

**Expression of Interest (Eoi) to run a Crèche/Day Care Facility for Children at the Regional Centre for Biotechnology (RCB), NCR Biotech Science Cluster Campus, Faridabad, Haryana.**

The NCR Biotech Science Cluster Campus, situated on 3<sup>rd</sup> Milestone, Faridabad Expressway, Faridabad- 121001, Haryana is a full-fledged academic campus with housing and Day Care Facility on site for its employees. The community members of the Institute are seeking the services of a professional to run/manage the Crèche/Day Care at RCB for children of employees and students in order to have a balance between professional and parenthood needs.

The last date to submit the Eoi is **March 04, 2026**, by **5:00 pm** through online mode <https://dbt.ewizard.in>, For more details, log on to websites [www.rcb.res.in](http://www.rcb.res.in).

**A pre-Expression of Interest meeting** to visit the site and clarify any queries for all interested agencies would be held at the RCB Site on February 25, 2026, at 11 am at the following address:

Regional Centre for Biotechnology  
NCR-Biotech Science Cluster  
3<sup>rd</sup> Milestone, Faridabad Gurgaon Expressway  
Faridabad Haryana 121001

All interested agencies are encouraged to attend the meeting to clarify their doubts.

**1. The basic requirements are:**

1. The bidder should be a reputed and experienced agency who has demonstrated and verifiable expertise to run a Crèche/Day Care Facility for children.
2. The bidder should have at least two years of experience and evidence of having successfully run such a facility.
3. Required hours of operation - from 9:00am hrs to 5.30 pm from Monday-Saturday and all working days of the including restricted holidays.
4. Should cater to children in the age group of 1 year to 14 years.

**2. The Eoi should include:**

- a) An overview of the proposed facility (Crèche/Day Care Facility).
- b) Manpower Planning: Numbers, Type, Qualification and Experience of staff to be provided by the agency for operating the “Crèche-Cum-Day Care facility”.

- c) Present infrastructure available with the agency and experience profile of providing/operating such facilities.
- d) Necessary infrastructural requirements from RCB, i.e. space, furnishing, etc.
- e) Detailed plans for age-appropriate activities to keep the children engaged.

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 (adults who are medically fit, bearing good moral character) for rendering the services. The agency hired will be responsible for furnishing the police clearance of the staff employed. Experienced staff to be provided to take care of the infants and toddlers.
- c) RCB, FARIDABAD shall provide the basic infrastructure, i.e. space, water supply, electricity, campus security, kitchen with basic facilities for warming milk, food etc., refrigerator, air conditioning, housekeeping cleaning services etc. All responsibility of the care for children would be with the agency operating the day care facility.
- d) The teachers and maids employed by the agency would be expected to feed/ provide assistance to infants and toddlers.
- e) The agency would be expected to provide child development activity support for toddlers and pre-schoolers at par with the best day-care standards. Details should be clearly outlined in the EoI.
- f) The agency would be expected to provide separate activity support, e.g., assistance with homework, board games, outdoor games, physical activities (for school-going children)..
- g) The RCB, Faridabad reserves the right to appoint a supervisor/ coordinator (individual or committee) that would periodically oversee the functioning of the day care facility and to ensure that good quality services are being regularly provided. Complete cooperation would be expected from the agency.
- h) RCB, Faridabad shall not provide any accommodation for the staff being deployed by the agency.
- i) The agency may be Sole Proprietor/ Firm/ Partnership Firm/ Indian Company registered under the Companies Act, 2013 or erstwhile Companies Act/

registered NGO/ Trust/ PSU or Statutory Body or Cooperative Society registered with appropriate authority having a running business.

4. Interested agencies may like to visit the existing facility in order to assess the requirements and have first-hand knowledge of the location.
5. Eol may kindly be submitted by email to the following email addresses: by March 4, 2026, upto 5.00 p.m.:

[coa@rcb.res.indaycare@rcb.res.in](mailto:coa@rcb.res.indaycare@rcb.res.in)

The hard copies, not later than March 5, 2026 (12 pm), are required to be submitted mandatorily to:

The Controller of Administration,  
Regional Centre for Biotechnology,  
NCR-Biotech Science Cluster  
3<sup>rd</sup> Milestone, Faridabad Gurgaon Expressway  
Faridabad Haryana 121001  
Tel: 0129-2848807

RCB, Faridabad accepts no responsibility for any loss/ delay/ non-receipt of hard copies of the submitted Eols.. Offers received late/ incomplete are liable for rejection.

6. The Eol shall be valid for 3 (three) months from the last date of submission of Eol / revised Eol (if any).
7. The Institute reserves the right to modify the conditions of the Eol, at any time, without assigning any reasons for the same.
8. RCB, Faridabad reserves the right to accept/reject any Eol in part or full, without assigning any reason whatsoever.
9. If the last date of receiving/opening of the Eol coincides with a holiday, then the next working day shall be the receiving/opening date.
10. The agencies submitting their Eol will be evaluated for further shortlisting based on the following:
  - (i) Verification of Eol documents by committee constituted for the purpose.
  - (ii) Physical visit of crèches (if required) to check the services, amenities and credentials of the bidder, if required, by the committee constituted for this purpose for recommending the names of agencies suitable for inviting financial offers;

- (iii) Presentation by the agency to the committee constituted/ officials of the institute. The presentation should cover the basic concept of functioning, the services offered, manpower planning and infrastructure required from RCB, Faridabad, details of age-appropriate curriculum/ activities etc.

**11. No financial quotes to be given by the agency at this stage.**

12. The names of the shortlisted agencies (suitable agencies) will be recommended by the committee for inviting financial offers.

15. The decision of the competent authority of RCB, Faridabad in the matter will be final and binding to all the bidders.

**Specific requirements :**

1. The days and hours during which the daycare would be open (Monday to Saturday and Timing: 9:00am to 5:30pm) including restricted holidays.

2. The Daycare should be opened on Restricted Holidays with at least 1-2 members of the Service provider team.

3. Daycare shall be off only on Sundays and RCB's Gazetted Government Holidays.

4. The tentative student-to-teacher/nanny ratio should be decided with committee members' consensus. This ratio will be based on kids availing the facility full time and/or daily.

5. Daycare service provider set the expectations for daycare facility and the parents by outlining the hours of operation, the fees, and the policies and procedures, which will be followed by the mutual understanding by the Service Provider and RCB. All contracts need to contain basic information like the names and ages of the child/children as well as parent's and/or guardian's contact information will be given.

6. Service Provider will recruit the best qualified/experienced teachers. They will also have to appoint assistant teachers and Nany who love kids and have the experience to handle kids and children. The service provider is expected to discuss the appointment of new staff with the committee. Any change in RCB Day Care staff shall be brought to the immediate notice of the RCB Day care Committee along with the contact details of the new staff.

7. The service provider is expected to pay regular visits to the facility and monitor the day care activities.

8. Users will be restricted to staff's kids only. No outsiders will be entertained.

9. Prior registration along with payment of the registration charges (if applicable) is mandatory for accessing the day care facility.

10. Family members/ parents/guardians/maids of the staff's kids are not allowed to stay in the RCB Day care along with the kids.

11. RCB Daycare does not provide CCTV footage to either daycare service provider or parents of the children.

12. Requirements for the usage of the RCB day care by the staff kids shall come at least one week in advance during the peak period (Summer/ winter/ any other vacations).

13. The information on parents and guardians should be collected and comprise the parent's full name, telephone number, address, and email. Moreover, the daycare contract will always have this information in writing so the daycare staff/incharge can contact the parent in case of emergencies or to convey any important updates.

14. The daycare inventory should be maintained and updated strictly on a monthly basis. Same must be shared along with the user billing details on a monthly basis to the RCB daycare committee.

15. The MOU will be in force for a period of 3 year initially and will be renewed subject to satisfactory fulfilment of terms and conditions of the MOU.

16. One months' mandatory notice will be given by both parties (Service Provider and RCB) for agreement termination.

18. While quoting Financial Bids, the shortlisted agencies should have the option to include additional charges for the kids in ithe infants/toddler category.

**NO. RCB/EOI/03/25-26/DAYCARE**

**Expression of Interest to establish a Crèche cum Day Care Facility**

- 1.Name and Address of the Bidder:
- 2.Email ID and Telephone Number of the Bidder:
3. Please enclose an overview of the proposed “Crèche-Cum-Day Care facility.
4. Please provide details about the Numbers, Type, Qualification and Experience of staff to be provided by agency for operating the “Crèche-Cum-Day Care facility”.
5. Please provide detailed break-up of the minimum numbers of children required to operate the Crèche.
6. Please provide details regarding present infrastructure available with the agency and experience profile of providing/operating such facilities within the Delhi-NCR region.
7. Please provide necessary infrastructural requirements from RCB, i.e. space, furnishing, etc.
8. References: At least 3 references should be provided.
9. The bidder is expected to also furnish the Aadhar card, PAN card copy along with the other certificates authenticating the bidder’s affiliation to the regulatory bodies concerning the operation of a Crèche-Cum-Day Care facility.
10. The agency should submit a latest Bank solvency certificate valid within last one year.
11. The agency’s registration with Shops and establishments Act, if any, should be authenticated.

**Annex – I**

**NO. RCB/EOI/03/25-26/DAYCARE**

**Technical Offer**

Signature of the Bidder with Seal

Expression of Interest to establish a Crèche cum Day Care facility

**NO. RCB/EOI/03/25-26/DAYCARE**

**Annexure-II**

**UNDERTAKING**

(ON THE LETTERHEAD OF THE AGENCY)

To

The CoA  
Regional Centre for Biotechnology  
NCR-Biotech Science Cluster  
3<sup>rd</sup> Milestone, Faridabad Gurgaon Expressway  
Faridabad Haryana  
121001

Name of the Bidder \_\_\_\_\_ 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 that I/ we abide by the said terms and conditions of the EOI.
2. I/We shall provide quality services to the Institute with amenities as mentioned in our EOI.

(Signature of the Bidder)

Name and Address of the Bidder

Telephone Number



**NO. RCB/EOI/03/25-26/DAYCARE**

**ANNEXURE – III**

**Expression of Interest to establish a Crèche cum Day Care facility**

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

I hereby certify that the above firm has never been blacklisted by any Central/State Government/Public Undertaking/Institute on any grounds.

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

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

Seal:

