

Minutes of Pre-Bid Meeting held on 6th Feb, 2019 at 1400 Hrs
regarding Selection of Suitable Agency for Fitness Centre Running in
FDA Bhawan Premises, New Delhi-110 002

An EOI has been floated inviting bids from the prospective agencies/individuals having adequate experience, resources & financial capability to run the GyM/Fitness Centre efficiently. EOI was published at FSSAI's website & CPP Portal, so as to give wide publicity and ample opportunity to the bidders.

The following representatives from established agencies were present at the pre-bid meeting for discussing the modalities and selection criteria for managing GyM/Fitness Centre:-

- (i) Mr. Amit Kaidan & Ms Sanaa Vidyalkar from M/s Soul to Sole
- (ii) Mr Rahul Tokas and Ms Niyati Sharma
from M/s Fisica Fitness Services Private Limited

It was discussed that FSSAI has created good quality infrastructure for the GyM/Fitness Centre for the employees working in FDA Bhawan and adjoining government offices.

The charges for using the facility are defined in EOI and were appraised. The selection criteria was also discussed, which would be based mainly on past experience, available work force, present clients/organizations for which bidders are providing service and financial capability to sustain, in case there is shortfall in clients in availing the facility. The reps were having apprehension that in case they do not get reasonable response, then what would be financial back-up provision, FSSAI intends to provide. It was further mentioned that the bids will be analyzed on "Quality-cum-Price Based System (QCBS)". The bidders also raised the following points which are appended below with clarification:-

S.No.	Points raised by Bidders	Clarifications given to them
I	The GyM equipments may be provided with good established brands.	It was explained that basic fitness equipment are being provided. These would be discussed with the selected bidder and in case anything is considered necessary, the provisioning for the same would be looked into.
II	How many trainers are to be placed and whether individual trainer is permitted?	It was clarified that One (01) Floor Trainer for 15 personnel/GyM users is to be deputed. As regards personal trainer, the provision for the same is already mentioned in EOI and would be considered separately with the selected bidder.

III	The bidder also mentioned whether there would be any provision for providing food/juice/cold drinks and snacks for the Fitness Centre users.	It was apprised that FSSAI would provide dry cafeteria facility outside GyM at open terrace area having direct connectivity. The same can be run/managed by the selected agency. It was also mentioned that the open terrace area is being converted into usable for GyM enthusiasts, the same could be utilised for Yoga/Zumba or any other activity as deemed fit by the selected agency subject to obtaining approval from FSSAI for introduction of such facilities and their charges, if additionally required to be paid by users.
IV	The rep from M/s Fisica Fitness raised observation that existence of agency past 5yrs has been made mandatory and may be relaxed to one year so that they themselves and many bidders could compete, particularly new entrants in this field.	This request was deliberated and considered provided other eligibility/qualifying criteria should be met by the bidders. It was also stated that due cognizance would be given for professional GyM management. It was also considered appropriate to extend the last date for submission of bids to 15 th Feb 2019 (1300 hrs) to provide further opportunity to the prospective bidders to submit their bids.
V	It was also observed by the bidders that what would be the criteria of recouping the expenses for first six months to the selected agency in case response is not encouraging to the facility. What would be the basis of Revenue Sharing after break even?	It was clarified that only salary of the employees for a maximum amount of Rs.25,000/- p.m. for experienced and professional trainer with minimum two years experience per employee deployed at Fitness Centre would be considered as expenditure and shortfall of revenue to that extent would be recouped for initial six months period reckoned from the date of actual utilisation and deployment of staff. As regards revenue sharing after breakeven/profit is concerned, only legitimate expenditure as admitted by FSSAI and salaries of staff would be considered as GyM/Fitness Centre running cost and would be deducted from total revenue/fee generated out of the users of this facility. Generally after taking care of salaries & other administrative expenses, as agreed to by FSSAI.

In view of the foregoing, the Evaluation Criteria for selection on overall merit is reproduced with revised eligibility conditions for the information of all concerned:-

S.No.	Items	Maximum Marks
1.	<p>Years of Establishment</p> <p>(i) Should have been incorporated at least 1 yr prior to the date of submission of EoI 10 marks</p> <p>(ii) Should have done GYM/Fitness Centre running services independently more than 1 yrs 10 marks</p>	20
2.	<p>Financial Capability</p> <p>(i) Should have reasonable financial back up to manage its affairs and maintain the staff/service manpower as ordinarily required for running GyM/Fitness Centre with average annual, turnover during preceding three financial years or past one year, of :-</p> <p>- Min Rs.10 Lakh up to Rs.20 lakh : 05 marks</p> <p>- Above Rs.20 Lakh upto Rs.40 Lakh : 15 marks</p> <p>- Above Rs.40 lakh : 25 marks</p>	25
3.	<p>Organisation Strength</p> <p>Presence of in house on roll/Strength at least for one year or more of deployed manpower for GYM in various categories viz trainers/supervisors/Dietitians etc. as mentioned below:-</p> <p>- 8 & above - 10 marks</p> <p>- 5 to 7 - 6 marks</p> <p>- 2 to 4 - 2 marks</p> <p>- Less than 2 - 0 marks</p>	10
4.	<p>Relevant Experience</p> <p>For having completed or undergoing GYM/Fitness Centre services in last min 1 yrs</p> <p>Managed with 150 or more personnel - 25 marks</p> <p>Managed with 51 to 149 - 15 marks</p> <p>Managed with 31 to 50 - 10 marks</p> <p>Managed with 01 to 30 - 5 marks</p>	25
5.	<p>Technical Approach, Methodology, Work Plan for managing/running GyM-Fitness Centre facility at work place</p> <p>(i) Understanding about the facility in pursuance to office and related factors & desired works and services required - 5 marks</p> <p>(ii) Technical Approach and Methodology of running/managing GyM/Fitness Centre - 5 marks</p> <p>(iii) Work Plan including time schedule, Service quality assurance with professional staff strength and utilization of available resources and generation of additional resources/facilities - 10 marks</p>	20
Total		100

Other conditions mentioned in Tender Document remains unchanged.

It was further mentioned, though no specific format for price bid is given in EoI, however, as discussed and as FSSAI intends to offer financial back up and Revenue sharing after the selected agency earns profit, the bidders are required to submit in a separate envelop their best offer in terms of percentage of revenue sharing (over and above 30% minimum revenue sharing with FSSAI) after achieving break-even.

Price Bid Format

<i>For Running GyM/Fitness Centre</i>	<i>Percentage Share offered out of Revenue Earned after Break Even</i>
To Manage/Run the Fitness Centre Facility as prescribed in Tender Document in the vicinity of FDA Bhawan	

The meeting adjourned being no more discussion points at that moment.

Sd/-
(Ravinder Kumar)
Assistant Director (GA)
06 Feb 2019

sd/-
(Raj Singh)
Head (GA & Legal)
06 Feb 2019