

NPC/Kol/Hotel/22-23/3  
09.01.2023



**NATIONAL PRODUCTIVITY COUNCIL, KOLKATA**

**ADVERTISEMENT FOR EMPANELMENT OF HOTELS**

**Programme Code: TP/2022-23/150**  
**Tentative Dates : 20-24 February, 2023**

**Sub-: Request for Quotation for Providing Room Booking for the Residential Training Programmes during the year 2022-23**

1. National Productivity Council (NPC) organizes its residential training programmes (duration of 4-night stay each) from our Kolkata Regional Office for group of 15-25 participants regularly. NPC invites quotations in two bid system (i.e. technical & financial) for competitive hotel room rates for its various residential training programs at **Kolkata** in West Bengal direct from hotels, government owned hotels, having Conference Hall and other facilities for the conduction of Residential Training Programmes. These entities should have experience in providing facilities for residential training for group of 15-25 participants. Agents are not allowed to submit the rates.

Tentative dates of the training programme: **20th – 24th February, 2023.**

Kindly send your competitive rates with the following terms & conditions at the earliest for the programmes to be held during 2022-23.

(Terms and conditions of requirement is annexed in **Annexure-I**. Hotel is expected to examine all instructions, terms and conditions. Any deviation from requirement as per Annexure may kindly be highlighted)

2. **Validity of Empanelment:** The finalized hotel rates will be applicable for NPC programmes. The offers should be valid for one year and subsequently may be extended further for one year based on the feedback of the hotel.
3. **How to apply:** Please send your lump sum quotation as per the prescribed format for technical bid (**Annexure-II**) in envelope/password protected document – I, and financial bid (**Annexures III**) in envelope/password protected document - II in separately sealed envelope through post / password protected document through email to [kolkata@npcindia.gov.in](mailto:kolkata@npcindia.gov.in) within stipulated date by speed post/ password protected email.

After quotation submission end date-time, on successfully qualifying in the technical evaluation process, NPC will request the qualified hotels vide email: [kolkata@npcindia.gov.in](mailto:kolkata@npcindia.gov.in) to share the password of financial quotation for evaluation. The

password is to be shared through return email only upon NPC's request to send the same.

No email to share the financial quotation password will be sent from NPC if the vendor does not meet the technical criteria(s).

4. The quotation should be addressed to **Regional Director, National Productivity Council, Kolkata.**
5. **Selection Criteria:** 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.
6. 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. NPC reserves the right to cancel the programme and/or 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 communication will be sent to all concerned.
7. **Important Dates:** The quotation must be submitted within stipulated date and time.

Advertisement published date	9 <sup>th</sup> January, 2023, Monday
EOI submission start date & time	10 <sup>th</sup> January, Tuesday from 13:00 Hrs.
EOI submission end date & time	23 <sup>rd</sup> January, Monday up to 16:00 Hrs.
Technical proposal opening date & time	24 <sup>th</sup> January, Tuesday at 11:00 Hrs.
Financial proposal opening date & time	25 <sup>th</sup> January, Wednesday at 15:00 Hrs.

**Regional Director**

National Productivity Council,

9, Syed Amir Ali Avenue, Park Circus, Kolkata, West Bengal – 700017

Email: [kolkata@npcindia.gov.in](mailto:kolkata@npcindia.gov.in), Phone: 033-22876069.

## Annexure-I

**Terms & Conditions of NPC Training Programmes**

1. Welcome Drink on arrival (Non-alcoholic)
2. Rooms on single occupancy basis on APAI plan
3. Rooms on double occupancy basis on APAI plan (Minimum Spouse rates to be quoted separately to be settled by delegates directly with the hotel)
4. Children policy with age to be quoted separately with extra bed and without extra bed, which will be settled by delegates directly with the hotel)
5. Bed Tea with Cookies/ Tea/Coffee maker in each room
6. Buffet Breakfast, Lunch and Dinner with good spread of itemized menu (veg. and non veg.)
7. 2 times Tea/Coffee with Cookies/snacks during the conference (i.e. one service each during FN & AN)
8. 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 5 days.
9. One evening gala dinner with 2 Veg. & 1 Non-Veg snacks, juices, soft drinks.
10. One Complimentary room for Programme Director on APAI plan
11. 1 half-day site seeing to cover all important spots of tourist with good vehicles
12. Additional Charges of Breakfast, Lunch and Dinner for non-resident Guests
13. **Rates inclusive of all taxes** are to be quoted.
14. Rates to be applicable for one year.
15. Any other complementary services provided by the hotel.

**Payment Terms & Condition of NPC**

- 1) Billing of pax on actual check-in/check-out basis, no retention Charges are payable by NPC.
- 2) 100% payment would be made by NPC after completion of the program.

## Annexure-II

Format for Technical Proposal

	Particulars	Details
1	Name of the hotel Total area of the hotel	
2	About hotel category of the hotel, rack rate of the room	
3	Check-in time and checkout time of the hotel	
4	Number of rooms available(A/c & Non-A/c)	
5	No. of conference Hall Seating capacity of conference hall Other facilities available in the Conference Hall (LCD Projector, cordless mic & collar mic)	
6	Availability of number of restaurant / food service Seating capacity of restaurant	
7	Sightseeing facility availability & arrangements	
8.	List out all other facilities available in the hotel	
9.	Experience of holding similar conferences for other organizations. List out the clients name	
10	Distance from airport / railway station / bus stand Nearest airport and distance Nearest railway station and distance Nearest bus station and distance	
11	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"> <li>• Billing of pax on actual check-in/check-out basis</li> <li>• No Retention Charges are payable by NPC</li> <li>• 100% payment would be made by NPC after completion of the program.</li> <li>• One complementary room for programme director</li> </ul>	

**(Signature with seal of Authorized Signatory)**  
Name

## Annexure-III

Format for Financial Proposal

Hotel Details	
Name of the hotel	
Category of the hotel	
Address	
Phone Number	
Mobile Number	
Email	
Website	
PAN Number	
GST Registration number	
Bank Account Number	
Name of Bank & Address	
ECS Details, IFSC Code	

No.	Particulars on APAI basis	Rates in Rs.
1	Rates per person per night for Single Room	
2	Rates for accompanying spouse in the same room	
3	Rates for accompanying child above 12 year in the same room with extra bed	
4	Rates for accompanying child aged 6-12 years in the same room without extra bed	
5	Rates for accompanying child below 6 years in the same room without extra bed	Nil
6	Complimentary use of conference hall (Yes/ No)	
7	LCD projector/ cordless mic & collar mic charges	
8	For non-resident guest Extra Breakfast charges Extra Lunch charges Extra Dinner charges	
9	Charges for gala dinner with 2 Veg. & 1 Non-Veg snacks, juices/ soft drinks	
10	Site seeing bus charges (12 seater/ 24 seater/ 35 seater AC bus charges)	
11	Any other chargeable facility	

(Signature with seal of Authorized Signatory)  
Name