



NATIONAL PRODUCTIVITY COUNCIL, BANGALORE

**ADVERTISEMENT FOR EMPANELMENT OF HOTELS
(Both online in CPP portal and offline mode through NPC website)**

Sub-: Request for Quotation for Providing Room Booking for the Residential Training Programmes

Regional Directorate, National Productivity Council (NPC), Bengaluru organizes its residential training programmes (duration of 4 night stay each) for senior / middle / junior officers of Central Government, CPSU's, State Government, State PSU's on regular basis. NPC invites quotations in **TWO BID SYSTEM** (Technical & Financial) for Hotel Room Rates with various facilities including Conference Room, Audio & Video Aids, Food & Beverages, etc. for various residential training programs to be held at **Kochi, Kerala** direct from hotels. These entities should have experience in providing facilities for residential training for group of 10-25 or more participants. **Agents are not allowed to submit the rates.**

Tentative dates of the training programs to be held during FY2022-23 are listed below for reference:

- a. Program 1: 6th February 2023 to 10th February 2023
- b. Program 2: 20th February 2023 to 24th February 2023

Kindly send your competitive rates with the following terms & conditions before end date for submission of RFQ. (**Terms and Conditions of Requirement** is annexed in **Annexure I & II**, Hotel is expected to examine all instructions, terms and condition, any deviation from requirement as per Annexure may kindly be highlighted).

1. Validity of Empanelment

The finalized hotel rates will be applicable for NPC programmes and the offers should be valid for one year. Subsequently it may be extended further for one year based on the feedback of the hotel.

2. How to apply

Please send in your quotation as per the prescribed format for Technical Bid (**Annexure III**), and Financial Bid (**Annexure IV**) in **Separate Document** through email to sanjay.s@npcindia.gov.in; cc: bangalore@npcindia.gov.in within stipulated date. Kindly note **Financial Bid (Annexure IV)** should be **Mandatorily Password Protected**, failing which the respective bid would be disqualified.

After RFQ submission end date, on successfully qualifying in the technical evaluation process, NPC will request the qualified hotels vide email: sanjay.s@npcindia.gov.in to share the password of financial quotation for evaluation. The password is to be shared through return email only after receiving NPC's request. No email to share the financial quotation password will be sent from NPC if the vendor does not meet the technical criteria(s).

The quotation should be addressed to **Regional Director, National Productivity Council, Bangalore.**

3. Selection Criteria

The eligibility of hotels for considering the financial quotations will be decided after evaluation of the technical proposal as per evaluation criteria (refer Annexure- V). Only those hotels' that are found eligible as per technical evaluation will be considered for financial evaluation.

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 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 in advance.

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

4. Important Dates:

The quotation must be submitted within stipulated date and time.

Advertisement published date 16th December 2022

RFQ / Bid Submission Start Date & Time: 17th December 2022 from 09:00 Hrs.

RFQ / Bid Submission End Date & Time: 31st December 2022 up to 16:30 Hrs.

RFQ Technical Proposal Opening Date & Time: 02nd January 2023 at 17:00 Hrs.

RFQ Financial Proposal Opening Date & Time: 03rd January 2023 at 11:00 Hrs.

Regional Director

National Productivity Council,
2nd Floor, KSDB Building,
55, Risaldar Street, Seshadripuram,
Bangalore - 560020
Email: bangalore@npcindia.gov.in,
Phone: 080-23467294

NPC Standard Package Requirements

The Hotel shall be required to adhere to the following **NPC Standard Package** requirements for the conduction of residential training Program:

1. The check-in time as on or after 12:00 noon and the check-out time from the hotel are before 12:00 noon.
2. Welcome Drink on arrival.
3. Rooms on single occupancy basis on CPAI plan
4. Rooms on double occupancy basis on CPAI plan (Minimum Spouse rates to be quoted separately to be settled by delegates directly with the hotel)
5. 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)
6. Bed Tea with Cookies/ Tea/ Coffee maker in each room
7. Charges of Lunch and Dinner for Residential / Non Residential Guests (Only Participants)
8. Buffet Breakfast, Lunch and Dinner with good spread of itemized menu of 4 Star rating Hotel (both Veg. & Nonveg.)
9. Two (2) times Tea / Coffee with Cookies / Snacks during the conference (i.e. one service each during FN & AN)
10. Availability of Conference Hall with Classroom/Event Type/U-Shape/ Round Table seating arrangement along with basic conference facilities like Projector Screen / Tripod Stand Projector Screen, Whiteboard, Flip charts/ Markers, Mints/Toffees, water bottle, collar & cordless mic for entire duration of the programme.
11. Tentative Schedule of Conference Hall Usage

Day / Date	Duration	Facilities
Day 1 (Arrival Day)	AN (2 PM to 5:30 PM)	One time Tea / Coffee with Cookies / Snacks around 4 PM.
Day 2 & Day 3	Full Day (9 AM to 5:30 PM)	Two (2) times Tea / Coffee with Cookies / Snacks around 11 AM & 4 PM. (i.e. one service each during FN & AN)
Day 5 (Departure Day)	FN (9 AM to 12 PM)	One time Tea / Coffee with Cookies / Snacks around 11 AM.

12. One Complimentary room for Program Director/Program Coordinator on APAI plan
13. One day site seeing to cover all important spots/ prominent destinations of tourist attraction with good vehicles.
- 14. Quoted Rates should be inclusive of all taxes.**

(A) Payment Terms & Condition of NPC

1. Billing of Pax. on **actual check-in/check-out basis**
2. No retention Charges are payable by NPC
3. No advance payment would be made by NPC.
4. Billing for the program to be done on “Bill to Company” basis, and 50% payment would be made by NPC at the time of check out, Balance 50% payment will be made after processing of the final bill in a fortnights’ time on submission of GST Bill.
5. The GST bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes etc) Check-in, Check-out details of guest(s).
6. Billing to be done to: NATIONAL PRODUCTIVITY COUNCIL, Bengaluru

(B) General Terms & Conditions of NPC, Training Programs

1. NPC will pay only for the boarding and lodging for the participants on actual. Any personal expense including family expenses (spouse, family & relatives if any) would be borne by the individuals only and to be collected by the Hotel/Resort before checking out.
2. No Minimum Guarantee for Number of Rooms, however regular update of increase/decrease in room requirements will be made to the Contact person of the Hotel by the NPC in advance.
3. Rates to be applicable for one year
4. Any other complementary services provided by the hotel.
5. The Hotel accommodation will have facility to provide first aid and doctor on call facility for medical emergencies.

Format for Technical Proposal
QUOTATION FOR PROVIDING ROOM BOOKING FOR THE RESIDENTIAL TRAINING
PROGRAMMEMES DURING THE YEAR 2022-23

(To be submitted on Company/Hotel letterhead)

(A) Hotel Profile:

Hotel Name	
Hotel Address	
Hotel Contact Person (Single Point of Contact for all purpose)	
Hotel Phone No.	
Hotel Fax No.	
Distance of the hotel from airport / railway station / main bus stand	
Nearest airport and distance	
Nearest railway station and distance	
Nearest main bus station and distance	

“Hotel” refers to the interested Private Hotels, Government owned Hotels, Government owned Training Institutes and Training Institutes of Central / State PSUs as referred in this document.

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

1. Category of Hotel/ Resort (3 Star & equivalent or 4 Star & equivalent)

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

2. Number of Restaurants with capacity to accommodate 25-30 persons 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. Availability of in-house travel desk for management of local transportation towards local sightseeing arrangements & for pick- up & drop from the nearest major Airport/Railway station/Bus stand

If owned, in-house local transportation facility	<input type="checkbox"/>
If hired, local transportation facility	<input type="checkbox"/>
If No transportation facility	<input type="checkbox"/>

4. Availability of double rooms with standard accommodation amenities on single occupancy basis with Breakfast (CPAI basis) for 5 Days and 4 nights

Number of standard double rooms 25 and above	<input type="checkbox"/>
Number of standard double rooms less than 25 and more than or equal to 15	<input type="checkbox"/>
Number of standard double rooms less than 15	<input type="checkbox"/>

5. 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 3 Days including two half-day sessions during the course of residential training/conference)

Conference Hall capacity 25 plus/ above participants in U-shaped setting	<input type="checkbox"/>
Conference Hall capacity less than 25 and more than or equal to 15 participants in U-shaped setting	<input type="checkbox"/>
Conference Hall capacity less than 15 in U-shaped setting	<input type="checkbox"/>

6. 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 5 years

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

7. Whether Agreeing to all the terms and Conditions given in NPC Standard Package Requirements (Annexure I); if not, List out the deviations proposed.

8. Agreement & Acceptance of NPC's Payment Terms and Conditions as mentioned in this document (refer Annexure-IIA); if not, List out the deviations proposed.

9. Agreement & Acceptance of General Terms and Conditions as mentioned in this document (refer Annexure-IIB); if not, List out the deviations proposed.

Date: _____

(Signature of Authorized Signatory)
Name and Designation

Format for Financial Proposal

QUOTATION FOR PROVIDING ROOM BOOKING FOR THE RESIDENTIAL TRAINING PROGRAMMEMES DURING THE YEAR 2022-23

(To be submitted on Company Letterhead & Mandatorily Password Protected)

Hotel Details	
Name of the hotel	
Category of the hotel (e.g. Starrating etc.)	
Complete AddressPhone No.	
Mobile No.Email Website	
PAN No.	
GST Reg. No. Bank Account No.	
Name of Bank & Address Branch Address and Code ECS Details, IFSC Code	

Financial Particulars

Sl. No.	Particulars	Rates (in Rs.)
1.	Rates per person per night for Single Room (CPAI)	
2.	Rates for Accompanying Spouse in the same room (CPAI)	
3.	Rates for accompanying child above 12 year in the same room with extra bed (CPAI)	
4.	Rates for accompanying child aged 6-12 years in the same room without extra bed (CPAI)	
5.	Rates for accompanying child below 6 years in the same room without extra bed (CPAI)	Nil
6.	Charges for Lunch for Resident / Non Resident Guest (only Participants & Guest Faculty)	
7.	Charges for Dinner for Resident / Non Resident Guest (only Participants & Guest Faculty)	
8.	Complimentary use of Conference Hall (Yes/ No)	
9.	If No, Charges for Conference Hall – Half Day Full Day	
10.	LCD projector, Cordless mic / Collar mic Charges – Half Day Full Day	
11.	AC Mini Bus / Bus Charges (12 seater/ 24 seater) – 8 Hrs Duration 10 Hrs Duration	
12.	Billing of Pax. on actual check-in/check-out basis	Agreed/Not Agreed
13.	One complementary room for Program Director / Program Coordinator on APAI Basis	Agreed/Not Agreed
14.	If Not agreed, Rates per night for Single Room	
15.	Agreement & Acceptance of NPC Standard Package Requirements for conduct of Residential Training Program as mentioned in this document (refer Annexure-I)	Agreed/Not Agreed
16.	Whether Agreeing to all the terms and Conditions given in NPC Standard Package Requirements (Annexure I); if not, List out the deviations proposed.	

Sl. No.	Particulars on CPAI Basis	Rates (in Rs.)
17.	Agreement & Acceptance of NPC's Payment Terms and Conditions as mentioned in this document (refer Annexure-II-A)	Agreed/Not Agreed
18.	Agreement & Acceptance of General Terms and Conditions as mentioned in this document (refer Annexure-II-B)	Agreed/Not Agreed
19.	Any other chargeable facility	

Date:

**Signature with seal of Authorized Signatory)
Name and Designation**

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/ Resort	<ul style="list-style-type: none"> 4 Star category – 20 marks 3 Star Category – 10 Marks Less than 3 Star Category – No Marks 	20
2.	Number of Restaurants with capacity to accommodate 25-30 person at the same time	<ul style="list-style-type: none"> Number of restaurants Two or more: 20 Marks Number of restaurants only one: 10 Marks No restaurant facility: No Marks 	20
3.	Availability of in-house travel desk for management of local transportation towards local sightseeing arrangements & for pick- up & drop from the nearest major Airport/Railway station/Bus stand	<ul style="list-style-type: none"> If owned, in-house local transportation facility: 10 Marks If hired, local transportation facility: 5 marks If No transportation facility: No marks 	10
4.	Availability of number of double rooms with standard accommodation amenities* on single occupancy basis with Breakfast (CPAI basis) for 5 Days and 4 nights	<ul style="list-style-type: none"> Number of standard double rooms 25 and above: 10 Marks Number of standard double rooms less than 25 and more than or equal to 15: 5 Marks Number of standard double rooms less than 15: No Marks 	10
5.	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 25 plus/ above participants in U-shaped setting – 30 marks Conference Hall capacity less than 25 and more than or equal to 20 participants in U-shaped setting – 10 Marks Conference Hall capacity less than 15 in U-shaped setting –No marks 	30
6.	Experience in conducting similar residential trainings/ Conferences for Govt. /Central Govt. / PSU's/ Public Sector Bank/ National Institute of repute during preceding 5 years	<ul style="list-style-type: none"> Less than or equal to 5 years and more than or equal to 3 years: 10 marks Less than 3 years: 5 marks 	10
			100

Note:- ***Standard accommodation amenities** - shall be inclusive of facilities like air conditioning, 24 hour hot water and cold water facility and power supply, cleaned pressed bed sheet, bath towel, handtowel, 2 soaps, 2 mineral water bottles of 1 litre each, each day to each occupant. Accommodation will have facility to provide first aid.

- **In order to qualify technically, the Hotel must score 75 marks out of a total 100 as above.**
- **The Hotel quoting the lowest rates out of the technically qualified Hotels will be selected.**

-----End of RFQ Document-----