

**Institute of Infrastructure, Technology, Research And Management  
Ahmadabad**

Date:11/06/2018  
Tender No:2018/44

**INVITATION OF BIDS**

**E-Tender for Techno-Commercial BID FORM for  
Providing Fitness Instructors for Gym at IITRAM**

Dear Sir/Madam,

The Institute of Infrastructure,Technology,Research And Management (IITRAM) invites quotations for **Providing Fitness Instructors for Gym** under two bid system in tender format.Interested parties who wish to participate in tenders may obtain the tender documents from IITRAM website [www.iitram.ac.in](http://www.iitram.ac.in) or from <https://education.nprocure.com>. Bidders have to submit the technical documents through RPAD or in person till the last date and time prescribed for submission.Tender sent by other means will not be accepted in any case. EMD, Tender Fee, and other essential documents should be submitted for each quoted items on or before 11/07/2018 (17:00 hrs.) in the office of the IITRAM,Khokhara Circle, Maninagar (East), Ahmedabad. Ph. No. (079) 29292910, 29292920. Financial bid is to be submitted along with the Technical bid in hard copy in separate cover.Financial bid is to be submitted in electronic form only on n-procure site(<https://education.nprocure.com>)

**Important Information**

<b>Date of issue</b>	11/06/2018
<b>E-Tender fess</b>	Rs. 1770/- (Inclusive of 18% GST)
<b>EMD</b>	Rs.12,000/-
<b>Last date of online bid submission</b>	10/07/2018 till 17:00 hrs.
<b>Last date of physical bid submission</b>	11/07/2018 till 17:00 hrs.
<b>Opening of Technical bid</b>	18/07/2018 at 11:00 hrs.
<b>Tender inviting Authority and address</b>	Registrar, IITRAM, Khokhara Circle, Mani-nagar East, Ahmedabad- 380026, Phone- 079 29292910, 29292920

# 1 Introduction

Institute of Infrastructure, Technology, Research and Management is established under the Act 5/2013 in Gujarat. For the academic work of the Institute, a six storied building of approx. 31,000 sq. mtr. has been constructed in Maninagar (East),Khokhara. The institute has developed Gym facility at the sixth floor with following tools and equipment for fitness training of all the students and staff members.

<b>Sr. No</b>	<b>Name of Tools/Equipment</b>
1	Motorized Treadmill (03 Nos.)
2	Elliptical Trainer (02 Nos.)
3	4 Station Multi Gym Equipment)
4	Recumbent Bike)
5	Seated Leg Press)
6	Leg Curl)
7	Residential Magnetic Cycle)
8	Spin Bikes (02 Nos.)
9	Weight Bench)
10	Flat Bench
11	Adjustable Web Board)
12	Magnetic Bike
13	Triceps Rope
14	Multi Functional Bench
15	Functional Trainer
16	Total ABS
17	Pull Exerciser
18	Step Boards
19	Yoga Mats
20	Gym Ball
21	Various Dumbbells and Plates with Different Size of Rods and Bars

These equipments will increase over a period of time. In this way, institute needed two Skilled Fitness Trainers for fitness training of all the students and staff members. Interested agency have to bid under two bid system for providing Fitness Instructors for Gym at IITRAM.

## 2 Eligibility Criteria

1. Agency must attach last three years income tax and service tax returns along with bid.
2. The Agency should have provided at least 02 or more Fitness Instructors to any Government, Semi government and reputed Private sector organization in last 3years with at least one year of satisfactory completion certificate. Attach order and certificate copies.
3. The Registered office of the Agency must be in Ahmedabad. The proof of the same is required.
4. **Minimum Qualification of Fitness Instructor**
  - Must be above 21 years of age.
  - College Graduate, preferably with physical education or equivalent courses with expertise in Yoga and/or Diet plan.
  - Two year experience in rendering gym service as an instructor. (Attach Certificate)

## 3 Scope of Work

1. Fitness Instructors has to work as predefine schedule (may require to come twice in a day) for exercise in connection with availability of students and staff members including weekends and holidays.
2. Fitness instructors lead, instruct, and motivate individuals or groups in exercise activities, including cardiovascular exercise (exercises for the heart and blood system),strength training, and stretching. They must be able to work with people of all ages and skill levels.
3. Demonstrate how to carry out various exercises and routines even at personal level.
4. Give alternative exercises during workouts or classes for different levels of fitness and skill.
5. Monitor persons progress and adapt programs as needed.
6. Explain and enforce safety rules and regulations on sports, recreational activities,and the use of exercise equipment.
7. Give information or resources about nutrition, weight control, and lifestyle issues.
8. Arrange Yoga/aerobic classes as per convenience at least once in a week.
9. Fitness instructors have to plan or choreograph their own classes. They choose music that is appropriate for their exercise class and create a routine or a set of moves for a class to follow.
10. Give emergency first aid if needed.

## 4 Tender Process

1. This Tender document can be downloaded from website [www.iitram.ac.in](http://www.iitram.ac.in). The filled in/complete in all respect tender document must be submitted with tender document fee in the form of Demand Draft in separate cover in favor of the Registrar, Institute Of Infrastructure, Technology, Research And Management payable at Ahmedabad. Please mention tender number and name of bidder on back side of DD.
2. The bidder has to submit duly filled Annexure I with technical bid in hard copy.
3. The bidder has to submit financial quotation online only at n-Procurement website.
4. The bidder has to submit the tender in two parts viz, (1) Technical Bid and (2) Financial Bid / Price Bid (Online only)
5. The bidder has to submit the technical bid in two parts viz, (a) Technical detail and (b) EMD Cover in a single cover
6. EMD cover shall contain DDs of Tender Fee and EMD as per tender document.
7. Technical bid shall consist of technical details. The tender form shall be submitted with this bid duly signed by the bidder.
8. Technical bid and demand draft should be sealed in different covers with the respective post-script on the cover and then both the covers should be sealed in a single cover.
9. Bidders have to submit the technical documents through RPAD, speed post or in person till the last date and time prescribed for submission. Tender sent by other means will not be accepted in any case.
10. First of all, the technical bids will be opened.
11. The agencies which are approved in Technical bid have to come and demonstrate their procedure of work. Out of 100, 50 marks will be given to the PPT presentation. In the PPT presentation, the contractor/ institute/ company will have to include the procedure they will execute, how many workers they will appoint. Evaluation of the presentation will be considered while permitting the tender.
12. Presentation will be executed on the next day of the opening of the Technical Bid and this will be informed telephonically.
13. Financial bids will be opened in online format of technically qualified bidders only.
14. 50 marks for Presentation and 50 marks for Prize Bid (Total out of 100) will be accounted for making L1 and will be called for the contract.
15. IITRAM will compare and evaluate the Commercial Bids of the qualified Bidder to decide on the lowest evaluated Bid by application of the weighted evaluation method detailed later.
16. The final selection of the successful bidder from the qualified bidders will be done by considering both the price quoted and PPT Presentation using the following criteria and weightage.

Sr. No.	Criteria	Maximum Marks (Weightages)	Method of allotting marks for combined score
1.	Technical Score	50	The bidder with the maximum technical score will be awarded 50 marks and other bidders will be awarded proportionately less marks (e.g. if the highest score for PPT Presentation 100, Bidder having this will get 50 marks. Bidder having score of PPT presentation 80 will get $(80/100) \times 50 = 40.00$ marks)
2.	Weighted Score for commercial Bid	50	The Bidder with Lowest quote will be awarded 50 marks and other bidders will be awarded proportionately less marks (e.g. if the lowest quote is Rs. 1.00 lakh, the bidder quoting this price will get 40 marks. A Bidder quoting Rs. 1.20 lakh will get $(1.0/1.2) \times 50 = 41.67$ marks)
	Total Marks	100	

All marks will be given rounded upto two decimal places. The bidder getting the maximum combined score out of 100 above a specific cut of score will be short listed for further consideration.

17. Agency which is selected for the contract will have to sign the contract on the fixed format of Rs. 100 Non Judicial Stamp paper.

## 5 Terms of Contract

1. The Bidder has to submit PAN with at least last three year Income Tax Return & a document showing GST Number of their firm along with tender documents. If firm is newly established, provide chartered accountant and firm registration certificate to make firm eligible for tender. In case of foreign company /organization /industry, has to provide necessary document like firm registration, firm origin certificate etc. Otherwise, it shall be liable for disqualification of tender.
2. The Registered office of the Agency must be in Ahmedabad. The proof of the same is required.
3. If the agency is registered under Labour Department, Co-operative Society or any other legal framework, then attach the attested copy of registration.
4. The Bidder should have proper office with minimum one Telephone (LL) so that can be contacted at any time. The Bidder should give their office and residential telephone number/contact person(s) name in the tender document.

5. This contract may be renewed on expiry at the sole discretion of IITRAM on the same terms and conditions subject to the satisfactory performance of Bidder.
6. The Fitness Instructors shall not be treated as employees of IITRAM under any circumstances. The Bidder shall ensure that all statutory obligations, if any, with respect to the employees are fully complied at his cost.
7. The approved contract for providing Fitness instructor will be for a year. Wherein, the first three months will be considered as a probation period within which if the working system would be proved to be unsatisfactory, the contract will be assigned to the lower quoted next agency.
8. If the work will be proved as a satisfactory one after a year, the next contract will be of another one year with the same price. Although, due to administrative or any other reasons, if this service has any will of termination from either side, party will have to give intimation before a month.
9. Agency has to appoint Fitness Instructors who are mentally and physically fit and are more than 18 years of age. Their identity card showing their name, residential address, with passport size photo has to be submitted in the office. If during the year Fitness Instructors are to be changed then their passport photos are to be submitted in the office.
10. Agency has to pay the prevailing minimum wages as fixed by the Labour department Government of Gujarat to the appointed Fitness instructors. No responsibility related to this lies on this office. Moreover, contractor has to follow the laws of Indian Government/ Gujarat Government. Proof has to be submitted every month for the same.
11. All the agency workers have to humbly behave with the staff and work with discipline and should not affect negatively the working atmosphere of the institute as well as have to work that the discipline of the institute is maintained.
12. The agency which is given the contract only has to provide the fitness instructors. Any other party or sub-agency should not be given the task by the selected agency. If found doing the same, the security deposit will be seized and the contract will be terminated.
13. During the tenure of the contract, if any of the workers is found tormenting the rules of the contract, the contract will be terminated as well as the security deposit amount will be seized. In this case, agency with whom the deal is finalized would not go for any legal action or for any other dispute.
14. If any of the workers during the working hours is found causing harm to institute property or stealing anything, the sole responsibility will remain with the agency and the agency will be responsible to compensate the harm.
15. The agency will have to give the uniform and i-card with specific logo fixed by the institute to the workers mandatorily.

## 6 General Terms and Conditions

1. The bidder have to quote for all categories mentioned in appendix.
2. The rate quoted shall include all duties, taxes, and other levis payable, to provide service at our place.
3. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
4. The offer shall be valid up to 90 days from the date of opening of technical bid.
5. The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule tender are not fully filled in.
6. Financial bids will be opened of technically qualified bidders only.
7. Tenders not complying with the above conditions are liable to be rejected at the sole discretion of IITRAM without any further reference / communication.
8. This tender is not transferable.
9. IITRAM reserves the right to choose, accept or reject any or all requests/deviations/offers,in full or part and also reserve the right at any stage to reduce or increase the quantity and split the order.
10. All pages of the Tender Document should be duly initialed and stamped in token of having read and understood all terms and conditions and implication of thereof.The rates should be clearly shown in words and figures. In case of any corrections,it should be signed over office stamp. The rates given should be complete and in full, in all respect.
11. Failure by the Bidder to comply with any statutory requirements and terms and conditions of this Tender during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender by IITRAM. In such a case, the security deposit will also be forfeited.
12. The terms and conditions of the tender is bounded to the Bidder and IITRAM
13. If the service provided by the Bidder is not found to be satisfactory as per terms and conditions of the contract IITRAM reserves the right to terminate the contract without assigning any reason.
14. IITRAM shall have absolute right to accept any tender or to reject all the tenders without assigning any reason. This also includes to accept or to reject a tender of the lowest rates.
15. The tender deposit of the Bidders other than whose tender rates are accepted and the tenders offering rates in subsequent serial member shall be refunded it within one month. The tender deposit of the Bidder whose rates have been accepted and the L2 Bidder shall be refunded after the L1 Bidder deposits necessary "Security deposit" and accept the award of contract.
16. Security deposit: The successful Bidder shall be required to furnish/deposit Bank performance guarantee from any nationalized bank ten days of the receipt of the order. The amount of security deposit is Rs.18,000 (Eighteen thousand only). If the Bidder fails to comply with the above requirements within the said period the earnest money already deposited by him/ them shall be applicable for forfeiture and IITRAM shall purchase the items required at the risk and cost of the successful Bidder. In such case, L 2 Bidder may be asked to deposit Security Deposit and the contract may be awarded to him at the discretion of the IITRAM.

17. The written intimation regarding sanctioning the rates mentioned in the tenders shall be made to the concerned Bidder. Generally, intimation shall be made by R.P.A.D. /U.P.C. post. IITRAM shall not be responsible for delay in receiving the post. Any other document as required by the IITRAM shall have to be produced within 3 (three) days.
18. If any agency by one or other way will be found doing any sort of forcing or nuancing on selection procedure, then the agency's tender will not be taken into consideration.
19. All or any Claim(s), dispute(s) or difference(s) arising out of or in with connection with this agreement shall be subject to the jurisdiction of the Courts at Ahmedabad only.

## **7 Penalty**

1. If more than three complaints are received within a month, then 10 % of the amount will be deducted as a penalty from the respective month's bill. More than seven complaints in a month will lead to a termination of contract.
2. As per the demonstration in the presentation by the agency, if the daily manpower is not supplied then Rs 200 per day penalty will be deducted from the respective month's bill.
3. If the worker will be seen without the uniform, per day per worker Rs. 50 as a penalty will be deducted from the bill.

## **8 Terms of Payment**

1. The agency will have to present two copies of bill and advance receipt every month. With this, documents like the satisfactory work certificate issued by any authority of the institute, attendance muster, list of used material will have to be submitted to get examined by the office and other necessary documents and if found worthy, the payment will be made within 10 days.
2. Payment will be made in Indian rupees only.

Address for submission of bid:

Registrar, IITRAM,  
Khokhara Circle, Maninagar East,  
Ahmedabad- 380026.

Registrar

## Annexure-I

### FORMAT FOR SUBMISSION OF COMPANY DETAILS (DATA SHEET TO BE SUBMITTED AT IITRAM)

Sr No	Particulars	Details to be filled by the organization
1	Name of Company	
2	Registered Office Address: Telephone Number: Fax number email:	
3	Correspondence Address : Telephone Number Fax number email:	
4	Details of the authorized person (Name,designation, address): Telephone Number: Fax number: email:	
5	Is the firm - - Government/Public Sector Undertaking: - Proprietary Firm: - Partnership firm (if yes,give partnership deed): - Limited company or Limited Corporation: - Member of a group of companies: (if yes,give name and address, and description of other companies): - Subsidiary of a large corporation (if yes, give the name and address) of the parent organization) - If the company is subsidiary,state what involve- ment if any,will the parent company have in the project.	
6	Is the firm registered with sales tax department? If yes, provide number.	
7	Is the firm registered for service tax with Central Excise Department (Service Tax Cell)? If yes, provide number.	
8	Permanent Account Number (PAN) of the firm.	

Authorized Signature of Supplier  
With stamp, email address and fax number

Date:                      Time:

## Annexure II

### FORMAT FOR SUBMISSION OF RATE FOR CONTRACT (To be submitted online only at n-procure website)

Please quote rate per person per month in Indian rupees for the following:

Sr. No.	Details of Work	Monthly Rate Per Person (Rs.)#	Monthly Agency Charge Per Person (Rs.)	Total Monthly Rate Per Person (Rs.)
1.	Providing Fitness Instructors			

#Monthly rate inclusive of all tax, duties and levies.

We agree to provide Fitness Instructors in accordance with the requirement of IITRAM for quoted rates within the period specified in the invitation for quotations.

Authorized Signature of Supplier  
With stamp, email address and fax number

Date:                      Time: