

**Minutes of Pre-Bid Meeting held on 19<sup>th</sup> September, 2018 at 1100 Hrs  
at 3<sup>rd</sup> Floor, FDA Bhawan regarding Selection of Suitable Agency for  
Creche Running.**

An EOI has been floated inviting bids from the prospective agencies/individuals having adequate experience, resources & financial capability to run the crèche efficiently. EOI was published on September, 2018 at FSSAI's website & CPP Portal, So as to give wide publicity and ample opportunity to the bidders.

Only the following two reps. from established agencies were present at the pre-bid meeting for discussing the modalities and selection criteria for managing Creche:-

- (i) Ms. Shweta Khanna, COO, from The Banyan World.
- (ii) Dr. N.P Singh, From M/s Rainbow The Play Group(Creche)

It was discussed that FSSAI intend to provide good quality infrastructure for the Creche/day care centre so that kids using the facility are comfortable and their stay duration remains memorable/hygienic and healthy for them.

The charges for using the facility are defined in EOI and were appraised. These were considered appropriate and just reasonable by the prospective bidders.

The selection criteria would be past experience, available work force, present clients/organizations for which bidders are providing service and financial capability to sustain even there is meager response for availing the facility. The reps were having apprehension that in case they do not get reasonable response even for 10 Children or so, then what would be financial back-up provision, FSSAI intends to provide. It was further mentioned that the bids will be analyzed on "Quality-cum-Price Based System (QCBS)". The same is tabulated below and the selection would be based on overall merit and as considered appropriate by FSSAI and there shall be no representation or justification entertained/allowable from any bidder in this regard:

<b>Sr. No.</b>	<b>Items</b>	<b>Maximum Marks</b>
1.	<b>Years of Establishment</b>  (i) Should have been incorporated at least 5 yrs prior to the date of submission of Eoi : 10 marks (ii) Should have done Creche/Day Care Centre running services independently during the past 5 yrs: 10 marks	20

Sr. No.	Items	Maximum Marks
2.	<p><b>Financial Capability</b></p> <p>(i) Should have reasonable financial back up to manage its affairs and maintain the staff/service manpower as ordinarily required for running Creche/Day Care Centre with turnover of :-</p> <ul style="list-style-type: none"> <li>- Rs.20 Lakh &amp; above up to Rs.30 lakh : 05 marks</li> <li>- Above Rs.30 Lakh &amp; upto Rs.70 Lakh : 15 marks</li> <li>- Above Rs.70 lakh : 30 marks</li> </ul>	30
3.	<p><b>Organisation Strength</b></p> <p>Presence of in house/on roll Strength of employees in various categories viz Aayas, Attendants, Skilled Nursery Staff, Cook etc. as mentioned below</p> <ul style="list-style-type: none"> <li>- <u>Skilled Nursery Trained Staff</u></li> <li>- 20 &amp; above – 6 marks</li> <li>- 11 to 19 – 4 marks</li> <li>- Less than 11 - 0 marks</li> <li>- <u>Aaya and Attendants</u></li> <li>- 51 and above - 9 marks</li> <li>- 21 to 50 - 5 marks</li> <li>- 11 to 49 - 3 marks</li> <li>- Less than 11 - 0 marks</li> </ul>	15
4.	<p><b>Relevant Experience with number of children being managed</b></p> <p>For Assurance having completed or undergoing Creche/Day Care Centre services in last 5 yrs</p> <ul style="list-style-type: none"> <li>Managed with 100 or more children – 20 marks</li> <li>Managed with 51 to 99 children - 15 marks</li> <li>Managed with 31 to 50 children - 10 marks</li> <li>Managed with 01 to 30 children - 5 marks</li> </ul>	20
5.	<p><b>Technical Approach, Methodology, Work Plan including Children’s Care/Education/Activity Plans etc.</b></p> <ul style="list-style-type: none"> <li>(i) Understanding about the project and desired works and services - 5 marks</li> <li>(ii) Technical Approach and Methodology of running/ managing Creche/Day Care Centre - 5 marks</li> <li>(iii) Work Plan including time schedule, Service quality assurance with professional staff strength and utilization of available resources and generation of additional resources - 5 marks</li> </ul>	15
Total		100

- A) The Evaluation shall be carried out based on the documents submitted by the bidder for bid.
- B) The evaluated bid will be given a Technical Score (TS). The minimum technical score required to qualify in evaluation is 70%. A bid will be considered unsuitable and will be considered as ineligible at this stage if it fails to achieve the minimum score.

It was apprised that for initial six months of operation, FSSAI will ensure that the agency, running Creche do not suffer financially and thus, the legitimate salary expenditure would be recouped by bridging the gap between revenue generated and acceptable expenditure subject to approval of Competent Authority.

It was also mentioned that in case of profit i.e. the situation when strength of children is adequate and at such level that crèche facility generates surplus revenue then the profit part equivalent to 30% of total surplus shall be payable to FSSAI by the selected agency. The agency need not to pay any amount for any services to FSSAI for availing/Creche facility commercially viz water/utilising/electricity/equipment usage etc.

This was acceptable to the prospective present bidder, Ms. Khanna further raised a query whether they will be allowed to introduce other activities for children's development for which some additional charges would be payable by the parents, who wish to avail such activities for their wards. It was agreed that depending upon the utility and benefit of children legitimate charges would be allowed subject to obtaining prior approval of competent authority.

Issue of CCTV, security was also discussed. The rep. of Rainbow mentioned that they are providing access to the parents through mobile phone about the activities/venue of crèche so as to have complete transparency. It was apprised that CCTVs would be provided at Creche and Security guard will also be deployed throughout the Creche timings. In case Biometric attendance system is needed by the staff, same can also be considered.

***It was further mentioned, though no specific format for price bid is given in EoI, however, as discussed and as FSSAI intend to offer financial back up and Revenue sharing after the selected agency earns profit, the bidders are required to submit in a separate envelop their best offer in terms of percentage of revenue sharing (over and above 30% minimum revenue sharing with FSSAI) after achieving break-even.***

**Price Bid Format**

<b><i>For Running Creche</i></b>	<b><i>Percentage Share offered out of Revenue Earned after Break Even</i></b>
To Manage/Run the Creche/Day Care Centre Facility as prescribed in Tender Document in the vicinity of FDA Bhawan	

The meeting adjourned being no more discussion points at that moment.

Sd/-  
( Ravinder Kumar )  
Assistant Director (GA)

sd/-  
( Manoj Kumar )  
Assistant Director (Finance)