

Request for Expression of Interest
For
For Empanelment of Yoga Training Institute to
provide trainers for Shiv Yoga Kendra in
Brihanmumbai Municipal Corporation

EOI Ref. No.: HO/ 01 /dated: 19 / 05 /2022

PUBLIC HEALTH DEPARTMENT
BRIHANMUMBAI MUNICIPAL CORPORATION

Letter For Empanelment of Yoga Training Institute to provide trainers for Shiv Yoga Kendra in Brihanmumbai Municipal Corporation

EOI Ref. No.: HO/ 01 /dated: 19 / 05 /2022

The World Health Organization (WHO) emphasizes the importance of mental, social and spiritual health in addition to physical health. At present, due to the rush and stress of daily activities, there is an increase in the prevalence of lifestyle related diseases like diabetes, high blood pressure, heart disease and depression. Promoting a healthy lifestyle and yoga along with medication to control the disease will have a positive effect on health.

Shiv Yoga Kendra is an ambitious initiative for the physical and mental health of the citizens of the Bruhanmumbai Municipal Corporation (BMC).It is envisaged by the Bruhanmumbai Municipal Corporation to start Yoga Centers at Community Level, through Shiv Yoga Kendra, where in interested and likeminded people will form a group at community level and trained Yoga teachers will be made available to these groups through recognized Yoga Training Institutes by the BMC.BMC plans to invite the Expression of Interest from recognized Yoga Training Institutes and empanel them to provide trained Yoga teachers who would impart training to the groups at community level.

Details of Invitation for Expressions of Interest for providing trained Yoga Teachers at Shiva Yoga Kendra in Mumbai are available on the <https://portal.mcgm.gov.in/> and attached herewith. A two-step process shall be adopted to select a the service provider (Here, the recognized Yoga Training Center) In the first stage, the interested service provider shall apply for providing these services . In the second stage, the eligible and qualifying service provider shortlisted during first-stage shall be invited for participating in a discussion cum selection meeting with Executive Health Officer / Deputy Health Executive Officer on the basis of which the recognized Yoga Training Institute will be empaneled for providing Trained Yoga Teachers for providing services at ward level. Details of application and shortlisting process are mentioned on Page no. onwards of this document.

Interested service providers may submit their EOIs and other documents by sending them on shiviyogakendra@gmail.com on or before _27.05.2022 date. The Authority reserves the right to make any further additions / deletions / modifications to the EOI, including extension of time for uploading of EOIs. Any such changes shall be notified through the above referred portal only, by way of Corrigendum / Amendment.

Sd/-
Executive Health Officer
Public Health Department
Brihanmumbai Municipal Corporation

**Invitation for Expression of Interest for
Empanelment of Yoga Training Institute to provide trainers for Shiv Yoga
Kendra in Brihanmumbai Municipal Corporation**

EOI Ref. No.: HO/ /dated: / /2022

(Tentative Schedule)

EOI INVITATION REFERENCE	EOI Ref. No.: HO/ 01 /Dt.19/05/2022
DATE OF COMMENCEMENT OF DOWNLOAD OF EOI INVITATION FROM THE WEBSITE https://portal.mcgm.gov.in/	20.05.200
LAST DATE AND TIME FOR SENDING COMPLETE EOI APPLICATION ON shivyogakendra@gmail.com	27.05.2022 before 5.00 PM
DATE & TIME OF OPENING OF EOI FROM	30.05.2022
DATE & TIME OF INFORMING SHORTLISTED SERVICE PROVIDERS	Will be communicated
DATE & TIME OF DISCUSSION CUM SELECTION MEETING	Will be communicated
PLACE OF OPENING OF EOI, PRE-BID MEETING, DISCUSSION MEETING AND ADDRESS FOR COMMUNICATION	Will be communicated

Sd/-
Executive Health Officer
Public Health Department
Brihanmumbai Municipal Corporation

INDEX

Sr.No.	Content	Page No.
1	Concept Note	02
2	Tentative Schedule	03
3	General Instructions to the Applicants	05-07
4	Terms of Reference	08-10
5	Annexure -I	11-12
6	Annexure -II	13
7	Annexure -I	14

Instructions to Applicants

1. Introduction:

- 1.1 The Brihanmumbai Municipal Corporation (hereinafter referred to as the “Authority”) intends to engage Services of Yoga Kendra (service provider) for Yoga Training Services to be provided at Shiva Yoga Kendra in 24 wards of Mumbai.
- 1.2 Detailed description of the services are provided in the **Section: Terms of Reference**.
- 1.3 The Authority shall receive applications of Expressions of interest from Service Providers via email.
- 1.4 All EOIs shall be prepared and submitted by Service Providers in accordance with the instructions given in this Section on or before the date and time specified herein.
- 1.5 The Authority shall shortlist eligible and qualified Service Providers for empanelment for providing Trained Yoga Teachers for providing services at ward level

2. Brief Description of Selection Process:

- 2.1 The Authority has adopted the following process for selection of recognized Yoga Training Institute to be empaneled for providing trained yoga teachers at Shiv Yoga Kendra.
- 2.2 First, the interested Applicants shall submit their Applications against this Request for Expression of Interest in accordance with the instructions given in this EOI Document. The Authority shall evaluate Applications received up to due date and time and shortlist all eligible and qualified Service Providers.
- 2.3 Subsequently, the Service Providers, evaluated as eligible and qualified, shall be invited to participate in a discussion cum selection meeting, with Executive Health Officer/ Deputy Health Executive Officer & Signing of MoU

3. Eligibility & Qualification of Applicants:

- 3.1 The eligibility and qualification of the Applicants will be assessed on the basis of eligibility criteria enumerated on Page no. 08 of this document.

4. Right to accept or reject any or all Applications:

- 4.1 Notwithstanding anything contained in this EOI Document, the Authority reserves the right to accept or reject any Application and to annul the selection process and reject all Applications, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. In the event that the Authority rejects or annuls all the Applications, it may, in its discretion, invite fresh Applications.

4.2 The Authority reserves the right to verify all statements, information and documents submitted by the Applicant in response to the EOI.

5. Amendment of EOI:

5.1 At any time prior to the deadline for submission of Application, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the EOI by the issuance of Addenda. It is further clarified that the configuration and the responsibilities, terms and condition of the scheme may be changed by the Authority and it shall be binding on the Applicants.

5.2 Any Addendum / clarifications thus issued will be made available and can be downloaded from the website of the Authority.

5.3 In order to provide the Applicants a reasonable time for taking an Addendum into account, or for any other reason, the Authority may, in its sole discretion, extend the Application Due Date.

6. Submission of Application:

6.1 The Applicant shall provide all the information sought under this EOI. The Authority will evaluate only those Applications that are received in the required formats and complete in all respects. Incomplete and /or conditional Applications shall be liable to rejection.

6.2 The Application shall consist of the following documents:

- (i) Annexure 1- Letter of Application in the prescribed format;
- (ii) Annexure 2- Profile giving information about the Applicant service provider;
- (iii) Annexure 3- Notarized affidavit;

6.3 The Application should be sent on shiviyogakendra@gmail.com latest on 27/05/2022 before 5.00 PM.

6.4 The Authority, at its sole discretion, may extend the due date & time for submission of Application.

6.5 Late Applications received after the date and time mentioned in this document shall not be accepted.

1. Opening and Evaluation of Applications:

1.1 The Authority or its authorized personnel shall download all the EOI Applications received up to due date and time for submission of Applications

1.2 The Authority or its authorized personnel will subsequently examine and evaluate Applications in accordance with the provisions set out in the **Eligibility Criteria**

1.3 The Authority reserves the right not to proceed with the selection process at any time without notice or liability and to reject any or all Application(s) without assigning any reasons.

Shortlisting of Applications and Notification:

After the evaluation of Applications, the Authority would announce a list of shortlisted Applicants who will be eligible for participation in the discussion cum meeting via email. At the same time, the Authority would notify the other Applicants that they have not been shortlisted. The Authority will not entertain any query or clarification from Applicants who fail to qualify.

Terms of reference for Expression of Interest for empanelment of service provider for providing trained Yoga Teachers at “Shiva Yoga Kendra” in 24 wards of Mumbai

Scope of Work

Objective of the Scheme:

At present, due to the rush and stress of daily activities, there is an increase in the prevalence of lifestyle related diseases like diabetes, high blood pressure, heart disease and depression. Promoting a healthy lifestyle and yoga along with medication to control the disease will have a positive effect on health.

Shiv Yoga Kendra is an ambitious initiative for the physical and mental health of the citizens of the Bruhanmumbai Municipal Corporation (BMC). It is envisaged by the Bruhanmumbai Municipal Corporation to start Yoga Centers at Community Level, through Shiv Yoga Kendra, where interested and likeminded people will form a group at community level and trained Yoga teachers/ Yoga wellness instructor will be made available to these groups through empaneled Yoga Training Institutes by the BMC.

A dedicated Email Id will be created and publicized, where a group of 30 people from an area would show an interest in availing the yoga training through Shiv Yoga Kendra. BMC would facilitate the logistics arrangements for starting the yoga training and provide trained Yoga teachers / Yoga wellness instructor on to impart training at community level. The trainers will be provided through the empanelled Yoga institute.

Eligibility criteria for the Service Provider

- Service provider should be a yoga institute registered for 2 years with Yoga Certification Board (YCB) or Indian Yoga Institute (IYI) as per the guidelines and recommendations of AYUSH, Ministry of Health and Family Welfare, Government of India.
- Should have qualified & skilled Yoga teachers /Yoga wellness instructor to give yoga training.
- The Yoga teachers /Yoga wellness instructor should be trained in Common Yoga Protocol (CYP) as per Govt of India norms and having 3 years' experience.

Role of Service Provider

- Provide adequately trained Yoga teachers /Yoga wellness instructor for each session at community level at Shiv Yoga Kendra.
- To sign MoU with BMC for providing the above-mentioned services @ Rs 1000/- per session for a group of 30 people at Shiv Yoga Kendra or at rates mutually agreed upon by BMC and Yoga Institute during second stage of selection process.
- To provide Yoga teachers /Yoga wellness instructor for 5 days a week (20 session per

month) at each Shiv Yoga Kendra during 6 AM to 8 AM

- To train the citizens (Group of 30 members) in Common Yoga Practices for 3 months so as to enable them to practice preventing health care through Yoga.

Role of BMC

- Provide necessary place for Yoga.
- Each Shiv Yoga Kendra will appoint 10 members in each group who will maintain the register of attendance of citizens as well as Yoga teachers /Yoga wellness instructor.
- Assessment of Yoga teachers /Yoga wellness instructor will be done by the group members based on daily attendance, regularity and quality of training, depending on the feedback decision of continuation of the Yoga teachers /Yoga wellness instructor will be taken by BMC.
- The decision regarding continuation or closure of Shiv Yoga Kendra will be taken by BMC based on attendance of group members.
- If it is observed that attendance is declining after 15th of month in that case the center will be continued to complete the month, in case it is observed that the attendance is declining from before 15th of the month then the center will be discontinued from that day itself.
- Citizens who will complete 50 sessions in 3 month will be awarded a certificate.
- Monitor and review performance, and provide appropriate feedback to the empaneled yoga training institute.
- Coordinate with the Yoga trainer/ Yoga center.
- Ensure timely payments to the Service Provider.

Performance parameters and mode of payments

- Payments will be made to the Yoga Training institute at the end of month after submitting the invoice.
- The Yoga Training facility has to register with BMC as vendor
- BMC has a right to terminate the services based on the attendance of the trainees and the feedback from the trainees.
- Out of 30 people, the participants who attended the programme will sign the attendance sheet of the trainer which needs to be submitted along with the invoice.

Contract Period

The Memorandum of Understanding (MoU) will be drafted for a period of year which will be renewable every six months after assessment of performance of the Service Provider.

Reporting System/ Payment

1. Effective / attendance of the trainer will be maintained at the Shiva Yoga Kendra. The copy of attendance is to be sent to BMC at the end of each month along with invoice.
2. Both BMC and the empaneled Yoga center will appoint a nodal officer per each ward for coordination.
3. Summary will be prepared every month for amount to be paid to the empaneled Yoga institute. This summary of the effective will be submitted to respected ward office every month.
4. At ward office - Effective will be verified and payment will be released to the Yoga institute.

ANNEXURE - 1

Applicant's Expression of Interest

(Should be on the letter head of the service provider)

To,
Executive Health Officer,
Public Health Department,
Brihan Mumbai Municipal Corporation

Subject: Application of EOI for empanelment at "Shiva Yoga Kendra"
in 24 wards of Mumbai

Reference: Your invitation seeking EOI for Yoga Trainer Services to be provided at
"Shiva Yoga Kendra in 24 wards of Mumbai

EOI Ref. No.: HO/ 01 /dated: 19 / 05 /2022

1. With reference to the above subject and reference, I / We having read the EOI Document and understood its contents, hereby submit my/our Application for Selection for the aforesaid scheme.
2. I/We express interest for implementing this scheme in Mumbai.
3. I/ We certify that all information provided in the Application and in Annexures 2 and 3 is true and correct.
4. I/ We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Qualification statement.
5. I/ We acknowledge the right of the Authority to reject our Application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I/ We certify that in the last three years, I/we / Our Institute have not been blacklisted on any contract, by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicator any member or Associate, as the case may be.

7. I/ We declare that we/ any Member, or our/ its Associates are not a Member of any other facility applying for shortlisting and have no conflicts of interest with any other applicants.
8. I/ We agree and undertake to abide by all the terms and conditions of the EOI Document

Signature Name, title and seal of authorized official of Applicant

ANNEXURE - 2

FORMAT OF APPLICANT'S CONTACT & OTHER DETAILS

1. Name of the Yoga Training Institute:
2. Registration details:
 - a) Registered with Yoga Certification Board – Yes / No
 - b) If Yes provide registration number and certificate
 - c) Registered with Indian Yoga Institute- Yes / No
 - d) If Yes provide registration number and certificate
3. Year of Establishment:
4. License / Accreditation details
5. No of Yoga Teacher/ Yoga Wellness Instructor registered with the Institute
6. Postal Address with Pin code

Telephone:

Mobile:

Email:

7. Contact Person: (including telephone and email id)
8. Has your organization ever been blacklisted by any organization/ Government:
9. Short / brief introduction about the facility (max. 300 words):
11. Documents attached with the application (please mention Yes or No before each document):

Sr. No.	Name of the document	Submitted (Yes/No)
1	Completed Application	
2	Registration certificate / papers	
3	License / Accreditation certificate/ papers	
4	Notarized affidavit	
5	Scheme concept note	

12. Date of Application:

ANNEXURE - 3

(Notarized Affidavit)

(On Rs.100/-stamp paper)

Affidavit

1. I /We hereby confirm that I/we am/are interested in signing MoU with BMC for as an empaneled Yoga Institute for providing trained Yoga Teachers/ Yoga Wellness Instructor at “Shiva Yoga Kendra” in 24 wards of Mumbai which has been called by BMC and have uploaded our EOI along with the relevant essential documents.

2. Further, I / We confirm that
 - i. All the statements, documents, testimonials, certificates, etc. uploaded are genuine and the contents thereof are true.
 - ii. Any of our personnel, representatives, sub-consultants, sub-contractors, service providers, suppliers, partner and / or the employee will not directly or indirectly, engage in any activity that may intervene, interfere and/ or influence the selection process at any stage.
 - iii. Any of our personnel, representatives, sub-consultants, sub-contractors, service providers, suppliers, partner and / or the employee will Indemnify and compensate the BMC from any penalties and costs that may be incurred due to lapse/ s on our part including incorrect/ misrepresented / forged document or statements.
 - iv. If our institute is found contravening this undertaking even after award of contract in our favor, we accept disciplinary action by BMC including rejection of our EOI, annulment of contract.

Date: / /

Authorized Person’s Signature

Name & Designation with Seal

Sworn before me