

Phone: 033-2441-1710



# NABA BALLYGUNGE MAHAVIDYALAYA

(Formerly CHARUCHANDRA EVENING COLLEGE)

27E, Bosepukur Road, Kolkata - 700042

Email: nbmv2005@yahoo.co.in / info@nbmahavidyalaya.in, Website: nbmahavidyalaya.in

Ref. No. ....

Date .....

## NOTICE INVITING QUOTATION

Sub: Quotation for GYM Instructor & yoga Service.

NOTICE INVITING Quotation No. NBM/Tender\_11/2024-2025 Date 13.01.2025 sealed bids are invited under two bid systems, viz. Part I. Technical Bid and Part II Financial Bid from reputed service provider for GYM Instructor & Yoga Service at Naba Ballygunge Mahavidyalaya ( NBM), Kolkata.

### Quotation Details:-

01	Date of Publication	13 <sup>th</sup> January 2025
02	Availability of Quotation Document	Annexure A, B may be downloaded from the NBM website- <a href="http://www.nbmahavidyalaya.in">www.nbmahavidyalaya.in</a>
03	Tender Fees Nil	Nil
04	Last date and time of Submission of Technical Bid	20 <sup>th</sup> January 2025 till 5:00 PM
05	Date and time of Opening of Technical Bid	22 <sup>th</sup> January 2025
06	Date and time of Opening of Financial Bid	22 <sup>th</sup> January 2025

Details of specifications are given below.

Sl.	Particulars	Qty	Rate Quoted For GYM Instructor & Yoga Specialist
01	GYM Instructor & Yoga Specialist (Please See Annexure_C )	1 Head ( 9 Hrs. Duty 9am-6pm ) Or 2 heads (Negotiable dutyhours )	Rate Per Head inclusive of all statutory and taxes.

Terms and conditions:

1. Bids are to be submitted with a forwarding letter as in Annexure A
2. Only hard copies of Bids are to be submitted to the office of the NBM between 12 noon to 4 PM on working days (Monday to Friday).
3. The Technical Bid shall comprise of self-attested photocopies of the following documents :-  
a) Valid copy of Trade License (2024-25)

- b) Gym Instructor certification.
- c) PAN Card
- d) EPFO, ESIC & P.Tax Registration if applicable.
- e) Credential Certificate
- f) Age Limit below 40 years.

4. The financial Bid shall comprise of price including Statutory Payments like (EPFO ,ESIC , BONUS and any others ) & GST, total price, extent of discount , if any and to be submitted in Annexure B (Separate Envelope)
5. The technical Bid and the financial bid shall be submitted in two separate sealed envelopes with board heading mentioning the name of the item (Technical Bid or Financial Bid) and quotation No. on the envelope containing documents.

The sealed envelopes of Technical Bid and Financial Bid should be submitted in a large sealed cover mentioning the Tender No. and be addressed to the Principal , Naba Ballygunge Mahavidyalaya , 27E, Bose Pukur Road, Kolkata : 700042.

6. The rate offered should be valid for acceptance up to on 1(one) year from the date of date of issue of the work order and the rate is inclusive of GST and other charges should be indicated. Rate should be quoted in both words and figures; if there is a discrepancy between words and figures the amount in words prevail.
7. The Financial Bids of only those who have been found to be technically qualified will be opened.
8. Acceptance of the lowest offer is not binding to the authority.
9. The NBM reserves the right to accept or reject any or all tenders without giving any reason whatsoever.

If the office remains closed on the opening day of the quotation, the quotation will be received up to 02.00pm after noon and opened at 02.30 pm on the next working day.

 13.01.2025

Principal

Quotation No: NBM/Tender\_11/2024-2025

Date: 13.01.2025

ANNEXURE - A

To  
The Principal,  
Naba Ballygunge Mahavidyalaya,  
27E, Bose Pukur Road,  
Kolkata -700042.

Ref Quotation No: NBM/Tender\_11/2024-2025 Date 13.01.2025

Madam,

I//we have read various conditions to tender and hereby agree to the said conditions. I/We also agree to keep this tender open for acceptance for a period of 07 days from the date fixed for opening the same.

Sl.	Particulars	Qty	Rate Quoted Per Security Guard
01	GYM Instructor & Yoga	1 Head ( 9 Hrs. Duty 9am-6pm ) Or 2 heads (Negotiable dutyhours )	Rate Per Head inclusive of all statutory and taxes.

1. I/We hereby bind myself/ourselves to provide service as specified in the conditions of Agreement. I/We also hereby agree to abide by the General conditions of agreement and to carry out the work according to the standard practice.

2. In case there is difference between figures and word in the quoted cost, the cost Indicated in word will be taken as correct for consideration.

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Seal and Signature of Tenderer

ANNEXURE - B

To  
The Principal,  
Naba Ballygunge Mahavidyalaya,  
27E, Bose Pukur Road,  
Kolkata - 700042.

Ref Quotation No: NBM/Tender\_11/2024-2025 Date 13.01.2025

Madam,

**Financial Bid:**

Sl.	Particulars	Timing	Amount (including all Charges)	Gst	Total per Pcs. D+E=F	Total Nos.	Total Amount (Including GST) F x G=H
A	B	C	D	E	F	G	H
01	GYM Instructor & Yoga Specialist	09 AM to 06 PM				1 Head	
OR							
	GYM Instructor & Yoga Specialist	09 AM to 1.30 PM				1 Head	
	GYM Instructor & Yoga Specialist	1.30 PM to 6PM				1 Head	

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Seal and Signature of Tenderer

Detail Structure attached with Annexure -B

ANNEXURE -C

To  
The Principal,  
Naba Ballygunge Mahavidyalaya,  
27E, Bose Pukur Road,  
Kolkata -700042.

Ref Quotation No: NBM/Tender\_11/2024-2025 Date 13.01.2025

**Fitness Instructor Job Description Template**

We are looking for an accredited fitness instructor to join our organization and implement training programs for our students, Teaching & Non-teaching staffs. The fitness instructor is responsible for accurately assessing students, Teaching & Non-teaching staff at the start of their journey, compiling reports, and developing their fitness levels. They should be able to assist all in reaching their goals, and have a passion and drive for health.

<u>Sl. No.</u>	<u>Timings</u>	<u>Designation</u>	<u>Number</u>
01	09 AM to 06 PM	Gym Instructor &yoga Specialist	1
OR			
02	09 AM to 1.30 PM	Gym Instructor &yoga Specialist	1
03	1.30 PM to 6PM	Gym Instructor &yoga Specialist	1

**Fitness Instructor Responsibilities:**

- Supporting the development and delivery of fitness programs.
- Assisting members in reaching individual goals.
- Ensuring the safety of our students, Teaching & Non-teaching staffs during training sessions.
- Conducting an initial assessment of students, Teaching & Non-teaching staffs ' body measurements.
- Monitoring BMI on a regular basis.
- Motivating clients who have reached a plateau in weight loss.
- Fitness Instructor Requirements:
- High school diploma or equivalent.
- Gym Instructor certification.
- Computer literate.
- Excellent interpersonal and communication skills.
- A professional appearance.
- Focus on our students, Teaching & Non-teaching staffs satisfaction.
- Deliver excellent results.

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Seal and Signature of Tenderer