



IndianOil Corporation Limited

IndianOil Institute of Petroleum Management, Gurugram

“Hiring of services of Yoga Instructor at liPM”

Document No.: liPMSS1236

Tender Ref No.: IIPMCC8150

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IndianOil

INDIAN OIL CORPORATION LIMITED

INDIANOIL INSTITUTE OF PETROLEUM MANAGEMENT

Gurugram

Document No.: liPMSS1236

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PART – I

(TECHNO-COMMERCIAL PART)

FOR

“Hiring of services of Yoga Instructor at liPM”

Issue to

Letter Inviting Bid Document from Yoga Instructors

Vendor No.: M/S	Document No.: IIPMSS1236
Tel No. Mob No.	Tender Ref No.: IIPMCC8150
	Quotation Deadline: _____

Subject: Hiring of services of Yoga Instructor at liPM

Dear Sirs,

The fee for this set of Document documents comprising of this letter inviting Document and its enclosures is **Nil**.

This Document is issued to you.

This document consists of ____ (_____ only) pages and two booklets in Techno-commercial part and ____ (_____ only) pages in price part.

Yours faithfully,
For & on behalf of IOCL, liPM

Sd/-
Dy. General Manager (M&C)

General Instructions

1. Applications are invited in the prescribed format from interested Yoga Instructor as per the terms and conditions mentioned in the Bid documents along with copy of the related self-attested documents.
2. Self-attested Documents to be submitted: -
 - a. 10th certificate/Marksheet (or PAN card/Passport/ Driving License/ Voter ID card) indicating date of birth.
 - b. Graduation (Yoga) regular from recognized institution established under the UGC Act
 - c. Post-graduation (Yoga) regular from recognized institution established under the UGC Act.
 - d. Aadhar Card
 - e. PAN Card
 - f. Cancelled cheque
 - g. GST registration (If applicable)
 - h. Experience Certificate
 - i. 3 Passport Size Photographs
3. Experience shall be counted after completing the Post-Graduation as per documents/certificates.
4. A separate sealed cover in the prescribed format (Price Bid), quoting the per day remuneration expected should also be submitted by the applicants.
5. Original documents of qualifications, experience etc. shall be produced at the time of interview.

Evaluation criteria:

6. The applications will be scrutinized and shortlisted candidates (Yoga Instructors) who are meeting the prescribed parameters would be called for an interview on a specified date, time and venue.
7. The nominated committee would interview the candidates and award marks as per a set of specified parameters and weightage, as under:

Total marks: 100

(a) Technical Criteria : 70 Marks

Qualification marks: PG (Yoga) regular:	35 (Maximum marks)
Experience: upto 5 years: 05 marks	
More than 5 – 10 years: 10 marks	
More than 10 - 15 years: 15 marks	
More than 15 years:	20 (Maximum marks)
Experience in teaching Yoga to corporates:	5 (Maximum marks)
Technical Interview marks	10 (Maximum marks)

(b) Financial Criteria (price quote) : 30 Marks

Lowest Price bid will be awarded 30 full marks and the balance price bids will be awarded proportionally reduced marks.

The final marks would be total of the marks under technical criteria (Max.70 marks) plus Financial criteria (Max.30 marks).

8. Price bids shall be opened after the interview is complete and the candidate has been technically accepted. Technical and financial marks will be awarded by the Committee.
9. The total no. of Yoga Sessions for a period of two years is expected around 660 sessions. In case of exigency/other compelling reasons online/virtual yoga session will be conducted which will be amounted 20% less than physical yoga session.
10. In case of virtual yoga session, Yoga instructor shall make all arrangement like laptop, internet facility etc. for conducting online virtual sessions at the appointed date/time. Meeting link shall be provided by IOCL.
11. Yoga instructor shall be required to conduct additional Yoga sessions as and when required by the Corporation as a special case/occasions.

Yours faithfully,
For & on behalf of IOCL, liPM

Sd/-
Dy. General Manager (M&C)

NAME & SIGNATURE OF YOGA INSTRUCTOR

Special Terms and Conditions

1. Yoga Instructor shall visit liPM Campus at 83, Institutional Area, Sector-18, Gurugram - 122001 for Indian oil employees and render services for one hour from Monday to Saturday except declared holiday. The specified days and timings are subject to change as per liPM's requirements from time to time without making any alterations in the periodicity.
2. Yoga Instructor shall give prior intimation to liPM's authorized representative (presently DGM(A&W) at least one day in advance in case he/she is unable to visit liPM campus on any scheduled day, due to emergency elsewhere. Non-intimation will attract penalty of Rs.2000/- per incident and shall be deducted from monthly bill. Also, he/she will provide the alternative of equivalent competence.
3. The scope of job should include but not limited to giving yogic practice to the group of individuals with the explanation of benefits, pros and cons.
4. Giving perfect combination of each category of the following Asana in each session: Static, Dynamic, Inverted, Standing, Sitting, Supine, and Prone.
5. Giving customized yogic practice with proper combination of Asana, Pranayama, Mudra, Bandha, Relaxation, meditation & Yognidra.
6. Applying Satkarma especially Laghu Shankh Prakshalan fortnightly or monthly.
7. Managing group of individuals with their individual health issues and giving them suitable advice to improve their health.
8. Giving discourse /discuss about the Yogic Life-Style and its importance in day today life.
9. Payment will be released on monthly basis within 30 days after the submission of bills.
10. In case performance is not found satisfactory based on participants feedback, liPM reserves the right to terminate the work order / contract unconditionally before completion of the total period of contract.
11. The rates quoted per session shall be lumpsum and no additional TA, DA shall be paid. The job will be awarded based on item wise lowest rates quoted for Classroom session / virtual session.
12. The rates stated in the Schedule of Rates shall not be subject to escalation or increase on any account whatsoever, other than new taxes, duties, levies etc imposed by Central or State Government subsequent to submission of the bid.
13. The contract would be for a period of 24 months from the date of issue of LOA.
14. GST, if applicable as per GST Act up to contractual completion date, will be paid at the rates applicable to bidder for providing services under this contract against the invoice suitable for claiming input tax credit.
15. The engagement shall be entirely contractual and temporary in nature.
16. The Yoga Instructor should be based in Delhi NCR Gurgaon (i.e Delhi, Gurgaon, Ghaziabad, Noida & Faridabad).

SIGNATURE OF YOGA INSTRUCTOR

SUBMISSION OF DOCUMENT

Documents shall be submitted in two separate parts (**PART-I & PART-II**) on below mentioned address:

(a) PART-I (TECHNO-COMMERCIAL PART ONLY)

NAME OF WORK: "Hiring of services of Yoga Instructor at IIPM"

DOCUMENT No.: IIPMSS1236

Tender Ref No.: IIPMCC8150

ADDRESSED TO:

**Deputy General Manager (M&C),
Indian Oil Corporation Ltd., IIPM,
83 Institutional Area, Sector-18,
Gurugram-120 001, (Haryana).
Contact details:
Tel.: 0124 2341965**

FROM:

This part shall contain Original Document duly filled in as required but without quoted Fees. All covering letters and information/documents as required shall be submitted. Except as provided below with reference to PART-II, this part shall contain all the documents required to be submitted with the Document.

NAME & SIGNATURE OF YOGA INSTRUCTOR

(b) PART-II (PRICE BID ONLY)
(Separate sealed envelope)

NAME OF WORK: "Hiring of services of Yoga Instructor at IIPM"

DOCUMENT No.: IIPMSS1236

Tender Ref No.: IIPMCC8150

**ADDRESSED TO: Deputy General Manager (M&C),
Indian Oil Corporation Ltd., IIPM,
83 Institutional Area, Sector-18,
Gurugram-120 001, (Haryana).
Contact details:
Tel.: 0124 2342976**

FROM:

This part shall contain quoted fees duly filled in. It is to be noted that the sealed envelope containing this part shall contain only PRICE and no condition (i.e. deviations / assumption / stipulation / clarifications / comments / request) whatsoever. Any condition given in this part shall not be taken into account.

THE DOCUMENT OFFER / INFORMATION / DETAILS ETC. SUBMITTED BY THE YOGA INSTRUCTOR MUST BE DULY SIGNED ON EACH PAGE WITH A STAMP OR NAME OF THE SIGNATORY.

NAME & SIGNATURE OF YOGA INSTRUCTOR

FORMAT FOR ADVISE OF VENDOR DETAILS OF YOGA INSTRUCTOR

(On the Letterhead of the Yoga Instructor)

To
Indian Oil Corporation Ltd - IIPM
83 Institutional Area, Sector 18,
GURUGRAM - 122001

Date:

Dear Sir,

With reference to the P.O/ W.O/ Contract Ref No_____ Dated_____ awarded to us by IOCL, we hereby give our consent to accept the related payments of our claims/bills on IOCL through Cheques or Internet based online E-payments system at the sole discretion of IOCL, Our Bank account details for the said purpose is as under:

Sr.	Particulars	Details
1	Name and address of the Beneficiary	
2	Account Number of Beneficiary	
3	Account Classification(CA/ CC-11 or 29) & SB-10 as per cheque leaf	
4	Name and address of the Bank Branch(Where payments are to be sent by IOC)	
5	Branch Name/Code	
6	The 9 digit MICR code of the Branch(as appearing on the MICR cheque)	
7	IFSC Code of the Bank Branch for RTGS mode	
8	IFSC Code of the Bank Branch for NEFT mode	
9	E mail ID of Beneficiary	
10	Any other Particulars (to be advised by Beneficiary for the E-payments purposes)	
11	Vendor Code (to be filled by IOC's Deptt only)	
12	PERMANENT ACCOUNT NUMBER	
13	MOBILE NUMBER(FIOR SMS ALERTS)	

A blank copy of a cancelled cheque/photocopy of a cancelled cheque relating to the above account Number for verifying the accuracy of the bank account details is enclosed.

A copy of PAN Card duly attested by authorized signatory for verifying the accuracy of the PAN is enclosed.

I/We hereby declare that the particulars given above are correct and complete.

Date:
Holder
Place:

Signature of Account
with Company Stamp (if a Company)

Encl: one cheque/photocopy of cheque duly cancelled & copy of PAN card _____

*** We hereby confirm that the above bank account details of beneficiary are correct in all respects and the account of Beneficiary (IOCL Vendor) is maintained at our bank branch.

(Name of the Bank & Branch)
Authorised Signatory

*** Verification required only in case (a) vendors not providing a cancelled cheque leaf or if vendors name is not printed/appearing on the cancelled cheque leaf submitted to IOCL office
(b) Change in existing bank details.

Details of Yoga Instructor's Bio-data

1. Position applied : Yoga Instructor (Part time), liPM, Gurugram,
2. Name :
3. Date of birth :
4. Gender :
5. Marital status :
6. Nationality :
7. Local Address :

8. Contact numbers: Landline: _____, Mobile-

9. E-mail ID:

10. Details of educational qualifications:

Qualification	Board/ University	Date of Passing	% Marks/Grade	Class/ Division
Graduation (Yoga) regular				
Post Graduation (Yoga) regular				

11. Details of experience:

Institution	Date (From)	Date (To)	No. of years
		Total	

12. Applicability of GST : Yes/NO

13. If yes, GST No: _____ and GST rate:

14. Aadhar No:

15. Pan card no:

DECLARATION

- (A) I/We have read the Conditions of Contract for appointment of Yoga Instructor at liPM and agree to abide by all terms and conditions of same.
- (B) I/We here by state that nobody of my/our organization is/are a relative of any Director of Indian Oil Corporation Ltd. and also further state that no Director / Member of Indian Oil Corporation Ltd. Is / are a Director / Partner of my / our company / organization / partnership / proprietary concern in any way.
- (C) I hereby declare that all statements made and information furnished in this application are true and complete to the best of my knowledge and belief. I also declare that I have not concealed and material information which may debar my candidature for the position applied for. In the event of suppression or distortion of any fact or educational qualification, etc. made in my application form, I understand that I will be denied selection and if already selected to the said position in the Institute, my services will be cancelled / terminated forthwith.

Signature of the Yoga Instructor

Name of the Yoga Instructor

Date:

Place:



INDIAN OIL CORPORATION LIMITED
INDIANOIL INSTITUTE OF PETROLEUM MANAGEMENT

Gurugram

Document No.: IIPMSS1236

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PART –2
(PRICE- BID)

DOCUMENT

FOR

“Hiring of services of Yoga Instructor at liPM”

Issue to M/s

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“Hiring of services of Yoga Instructor at liPM”

Document No. IIPMSS1236

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**Total (Classroom)
No. of Sessions: 660**

S. NO	Item/Description	Rate per session (Rs)	GST @ Rate %	GST amount per session (Rs)	Total Cost per Session (Incl. GST) [Rs.] [A]
1	Charges for classroom session at liPM (One hour)				
	Total Amount for 660 sessions in two years [A] (Amount in Figure)				
	Net total (in words)				

Note: Charges for each virtual /online classes will be paid 20% less than the cost quoted at [A].

Signature of Yoga Instructor:

Name of the Yoga Instructor:

Official Seal/Stamp: