

No. Q.11011/Adm(G)/51/2009-10
Government of India
Ministry of Statistics and Programme Implementation
National Academy of Statistical Administration

Plot No. 22, Knowledge Park-II,
Greater Noida-201308(U.P)
Dated: - 23.01.2014

To
M/s _____

Subject: Inviting Quotations for engagement of a Yoga Instructor on part time basis.

Sir,

Quotations are invited in the sealed cover from the reputed and experienced firms for providing a trained Yoga Instructor to take yoga classes of the Officers undergoing various training/courses at the National Academy of Statistical Administration (NASA), at Plot No. 22, Knowledge Park-II, Greater Noida (U.P) , on the terms and conditions as mentioned below:

A. TERMS AND CONDITONS:

1. The Yoga classes will be held at premises of National Academy of Statistical Administration (NASA), at Plot No. 22, Knowledge Park-II, Greater Noida (U.P), in the morning .Duration of the class will be at least one hour. The Yoga Instructor should arrive in the class room a minimum of 5-10 minutes before the start of class.
2. The trainer/Yoga Instructor will be responsible to brief properly to the members /participants on safe and effective exercise techniques before commencement of the session to avoid any injury etc.
3. Classes will be conducted for five days in a week preferably from Monday to Friday, it may be fixed on Saturday, if needed, and in that case one day off will be allowed, as per the requirement/convenience of NASA.
4. The contract will be for one year duration which may be extended for another one year with mutual consent on the same terms and conditions, subject to providing of satisfactory service.
5. The agency will be responsible to provide the suitable substitute of the engaged Yoga Instructor immediately in case the regular incumbent leaves the service or proceeded on leave or unable to take classes due to some other reasons.
6. In case the services of the Yoga Instructor are found unsatisfactory by NASA the agency will replace the Instructor within 2 days, on receipt of written complaint from NASA.

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7. The agency will liable to pay the service tax as applicable under rules.
8. A Demand Draft of Rs. 10,000/-(Rupees ten thousand only) drawn in favor of Pay and Accounts Officer, Min. of S&PI , New Delhi and valid for a period of six months should be enclosed with the quotation as Earnest Money Deposit (EMD) .The quotation. If received without EMD, will be rejected. The EMD will be refunded on finalization of contract without any interest.
9. A lump sum payment to be made to the instructor on monthly basis should be **mentioned in the quotation letter.**
10. There will be no increase in the rates during the contract period.
11. NASA has the right to terminate the contract without assigning any reason
12. Last date for receipt of quotation is 25/02/2014 up to 1500 Hours. The quotations will be opened on the same day i.e. On 25/02/2014 at 1530 Hours in the presence of the representatives of the firm, if any.

B. EDUCATIONAL QUALIFICATION/EXPERIENCE OF TRAINER

13. Full time study in Post Graduate Diploma in Yoga/M.A. in Yoga from a recognized university/institute.
14. The trainer should have minimum of 3 years experience as Yoga Instructor.

C. PAYMENT TERMS:

15. No advance payment will be made by the NASA. Payment will be made on monthly basis on receipt of bill.
16. No conveyance or the conveyance allowance will be provided/ paid to the trainer/instructor by NASA.

D. PENALTY CLAUSE: -

17. In case of any irregularities noticed the penal will be levied by NASA up to the extent of 10% of the monthly charges due for the relevant month, after issuing show cause notice to the agency and considering the explanation of the agency, if submitted within stipulated time. Such repeated irregularities will make the agency liable for cancellation of contract with forfeiture of the Security Deposit.

E. ARBITRATION CLAUSE:-

18. In case of any disputes between the parties viz. National Academy of Statistical Administration (NASA) on one hand and the agency/firm awarded the Contract on the other hand, arising out on account of the duties assigned to the Yoga Instructor and other mandatory conditions as stated in the Tender document/ Contract Agreement, the dispute shall be referred to an Arbitrator as per Arbitration **and Reconciliation Act 1996., in Delhi/Noida jurisdiction.**

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F PERFORMANCE SECURITY:

19. The successful bidder (LI) will be required to deposit the Performance Security Deposit equal to 10% of the tentative total contract value in the Form of Fixed Deposit Receipt (FDR) or the Bank Guarantee from commercial bank drawn in favor of Pay & Accounts Officer, Ministry of Statistics & PI, New Delhi. The Performance Security Deposit should be valid for a period of sixty days beyond date of expiry of the contract.

G. CONTRACT AGREEMENT:

20. The successful bidder will be required to execute an Agreement with NASA with the period specified in the award letter. In case is firm is failed to do so the EMD received from the firm will stand forfeited without giving any notice.

H: GENERAL:

21. The interested firm may submit their quotations quoting the rates in a sealed envelope, along with the EMD, duly super-scribing "Quotation for Yoga Instructor" at the following address to reach latest by 1500 Hours on 25.02.2014:-

The Deputy Director General &HOD,
National Academy of Statistical Administration (NASA),
Ministry of Statistics & Programme Implementation,
Plot No. 22, Knowledge Park-II,
Greater Noida -201308, U.P.

22. The sealed quotations should either be sent by post at the abovementioned address or may be dropped in the Tender Box placed at the Reception area in the Academic Block of NASA. The quotations received after the closing date and time shall not be entertained.

23. This Quotation letter will also be available on Ministry's website (<http://www.mospi.gov.in>)/Govt.tender website:www.tenders.gov.in and www.eprocure.gov.in.


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Copy to:

1. Deputy Director General, Computer Centre, MOS&PI with the request to upload on Ministry's website and Govt. tender website.
2. Notice Board NASA/CSO/J.P. Building New Delhi

