



**Indian Oil Corporation Limited**

**Indian Oil Institute of Petroleum Management, Gurugram**

**“Hiring of Services of Yoga Instructor at IiPM”**

**Tender/Document Ref. No.: IIPMCC8243**

**INDEX**

<b>S.No.</b>	<b>DESCRIPTION</b>	<b>NO. OF PAGES</b>
1.	<b>PART-I: TECHNO-COMMERCIAL BID</b> Letter Inviting Document	2-3
2.	General Instructions	4-7
3.	Special Terms and Conditions	8
4.	Submission of Document	9-10
5.	Format for Vendor Details	11
6.	Details of Yoga Instructor	12-13
7.	<b>PART-II: PRICE BID</b>	14
8.	Schedule of Rates	15



**INDIAN OIL CORPORATION LIMITED**

**INDIANOIL INSTITUTE OF PETROLEUM MANAGEMENT**

**Gurugram**

**Tender/Document Ref. No.: IIPMCC8243**

**PART – I**

**(TECHNO-COMMERCIAL BID)**

***FOR***

**“Hiring of Services of Yoga Instructor at IIPM”**

Issue to .....

## Letter Inviting Bid Document from Yoga Instructors

<b>Vendor No.:</b> M/s	Tender/Document Ref. No.: <b>IIPMCC8243</b>  Quotation Deadline: <b>28.08.2025</b> at 1700 Hrs IST
<b>Tel No.</b> <b>Tel No.</b> <b>Fax</b>	[Tender (Techno-commercial) shall be opened at IiPM, Gurgaon on <b>29.08.2025</b> at 11:00 Hrs or at a later date/time convenient thereafter. Date and time of Price Bid opening will be communicated only to techno-commercially acceptable bidders.]

### **Subject: Hiring of Services of Yoga Instructor at IiPM**

Dear Madam/Sir (s),

The fee for this set of Document comprising of this Letter Inviting Document and its enclosures is **Nil**.

This Document is issued to you.

This document consists of total **15 (Fifteen only)** pages consisting of two booklets in Techno-Commercial Part **13 (Thirteen only)** pages and **2 (Two only)** pages in Price Part.

**Yours faithfully,**  
**For & on behalf of IOCL, IiPM**

**General Manager (IS),**  
**Indian Oil Corporation Ltd**  
**IiPM, 83, Institutional area, Sector -18,**  
**Near IFFCO Chowk, Gurugram,**  
**Haryana-122001**

**Tel.: 0124-2346265/ 2861312/ 2342983**

**E-mails:** [vikeshk@indianoil.in](mailto:vikeshk@indianoil.in)  
[ramesh\\_kumar@indianoil.in](mailto:ramesh_kumar@indianoil.in)  
[kumars4@indianoil.in](mailto:kumars4@indianoil.in)

## **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. 10<sup>th</sup> 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. Applications are invited from qualified Yoga instructors with the following criteria:
  - Qualification – Post Graduation (Regular) in Yoga from recognized institution established under the UGC Act.
  - Experience – Minimum 5 years after Post Graduation in Yoga (Preferred: Experience of teaching Yoga to corporates) – Experience shall be counted from the date of completing the post-graduation or actual experience as per documents, whichever is later. Experience certificate from Institute/Organization/Corporate to be submitted.
  - Age – Not more than **50** years as on as on date of engagement.
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:

**P.t.o.**

**Total marks: 100**

**(a) Technical Criteria : 70 Marks**

**Qualification marks:** PG (Yoga) regular: **35 (Maximum marks)**

**Experience:**

Min 5 years : 05 marks

More than 5 – 10 years : 10 marks **20 (Maximum marks)**

More than 10 - 15 years : 15 marks

More than 15 years : 20 marks

Additional 5 marks for teaching yoga at corporate **05 (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).

In case of Tie marks, further evaluation criteria as decided by IOCL will be followed.

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 600** 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.

**(Name & Signature of Yoga Instructor)**

12. Bidder with the Highest Marks (Rank-1) (Technical & Financial combined) will be selected for award after necessary approvals. Sample calculation sheet for **Quality and Cost Based Selection (QCBS)** is enclosed herewith.

13. Negotiations will not be conducted with the bidders as a matter of routine. However, OWNER reserves the right to conduct negotiation with Lowest / Rank -1 bidder.

**(Name & Signature of Yoga Instructor)**

## Sample Calculation sheet for Quality and Cost Based Selection (QCBS)

### **(A) Technical Criteria**

S.N.	Name of Bidder	Qualification	Qualification-PG-35 marks	Experience criteria (25)		Interview marks (10)	Total marks (70)	Remarks
				Min 5 years	5 marks			
				5 to 10 years	10 marks			
				10 to 15 years	15 marks			
				More than 15 years	20 marks			
				Additional marks for teaching yoga to corporates for min 1 year	5 marks			
1	A	PG	35	15		8	58	
2	B	PG	35	25		10	70	
3	C	PG	35	10		5	50	

### **(B) Financial Criteria (Marks for Price Bid)**

S.N.	Bidder	Total marks=30	Quoted fee (Rs)	Marks	calculations	Remarks
1	A	Lowest Bid	2000	30	$(2000/2000)*30$	L-1 Rate/quoted rate * 30
2	B	2nd Lowest	2500	24	$(2000/2500)*30$	
3	C	3rd Lowest	3000	20	$(2000/3000)*30$	

Lowest price bid will be awarded full 30 marks and the balance bids will be awarded marks on reduced proportionality.

### **(C) Final Score**

S.N.	Bidder	Technical Marks	Financial marks	Total	Remarks
1	A	58	30	88	
2	B	70	24	94	Rank-1, to be selected
3	C	50	20	70	

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

## Special Terms and Conditions

1. Yoga Instructor shall visit IiPM 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 IiPM's requirements from time to time without making any alterations in the periodicity.
2. Yoga Instructor shall give prior intimation to IiPM's authorized representative (presently DGM(ES&L&D) at least one day in advance in case he/she is unable to visit IiPM 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 & Yoga nidra.
6. Applying Satkarma especially Laghu Shankh Prakshan 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, IiPM 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 Work Order.**
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).**

**(Name & 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”

**Tender/Document Ref. No.:** **IIPMCC8243**

#### **ADDRESSED TO:**

**General Manager (IS),  
Indian Oil Corporation Ltd,  
IiPM, 83, Institutional area, Sector -18,  
Near IFFCO Chowk, Gurugram,  
Haryana-122001**

**Contact details:**  
**Tel.:** 0124-2346265/ 2861312/ 2342983

#### **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"**

**Tender/Document Ref. No.: IIPMCC8243**

**ADDRESSED TO:**

**General Manager (IS),  
Indian Oil Corporation Ltd,  
IiPM, 83, Institutional area, Sector -18,  
Near IFFCO Chowk, Gurugram,  
Haryana-122001**

**Contact details:  
Tel.: 0124-2346265/ 2861312/ 2342983**

**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:

<b>Sr.</b>	<b>Particulars</b>	<b>Details</b>
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:

Place:

Signature of Account Holder  
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), IiPM, 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 (Certificate to be attached)

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

11. Details of experience (Certificate to be attached)

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:

**(Name & Signature of Yoga Instructor)**

## **DECLARATION**

(A) I/We have read the Conditions of Contract for appointment of Yoga Instructor at IiPM 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.

**(Name & Signature of Yoga Instructor)**

Date:

Place:



**INDIAN OIL CORPORATION LIMITED**

**INDIANOIL INSTITUTE OF PETROLEUM MANAGEMENT**

**Gurugram**

**Tender/Document Ref. No.: IIPMCC8243**

**PART –2**

**(PRICE- BID)**

***DOCUMENT***

***FOR***

**“Hiring of Services of Yoga Instructor at IiPM”**

Issue to M/s .....

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**“Hiring of Services of Yoga Instructor at IiPM”**

**Tender/Document Ref. No.: IIPMCC8243**

**Total (Classroom)  
No. of Sessions: 600**

S.N O	Item/Description	Rate per session (Rs)	GST @ Rate % (If applicable)	GST Amount per session (Rs)	Total Cost per Session (Incl. GST) [Rs.] [A]
1	Charges for classroom session at IiPM (One hour)				
	<b>Total Amount for 600 sessions in two years [A] (Amount in Figure)</b>				
	<b>Net total (in words)</b>				

**Applicable Terms & Conditions:**

- (i) Charges for each virtual /online classes will be paid 20% less than the cost quoted at [A].
- (ii) The quoted rates shall be firm and remain valid for at least four (04) months from the date of opening of Techno-Commercial part of the tender. Once the order is placed, no escalation in rates will be accepted.
- (iii) In case of placement of order, above services, mentioned in the quotation format, services are to be provided at the premises of Indian Oil Institute of Petroleum Management [IiPM], 83, Institutional Area, Sector - 18, Gurugram - 122 001.

**Signature of Yoga Instructor:**

**Name of the Yoga Instructor:**

**Official Seal/Stamp:**