

Tender

For

**PROVIDING OPERATIONS AND MANAGEMENT SERVICES OF
FITNESS CENTER AT GUJARAT INSTITUTE OF DISASTER
MANAGEMENT, GANDHINAGAR**

Invitation No.: GIDM/ADM/FITNESS CENTRE/1/2025

**Director (F&A)
GUJARAT INSTITUTE OF DISASTER MANAGMENT (GIDM)
B/h. Pandit Deendayal Petroleum University (PDPU),
Raisan, Gandhinagar-382007
079-232-75816
www.gidm.gujarat.gov.in**

**OFFICE OF THE DIRECTOR (F&A),
GUJARAT INSTITUTE OF DISASTER MANAGEMENT (GIDM),
GANDHINAGAR**

(A) Details of Tender Item:

Sr. No.	Name of Work	(Rs.)
(1)	(2)	(3)
1.	<u>EMD</u> Tender for Providing Operations and Management Services of Fitness Center at Gujarat Institute of Disaster Management, Gandhinagar	45000/-
2.	<u>Tender Fees (incl. GST)</u>	1770/-
3	Duration of Contract	2-Years

(B) Schedule for e-tendering is fixed as under:

(1)	Site Inspection	Office hours during 11:00 hrs to 4:00 hrs
(2)	Downloading of Tender Document End Date	22-9-2025 @ 12:00 hrs
(3)	Last Date of Physical Submission of tender Containing: a. EMD Cover b. Tender Fees c. Technical Bid along with all required documents cover d. Price-Bid	22-9-2025 @ 16:00 hrs
(4)	Contact Person	Director (F&A) – GIDM
(5)	Technical Bid Opening	23-9-2025 @ 15:00 hrs

(*Tender submission through post only)

INTRODUCTION

Gujarat Institute of Disaster Management (GIDM) had developed a state-of-the-art fitness center at its Gandhinagar campus in year 2012. The fitness center has the following equipment:

Sr.No	Description	Qty	Brand	Model Number
1	Cardiovascular Equipment- Fitness Center			
1.01	Cross Trainer	1	Sports Art	E825
1.02	Recumbent Bike	2	Sports Art	C570R
1.03	Upright Bike	1	Sports Art	C570U
1.04	Alternative Trainer	1	Sports Art	S770
1.05	Stepper	1	Sports Art	S7100
2	Strength Equipment- Fitness Center			
2.01	Leg Press	1	Cybex VR3	
2.02	Leg Extension	1	Cybex VR3	
2.03	Seated Leg Curl	1	Cybex VR3	
2.04	Chest Press	1	Cybex VR3	
2.05	Overhead Press	1	Cybex VR3	
2.06	Pulldown	1	Cybex VR3	
2.07	Row	1	Cybex VR3	
2.08	Arm Curl	1	Cybex VR3	
2.09	Arm Extension	1	Cybex VR3	
2.10	Fle/Rear Deltoid	1	Cybex VR3	
2.11	Hip Abduction/Adduction	1	Cybex Eagle	
2.12	Functional Trainer	1	Cybex Bravo	
3	Free Weights- Fitness Center			
3.01	Olympic Flat Bench	1		
3.02	Olympic Incline Bench	1		
3.03	Adjustable Bench	1		
3.04	Smith Machine	1		
3.05	Flat Bench	1		
3.06	Utility Bench	1		
3.07	Hyperextension	1		
3.08	Plate Tree	1		
3.09	2 Tier Dumbbell Rack	2		
3.10	Olympic Bar	4		
3.11	EZ Bar	2		
3.12	Short Bar (4 ft.)	3		
3.13	Short Bar (5 ft.)	3		
4	Accessories- Fitness Center			
4.01	Swiss Ball - 65 cms.	1	Reebok	
4.02	Swiss Ball - 75 cms.	1	Reebok	
4.03	Stepper	3	Reebok	
4.04	Medicine Ball - 2 Kgs.	1	Reebok	
4.05	Medicine Ball - 3 Kgs.	1	Reebok	
4.06	Medicine Ball - 4 Kgs.	1	Reebok	
4.07	Ankle Weights - 1 Kg	2	Reebok	
4.08	Exercise Mat	5	Reebok	
4.09	Body Composition Machine with Desktop and Printer	1	Jawon	
4.10	Ice-Packs	2		

5	Dumb Bells- Fitness Center - As per weights given below in lbs			
5.01	2.5	4		
5.02	5	4		
5.03	7.5	4		
5.04	10	5		
5.05	12.5	4		
5.06	15	4		
5.07	17.5	4		
5.08	20	4		
5.09	25	4		
5.10	30	2		
5.11	35	2		
5.12	40	2		
5.13	45	2		
5.14	50	2		
5.15	60	2		
5.16	70	2		
5.17	80	2		
6	Bar Bell Plates- Fitness Center - As per weights given below in lbs			
6.01	2.5	10		
6.02	5	14		
6.03	10	12		
6.04	25	8		
6.05	35	8		
6.06	45	6		

Through this tender, GIDM intends to appoint an experienced agency for providing skilled manpower and comprehensive maintenance services for the above-mentioned fitness center. The detailed scope of work is outlined below.

SCOPE OF WORK OF SELECTED AGENCY

The selected agency will be required to provide the following services as part of its contract

1) Housekeeping Services

For the purpose of maintaining cleanliness and hygiene within the fitness center, the Agency shall deploy one housekeeping staff member, separate from the Trainers, for 8 hours per day. The housekeeping staff shall be engaged at the minimum wages prescribed by the Government of Gujarat for unskilled workers. Their duties shall include the following:

Housekeeping services during fitness center operations:

- 2 times a day cleaning of the entire washroom.
- 2 times a day cleaning of entire fitness center.
- Once in 3 days cleaning of all equipment and other fitness center areas.
- 1 housekeeping person to remain on floor during fitness center timings. Ensuring that liquid hand wash is made available in washrooms.

2) Trainer Services: The Agency shall provide experienced fitness trainers, each having a minimum of 2 years of experience working in a fitness center. The trainers shall be engaged on minimum wages as prescribed by the Government of Gujarat for semi-skilled workers. Trainers must be deployed during the following hours:

Morning (06:30 AM to 10:00 AM)	1 Trainer	Monday to Saturday (other than National/Gujarat State holidays)
Evening (04:00 PM to 08:30 PM)	1 Trainer	Monday to Saturday (other than National/Gujarat State holidays)

Including Member Management Services

The Agency amongst the other services shall provide the following services at the fitness center.

- Fitness Center
- Conducting fitness test comprising of
 - Health History
 - Fitness Advisory Sheet
 - Body Composition analysis
 - Body Measurements

The Agency shall ensure customization of fitness program for every individual by providing him/her a workout card based on fitness test and body composition including the following

- Workout days
- Muscle groups being exercised on a particular day
- Name and sequence of all exercises
- Number of sets and repetitions for each exercise.

The Agency shall submit detailed attendance records on a monthly basis to the authorized representative of GIDM. Failure to comply with any of the above-mentioned conditions shall result in the invocation of the applicable penalty clause.

3) Equipment Maintenance Services

The selected agency will be responsible for the comprehensive maintenance of all fitness equipment. This includes all expenses related to labour, spare parts, and any other necessary components required to ensure the proper functioning of the equipment. Other key components of equipment maintenance include:

- Monthly preventive maintenance of all equipment including necessary lubrication
- Agency to ensure that equipment is not in non-working condition for more than 15 days at a stretch
- The Agency shall ensure that any damaged or worn-out parts—whether due to regular wear and tear or otherwise—are replaced at the Agency's own cost within 10 days of detection or upon receipt of a complaint from any member or user of the fitness center.
- Maintenance logsheet should be maintained

4) Housekeeping & Cleaning products

The agency will also provide the following housekeeping products per month:

Sr. No.	Item	Qty
1	Floor Cleaner	10-Ltr
2	Air freshener	5 cans (240 ml each)
3	Colin Glass and Surface Cleaner	3-Ltr
4	Toilet Cleaner	3-Ltr
5	Mop	2-Nos
6	Cobweb remover	1-No.
7	Toilet Roll	10-Nos.
8	Tissue Paper	10-Nos.
9	Check-Duster	10-Nos.
10	Hand Towel	12-Nos.
11	Garbage Bag	2-Kg.

In addition, all additional material like mop, broom, cleaning clothes etc. should be provided on a need basis

CONTRACT DURATION

The duration of the contract will be 24 months with the possibility of 12 months extension based on performance of the agency

PRE-QUALIFICATION CRITERIA

In order to bid for the project, agency should satisfy the following criteria:

Parameter	Criteria	Proof to be submitted
Turnover	Average of Rs. 25 lac in last 3 financial years	Audited Balance sheets for last 3 years or CA turnover certificate
Management Experience	Minimum 5 years of experience in managing fitness centers is required	• Contract Letter • Lease Agreement Or any equivalent proof
Location	Firm should have head office or branch office in Gandhinagar/Ahmedabad for last 3 year	• Company registration documents/GST Certificate
GST Registration	Agency should have GST registration in Gujarat	GST registration copy

STRUCTURE OF FINANCIAL BID

Agency will be required to quote the amount it will charge for above mentioned scope of work for 2 years. It should be noted that payment will be made on a quarterly basis after deduction of any attendance/equipment related penalties.

Amount quoted should be inclusive of GST

GENERAL CONDITIONS OF CONTRACT DEFINITIONS:

- 1) The Commercial Bid must be submitted by post only. However, the technical bid and financial bids are to be submitted offline to the DG, GIDM, Raisan, Gandhinagar. Bidder will have to submit account payee DD drawn in favour of **“Gujarat Institute of Disaster Management, Gandhinagar”** for EMD in the format DD of Nationalized Bank and Bank Guaranty as mentioned in the Government GR. No.: FD/MSM/e-file/4/2024/2859/D.M.O. Date:01/05/2025 of Finance Department of Govt. of Gujarat drawn in favour of “Gujarat Institute of Disaster Management, Gandhinagar” with the Tech Bid in the office of Director General, Gujarat Institute of Disaster Management, Raisan, Gandhinagar, Gujarat State. For further details, please refer Tender documents available on website. Tenders received late on account of any reasons whatsoever will not be entertained. Telegraphic tenders will not be entertained.

- 2) The tenderer should sign and stamp with official seal on each page of the tender.

3) **Submission and Opening Tender Documents:**

The tender can be downloaded from www.gidm.gujarat.gov.in, the vendors who download the tender document from above sites shall submit the tender fee in the form of demand draft in the name of “Gujarat Institute of Disaster Management, Gandhinagar” with the Technical Bid & Price Bid to be submitted only by Register Post AD/Speed post on or before due date. The tender fee is non-refundable whatever may be the case.

- 4) **Payment terms:** Selected agency will be required to raise an invoice of particular quarter on first day of the next quarter along with attendance and housekeeping reports of its staff. Payment will be made on quarterly basis after evaluation of the reports
- 5) The Vendor shall ensure that the reported fault/support request is attended to and resolved promptly and in any case within 48 hours from the reporting time. In case, any of the equipment is not repairable at site, the Vendor shall be responsible to take it to its service center or any other place for rectification with prior approval of GIDM with no additional charges.
- 6) The Technician after every visit whether monthly or urgent, shall submit report giving complete details of all the equipment viz., equipment condition, indicative durability and requirement for replacement of the equipment, if any. The Vendor may also suggest GIDM for any other improvement required in the Fitness Centre. IFCI shall give the Vendor full access to the equipment to facilitate maintenance/support services.

7) Opening of Tenders

Technical bid form of the Tender will be opened by the Director (F&A), Gujarat Institute of Disaster Management on the date mentioned in fact sheet. Tenderer who wish to remain present at GIDM premise at time of tender opening can do so. Only one authorized representative of each firm will be allowed to remain present. Those who have not quoted shall not be allowed to remain present during opening of the tenders.

8) Penalty Clause:

In case of absence of personnel, the following penalties shall apply:

- a. Trainer: ₹1,000/- per day
- b. Housekeeping Staff (Sweeper): ₹500/- per day

Sr. No.	Nature of Errors / Discrepancies	Minimum penalty amount Rs. (Maximum to be decided by the Institute in view of the nature of error(s)).
1	For not attending work/service as per monthly schedule	Rs. 5,000/- per week till default continues
2	For not attending need-based repairing request within 3 working days	Rs. 100/- per day till default continues
3	Breach of any of the conditions of the contract	Minimum penalty of Rs. 500/- per default or suitable higher amount as decided by the GIDM or termination of contract and forfeiture of performance guarantee as the case may be.

- 9) The Vendor during the AMC, shall be responsible to maintain the equipment in good working condition by maintaining minimum uptime of 95%. The uptime would be calculated on monthly basis and proportionate deductions would be applicable on the payment to be made to the Vendor for the months for which an uptime of 95% could not be maintained. GIDM, in no case shall consider any justification/ explanation from the Vendor such as non-availability of spare parts for any reason whatsoever.
- 10) If the faulty/damaged spare-parts is not replaced by the agency within the duration of 30-Days, GIDM shall replace/repair the same through external agency/organization. The cost of the payment done to the external/organization will be levied from the contract amount of approved without any pre-intimation.
- 11) In case it is observed at any time during the currency of the Contract that the selected Vendor is not fulfilling the terms & conditions and/or statutory compliances, GIDM may terminate the Contract summarily and debar/blacklist the vendor from participating in any future activity of the GIDM. Further, the AMC can be terminated by either side by giving one-month notice in advance anytime during contractual period.
- 12) **DEFAULT BY THE CONTRACTOR:**
In case, the contractor fails to fulfill the obligation under the contract for continuous period of 2 months, the contract shall stand automatically terminated. In this event the security deposit and other deposit if any forfeited. In future tender copy shall not be issued to the contractor. The remaining work will be awarded to the second lowest bidder for the remaining period of the year.

The contractor shall be responsible for all kinds of losses occurring to GIDM due to breach of contract, litigation, if any; arising out of contract shall be under the jurisdiction of District Court of Gandhinagar, Gujarat

13) SETTLEMENT OF DISPUTES:

Any disputes arising out of this agreement or as to the meaning thereof, shall be settled by the parties by arbitration subject to the provision of the Indian Arbitration Act, 1940 or modifications thereof for the time being in force. The venue of arbitration shall normally be at Gandhinagar or as the Director General may so decide. The sole arbitrator for this purpose shall be the Director General, GIDM or any other officer authorized by him.

- 14) EMD should be submitted in form of DD (of nationalized bank only) in favour of "GIDM" payable at Gandhinagar. EMD Amount is Rs. 45,000/-

15) Security Deposit:

A Security Deposit of 5% of the bid amount (total amount for 2 years) shall be required to be submitted by the successful bidder, in the form of Demand Draft (DD) or Bank Guarantee (BG), to secure the contract. The Security Deposit shall be submitted within 7 days of issuance of the Work Order. The DD/Bank Guarantee shall remain valid for a period of 27 months from the date of commencement of the contract.

- 16) Other documents to be submitted (as part of technical bid):

- a. Copy of PAN Card of bidder
- b. Declaration that bidder is not blacklist by any other govt./semi govt. body

17) Bid Submission:

Bidders are required to submit their technical bids along with EMD in sealed envelope with company seal and signature of the authorized signatory. Both the envelopes should be enclosed in a cover envelope which is to be sealed with company seal and signature of the authorized signatory. Each page of the bid would be required to be initialized by the authorized signatory along with company stamp.

The following needs to be written clearly on the envelopes:

Technical Bid Envelope

"Technical Bid – <Name of the agency>"

Cover Bid Envelope

"Bid – O & M of fitness center at GIDM - <Name of the agency>" Gujarat Institute of Disaster Management, Raisan, Gandhinagar - 382007

- 18) The last date of submission of bids would be _____ at the above address. The technical bid would be opened on _____ at 5:00 PM at the above address. GIDM has the right to reject any or all of the bids without assigning any reason.

- 19) The proforma for submission of bids is as per Annexure provided below:

Annexure-1: Organization Background (*Provide a brief description of the background of your firm*)

Annexure 2: Relevant Experience details

Information Required	Description
Name of the firm	
Address of the firm	
Turnover of last 3 years	
Relevant Project Description	
Name of Client	
Nature of project	
Location	
List of facilities	
Duration of engagement	
Value of the contract	

Annexure 3: Information about Key Personnel

Name of Staff	Name of employer	Experience Area	Position Assigned	Tasks/Activities assigned

DECLARATION

(To be provided on letter head of the bidding agency)

To,
Director (F&A)
Gujarat Institute of Disaster Management
Raysan
Gandhinagar

We, the undersigned, offer to provide the services as per the tender **Providing Operations and Maintenance Services for fitness center at GIDM** in accordance with your expression of interest. All the information provided above is true to the best of our knowledge. We also agree that we have made ourselves aware of site conditions.

The above proposal will be valid for a period of 60 days from the date of submission.

Authorized Signatory Name:	
Authorized Signatory Designation:	
Authorized Signature with Stamp:	
Date:	
Place:	

FORMAT FOR FINANCIAL BID

(Bid will be rejected if financial bid is submitted without technical bid)

Work description	Total Amount for One month (Inclusive all taxes & GST) (Rs.)	Total Amount for 24-Months (Inclusive all taxes & GST) (Rs.)
1) Price for One Sweeper for cleaning of fitness as per minimum wages and mentioned in scope of work (Including Salary + PF + Insurance + ESI + Bonus + GST + Service Charge etc.)		
2) Price for One Trainer as per minimum wages and mentioned in scope of work (Including Salary + PF + Insurance + ESI + Bonus + GST + Service Charge etc.)		
3) Comprehensive maintenance of all the equipment which includes all expenses towards labour and spare parts as per mentioned in scope of work		
4) Agency will provide housekeeping & Cleaning products as per mentioned in Scope of work		

Amount should be inclusive of all taxes & GST. GIDM will not pay any extra payment.