



IndianOil Corporation Limited

IndianOil Institute of Petroleum Management, Gurugram

“Hiring of services of Yoga Instructor at liPM”

Document No.: liPMSS1236

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IndianOil

INDIAN OIL CORPORATION LIMITED

INDIANOIL INSTITUTE OF PETROLEUM MANAGEMENT

Gurugram

Document No.: liPMSS1236

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. Tel No. Fax	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(A&W)

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 from the date of completing the Post-Graduation or actual experience as per documents, whichever is later.
4. A separate sealed cover in the prescribed format (Price Bid), quoting the per day remuneration expected should also be submitted by the applicants.

Evaluation criteria:

5. Yoga Instructors who are meeting the prescribed parameters would be called for an interview on a specified date, time and venue.
6. 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).

7. 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.
8. The total no. of Yoga Sessions for a period of two years is expected around 660 sessions. Out of 660 yoga sessions, the estimation of 70% of the yoga sessions will be to be conducted through virtual mode and 30% of the yoga sessions will be conducted through physical classroom mode based on the prevailing pandemic conditions/organization's requirement.
9. In case of virtual Yoga sessions, Yoga Instructor shall make all arrangements like laptop, internet facility etc., for conducting online virtual sessions at the appointed date/time. Meeting link shall be provided by IOCL.

Yours faithfully,
For & on behalf of IOCL, liPM

Sd/-
Dy. General Manager(A&W)

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. Yoga Instructor shall be available to render services through virtual as when it is required.
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.
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 completion of sessions within 30 days from the receipt of invoice.
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.

SIGNATURE OF YOGA INSTRUCTOR

SUBMISSION OF DOCUMENT

Documents shall be submitted in two separate parts in the following manner. **Part I (Techno-Commercial Bid)** shall be submitted by e-mail to DGM (A&W) on e-mail address vipin@indianoil.in and **Part-II (Price Bid)** in a separate sealed envelope shall be submitted at the time of interview: -

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

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

DOCUMENT No.: IIPMSS1236

ADDRESSED TO:

**Deputy General Manager (A&W)
IndianOil Corporation Limited (IIPM)
83 Institutional Area, Sector-18
Gurugram-120 001, (Haryana)
Contact details:
Tel.: 0124 - 2342976
E-mail: vipin@indianoil.in**

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 liPM"

DOCUMENT No.: IIPMSS1236

ADDRESSED TO:

**Deputy General Manager (A&W)
IndianOil Corporation Limited (IIPM)
83 Institutional Area, Sector-18
Gurugram-120 001, (Haryana)
Contact details:
Tel.: 0124 – 2342976
E-mail: vipin@indianoil.in**

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

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

Sl. No.	Item / Description	Total (Virtual + Classroom) No. of Sessions: 660		
		Cost / Session [Rs.]	GST @%	Total Cost / Session [Rs.]
1	Charges for Virtual Session (One hour) – 462 sessions			
	Total Amount for 462 sessions			
	Net total (in words)			
2	Charges for classroom session at liPM (One hour) – 198 sessions Charges @25% extra of SI.No.1			
	Total Amount for 198 sessions			
	Net total (in words)			

Signature of Yoga Instructor:

Name of the Yoga Instructor:

Official Seal/Stamp: