

Q-11011/Adm(G)/42/2017-18/NSSTA
Government of India
Ministry of Statistics & Programme Implementation
National Statistical Systems Training Academy
NSSTA

1.1 **Notice Inviting Tender (NIT)** for hiring of Gym Coaches/ Instructors at National Statistical Systems Training Academy (NSSTA), Plot No. 22, Knowledge Park-II, Greater Noida – 201310, (UP).

1.2 Online bids are invited under Two Bid Systems (Technical Bid and Financial Bid) from Gym Professional coaches/ instructors/ firms/ companies for providing Gym Coaching/ Training on a daily basis at National Statistical Systems Training Academy (NSSTA), Plot No. 22, Knowledge Park-II, Greater Noida – 201310, (UP).

1.3 Tender documents may be downloaded from MOSPI website www.mospi.gov.in (for reference only) and CPPP site <http://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

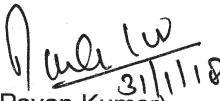
Published Date	31.01.2018 (06:00 PM)
Bid Document Download Start Date	01.02.2018 (09:00 AM)
Bid Submission Start Date	01.02.2018 (09:00 AM)
Bid Document Download End Date	07.03.2018 (02:00 PM)
Bid Submission End Date	07.03.2018 (02:00 PM)
Bid Opening Date	08.03.2018 (03:00 PM)

1.4 Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

1.5 Tenderer who has downloaded the tender from the MoSPI's website www.mospi.gov.in and Central Public Procurement Portal (CPPP)'s website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> shall not tamper/modify the tender form including downloaded price bid template in any manner.

1.6 EMD Payment: Earnest Money Deposit of Rs.10,000/- (Rupees Ten Thousand Only) is to be deposited at NSSTA, Greater Noida in the form of Demand Draft in favour of the Pay & Accounts Officer, Ministry of Statistics & Programme Implementation, New Delhi. The EMD received from the tenderers will be returned without interest immediately after the process of award of contract is over. Bidders are required to submit the details of EMD payment at the time of Bid submission.

1.7 Interested tenderers are advised to visit again MoSPI website www.mospi.gov.in and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.


(Pavan Kumar)

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PAVAN KUMAR

Head of Office

National Statistical Systems Training Academy (NSSTA)
Ministry of Statistics & Programme Implementation
Government of India
Greater Noida 201310

Tender No. Q-11011/Adm(G)/42/2017-18/NSSTA

“Online” bids are invited under **Two Bid System** i.e. (**Part - I Technical Bid and Part - II Financial Bid**) from Gym Professional coaches/ instructors/ firms/ companies for providing Gym Coaching/ Training on a daily basis by **male and female instructors** at National Statistical Systems Training Academy (NSSTA), Plot No. 22, Knowledge Park-II, Greater Noida – 201310, (UP).

A. Eligibility criteria

The Gym Professional coaches/ instructors/ firms companies must fulfil the following conditions in order to be eligible for technical evaluation of the bid.

- (i) The bidder should have required professional qualifications from accredited institutions. **The preference will be given to the Government authorized institutions.**
- (ii) The bidder must have a minimum of two years of experience in providing Gym Coaching/ Training to Central/ State Government Departments/ PSUs/ Reputed Institutions.
- (iii) The bidder should have PAN/ Sales tax/ Service Tax Registration.
- (iv) The bidder should not be blacklisted by any Government Department/Ministry.
- (v) The Registered Office, if applicable of the bidder should be located in Greater Noida/Noida/Delhi/ NCR.

B. Instruction to bidders

Submission of Tender

The tender shall be submitted **online** in two part, viz., Technical bid and Financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

Technical Bid:

The following documents are to be furnished by the bidders' along with Technical Bid as per Annexure-I of the tender document:

- (i) Signed and scanned copy of required professional qualifications from accredited institutions. **The preference will be given to the Government authorized institutions.**

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- (ii) Signed and scanned copy of desired experience certificate for providing Gym Coaching/ Training in to Central/ State Government Departments/ PSUs/ Reputed Institutions
- (iii) Signed and scanned copy of PAN/TAN and valid registration certificate from Service Tax Department alongwith previous two years Income-tax returns.
- (iv) Signed and scanned copy of the duly filled in the Performa as given in Annexure-III.
- (v) Signed and scanned copy of the duly filled in the Performa as given in Annexure-IV.
- (vi) Signed and scanned copy of the document/ certificates indicating that the Registered Office, if applicable is located in Greater Noida/Noida/ Delhi/ NCR.

Financial Bid:

Financial bid is to be submitted as per format given in Annexure-II. Bidder shall not tamper/ modify the downloaded financial bid template in any manner. In case, if the same is found to be tampered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with NSSTA, MoSPI.

C. Terms & Conditions

1. The bid documents should be legibly written. The bidder should sign each page of the Bid. Overwriting should be avoided. Correction, if any, should be made by neatly crossing out with initial & date. Additional sheets, if any added by bidder should also be numbered.
2. Any information furnished by bidder found to be incorrect either immediately or at later stage, would render him liable to be debarred from tendering/ taking up of any work in NSSTA.
3. The Services of coaches/ instructors/ firms/ agencies would be required immediately after award of the contract by NSSTA.
4. The successful instructor/ firm/ company will be required to execute an agreement with NSSTA within the period specified in the award letter. The necessary Fees, stamp paper etc. required for completing the agreement has to be borne by the instructor/ firm/ agency. In case the successful agency fails to

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enter into the agreement with NSSTA within the specified date mentioned in the award letter, the EMD deposited by such Agency shall be forfeited without giving any further notice.

5. For instructions finally confirmed, the services of the selected instructors will be reviewed from time to time on the basis of feedback received from the participants.
6. Instructors have to train to the participants on regular basis during 6-8:00 PM (6-7:00 PM for female and 7-8:00 PM for male) in the Gymnasium cum Yoga Centre.
7. Instructors should reach in NSSTA in time and put attendance in the register and also maintain attendance of the participants on regular basis.
8. Instructors shall ensure that all equipments are settled in right place and functioning properly. If any fault observed, he/ she shall intimate to NSSTA immediately.
9. Whenever required, instructor/ firm/ agency shall also maintain liaising with the agency which maintaining the AMC of the Gym Equipment.
10. The contract will be awarded initially for a period of One year and would be extendable for one year or more years on same terms and conditions subject to rendering of satisfactory services.
11. Income Tax, Work Contract Tax and any other Tax will be deducted at sources as per the norms of Government of India, as applicable from time to time.
12. No advance payment would be made to the successful bidder. **The payment will be made on monthly basis after submission of proper bill to NSSTA.**
13. Earnest Money Deposit of Rs.10,000/- (Rupees Ten Thousand Only) is to be deposited at NSSTA, Greater Noida in the form of Demand Draft in favour of the Pay & Accounts Officer, Ministry of Statistics & Programme Implementation, New Delhi. The Bids received without EMD shall not be considered for technical evaluation. The EMD shall remain deposited with NSSTA till the period of validity of offer. The EMD received from the tenderers will be returned without interest immediately after the process of award of contract is over. Bidders are required to submit the details of EMD payment at the time of Bid submission.
14. It is mandatory for the successful tenderer to submit **Security Deposit** amounting to 10% of the total annual contracted value in the form of Bank Guarantee/ Fixed Deposit Receipt/ Demand Draft of in favour of "Pay and Account officer, Ministry of Statistics and Programme Implementation, New Delhi" as Performance Security. The Security Deposit should be valid beyond 90 days of the period of the contract. The Security Deposit will be returned without any interest after

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satisfactory competition of the contract process. This amount, however, be confiscated in case of refusal or failure to provide satisfactory services or backing out in midstream.

15. The opinion/ decision of NSSTA regarding the bid shall be final and conclusive.
16. NSSTA reserves the right to accept or reject any or all the bids at any time without assigning any reason thereof.
17. Unsatisfactory performance of Gym Instructor at any stage of time shall be liable for termination of work award order and may also lead to forfeiture of performance-cum-security deposit.
18. **PENALTY CLAUSE:-** In case of any irregularities noticed in the Services delivered by Instructor, the appropriate action such as imposition of penalty and cancellation of agreement or forfeiture of security deposit as the competent authority may deem fit will be taken against Gym Instructor/ firm/ company.
19. **ARBITRATION CLAUSE:-**In case of any disputes between the parties viz. National Statistical Systems Training Academy (NSSTA) on one hand and the coach/ Instructor/ agency/ firm awarded the Contract on the other hand, arising out on account of scope of work and other mandatory liabilities as stated in the Contract Agreement, the dispute shall be referred to an Arbitrator as per **Arbitration and Reconciliation Act 1996, in Delhi/Noida jurisdiction.**
20. **EVALUATION CRITERIA:-**Technical Bids of tenderers will be evaluated/ scrutinized based on the above eligibility criteria mentioned in the document by the Tender Evaluation Committee (TEC). Price Bids will be opened only in respect of those tenderers who are qualified in the pre-qualification (technical) bid. The L-1 would be decided on the basis of lowest price quoted for male and female instructor.

D: Proforma for Technical Bid

The Gym coaches/ Instructors/ firms/ agencies are requested to furnish the following information/ documents for Technical evaluation. The documentary proof is required for each information:

S No	Description	Detailed to be filled up	Page Number
1	Name of the coaches/ Instructors/ firms/ agencies		
2	Registered Office address (along with phone no and Email)		
3	Details of required professional qualifications from accredited institutions.		
4	Details of two experience certificates for providing Gym Coaching/ Training in to Central/ State Government Departments/ PSUs/ Reputed Institutions		
5	Whether firm is registered under Sales Tax/ service tax/ VAT etc.		
6	PAN No/ TAN No/ GSTIN		
7	Whether declaration as per Annexure III and undertaking as per Annexure IV submitted.		
8	Details of Earnest Money Deposit (EMD)		

Note: Submission of documentary proof for the entire above Qualifying Requirement is mandatory. In case of absence of documentary proof the bid is liable to be rejected. NSSTA may demand original documents for verification.

Authorized Signatory _____
 Name _____
 Designation _____

Place:

Date:

E- Proforma for Financial Bid

Particulars	Time	Fee (in Rs.)	Applicable Taxes, if any	Total amount (In Rs.)
Gym Classes for female participants (female Instructor)	6:00-7:00 PM			
Gym Classes for male participants (Male Instructor)	7:00-8:00 PM			

Total Amount (in Rs.).....

Total Amount (in words) Rupees.....

Signature(s)
(Name & Address of the Tenderer(s)
With Official Seal)

Place:
Date:

DECLARATION

I,.....Son/ Daughter/ Wife of
Shri.....Proprietor/Director/authorized signatory of the Agency
mentioned above, is competent to sign this declaration and execute this tender
document;

2. I have carefully read and understood all the terms and conditions of the tender
and undertake to abide by them. We are not involved in any major litigation that may
have impact of affecting or compromising the delivery of the services as required under
this tender. .

3. The information/documents furnished along with the above are true and authentic
to the best of my knowledge and belief. I/we, am/are well aware of the fact that
furnishing of any false information / fabricated document would lead to rejection of my
tender at any stage besides liabilities towards prosecution under appropriate law.

Signature(s)
(Name & Address of the Tenderer(s)
With Official Seal)

Place:
Date:

Annexure-IV

UNDERTAKING BY THE AGENCY

I, _____ on behalf of _____ (Name of the firm/agency) hereby declare that there is no legal suit/criminal case pending or contemplated of legal notice having been served to this effect against the Proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any of the laws in force and company is not black listed by any Government Organisation.

I, _____ on behalf of _____ (Name of the firm/agency) hereby declare that our organisation or the staff to be provided has no business or direct family relationship with member(s) of NSSTA and /or NSSTA employees or persons positioned in or on the Board of these two organisations by whatever process.

I, _____ on behalf of _____ (Name of the firm/agency) hereby undertake that all relevant statutory requirements will be complied with.

I, _____ on behalf of _____ (Name of the firm/agency) understand that if the above declaration is found incorrect, the present engagement would be terminated and _____ (Name of the firm/agency) would be debarred from any further engagement by NSSTA ever.

Signature(s)
(Name & Address of the Tenderer(s)
With Official Seal)

Place:

Date: