



Request for Proposal (RFP)

For Operation and Maintenance of Savana Gym & Club

Date: 04/02/2025

DOCUMENT NO - SWA-RFP-0002





Savana Welfare Association (SWA)

**Location: RPS Savana, Sector-88, Faridabad – 121002
Haryana**

Disclaimer

This Request for Proposal (RFP) Document to document to **“Engage Firm/Agency for running a GYM/Fitness Center & Indoor Play area in Club at RPS SAVANA, Sector 88, Faridabad, Haryana”** contains brief information about the scope of work and selection process for the Bidder (or “the Bidder” or “the Contractor”).

The purpose of the RFP document is to provide the Bidder with information to assist the formulation of their Proposal (“the Proposal”). The services related to engaging Firm/Agency for running **a GYM & Indoor Play area at RPS SAVANA** will further be known as **“the Project”**.

While all efforts have been made to ensure the accuracy of information contained in this RFP Document, this Document does not purport to contain all the information required by the Bidders. The Bidders should conduct their own independent assessment, investigations and analysis and should check the reliability, accuracy and completeness of the information at their end and obtain independent advice from relevant sources as required before submission of their Bid/s. Savana Welfare Association (“SWA” or “the SWA”) or any of its employees or advisors shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of the RFP Document.

Savana Welfare Association (SWA) reserves the right to change any or all conditions/information set in this RFP Document by way of revision, deletion, updating or annulment through issuance of appropriate addendum as SWA may deem fit without assigning any reason thereof.

SWA reserves the right to accept or reject any or all Bids without giving any reasons thereof. SWA will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the Bid/s to be submitted in terms of this RFP Document.

Section I

GENERAL INTRODUCTION

Project Background

RPS Savana is situated in RPS City, sector 88, Faridabad. It is a gated residential society with 27 towers which consist of 2344 dwelling units excluding EWS.

The Club house consists of Gym & Indoor Play area which comprises of below facilities:

- 1 Gym Area
- 1 squash Room
- Aerobics and Zumba space
- 2 TT tables
- 2 pool Tables
- 1 Chess board
- 1 Carom Board
- Steam and Sauna Bath

With the above background, the SWA intends to select single vendor for Gym training and coaching at GYM and indoor play zone in RPS Savana, Sector-88, Faridabad, Haryana (IN)

"The Project" is further sub divided into four (4) key tasks as described below:

Task I: Provide GYM training facilities.

Task II: Supervise play area.

Task III: Operate and maintain assigned facility/area/field.

Task IV: Ensure complete safety of users as per applicable statutory guidelines.

Pertaining to this, the Scope of Work as given of this document includes the details of the activities to be conducted by the selected Bidder (or "the Contractor"). Hence SWA is inviting technical eligibility and Financial Bid for the Project.

1.1 Brief description of the selection process

- I. SWA invites technical eligibility and financial Bids from Bidders to perform the duties and functions set forth in this Bid.
- II. SWA intends to select the Bidder through an open bidding process in accordance with the procedure set out herein.
- III. The Financial Bid of only technically eligible Bidders shall be opened.

1.2 Communications

All communications should be addressed to:

Hemant Kumar

General Secretary

Savana Welfare Association

SWA Office – Tower T9, Ground Floor

RPS Savana

Sector -88, Faridabad, Haryana -121002

PH: +91 97739 80455

Email: - savanawelfareassociation@gmail.com

Section II: Terms of Reference (TOR)

2.1 Scope of Services

Proposals are invited for running the GYM and Indoor play area at the RPS Savana from experienced Firms/Agencies. The details about the GYM facility are as per Section I.

The Broad scope of tasks shall be as follows:

Provide coaching facilities.

- I.The Firm/Agency shall be responsible for providing gymnasium/fitness training and mentoring to the residents.
- II.The Bidder should provide supervision in the indoor play area.
- III.Timings, duration of training etc. will be as defined elsewhere in the bidding document (Ref section 2.2)
- IV.The Bidder shall maintain digital attendance log and prepare a timetable to accommodate Savana residents of all age groups and genders. The Bidder shall get the timetable approved by the SWA.
- V.Staff Requirement (Mandatory)

S. NO	Position	Minimum Relevant Experience/Eligibility	No of position
1.	Senior GYM Trainer	>7 years	2
2.	GYM Trainer (Male)	>4 years	2
3.	GYM Trainer (Female)	>3 Years	2
4.	Play area Supervisor	>5 Years	2
5.	House Keeping Staff	> 2 years	2
6	Admin	>3 Years	1

DOCUMENT NO - SWA-RFP-0002

- I. All trainers must have a recognized certification which is "**Certified Personal Trainer**" (CPT). In case any staff changed/required in the future, approval from the SWA would need to be obtained.
- II. The details of the GYM trainer who will be deployed in RPS Savana are to be submitted in the tender. In case of any change in the trainer after the appointment of the Gym/Fitness Area, approval from the SWA would need to be obtained.
- III. It shall be mandatory for the Bidder to maintain ethical code, professional conduct and impart the same in the users by training and teamwork.

Responsibilities of the trainer:

- a) To be present at the assigned Training areas at all times.
 - b) To make sure that basic equipment is in place at the facility. Make sure there are no obstacles or risks in the assigned training area.
 - c) To establish policies governing each action of users before, during and after each training session.
 - d) To ensure that users understand the use of training equipment. Make them aware of the potential accidents that may occur from the use of equipment.
 - e) To establish warm-up procedures to be followed at all practices and meets.
 - f) To have basic safety and rescue training and assist in an event of any emergency.
 - g) To advertise and make the designated area/field/court popular amongst residents of SWA.
- IV. **Ensure complete safety of users as per statutory guidelines.**
- a) The Bidder shall be responsible for the safety of users at all times and a first aid box should be located at close proximity of the activity area where it is accessible to all. These arrangements shall be made in advance.
 - b) The Bidder shall be responsible for the safety of users within the designated area, especially females, against any harassment or misconduct. Any such incident will be dealt with severity and the SWA shall be bound to take legal action against the Bidder and the responsible person.
 - c) Handle disciplined situations with courtesy and fairness.
 - d) Respond quickly, intelligently, decisively and in accordance with established emergency and accident management procedures applicable to sporting discipline on offer.
 - e) The Contractor shall ensure to take all necessary measures for protection against child abuse and must follow the guideline of POCSO (Protection of Children from Sexual Offences) Act, 2012.
 - f) The Contractor will not allow any prohibited drug or substance by any trainee or trainer under any circumstances in the premises.

DOCUMENT NO - SWA-RFP-0002

- g) The Contractor must ensure that there is no discrimination against any trainee or trainer on the basis on caste, religion, race or sex.

2.2 OPERATIONS TIMINGS

- a. April – October 5 AM to 10 PM.
- b. November – March 6 AM to 10 PM
- c. Weekly Off – TBD (excluding Saturday & Sunday)

2.3 Data Sheet

1	Name of the Bid	RFP to Engage Firm/Agency for running a GYM & Indoor Play area at RPS SAVANA,
2	Time-period of contract	3 years (Fixed)
3	Method of selection	Cost Based Selection (CBS)
4	Bid Processing Fee	INR 1000 (Rupees One thousand only plus GST of 18%) Payable at Savana Welfare Association Sector 88 Faridabad either through DD or UPI
5	Ernest Money Deposit (EMD)	Not Applicable
6	Minimum Fixed Fee (per month)	Not Applicable
7	Bid System	Single Bid System (Technical with Financial)
8	Name of the SWA's official for addressing queries and clarifications	General Secretary, Savana Welfare Association. Email – Savanawelfareassociation@gmail.com
9	Bid Validity Period	60 days
10	Bid Language	English
11	Bid Currency	INR
12	Schedule of Bidding Process	
	Task	Key Dates
	Uploading of Bid on SWA Website (https://www.savana-swa.org)	04/02/2025
	Pre-Bid meeting	06/02/2025 at 15:00 hrs. IST at SWA OFFICE
	Bid submission Date & Time	08/02/2025 up to 17:00 hrs. IST
	Opening of Technical Bid	09/02/2025 at 10:30 hrs. IST at SWA office
	Opening of Financial Bid	09/02/2025 at 15:00 hrs. IST at SWA office
	Issuance of a Letter of Award (LOA)	Within 60 days of selection of preferred Bidder
13	Performance Security	Equivalent to monthly fixed fee of 3 months
14	Consortium to be allowed	Yes
15	Sub-contracting is allowed	No
16	Payment Terms	To be decided by SWA at the time of LOA

SECTION III

3. Bidders' obligation for Gymnasium, Indoor Game facilities, Steam , Sauna etc.

1. Manpower supply as per section 2.1
2. Routine maintenance which includes but not limited to oiling Greasing, overhauling, preventive maintenance, wear and tear of all items installed in the facility.
3. Repair of all types of Breakdowns (major/minor) of all equipment in minimum possible turnaround time. (max 1 week from date of breakdown).
4. Replacement of non-repairable machines and equipment. Of same make and equivalent/higher specifications (within 15 days from the date of breakdown). For any other make "The Operator" must take SWA permission within 7 days of the breakdown and must procure the item within next 15 days.
5. Record keeping of attendance of residents.
6. Housekeeping of the facility.
7. No Personal Trainer will be allowed for any residents.

3.1 SWA's OBLIGATION

1. Providing electricity on Free of cost basis.
2. Providing assistance of electricians, plumbers & mason.
3. Maintenance of Air conditioning system.
4. Maintenance / Replacement of Lights, fixtures, switches, sockets.
5. Parking Facility and entry passes for Operator's Staff.

SECTION IV

4. BIDDER's Qualification Criteria

4.1 Eligibility Criteria

1. Bidders must carefully examine the below mentioned technical eligibility criteria. The Bidder has to meet all the technical eligibility criteria set out in this section to be eligible for financial evaluation.
2. To be eligible for evaluation of its Bid, the Bidder shall fulfil the following:
 - a. The bidder should have experience of operating and maintaining a Gym/fitness center, of area not less than 120 square meters, for not less than 3 years
 - b. The experience of the certified professional trainer (As per mentioned staff requirement in section II refer 2.1) appointed by contractor at RPS Savana should be provided and it should not be lesser than the mentioned eligibility. The professional trainer whose details are provided in Form 5.3 would have to personally conduct the coaching.
3. Notes: The bidder shall submit their details of training experience in the Performa of Forms - Form 1 in section V of Bid for the works to be considered for qualification in Technical eligibility.
4. **The offers submitted without the said documentary proof shall not be evaluated** (refer 6.1 for related document)

4.2 Evaluation/Selection Criteria

- a. Technical eligibility will be evaluated on the basis of Bidder's professional experience of operating a similar kind of facility.
- b. The financial proposals of only technically qualified bidders (qualified bidders) will be opened and the Bidder with the best estimated cost for the gym and Indoor Area (L1 bidder) shall be selected for the award of contract.

4.3 Notification of award

- a. Prior to the expiration of the period of Bid validity, the SWA will notify the successful Bidder in writing, by letter/e-mail/fax, that its Bid has been accepted.
- b. The notification of the award will constitute the formation of the contract.

4.4 Sporting equipment List (annexure)

The Contractor shall ensure the availability of the following basic equipment's at all times as available in GYM and Indoor Area (refer to list.)

RPS Savana Gym Materials Details								
S.No	Description of material	Req qty	S.No	Description of material	Req qty	S.No	Description of material	Req qty
1	Leg Curl Machine	1	Dumbbell			Barbell		
2	Lat Pulldown	1	1	1 Kg	9	1	Long	4
3	Chest fly/Rear Deltoid	1	2	3 Kg	4	2	Curl Barbell	2
4	Leg Extension	1	3	5 Kg	6	3	Short	1
5	Cycle	6	4	7.5 Kg	4			
6	Elliptical	3	5	10 Kg	8	1	Stepper	3
7	Decline Bench		6	12.5 Kg	2	2	ABS roller	1
8	Incline Bench		7	15 Kg	2	3	Mandle	4
9	Shoulder press		8	17.5 Kg	4	4	Rope	1
10	Incline chest press		9	20 Kg	2	5	Road Multiple	1
11	Flat bench		10	22.5 Kg	2	6	Big ball	3
12	chest press		11	25 Kg	2	7	Weight Lock	6
13	Hyper Extension		12	30 Kg	2	8	3 Kg Weight ball	1
14	Pull Down		13	35 Kg	2	9	Roller	1
15	Rowing machine		14	40 Kg	2	10	Pushup stand	4
16	Calf machine		Kettlebell			11	Belt	3
17	Leg press		1	6 Kg	3	12	Skipping rope	5
18	Multiple cable		2	2 Kg	1	13	Resistance Band	2
19	Lateral raise		WEIGHTS			14	Stels Bench	2
20	Biceps Curl		1	2.5 Kg	8	15	Weight Machine	1
21	ABS bench		2	5 Kg	8	16	Water Dispenser	1
22	Flat Bench	3	3	7.5 Kg	4	17	Yoga mat	1
23	Adjustable bench	1	4	10 Kg	16	18	Pinnacle Trainer	1
24	Chain up & abs raise		5	15 Kg	8	19	Large rope	1
25	Squat rack		6	20 Kg	10			
26	Treadmill (error) electric problem	5	7	25 Kg	2			

SECTION V

5.1 FORMS & LETTERS

LETTER OF PROPOSAL

(On Bidder's letter head)

(Date and Reference)

To:

Hemant Kumar
General Secretary
Savana Welfare Association
SWA Office – Tower T9, Ground Floor
RPS Savana
Sector -88 Haryana -121002
PH : +91 97739 80455
Email : - savanawelfareassociation@gmail.com

Sub: Submission of proposal to "Engage Firm/Agency for running a GYM/Fitness Center & Indoor Play area in Club at RPS SAVANA, Sector 88, Haryana"

Dear Sir,

With reference to your BID Document dated (DD-MM-YYYY), I/we, having examined all relevant documents and understood their contents, hereby submit our Bid to Engage Firm/Agency for running a GYM/Fitness Center & Indoor Play area in Club at RPS SAVANA, Sector 88, Haryana .

We have also completed and submitted the form. The Bid unconditional and unqualified.

All information provided in the Bid and in the Appendices is true and correct and all documents accompanying such Bid are true copies of their respective originals.

This statement is made for the express purpose of shortlisting for appointment as the Contractor for the aforesaid Project.

I/We shall make available to the SWA any additional information it may deem necessary or require for supplementing or authenticating the Bid.

I/We acknowledge the right of the SWA to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or a judicial pronouncement or arbitration award against the Bidder, nor have been expelled from any project or contract nor have any contract terminated for breach on our part.

DOCUMENT NO - SWA-RFP-0002

I/We declare that:

- I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the SWA.
- I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any Bid or request for proposal issued by or any agreement entered into with the SWA .
- I/We understand that SWA may cancel the Selection Process at any time and that you are neither bound to accept any Bid that you may receive nor to select the Bidder, without incurring any liability to the Bidders of the RFP document.
- I/We certify that we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory which would cast doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
- I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by SWA in connection with the shortlisting of Bidder or in connection with the Selection Process itself in respect of the above mentioned Project;
- I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the Project is not awarded to me/us or our Bid is not opened or rejected.
- I/We have studied RFP and all other documents carefully and also surveyed the Project site. We understand that we shall have no claim, right or title arising out of any documents or information provided to us by the SWA or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of the Project.
- I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Bid under and in accordance with the terms of the RFP Document.

Date:

Place:

Yours faithfully,

(Signature, name and designation of the Authorized Signatory)

(Name and seal of the Bidder)

5.2. Letter of Financial Proposal

(On Bidder's letter head)

Financial Proposal Submission Form

[Location, Date]

FROM: (Name of Bidder)

To:

Hemant Kumar
General Secretary
Savana Welfare Association
SWA Office – Tower T9, Ground Floor
RPS Savana
Sector -88 Haryana -121002
PH : +91 97739 80455
Email : - savanawelfareassociation@gmail.com

Sub: Financial Bid to Engage Firm/Agency for running a GYM/Fitness Center & Indoor Play area in Club at RPS SAVANA, Sector 88, Haryana

Dear Sir/Madam,

We, the undersigned, offer to provide the services for the above in accordance with your Bid dated _____, and our Bid (Response to Technical eligibility criteria and Financial Bid). Our attached Financial Bid is for the monthly fixed fee of _____ [excluding all taxes, Amount in words and figures] as per given break up :-

S. NO	Position	Minimum Experience/Eligibility	No of position	COST PER MONTH
1.	Senior GYM Trainer	>7 years	2	
2.	GYM Trainer (Male)	>4 years	2	
3.	GYM Trainer (Female)	>3 Years	2	
4.	Play area Supervisor	>5 Years	2	
5.	House Keeping Staff	GYM experience > 2 years	2	
6	Admin	>3 Years	1	

DOCUMENT NO - SWA-RFP-0002

We understand that the client reserves the right to negotiate the Financial Bid.

We undertake that our Financial Bid shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Bid, i.e. *180 days from the date of submission of the Bid.*

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India.

We understand you are not bound to accept any Bid you receive. Yours sincerely,

Signature:

Name and title of Signatory:

Name & address of the Bidder

Note: The bidder shall quote above the monthly fixed fee of _____. The monthly fixed fee will also be increased by 15% at the end of the 3rd year of the contract.

5.3 FORMS (Self attested CV of the certified trainers with minimum experience of >4 years)

i. Male trainer CV (1 Nos.)- Experience and Qualification

Certification

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications and my experience

Place:	Signature of the trainer:
Date:	Name:

Documents attached as Proof

LIST OF DOCS

- ID CARD – Aadhar
- Training Certificate – If applicable
- Experience Certificate -
- CV – Trainers

(Signature, name and designation of the Authorized Signatory) (Name and seal of the Bidder)

Note: The SWA may seek any additional documentary proof/ clarifications for the above stated information.

5.4 Form (Self-attested CV of the certified trainers with minimum experience of 5 years)

i Female trainer CV (1 Nos.)- Experience and Qualification

Certification

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications and my experience

Place:	Signature of the trainer:
Date:	Name:

Documents attached as Proof :-

LIST OF DOCS

- ID CARD – Aadhar
- Training Certificate – If applicable
- Experience Certificate -
- CV – Trainers

(Signature, name and designation of the Authorized Signatory)

(Name and seal of the Bidder)

Note: The SWA may seek any additional documentary proof/ clarifications for the above stated information

5.5 LIST OF DOCUMENTS REQUIRED

A) Trainers

- ID CARD – Aadhar
- Training Certificate – If applicable
- Experience Certificate -
- CV – Trainers

B) Vendor

- Firm Name
- Pan / Tan / GST
- Registration Certificate
- Address Proof

5.6 Fraud and Corrupt Practices

The Contractor and their respective officers, employees, shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this BID, the SWA shall reject a Bid without being liable in any manner whatsoever to the Contractor, if it determines that the Contractor has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the SWA shall, without prejudice to its other rights or remedies, forfeit and appropriate the Processing Fee, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the SWA for, inter- alia, time, cost and effort of the SWA, in regard to the BID, including consideration and evaluation of such Contractor's Proposal.

For the purposes of this Clause 5.6, the following terms shall have the meaning hereinafter respectively assigned to them:

- "**corrupt practice**" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the
- Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly,
- "**Fraudulent practice**" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
- "**Coercive practice**" means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the

DOCUMENT NO - SWA-RFP-0002

Bidding Process;

- “**undesirable practice**” means (i) establishing contact with any person connected with or employed or engaged by the SWA with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- **restrictive practice**” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

SECTION VI

Checklist of Documents to be submitted

The details of documents to be submitted within the duration (strictly within date and time of opening & closing of individual Bid) of the work as mentioned in Bid notice, otherwise, in any case, bid shall be rejected.

i) Technical Bid (Envelope 1) 5.1

S.No	Check list item	Yes/ No
1.	Bid Processing Fee	
2.	Earnest Money Deposit (EMD)	
3.	Form: Letter of Proposal to be on the Bidder's letter head to be signed by the Authorized signatory	
4.	Form: Filled and signed by Authorized signatory	
5.	Form Filled and signed by Authorized signatory	
6.	Form: Self attested CV of the certified male trainers with minimum experience of 5 years	
7.	Form: Self attested CV of the certified female trainers with minimum experience of 5 years	
9.	PAN/GST certificate of the individual/company/firm.	
10.	Any other document as per the RFP document.	

Financial Bid

Financial bid duly filled in all respects in Bid. (Form 5.2)

The technical and financial proposal shall be sealed in two separate envelopes and then in one single outer envelope clearly bearing the following identification: "RFP Engage Firm/Agency for running a GYM/Fitness Center & Indoor Play area in Club at RPS SAVANA, Sector 88, Haryana"

Thank You.

Savana Welfare Association