

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

Date: 21/02/2023  
Tender No: 2023/08

**INVITATION OF BIDS**

**E-Tender for Techno-Commercial Bid Form for  
Providing two Fitness Instructors for Gym at IITRAM**

Sir,

The Institute of Infrastructure, Technology, Research And Management (IITRAM) invites quotations for **Providing two Fitness Instructors (One Male & One Female) for Gym** under two bid system in tender format. Interested parties who wish to participate in tender 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 15/03/2023 (17:00 hrs.) in the office of the IITRAM, Khokhara Circle, Maninagar (East), Ahmedabad. Financial bid is to be submitted in electronic form only on n-procure site (<https://education.nprocure.com>)

**Important Information**

|   |  |
|---|--|
| Date of issue                             | 21/02/2023   |
| Tender Fee                                | Rs.1770/- (Incl. of GST)<br><i>Non Refundable</i>  |
| EMD                                       | Rs.12,000/-<br><i>Refundable</i>   |
| Last date of online bid submission        | 13/03/2023 till 17:00 hrs.   |
| Last date of physical bid submission      | 15/03/2023 till 17:00 hrs.   |
| Opening of technical bid                  | 21/03/2023 at 11:00 hrs.   |
| Date and Time of Opening of Financial Bid | To be announced later  |
| Tender inviting Authority and address     | I/c. Registrar, IITRAM,<br>Near Khokhara Circle, Maninagar<br>(East), Ahmedabad- 380026<br>Phone- 9601451282 |
| Bid Validity                              | 90 days from opening technical bid   |

**SECTION I**  
**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 building has been constructed in Maninagar (East), Khokhara. The institute has developed Gym facility 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 equipment 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.

## **SECTION II**

### **SCOPE OF WORK**

1. Fitness Instructors have to work as predefine schedule (require to come twice in a day) for exercise in connection with availability of students and staff members excluding Sunday and holidays.
2. Fitness instructors should 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 person's 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.

**SECTION III  
TENDER PROCESS**

1. This Tender document can be downloaded from website [www.iitram.ac.in](http://www.iitram.ac.in) or from <https://education.nprocure.com>. The tender document filled in/complete in all respect must be submitted with EMD in the form of Demand Draft in separate cover in favor of the Registrar, IITRAM payable at Ahmedabad. Please mention tender number and name of bidder on back side of DD.
2. The bidder has to submit the tender in two parts viz, (1) Technical Bid and (2) Financial Bid.
3. The bidder has to submit the technical bid in two parts viz, (a) Technical detail and (b) Tender fee & EMD Cover in a single cover.
4. Tender fee & EMD cover shall contain DD of Tender fee & EMD as per tender document.
5. Technical bid shall consist of technical details as per INDEX. The duly signed tender form shall be submitted with this bid by the bidder.
6. 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.
7. Bidders have to submit all the required documents as mentioned in this e-tender in online and physical through RPAD, speed post or in person till the last date and time prescribed for submission. Bidders are required to submit INDEX (in online and physical) showing the page numbers as per attached documents for each requirement of documents mentioned in this e-tender and also mention Yes/No (in table) based on the documents attached. All the bidders are required to arrange & submit the documents as mentioned in the sequence of Index only. Bidders are instructed not to attach any unnecessary documents.
8. **The bidder has to submit Financial Bid/Price Bid (SECTION-VI) online only at n-Procurement website.**
9. First, the technical bids will be opened.
10. The bidders which are provisionally approved in technical bid will have to come and demonstrate their procedure of work and make a presentation. Out of 100, 50 marks will be for technical evaluation. In the presentation, the bidder will have to include the procedure they will execute, qualification and experience of instructors etc. It is assumed that the bidders submitting the bids have gone through all tender terms, has acquainted themselves with scope of work and visited the Institute (if so needed) and agreed with all the terms of this e-tender.
11. Points for technical evaluation is as given below:

| Sr. No. | Particulars                                 | Maximum Marks |
|---------|---|---------------|
| 1       | Company profile                             | 10            |
| 2       | Experience of similar kind                  | 10            |
| 3       | Experience and qualification of Instructors | 30            |
| 4       | Planning of work at IITRAM (presentation)   | 50            |
|         | <b>Total Marks</b>                          | <b>100</b>    |

12. For Presentation, the bidders will be informed through e-mail/phone.
13. Financial bids will be opened in online format of technically qualified bidders only.
14. IITRAM will compare and evaluate the financial bids of the technically qualified Bidders to decide on the lowest evaluated bid by applying of the weighted evaluation method.
15. The final selection of the successful bidder (L1) from the qualified bidders will be done by considering both, presentation and price quoted, 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 50 marks. A Bidder quoting Rs. 1.20 lakh will get $(1.0/1.2) \times 50 = 41.67$ marks)                         |
|         | <b>Total Marks</b>                | <b>100</b>                 |  |

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.

16. Agency which is selected for the contract will have to execute a contract on a specified format using Rs.300 Non Judicial Stamp paper.
17. The Contractor will be required to furnish Performance Security amounting to 5% of the contract value in accordance with the Conditions of Contract within 10 (ten) days of receipt of the notification of award of contract in any one of the forms (1) D.D. of any schedule bank (2) Bank Guarantee of nationalized bank or bank approved by finance Department GR No. EMD/10/2013/655/DMO Dtd. 31/03/2014 (3) FDR of nationalized bank. DD and BG is required to submit in favour of the "IITRAM" payable at Ahmedabad. The Performance Security should be valid for the contract duration plus additional two (02) months.
18. This Performance Security will be returned without any interest within two (02) months after successful completion of contract.
19. Incomplete or Conditional Tender will not be considered.

## **SECTION IV TECHNICAL BID**

All the bidders are required to submit the copy of following documents:

1. Copy of firm Registration, PF registration and PAN card is to be submitted.
2. Copy of Goods and Service Tax (GST) Registration is to be submitted.
3. The bidder must have a representative office in Ahmedabad / Gandhinagar, Gujarat. The proof of the same is required to be submitted.
4. The bidder will have to attach one attested copy of registration under labour department, where the agency has worked.
5. The bidder has to submit a Demand Draft of Rs.12,000 in favour of "IITRAM" as EMD.
6. The bidder will have to attach copy of atleast 01 work completion certificate, where it has provided fitness instructors during 01/04/2019 to 31/03/2021.
7. The bidder will have to attach copy of work orders of minimum 2 contract for at least one year of any Government / Semi-Government / Private Organization for providing 2 fitness instructors.
8. The bidder has to submit e-tender document duly filled and signed with the stamp on each page of the tender document (except Section-VI) and on the enclosures to show that the bidders have read and understood all the details and terms & conditions of the tender thoroughly.

**Please note that the bidders submitting all the necessary documents only in physical form will be considered as disqualified. Bidders submitting all the necessary documents only in online form will be considered as disqualified. All the bidders must have to submit all the necessary documents in online and physical form both.**

**Bidders will have to attach same documents in online and physical form both as per the terms and conditions mentioned in this Tender.**

**SECTION V**  
**TERMS AND CONDITIONS**

1. Bid validity period - 90 days.
2. The bidder must comply with all statutory requirements regarding labor law / welfare law as imposed by Government authorities from time to time.
3. 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.
4. 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 is required for termination, then intimation before a month is required to be given.
5. Taxes should be paid as per goods and service tax (GST) norms.
6. The bidder will have to produce all necessary documents as mentioned in this e-tender and on the basis of their work experience, (in the presentation) they will be preferred.
7. **Penalty:**
  - 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 with intimation.
  - If any of the instructor remain absent without permission, then Rs.200 per day penalty will be deducted from the respective month's bill.
  - If bidder will not provide attendance register or failure in confirmation given by the Institute Authorities, then, per day Rs.500 as a penalty will be deducted from the bill.
  - Non-submission of bill by 10th day of every month may attract a penalty of Rs.5000/- per monthly bill.
8. The bidder has to appoint instructors who are mentally and physically fit and are more than 18 years of age. Their identity cards showing their names, residential addresses, with passport size photo has to be submitted in the office. If during the year instructors are to be changed then their identity cards showing their name, residence address with passport photos are to be submitted in the office.
9. The bidder has to pay the prevailing minimum wages as fixed by the Labour Department, Government of Gujarat to all the staff appointed by the agency. Moreover, bidder has to follow the laws of Indian Government/ Gujarat Government. Proof has to be submitted every month for the same.
10. Any of the Government / semi-Government employees who has been removed / asked to resign or has been asked for compulsory retirement cannot be employed at this Institute premises.
11. If the work of any of the instructors is not found satisfactory or not following the instructions of the Institution head or Institute officer, then that instructor has to be changed by the concerned bidder.
12. If the appointed trainer remains absent with or without advance permission, the bidder has to provide another trainer so that IITRAM Gym remains open without any lapses.

13. If any instructor is found drunken or taking drugs or gambling or found doing any misconduct then that instructor will be required to be withdrawn. Institute's opinion in this regard will be considered final.
14. The instructors will 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 in a way, so that the discipline of the Institute is maintained.
15. The bidder will have to provide attendance muster, salary muster etc. registered under labour act whenever the Institute authority asks for examination.
16. During working hours, if the instructor of the agency met with any sort of accident or physical injury / death occurrences etc., then the bidder will be legally responsible to attend. The Institute will not be responsible for paying any medical allowance, cost for any loss, price for medicines etc. in this regard.
17. The bidder will have to abide the rules of labour contract as well as PF contract. Proofs are to be submitted at regular interval of 3 months without fail. In case of, non submission of such certificates, payment for that month will not be sanctioned.
18. The successful bidder only, who has been given the contract has to provide all the services. Any other party or sub-agency should not be given the task by the selected agency. If found doing so, the security deposit will be forfeited and the contract will be terminated.
19. During the tenure of the contract, if any of the instructors 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, bidder with whom the deal is finalized will not have any right for legal action.
20. If any of the instructors during the working hours is found causing harm to Institute property or stealing anything, the sole responsibility will remain with the bidder and the bidder will be responsible to compensate the harm besides facing penal action.
21. The bidder will have to present two copies of bill and advance receipt every month. With this, documents like the satisfactory work certificate issued by the authority of the Institute, attendance muster, other necessary documents, etc. will have to be submitted to get examined by the office and if found worthy, the payment will be made within 10 days.
22. If any bidder by one or other way will be found doing any sort of forcing or influencing on selection procedure, then such bidder's tender will not be taken into consideration.
23. At the time of opening the tender, the representative of the bidder can remain present if they wish. Other than that, Institute is not going to wait for them and the bidder coming late than the prescribed time will not be entertained with their arguments.
24. The office of the Institute will be authorized for the acceptance or rejection of the price without any reason.
25. None of the contractors or the workers will use any of the rooms or compound area of the Institute as their residence or office.
26. Due to any adverse reason, if the authorized persons' death occurs, the contract will be automatically terminated. Even though, the final decision will be taken by the Institute.
27. If any of the instructors get harmed/ meets with any sort of accident or permanent physical deficiency, the bidder will be the sole responsible authority.



28. If any of the persons from the Institute will have any sort of material or physical harm by any of the instructors, the bidder will be solely responsible to compensate the harm caused by their employees. The bidder will have to repay on his own. If it is not paid by the bidder, the payment will be done from the running bill amount or at the last it will be reimbursed as a revenue charge from the bidder to the office of the Institute.
29. Contract will be given with the sole purpose of providing fitness services. So the purpose is limited to its contractual tasks only. Besides those tasks, no other activities like other business or work will be tolerated if found.
30. The changes in contract, cancellation of contract, cancellation of any term or condition as well as the interpretation of the same will be considered as per the only authority of the Institutional office.
31. After satisfactory completion of tasks, submission of the bill and after the necessary deduction of the tax, the payment will be done within 10 days.
32. The bidder will have to give i-card with specific logo to the instructors mandatorily.
33. The bidder must provide police verification certificate for all the instructors deployed at IITRAM.
34. All or any Claim(s), dispute(s) or difference(s) arising out of or in connection with this agreement shall be subject to the jurisdiction of the Courts at Ahmedabad only.
35. In case of any third party claim against IITRAM for any act of the employees of the bidder, the bidder shall act as guarantor and indemnify IITRAM to the extent of all claims and expenses arising out of this work contract.

**I/c. Registrar**

**SECTION VI  
FINANCIAL BID**

(Format for Submission of Financial Details)  
(Data Sheet to be Submitted ONLY Online at n-procure website)

Agency will have to quote in Indian Rupees.

| <b>Sr. No.</b> | <b>Details of Work</b>   | <b>Monthly Rate Per Person (Rs.)</b> | <b>Monthly Agency Charge Per Person (Rs.)</b> | <b>Total Monthly Rate Per Person (Rs.)#</b> |
|----------------|--|--------------------------------------|---|---|
| <b>A</b>       | <b>B</b>   | <b>C</b>                             | <b>D</b>                                      | <b>E</b>                                    |
| <b>1.</b>      | Providing one Male Fitness Instructor<br>(for 8 hours in a day)        |                                      |   |   |
| <b>2.</b>      | Providing one Female Fitness Instructor<br>(only for 2 hours in a day) |                                      |   |   |
|                |  | <b>Total for two persons</b>         |   |   |

# Taxes shall be paid as per GST Norms.

We agree to provide Fitness Instructors in accordance with the requirement of IITRAM for quoted.

Authorized Signature  
With stamp, email address and fax number

Date:  
Time:

**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 firm/ organization/ establishment/ company   |  |
| 2       | Registered Office Address:<br>Telephone Number:<br>Fax number:<br>email:   |  |
| 3       | Correspondence Address :<br>Telephone Number:<br>Fax number:<br>email:   |  |
| 4       | Details of the authorized person (Name, designation, address):<br>Telephone Number:<br>Fax number:<br>email:   |  |
| 5       | Is the firm - <ul style="list-style-type: none"> <li>• Government/Public Sector Undertaking</li> <li>• Proprietary Firm</li> <li>• Partnership firm<br/>(if yes, give partnership deed)</li> <li>• Limited Company or Limited Corporation</li> <li>• Member of a group of companies<br/>(if yes, give name and address, and description of other companies):</li> <li>• Subsidiary of a large corporation (if yes, give the name and address) of the parent organization)</li> <li>• If the company is subsidiary, state what involvement if any, will the parent company have in the project</li> </ul> |  |
| 6       | Permanent Account Number (PAN) of the firm   |  |
| 7       | GST Number of the firm   |  |
| 8       | Is the firm blacklisted in Semi Government/ State Government / Central Government / Government Undertaking?<br>If Yes, provide the detail.   | YES / NO                                 |

Date:

Time:

Name of Authorized Person  
with Sign and Stamp

(To be printed on Firm's Letter Head)

**Annexure-II**

**Declaration by the Agency**

1. I/We certify that I/We have gone through & agree to the terms & conditions of tender and undertake to comply with them during the currency of the contract period.
2. I/We certify that, I/We have neither been blacklisted nor debarred from participating in future tenders by any State Government / Central Government organizations.
3. I/We certify that each self-attested pages of photocopy of various documents / certificates attached are true of the best of my / our knowledge and no erasing / overwriting / cuttings / corrections has been done by me/us.
4. I/We, hereby, agree to all the terms and conditions stipulated by the IITRAM in this connection, including penalty etc.
5. I/We understand that IITRAM reserves the right to reject any or all tenders including the lowest quotation without assigning any reasons (s) thereof.
6. I/We agree that in case of failure to provide services on time, IITRAM is free to obtain services from other service provider at my/our risk and cost.

Date:

Name of Authorized Person

Time:

with Sign and Stamp

## INDEX

Please note that the bidders submitting all the necessary documents only in physical form will be considered as disqualified. Bidders submitting all the necessary documents only in online form will be considered as disqualified. All the bidders must have to submit all the necessary self attested documents in online and physical form both.

Bidders will have to attach same documents in online and physical form both as per the terms and conditions mentioned in this e-Tender.

Bidders are required to submit index (in online and physical) showing the page numbers as per attached documents for each requirement of documents mentioned in this e-tender and also mention Yes/No (in below table) based on the documents attached by you. All the bidders are required to arrange & submit the documents as mentioned in the sequence of Index only. Bidders are instructed not to attach any unnecessary documents.

| S<br>r.<br>N<br>o.                | List of documents attached<br>(self attested)  | Please mention<br>below Yes/No based<br>on your submitted<br>documents |          | Page<br>Numbers |
|-----------------------------------|--|--|----------|-----------------|
|                                   |  | Online   | Physical |                 |
| <b>Name of your firm/Company:</b> |  |  |          |                 |
| 1                                 | Copy of firm registration  |  |          |                 |
| 2                                 | Copy of PF registration  |  |          |                 |
| 3                                 | Copy of PAN Card   |  |          |                 |
| 4                                 | Copy of GST registration   |  |          |                 |
| 5                                 | Proof of registered office in Ahmedabad / Gandhinagar, Gujarat   |  |          |                 |
| 6                                 | One attested copy of registration under Labour department, where agency has worked   |  |          |                 |
| 7                                 | Copy of atleast 01 work completion certificate, where fitness instructors have been provided during 01/04/2019 to 31/03/2021                                   |  |          |                 |
| 8                                 | Copy of work orders of minimum 2 contract for at least one year of any Government / Semi-Government / Private Organization for providing 2 fitness instructors |  |          |                 |
| 9                                 | Duly filled, signed & stamped on each page of tender document & all enclosures (Except Section VI)   |  |          |                 |
| 10                                | DD of Tender fee & EMD   |  |          |                 |
| 11                                | Annexure-I   |  |          |                 |
| 12                                | Annexure-II (Declaration)  |  |          |                 |

**Authorized Sign & seal of Firm/Agency/Company**