

Ref No: NPC/BBSR/22-23/15

Date: 06 January 2023



ADVERTISEMENT FOR SELECTION / EMPANELMENT OF HOTELS

Sub-: Request for Quotation for Providing Conference facilities for the Non- Residential Training Programmes during the year 2022-23

National Productivity Council (NPC) organizes its Non-residential training programmes (duration 2 to 5 days each) from for group of 30-40 participants. NPC invites quotations in two bid system (i.e. technical & financial) for organizing various non-residential training programs at **Bhubaneswar, Odisha** direct from hotels, government owned hotels having conference hall facilities, government owned training institute, Central/ State PSUs training institute, having experience in providing similar facilities for group of 30-40 participants. Agents are not allowed to submit the rates.

1. Tentative dates of the training programmes are **22nd to 24th February , 22nd to 24th March and 13th to 17th March ,2023**
2. Kindly send your competitive rates with terms & conditions as per Annex-I at the earliest for the programmes to be held during the 2022-23 (Hotel is expected to examine all instructions, terms and condition, any deviation from requirement as per Annexure may kindly be highlighted)
3. **Validity of Empanelment:** The finalized hotel rates will be applicable for NPC programmes. The offers should be valid till 31st March 2023 and subsequently maybe extended further for one year based on the feedback of the hotel/ training institute.
4. **How to apply:** Please send your lump sum quotation as per the prescribed format for technical bid (Annex II) in envelope/password protected document – I, and financial bid. (Annex III) in

envelope/password protected document II in separately sealed envelope through post / password protected document through email to **bhubaneshwar@npcindia.gov.in** within stipulated date by speed post/ password protected email.

5. After quotation submission end date-time, on successfully qualifying the technical evaluation process, NPC will request the qualified hotels vide email to share the password of financial quotation for evaluation. The password to be shared through return email only upon NPC's request to send the same.
6. No email to share the financial quotation password will be sent from NPC if the vendor does not meet the technical criteria(s).
7. The quotation should be addressed to Regional Director, National Productivity Council, Regional Directorate – Bhubaneswar, A/7 Surya Nagar, Bhubaneswar-751003, Odisha
8. **Selection Criteria:** The eligibility of hotels for considering the financial quotations will be decided after evaluation of the technical proposal. Only those hotels' which are found eligible as per technical evaluation will be considered for financial evaluation.
9. NPC has the right to extend or postpone the last date for submission of the quotation. NPC has right to reject any offers that are found to be incomplete and not having enough details for the technical evaluation. The NPC reserves the right to cancel the quotation/s at any time / stage or amend / withdraw any of the terms and conditions contained in the T & C both Technical & Financial information for which will be sent to all concerned in advance.
10. **Important Dates:** The quotation must be submitted within stipulated date and time

Advt. published date _____

Bid submission start date & time: from the date of publication

Bid submission end date & time: 10 days from the publication of advertisement upto 5:00 PM

Technical Bid opening date & time: Any date after end date of bid submission/the date of the next working day (if the opening date falls on public holiday) Financial Bid opening date & time: (as per decision of the committee)

Bidders if they so desire can depute their representatives during opening of bids as per time specified in the document.

Regional Director

National Productivity Council,

Regional Directorate –

Bhubaneswar A/7 Surya

Nagar,

Bhubaneswar- 751003, Odisha

Email Id:

bhubaneshwar@npcindia.gov.in

Tel: 0674-2397381, 2397326

Annex I**Terms & Conditions of NPC, Training Programmes**

1. Welcome Drink on arrival
2. Buffet Lunch with good spread of itemized menu (including 2 veg. and 1 non veg.)
3. 2 times Tea/Coffee with Cookies/snacks during the conference (i.e. one service each during FN & AN)
4. U-Shape/ Round Table seating arrangement in conference hall with basic conference facilities like screen, whiteboard, flip charts/ markers, mints/toffees, water bottle, collar & cordless mike for 2-5 days.
5. **Rates should be inclusive of all taxes** are to be quoted
6. Rates to be applicable till 31st March 2023.
7. Any other complementary services provided by the hotel.

Payment Terms & Condition of NPC

8. Billing of pax on actual basis, no retention Charges are payable by NPC
9. No advance payment would be made by NPC.
10. 90% Payment will be made at the time of check out and balance 10% will be paid after processing of the final bill in a fortnights' time.

Annex II

**Format for Technical
Proposal**

No	Particulars	Details
1	Name of the hotel Total area of the hotel	
2	About hotel category of the hotel, rack rate or the room	
3	No. of conference Hall Seating capacity of conference hall Other facilities available in the Conference Hall (LCD Projector, cordless mic & collar mic)	
4	Availability of no. of restaurant / food service Seating capacity of restaurant	
5	List out all other facilities available in the hotel	
6	Experience of holding similar conferences for other org. List out the clients name	
7	Distance from airport / railway station / bus stand Nearest airport and distance Nearest railway station and distance Nearest bus station and distance	
8	Whether Agreeing to all the terms and Conditions given in Annexure I; List out if there are deviations proposed <ul style="list-style-type: none"> • Billing of pax on actual basis • No Retention Charges are payable by NPC • 90% Payment will be made at the time of checkout and balance 10% will be paid after processing of the final bill in a fortnights' time. • No advance payment would be made by NPC. 	

(Signature with seal of Authorized Signatory)

Name

Annex III

**Format for Financial
Proposal**

Hotel Details	
Name of the hotel	
Category of the hotel	
Address	
Phone No.	
Mobile No.	
Email	
Website	
PAN No.	
GST Reg. No.	
Account No.	
Name of Bank & Address	
ECS Details, IFSC Code	

No.	Particulars	Rates in Rs.
1.	Complimentary use of conference hall with basic facilities such as whiteboard, flip charts/ markers, mints/toffees, (Yes/ No)	
2.	LCD projector, Projector screen, collar & cordless mike, cordless mic & collar mic charges	
3.	Working Lunch charges including 2 times Tea/Coffee with Cookies/snacks and adequate nos of water bottles during the conference (i.e. one service each during FN & AN)	

**Signature with seal of Authorised Signatory)
Name**