Tender No. IIMI/2019-20/33 dated 20-09-2019
(Notice Inviting Tender for Selection of Agency for running a Creche / Day Care
Centre in IIM Indore Campus)

Sir,

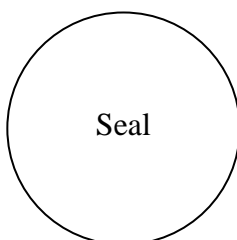
1. I /we hereby submit our tender for Selection of Agency for running a Creche / Day Care Centre in IIM Indore Campus along with other required documents.
2. I/ We enclosed herewith the following in favour of Indian Institute of Management Indore towards EMD & Tender Fee.

Particular	Amount	Payment Details (UTR No.)	Payment Date	Supporting documents are to be attached along with the Annexure-I
Tender Fee (Including Tax)	₹500/-			
EMD	₹30000/-			

3. I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, scope of work, schedule of quantities and all the contents stated therein. I / We also confirm that the rates quoted by me / us are inclusive of all taxes, duties etc., applicable as on date.
4. I /we have gone through all terms and conditions of the tender document before submitting the same.

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

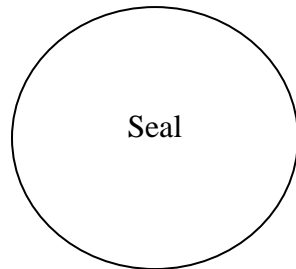
ANNEXURE – III

**CERTIFICATE
(to be provided on letter head of the firm)**

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:



Place:

Authorized Signatory

Name:

Designation:

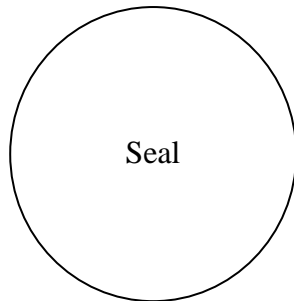
Contact No.:

ANNEXURE – III

Annual Turnover Details:

<i>Evaluation Criteria</i>			<i>Remarks</i>
Average financial turnover for the last three years ending 31st March 2019 or 31 st March 2018 should be at least 30% of Estimated Tender Value.	Financial Year	Turnover in Rs.	-
	2018-19		Copies of duly signed trading and profit & loss accounts / CA Certificate are to be submitted as per the Annexure-III.
	2017-18		
	2016-17		
	2015-16		

Date:



Place:

Authorized Signatory:

Name:

Designation:

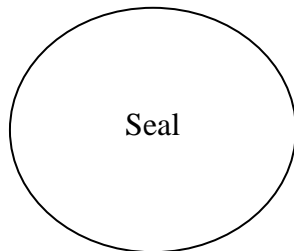
Contact No.:

ANNEXURE – IV

Work Order Details:

Evaluation Criteria	Year From ---- to	Name of the Client	Order No. & Date	Amount	Remark
The agency should have minimum five years of experience for providing similar type of services i.e. managing/running responsibility of Creche / Day Care Centre independently.		1.			Proof of experience are to be submitted as per the Annexure-IV.
		2.			
		3.			

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No.:

ANNEXURE –V

COMPANY PROFILE

Name of the Party		
Date of Incorporation / Establishment		
PAN Number		
Sales / Service Tax Registration Number		
Office Address for Postal Communication		
Authorized Signatory Details	Name	
	Designation	
	Email	
	Phone	
Details of Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Phone	

Signature and Seal of the Tenderer:

Name in Block Letter:

Designation:

Contact no.

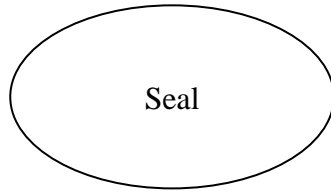
Date:

Full Address:

ANNEXURE – VI**TECHNICAL BID**

Sl.	Selection of Agency for running a Creche / Day Care Centre in IIM Indore Campus	Compliance by the Vendor (Yes / No.)
(a)	Tender Fee Deposit of Rs.500/-	
(b)	Earnest Money Deposit of Rs.30,000/-	
(c)	PAN Card Copy	
(d)	GST Registration Copy	
(e)	Valid Labour License	
(f)	ESIC Registration Certificate	
(g)	EPF Registration Certificate	
(h)	Turnover as per Clause No. 4.2 (c)	
(i)	Experience as per Clause No. 4.2 (d)	
(j)	Place of business in Indore as per Clause No. 4.2 (e)	

Date:



Place:

Authorized Signatory:

Name:

Designation:

Contact No.