



# Utkalitaa

(ଉତ୍କଳିତା)

## The Utkal University Day Care Centre Vani Vihar, Bhubaneswar


No. DC- 4/667/2023

Date: 14/08/2023

### Notice inviting Expression of Interest to operate the Day Care Centre of Utkal University and Admission information

Utkal University invites Expression of Interest (EOI) only from reputed and experienced agencies /NGOs / Individuals to run the Day Care Centre at Utkal University campus. The aim of the facility is to provide good quality and reliable care for the children of employees of the University. To make the facility sustainable, the admission may be open for the children of outside neighboring areas with due approval of the Day Care Committee of the University. In any circumstance, the first preference will always be given to children of Utkal University staff. The environment shall be child-friendly ensuring the holistic development of the children. Children between the age group of 6 months to 3 years can be enrolled in the facility. The agency should have at least **THREE** years of experience as on 1 September, 2023 to run such a facility.

The last date to submit the EOI is **31<sup>st</sup> August, 2023 at 3.00 pm**. The interested agencies are required to submit the EOI online to the email ID **directordaycarecentreu@gmail.com** and hard copies to the **Director, Day Care Centre, Department of Psychology, Utkal University, Vani Vihar, Bhubaneswar-751004**. The EOI documents can be downloaded from the website <https://utkaluniversity.ac.in/>.

  
14.8.2023  
Director, Day Care Centre  
Utkal University

(Pages 1-8)

## **Notice inviting Expression of Interest to operate the University Day Care Centre**

Utkal University invites Expression of Interest (EOI) from reputed and experienced agencies / NGOs/Individuals to run the Day Care Centre from 10.30 hrs to 16.30 hrs. in the campus. The agency should have at least THREE years of experience as on 1<sup>st</sup> September 2023 to run such facility.

1. Utkal University is inviting Expression of Interest from reputed and experienced agencies / NGOs / Colleges / Individuals run a Day Care Centre from 10.30 hrs to 16.30 hrs at the campus. The Utkal University campus situated beside NH-16 is a full-fledged campus with all the necessary amenities for its employees. The committee members of the University are seeking services of a professional Creche in order to have a balance between professional and parenthood needs.

### **Duration of the contract period**

At the initial stage, the contract shall be for a period of 1 year from the date of commencement of contract. Utkal University will have discretion for extending it for one more year or more years up to a maximum of 5 years subject to satisfactory service, and on mutually acceptable terms and conditions.

### **The basic requirements are:-**

- a. The agency should be a reputed and experienced agency who has demonstrated and verifiable expertise to run a Pre-school and/or Crèche-Cum-Day Care Centre for children.
- b. The agency should have at least three years of experience and evidence of having successfully run such a facility.
- c. Required hours of operation – from 10.30 hrs. to 16.30 hrs from Monday-Saturday and on all working days of the campus.
- d. Should cater to children in the age group of 6 months to 3 years.
- e. **Meals are to be provided by parents only:** Agency will have to make sure that the children eat healthy and nutritious meals as provided by their parents, are fed on time, and hygiene of highest standard is maintained.

### **2. The EOI should include:**

- a) An overview of the proposed operation of Day Care Centre.
- b) Manpower Planning: Numbers, Type, Qualification and Experience of staff to be provided by agency for operating the “Day Care Centre”.
- c) Present infrastructure available with the agency and experience profile of providing/operating such facilities.

- d) Basic furniture that will be provided such as cots, mattresses, cradles, etc. and essential play material, teaching and learning aids. The furniture should be child appropriate. However, some material is already available which will be handed over.
- e) Detailed plans for age appropriate activities to keep the children engaged.
- f) Feedback / Recommendation about the services where the agency has worked for not less than two years.

**3. Key Points to be noted:**

- a) The agency shall not sublet / off load / entrust the whole work or any part thereof to any other person / party to carry out its obligations.
  - b) The agency shall provide the required sufficient number of its own staff (**FEMALE ADULTS ONLY** who are medically fit and bear good moral character) for rendering the services.
  - c) Utkal University shall provide the basic infrastructure, i.e. space, water supply, electricity, security etc. All responsibility of the care for children would be with the agency operating the Day Care Centre.
  - d) The agency would be expected to provide child care and development activity support for infants, toddlers and pre-schoolers on par with the best industry standards. Details should be clearly outlined in the EOI.
  - e) Utkal University reserves the right to appoint a supervisor/coordinator (individual or committee) that would periodically oversee the functioning of the day care centre and to ensure that good quality services are being regularly provided. Complete cooperation would be expected from the agency.
  - f) Utkal University shall not provide the accommodation for the staff being deployed by the agency.
4. Interested agencies may visit (with prior intimation and approval) Utkal University campus in order to assess the requirements and have first-hand knowledge of the location.
5. EOI may kindly be sent online at the email ID: online to the email ID [directordaycarecentreu@gmail.com](mailto:directordaycarecentreu@gmail.com) and hard copies to the **Director, Day Care Centre, Department of Psychology, Utkal University, Vani Vihar, Bhubaneswar-751004** till **31<sup>st</sup> August, 2023 at 3.00 pm**. Offers received late/incomplete are liable for rejection.
6. The EOI shall be valid for 3 (Three) months from the last date of submission of EOI / revised EOI (if any).

7. Contact for clarification and additional Information: [directordaycarecentreuu@gmail.com](mailto:directordaycarecentreuu@gmail.com)
8. The University reserves the right to modify the conditions of the EOI, at any time, without assigning any reasons for the same.
9. Utkal University reserves the right to accept/reject any EOI in part or full, without assigning any reason whatsoever.
10. The agencies submitting their EOI will be evaluated for further shortlisting based on the following:
  - (i) Verification of EOI documents by committee constituted for the purpose;
  - (ii) Physical visit to the Day Care Centre (if required) run by the agencies by the committee constituted for this purpose to check its services, amenities and credentials in order to recommend the name of agency suitable for inviting financial offers;
  - (iii) Presentation by the agency to the committee members: The presentation should cover the basic concept of functioning, the services offered, manpower planning and infrastructure required from Utkal University.
11. No financials to be given by the agency at this stage.
12. After evaluating technical aspects, the names of the suitable agencies will be recommended by the committee for inviting financial offers.
13. Based on the scrutiny of financial offers vis-à-vis services offered by the agency, the competent authority of the University will approve the name of the agency suitable to run the Day Care Centre at Utkal University.
14. Utkal University reserves the right to accept or reject the EOI. The decision of the University in the matter will be final and binding to all the agencies.

Sd/-

**Director, Day Care Centre  
Utkal University**

## **Expression of Interest to operating the Day Care Centre**

### **Annexure – I**

1. Name and Address of the Agency:
2. Email ID and Contact Telephone Number of the Agency:
3. An overview of proposed functioning of Day Care Centre
4. Details about the Numbers, Type, Qualification and Experience of staff for operating the Day Care Centre.
5. The detailed break-up of Monthly expenditure per child expected to be charged and the minimum number of children expected to operate the Day Care Centre.
6. The details regarding present infrastructure in terms of man power and other resources available with the agency and the details about experience profile of the agency in providing / operating such facilities (to indicate the strength of the organisation in operating a Day Care Centre).
7. Necessary infrastructural requirements from Utkal University, i.e., space, furnishing, etc.
8. Operating timing details of Day Care Centre.
9. References: At least five references should be provided.

Signature of the Agency with Seal

**Expression of Interest to operate the University Day Care Centre**

**Annexure-II  
UNDERTAKING  
(ON LETTER-HEAD OF THE AGENCY)**

To

The Director,  
Day Care Centre  
Department of Psychology  
Utkal University, Vani Vihar  
Bhubaneswar-751004

Name of the Agency \_\_\_\_\_ Due Date: \_\_\_\_\_

Sir / Madam,

1. This is to certify that I/We before signing this EOI have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions of the EOI.
2. I / We shall provide quality services to the University with amenities as mentioned in our EOI.

(Signature of the Agency)

Name and Address of the Agency

Telephone Number

**Expression of Interest to operate Day Care Centre**

**Annexure-III**

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

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking /College on any account.

I also certify that the above information is true and correct in any every respect, and in any case, if 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:

Authorized Signatory

Name:

Place:

Designation:

Contact No:

Seal:



**Utkalitaa**

**(ଉତ୍କଳିତା)**

**The Utkal University Day Care Centre  
Vani Vihar, Bhubaneswar**

## **Admission Notice**

Applications in the prescribed format are invited for admission into the Day Care Centre, Utkal University.

### **Provisions**

Around 10 -15 children in the age group of 6-months to 3-years will be taken in on a first-come-first-serve basis. The services will be available from 10.30am to 4.30pm on working days only. Parents will pay a one-time registration fee of Rs 2,000/- , and will pay monthly charges of Rs 3000/-.The following facilities will be made available:

1. Nurturing, responsive and inclusive environment
2. Clean and hygienic space with provisions for complimentary nutrition and sleeping facilities. Parents will bring their own food for children.
3. Dedicated and well-trained childcare worker for care and safety of the children.
4. Developmentally age-appropriate play activities.
5. Child-friendly toys/books/play materials
6. Child-friendly toilets, first aid and medical facilities
7. Refrigerator, microwave, water filter as per need
8. Waiting area and breastfeeding corner for mothers
9. CCTV surveillance.
10. Child protection policy would be adhered to with reference to the safety and protection guidelines as mandated by National Commission for protection of child rights.



11. Any kind of sexual abuse and sexual exploitation to be strictly dealt under POCSO act.
12. The supervisor has to ensure that no persons, known or unknown be allowed inside the crèche at any point of time, during the functioning hours. Plumbing or any other civil work would be done during weekend/holidays only.
13. Provision of security guard for the centre.

**Application may be sent to the following Email ID [directordaycarecentreu@gmail.com](mailto:directordaycarecentreu@gmail.com)**

**And hard copy to the following address:**

Director, Day Care Centre  
Department of Psychology  
Utkal University, Vani Vihar  
Bhubaneswar-751004

### **Application Format**

1. Child Information
  1. Name, Nickname
  2. Date of Birth
  3. Gender
  4. Age
  5. Existing Medical Conditions, if any
  6. Allergies, if any
2. Guardian Information
  1. Name
  2. Email
  3. Phone number
  4. Relationship to Child
  5. Address
3. Which Guardian should be called first?
4. Emergency Contact Information
  1. Name
  2. Phone
  3. Email
  4. Relationship to child
5. Paediatrician Information
  1. Doctor Name
  2. Doctor Phone Number
  3. Doctor Address
  4. Insurance company
  5. Preferred Hospital
6. Additional Comments
7. Signature

Sd/-

**Director, Day Care Centre, Utkal University**