

Request for Quotation (RFQ)

RFQ for Selection of Hotel at Hyderabad



National Productivity Council

(Under DPIIT, Ministry of Commerce and Industry, Govt of India)

Regional Directorate

10-E, Gagan Vihar Complex, MJ Road, Nampally, Hyderabad, Telangana – 500001

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Request for Quotation for Selection of Hotel at Hyderabad

1. Background

National Productivity Council Invites Quotation from reputed 3 star above/equivalent categories of Hotels selection of Hotel towards conduct of a one day workshop at Hyderabad.

Duration: The workshop/conference programme will be of one day duration on 18th January 2024 at Hyderabad.

Attendees: The total approximate participants will be 40 (plus +/- 15 participants).

1.1. NPC Standard Package Requirements

The Hotel shall be required to adhere to the following **NPC standard package requirements** for the conduct of One Day Workshop:

- a) Buffet Lunch with a good spread of itemized menu (veg. and non- veg.)
- b) Conference Hall with desired cluster or U-seating arrangements.
- c) Arrangement of LCD Projector with Screen, white Board/Flip Charts, Markers, Collar Mike / Cordless mike, Writing Pads & Pen, Toffees/Mints to be provided by the hotel for the Conference Hall.
- d) Two (02) Services of tea/coffee with cookies/snacks during the conference with alterations and One (01) Mineral water bottle to each participant during conference.
- e) Quote should be inclusive of all taxes.

1.2. NPC Payment Terms and Conditions:

National Productivity Council, Hyderabad will give an undertaking towards Hotel Expenses in connection with the conference for the below mentioned terms and conditions:

- a) No advance payment would be made by NPC.
- b) No Retention Charges/ Surcharges shall be payable by NPC
- c) Billing for the program to be done on "Bill to Company" basis and 100% Payment will be released only after completion of the program and on submission of GST Bill.
- d) The GST bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes, etc...)
- e) Billing to be done to : NATIONAL PRODUCTIVITY COUNCIL, HYDERABAD

2. Instructions to Hotels

The Hotel shall provide necessary information/details as per the format provided in the Hotel Profile & Bank details (Form I), Technical Proposal (Form II) & Financial Proposal (Form III) separately.

The Hotel shall submit its Technical and Financial bids through email to vk.pasupunati@npcindia.gov.in, rajkamal.pr@npcindia.gov.in

The eligibility of hotels for considering the financial quotations will be decided after evaluation of the technical proposal. Only those hotels that are found eligible as per technical evaluation will be considered for financial evaluation.

The Financial Proposal must be sent in a password encrypted format through email on vk.pasupunati@npcindia.gov.in, rajkamal.pr@npcindia.gov.in

Only technically qualified bidders shall be asked to share the password to open the encrypted financial bids received through email.

The Hotel shall provide signed and scanned copy of valid registration certificate for PAN, TAN & GST. The applicable GST rates must be mentioned against each service provided clearly.

NPC has the right to cancel the quotations at any time, extend or postpone the last date for submission of the quotation, information for which will be sent to all concerned in advance. NPC has right to reject any offers that are found to be incomplete and not having enough details for the technical evaluation.

NPC reserves the right to further negotiate the financial terms / other facilities with the Hotels as per the specific requirement of the residential training programme.

CRITICAL DATE SHEET

Published Date	11.01.2024
Submission Start Date & Time	11.01.2024 from 4.00 pm
Submission End Date & Time	15.01.2024 till 6.00 pm
Technical Bid Opening Date & Time	16.01.2024 at 10:00 Hrs.
Financial Bid Opening Date & Time	16.01.2024 at 12:00 Hrs.

Contact Details:

A) Addressee & Address:

Regional Director,
National Productivity Council,
10-E, Gagan Vihar Complex, MJ Road,
Nampally, Hyderabad, Telangana; PIN: 500001.
Email: vk.pasupunati@npcindia.gov.in, rajkamal.pr@npcindia.gov.in
Ph:- 040 – 2473 3473 / 9490805069

B) Name of the Contact Person for any clarification:

Shri P. Vinod Kumar, Deputy Director,
National Productivity Council,
10-E, Gagan Vihar Complex, MJ Road,
Nampally, Hyderabad, Telangana; PIN: 500001.
Email: vk.pasupunati@npcindia.gov.in, rajkamal.pr@npcindia.gov.in
Ph:- 040 – 2473 3473 / 80152 66093

3. Evaluation and Selection Criteria

The quotes shall be evaluated on the following parameters of the Hotel/bidder:

Sl. No.	Description	Score calculation	Max. Marks
1.	Category of Hotel	<ul style="list-style-type: none"> ➤ 3 Star category & above – 15 marks ➤ 2 Star Category – 10 Marks ➤ Less than 2 Star Category – No Marks 	25
2.	Number of Restaurants with capacity to accommodate 40-50 person at the same time	<ul style="list-style-type: none"> ➤ Number of restaurants Two or more: 10Marks ➤ Number of restaurants only one: 5 Marks ➤ No restaurant facility: No Marks 	15
3.	Conference Hall with capacity to accommodate participants in U-shaped setting with chair and table along with LCD projector, Screen, Sound Systems, Cordless mike, white board, marker, Flip Charts, Marker– (for entire duration of residential training/conference).	<ul style="list-style-type: none"> ➤ Conference Hall capacity for 40 plus/ above participants in U-shaped setting – 15 marks ➤ Conference Hall capacity less than 40 and more than or equal to 30 participants U-shaped setting – 10 Marks ➤ Conference Hall capacity less than 30 U-shaped setting – No marks 	15
4.	Experience in conducting similar residential trainings/ Conferences for Govt. /Central Govt. / PSU's/ Public Sector Bank/ National Institute of repute during preceding 7 years	<ul style="list-style-type: none"> ➤ 7 years or above: 20 marks ➤ Less than 7 years and more than or equal to 5 years: 15 marks ➤ Less than 5 years and more than or equal to 3 years: 10 marks ➤ Less than 3 years and more than or equal to 1 year: 5 marks ➤ Below 1 year: No marks 	20
5.	Experience in conducting trainings/	<ul style="list-style-type: none"> ➤ Conduct of 9 and more such NPC residential trainings/conferences during last three years: 25 marks ➤ Conduct of less than 9 & more than or equal to 7 NPC residential trainings/ conferences during last three years: 20 marks 	25

Sl. No.	Description	Score calculation	Max. Marks
	Conferences for NPC's during last seven years	<ul style="list-style-type: none"> ➤ Conduct of less than 7 & more than or equal to 5 NPC residential trainings/ conferences during last three years: 15 marks ➤ Conduct of less than 5 & more than or equal to 3 NPC residential trainings/ conferences during last three years: 10 marks ➤ Conduct of less than 3 & more than or equal to 1 NPC residential trainings/ conferences during last three years: 5 marks ➤ Conduct of No such NPC residential trainings/conferences during last three years : No marks 	
			100

Note:

- ❖ *To qualify Technically, the Hotel must score 75 marks out of a total 100 as above.*
- ❖ *The Hotel quoting the least rates out of the technically qualified Hotels will be selected. To arrive at the least Cost (L1) NPC shall ascertain total lumpsum cost for an estimated 40 nos. of participants by utilizing the rates quoted by the Hotels against each parameter as detailed in Financial Bid format*
- ❖ *In case more than one bidder emerges as the lowest bidder due to equal rates after financial evaluation, then the lowest bidder (L1) will be decided based on the following criteria (a) Higher Technical Score, (b) Experience of Hosting similar programs in the past. NPC's decision in this regard shall be final and binding to all the bidders.*

4. FORM – I: Profile & Hotels**HOTEL PROFILE**

Hotel Name	
Hotel Address	
Hotel Contact Person (Single Point of Contact for all purpose)	
Hotel Phone No.	
Hotel Fax No.	

BANK DETAILS

Name of the Beneficiary	
GSTIN	
PAN Card No	
Name of the Bank & Branch Address	
Branch Code	
NEFT IFSC Code	
Account Type	
Account No:	
RTGS IFSC Code	
Bank Phone Number	
Branch City	
Email id for sending payment details	

We agree to abide by all the terms and conditions of the RFQ document. We understand you are not bound to accept any proposal you receive.

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Location: _____

Date: _____

(Signature of Authorized Signatory)

5. FORM – II: Format for Technical Proposal

Kindly **select only one appropriate option** against each Technical Qualifying Criteria below:-

1. Category of Hotel/ Resort (3 Star & equivalent)

3 Star Category	<input type="checkbox"/>
Less than 3 Star Category	<input type="checkbox"/>

2. Number of Restaurants with capacity to accommodate 40-50 person at the same time

Number of restaurants Two or more	<input type="checkbox"/>
Number of restaurants only one	<input type="checkbox"/>
No restaurant facility	<input type="checkbox"/>

3. Conference Hall with capacity to accommodate participants in U-shaped setting with chair and table along with LCD projector, Screen, Sound Systems, Cordless mike, white board, marker, Flip Charts, Marker– (for entire duration of residential training/conference).

Conference Hall capacity for 40 plus/ above participants in U-shaped setting	<input type="checkbox"/>
Conference Hall capacity less than 40 and U-shaped setting	<input type="checkbox"/>
Conference Hall capacity less than 30 in U-shaped setting	<input type="checkbox"/>

Date: _____

(Signature of Authorized Signatory)

4. Number of years of experience in conducting similar residential trainings/ conferences for State Govt. /Central Govt. / PSU's/ Public Sector Bank/ National Institute of repute during preceding 7 years

Number of years 7 & above	<input type="checkbox"/>
Number of years Less than 7 & more than or equal to 5 years	<input type="checkbox"/>
Number of years Less than 5 & more than or equal to 3 years	<input type="checkbox"/>
Number of years Less than 3 & more than or equal to 1 year	<input type="checkbox"/>
Number of years below 1 year	<input type="checkbox"/>

5. Numbers of Conferences conducted during last seven years for National Productivity Council
(Provide details in support of your claim i.e. Date of organizing the program, Respective Office for which program conducted against each program)

Number of trainings/conferences conducted for NPC is 9 and above	<input type="checkbox"/>
Number of trainings/conferences conducted for NPC is less than 9 & more than or equal to 7	<input type="checkbox"/>
Number of trainings/conferences conducted for NPC is less than 7 & more than or equal to 5	<input type="checkbox"/>
Number of trainings/conferences conducted for NPC is less than 5 & more than or equal to 3	<input type="checkbox"/>
Number of trainings/conferences conducted for NPC is less than 3 & more than or equal to 1	<input type="checkbox"/>
No such trainings/conferences conducted for NPC	<input type="checkbox"/>

Date: _____

(Signature of Authorized Signatory)

6. Form – III: Format for Financial Proposal

FORMAT FOR FINANCIAL PROPOSAL		
NO.	PARTICULARS ON APAI* BASIS	RATES (IN RS)
1.	Charges for Conference hall during the duration of the training (Lumpsum or per person basis; please mention the same) (if any)	
2.	Charges for Audit Visual Aids such as Projector with screen, sound system and microphone, whiteboard etc. (if any)	
3.	Agreement & Acceptance of NPC Standard Package Requirements for Conduction of one day conference as mentioned in this RFQ document	Yes/No
4.	Agreement & Acceptance of NPC's Payment Terms And Conditions as mentioned in this RFQ document	Yes/No
5.	Agreement & Acceptance of General Terms And Conditions as mentioned in this RFQ document	Yes/No

Note **the quoted rates should be in Rupees value both in numeric figures and in words.
(Conference rate to be quoted inclusive of 2 time tea/coffee along with cookies and Lunch inclusive of all Taxes)*

We hereby accept and abide by the scope of services & payment terms and conditions of RFQ document unconditionally and the rates quoted in the financial proposal are inclusive of GST and are valid for One Year, duties and levies.

Date: _____

(Signature of Authorized Signatory)