NIT No. IISWBM/Gym Maint./01/26-27

Date :- 03rd November 2026

IISWBM

NOTICE INVITING TENDER

Sealed tenders are invited by IISWBM, Management House, College Square (West), Kolkata – 700 073 from bonafide, reliable and resourceful Gym Maintenance Contractor with sufficient experience for "Engagement of Agency for Maintenance of Gymnasium and providing Gym Instructor" of the Institute as per details given in the tender document.

Tender document with all details including terms & conditions are available from the office of the AAO during office hours on all working days from 03rd November 2026 to 12th November 2026 (Monday to Friday) between 11-00 am to 4-00 pm. You may also download tender documents from Institute's Web Site (www.iiswbm.edu). The last dated of submission of sealed tender completed in all respect including all required documents by 4.00 pm on or before 17th November 2026.

Bidder should submit the following documents:

1. The name, mail id and phone number of the authorised signatory of the bidder in the letter head .
2. Address Proof - Bidder should have an office in the state of West Bengal.
3. A copy of the valid Trade Licence (self-certified).
4. Self-certified photocopy of GST Registration Certificate
5. Self-certified copy of the PAN card of the bidder.
6. Self-certified photocopies of ITR of the Assessment Years 2025-26, 2024-25 and 2023-24.
7. Copies of at least two (2) number of recent work orders in support of the experience (except that of IISWBM).
9. Signed Tender documents including Annexure – I, II III, IV and V
10. Bidder should inscribe the company name, address, contact no. and e-mail ID on left bottom corner of the envelops.

Bidder should submit Price Bid with the following items:

1. Rate should be quoted for each item as per Annexure – V
2. Price Bid should be signed by the authorised signatory of the Bidder under rubber stamp of the Bidding company.

03/11/26

Superintendent

Annexure – I

NIT No. IISWBM/ Gym Maint./01/26-27 Date: 03rd November 2026

Important Information:

Available date for collection of Tender Documents	Submission of Tender Documents
From 03rd November 2026 to 12th November 2026 between 11-00 am to 4-00 pm on all working days; alternatively this may be downloaded from the official website of IISWBM.	By 4-00 pm on or before on 17th November 2026

For enquiry date and time: 03rd November 2026 to 13th November 2026 from 11-00 am to 4-00 pm. (Please contact at Admin. Dept. of the Institute)

Opening of Tender Documents: 18th November 2026 at 2.30 pm.

General Terms & Conditions:

1. Payment will be made by A/C Payee Cheque / NEFT against submitted Tax Invoice after completion of the work with satisfaction. No advance payment will be made.
2. The rate should be valid for 01 year
3. Rate should be in INR and all inclusive. However, GST should be specified extra.
4. The Institute reserves the right to reject any / all tenders or cancel the accepted tender without assigning any reason.
5. Tender papers should be signed in all pages with seal.
6. The tender should be prepared and submitted after carefully perusing the complete tender documents including the terms and conditions.
7. Institute takes no responsibility for delay / loss or non-receipt of tender documents sent by post.
8. No sub-contract will be permitted.
9. Any conditional bid will be summarily rejected.
10. One Gym Instructor will be deputed from 2.00 pm to 7.00 pm on all working days of the Institute.
11. For absenteeism of the Gym Instructor, an amount shall be deducted from the bill for each day of absenteeism as per pro-rata basis.

Annexure – II

NIT No. IISWBM/ Gym Maint./01/26-27 Date : 03rd November 2026

The Director
IISWBM
College Square (west)
Kolkata:700073

Sub: Application for "Engagement of Agency for Maintenance of Gymnasium and providing Gym Instructor" of the Institute as per details given in the tender document against your Advertisement in the Newspapers/Institute's Web-site / Notice Board

Respected Sir,
In view of the above, we would like to apply for the same. Our detailed information are as stated here under:

Name of the organization :

Address of the organization :

Contact No. :

e-mail ID :

Trade licence No. (attach self-attested copy) :

PAN No. (attach self-attested copy) :

IT Return (attach self-attested copy) :

GST Registration No.(attach self-attested copy) :

Experience Proof (attach at least 2 recent Work Orders except IISWBM) :

Other details , if any :

Thanking you,

Yours faithfully,

(Signature with seal)

Date:

Annexure – III

NIT No. IISWBM/ Gym Maint./01/26-27 Date : 03rd November 2026

SCOPE OF WORK AND ELIGIBILITY CRITERIA

FOR ENGAGEMENT OF AGENCY FOR MAINTENANCE OF GYMNASIUM AND PROVIDING GYM INSTRUCTOR

The Indian Institute of Social Welfare & Business Management (IISWBM), Kolkata, intends to engage a suitable and experienced agency for operation, maintenance and upkeep of the Institute Gymnasium and deployment of a qualified Gym Instructor/Trainer for the benefit of students, employees of the Institute.

The agency will be responsible for ensuring proper functioning, cleanliness, safety and systematic use of the gymnasium and gym equipment, as well as providing a suitably qualified and experienced Gym Instructor.

1. Scope of Services

The selected agency shall provide the following services:

A. Gym Instructor / Trainer

1. The agency shall provide **one qualified and experienced Gym Instructor/Trainer** on a regular basis during the prescribed gym operating hours.
2. The Gym Instructor shall:
    - Guide members/users in the correct and safe use of gym equipment.
    - Demonstrate appropriate exercises and workout techniques.
    - Prepare basic workout routines for users according to their fitness objectives, age and general fitness level.
    - Maintain discipline and proper conduct inside the gymnasium.
    - Ensure that users follow the prescribed gym rules and safety instructions.
    - Maintain attendance/usage records, wherever required by the Institute.
    - Report any malfunction, damage or unsafe condition of equipment to the Institute immediately.
    - Provide basic guidance regarding warm-up, cool-down, stretching and general fitness practices.
    - Ensure that no user misuses of equipment.
3. The Instructor shall not undertake medical diagnosis, treatment or prescribe medicines/dietary supplements to gym users.
4. The Instructor shall maintain professional conduct and appropriate behaviour with all students, employees.

B. Maintenance of Gym Equipment

The agency shall undertake regular preventive maintenance and routine upkeep of all gym equipment such as Treadmills, Exercise mats, Dumbbells and barbells, Multi-gym/station gym equipment, Peacher Curl Bench etc.

The agency shall:

1. Conduct regular inspection of all equipment.
2. Carry out routine tightening, lubrication, alignment and adjustment wherever necessary.
3. Identify defects and wear and tear at an early stage.
4. Attend to minor repairs as part of routine maintenance.
5. Maintain a record of maintenance/inspection carried out.
6. Immediately report major defects requiring replacement of parts or specialised repair to the Institute.
7. Ensure that defective or unsafe equipment is not used until repaired or declared safe.
8. Submit recommendations to the Institute regarding replacement or major repair of equipment, whenever required.

The decision regarding repair, maintenance and replacement of any instrument shall be taken by the competent authority of the Institite.

C. Cleanliness and Upkeep

The agency shall ensure proper cleanliness and hygienic upkeep of the gymnasium and fitness equipment, including:

- Cleaning and wiping of gym machines and equipment.
- Cleaning of exercise benches, mats, handles and frequently touched surfaces.
- Proper arrangement of dumbbells, weights and other accessories.
- Keeping the gym floor and exercise area clean and free from obstruction.
- Ensuring proper storage of gym accessories after use.
- Reporting any electrical, plumbing, structural or other maintenance issue noticed in the gym to the Institute.

The agency shall coordinate with the Institute's housekeeping/maintenance personnel wherever cleaning services are separately provided by the Institute.

2. Gym Operating Hours

The Gym Instructor shall be available during the gym operating hours prescribed by the Institute. The Institute may modify the operating hours depending upon academic schedules, examinations, holidays, institutional programmes and other requirements.

The agency shall ensure that the Instructor is present punctually during the approved working hours.

3. Safety and Emergency Measures

The agency shall:

1. Ensure that all gym equipment is used in a safe and appropriate manner.
2. Instruct users regarding safety precautions.
3. Immediately stop the use of any equipment found to be unsafe.
4. Maintain basic first-aid awareness and assist in case of minor emergencies.
5. Immediately inform the Institute authorities in case of any accident, injury or emergency.
6. Maintain an incident/accident register, if required by the Institute.
7. Ensure that emergency exits and access areas are not obstructed.

The agency shall not be responsible for medical treatment, but shall promptly inform the Institute in case of any medical emergency.

4. Minimum Service Standards

The agency shall ensure:

- Regular availability of the Gym Instructor.
- Timely maintenance of gym equipment.
- Clean and orderly gym premises.
- Safe operation of all equipment.
- Prompt reporting of defects.
- Proper conduct and supervision of gym users.
- No unauthorised use of equipment or facilities.
- No interruption of services without prior permission of the Institute.

5. Agency's Responsibility

The agency shall be responsible for:

1. Providing the required manpower at its own cost.
2. Payment of salary/wages, statutory dues and other benefits to its personnel.
3. Compliance with applicable labour laws and statutory requirements.
4. Ensuring that its personnel maintain discipline and proper conduct.
5. Providing uniforms/identity cards to its personnel, if required by the Institute.
6. Ensuring that its personnel do not cause any damage to Institute property.
7. Maintaining confidentiality regarding any information obtained during the course of their engagement.

The Institute shall have no employer-employee relationship with the personnel deployed by the agency.

6. Eligibility Criteria for Agencies

Interested agencies should preferably fulfil the following minimum requirements:

1. The agency should have been engaged in providing gym/fitness management, gym maintenance or fitness trainer services for at least **3 years**.
2. The agency should have experience of providing similar services to educational institutions, corporate organisations, government/semi-government organisations, hotels, clubs or other reputed establishments.
3. The agency should have adequate manpower and technical capability to provide the required services.
4. The agency should submit documentary proof of its experience at least **two/three similar assignments** completed or presently being handled.
5. The agency should possess valid registration and applicable statutory documents.
6. The agency should comply with all applicable labour and statutory regulations.
7. The agency should not have been blacklisted/debarred by any Government Department, PSU, educational institution or reputed organisation.

7. Documents to be Submitted with Proposal

The agency should submit:

- Profile of the agency.
- Certificate of registration/incorporation, as applicable.
- Details and qualification of proposed Gym Instructor.
- Number of years of experience of the proposed Instructor.
- List of major organisations where similar services have been provided.
- Declaration regarding non-blacklisting.
- Any other document considered relevant by the agency.

8. Contract Period

The engagement shall initially be for a period of **one year**, which may be extended further on the basis of satisfactory performance and mutual agreement, subject to the terms and conditions of the Institute.

Annexure – IV

NIT No. IISWBM/ Gym Maint./01/26-27 Date : 03rd November 2026

List of Gym Equipments

Sl. No.	Name of Equipments	Quantity
01.	Motoriesed Treadmill Sportreck	02 Nos.
02.	Exercise Bike FitLine	03 Nos.
03.	6 Station Multy Gym Machine	01 No.
04.	Leg Extention and Curl Machine	01 No.
05.	Peacher Curl Bench	01 No.
06.	Flat Bench Utility Gym Stool	02 Nos.
07.	Stepper	02 Nos.
08.	Gym Bal (65 CM)	01 No.
09.	15 Kg Weight Plate	02 Nos.
10.	10 Kg Weight Plate	06 Nos.
11.	7.5 Kg Weight Plate	02 Nos.
12.	5 Kg Weight Plate	04 Nos.
13.	4 Kg Weight Plate	08 Nos.
14.	2 Kg Weight Plate	02 Nos.
15.	2.5 Kg Weight Plate	04 Nos.
16.	1 Kg Weight Plate	02 Nos.
17.	6 Kg Dumbbell	02 Nos.
18.	5 Kg Dumbbell	04 Nos.
19.	4 Kg Dumbbell	04 Nos.
20.	2 Kg Dumbbell	02 Nos.
21.	Flat Bench Utility Gym Stool	02 Nos.
22.	Square Foam Seat Cushion	02 Nos.
23.	Straight Barbell Rod With Spinlock	02 Nos.
24.	Dumbbell Rod With Spinlock	04 Nos.
25.	Weight Machine	01 No.
26.	Automatic Digital Blood Pressure Machine	01 No.
27.	Lat Fulldown Bar	01 No.
28.	Straight Handel Bar	01 No.
29.	V Bar	01 No.
30.	D-handel With ruber Hand Grip	01 No.

Annexure – V

NIT No. IISWBM/ Gym Maint./01/26-27 Date : 03rd November 2026

Financial Bid
(to be submitted in the letterhead of the bidder)

The agency shall quote its **monthly service charge** for the complete scope of work, clearly indicating:

Sl. No.	Particulars	Monthly Rate	Amount of GST*	Amount
01.	Gym Maintenance & Upkeeping			
02.	Gym Instructor / Trainer**			

* % of GST should be mentioned

Total Monthly Cost (including GST) : **Rs.**

The quotation should clearly state whether GST and other applicable statutory charges are included or payable extra.

Major repair/spare parts – preferably on actual cost with prior Institute approval

** Gym Instructor / Trainer Timing : 2.00 pm to 7.00 pm on all working days of the Institute

Signature of the Bidder

Date :