

**APPLICATION FORM AGAINST EXPRESSION OF INTEREST FOR OPERATING THE
UPCOMING NRL TOWNSHIP CRÈCHE (COMM/C09/3929)**

NAME OF AGENCY: _____

PRESENT ADDRESS AND CONTACT DETAILS:

PAN CARD DETAILS: _____

LICENSE NO: _____

DATE AND YEAR OF START OF OPERATION OF EXISTING CRECHE: _____

TENTATIVE ORGANOGRAM FOR THE NRL TOWNSHIP CRECHE:

Sign & Seal Stamp:

NRL TOWNSHIP CRÈCHE

01. **SITUATION:**

The Creche is situated at NRL Township, P.O. Labanghat. District. Golaghat

02. **DAYS AND TIMING OF CRÈCHE OPERATION:**

Monday to Saturday with timing from 7.30 am to 6 pm

03. **AGE GROUP OF CHILDREN :**

6 months (Minimum age) to 9 years (Maximum age)

Different modules are worked out accordingly keeping different age groups/ timings as follows (with different fee structures):

- | | |
|------------------------|---|
| 6 months to 2 years | - (A) Crèche Service |
| 2 to 3 years | - (B1) Play group facility (9 am to 12 noon) |
| | - (B2) Crèche Service (Before and after Playgroup time till 6 pm) |
| 3Years+ (DPS children) | - (C) Crèche Service for post school hours from 12 pm /12.30 pm/ 1.45 pm (in batches) till 6 pm |
| Emergency daycare | -(D) For one full day (for any of the above age group). |

04. **WORKING MODALITY OF THE CRÈCHE:**

- i. **Capital expenditure** shall be borne by NRL management in the form of Assets procurement and building renovation. Arrangements for annual verification/ replenishment of equipments/items shall also be in place.
- ii. Utilities provision and subsequent **maintenance** of the Crèche (Electrical, Civil, Water supply, EPABAX etc) shall be in the scope of Township and Estate deptt.
- iii. For meeting **revenue expenditure**, Crèche should be run on self-sustaining basis. A monthly fee will be charged from the employees availing the Crèche facility.

05. **TENTATIVE FEE STRUCTURE:** The tentative fee structure including registration fees for the various modules mentioned in Para 03 above to be levied by the Crèche Operating Agency shall be submitted with the offer

06. SELCTION PROCEDURE/BASIS:

- a) Preference shall be given to Creche Service Provider of any existing running Crèche handling children from the minimum age of 6 months.
- b) Preference shall be given to experienced agency having crèche and playschool together.
- c) The Crèche / Play school under reference shall be running as on 30.11.2016, for atleast three preceeding years.
- d) The last three years statistics on enrolled kids / babies shall be provided with the application.
- e) The Crèche owner must be a qualified and certified trainer/teacher under any reputed Pre-schools / Kids Training group/chain.
- f) The owner/proprietor must give an undertaking to visit and supervise the operation of the Crèche personally on day to day basis.
- g) As no accommodation shall be provided by NRL in the near future, the Agency to make own arrangement in the vicinity of NRL Township (if required).
- h) The applicants shortlisted shall be invited for a round of presentation/discussion with NRL representatives and the Governing Body of the NRL Township Crèche Management Society shall reserve the right to the selection of the agency.
- i) The agency should have adequate numbers of experienced staff and support personnel of average 2/3 years experience in relevant field.
- j) The applicant must submit relevant document to ascertain financial health of the promoter/ establishment
- k) The approximate cost projection with number of staff and other expenditure and revenue model either to be submitted or to be kept ready for presentation, if called for discussion by The Governing Body.
- l) The applicant must submit an organogram with the offer.

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Sign & Seal Stamp: