

Request for Quotation (RFQ)

RFQ for Empanelment & Selection of Hotels
at Munnar, Ooty, Kodaikanal, Gangtok &
Darjeeling during FY 2021-22

National Productivity Council



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National Productivity Council,
5-6 Institutional Area,
Lodi Road,
New Delhi – 110003
Ph. No. -011-24607321/011-24607319

Request for Quotation for Empanelment & Selection of Hotels at Munnar, Ooty, Kodaikanal, Gangtok & Darjeeling during FY 2021-22

Background

National Productivity Council invites Quotation from reputed 3 and/or 4 star equivalent categories of hotels for empanelment & selection of Hotels towards conduction of the residential training programmes at Munnar, Ooty, Kodaikanal, Gangtok & Darjeeling during FY 2021-22.

- a. **Duration:** The residential training/conference programme will be for the duration of 5 days and 4 nights. The **tentative** dates for the training programmes during FY 2021-22 are :

S. No	Date	Venue
1	17-21 May, 2021	Ooty
2	14-18 June, 2021	Kodaikanal
3	12-16 July, 2021	Munnar
4	9-13 Aug, 2021	Ooty
5	25-29 Oct, 2021	Gangtok/Darjeeling

- b. **Attendees:** The total approximate participants will be between approx. 25 (plus +/- 5 rooms) per training programme plus Two Resource persons from NPC (Programme Director/ Coordinator and Guest Faculty).

NPC Standard Package Requirements

The Hotel shall be required to adhere to the following **NPC standard package requirements** for the conduction of residential training programmes:

1. Accommodation on Single occupancy in well appointed standard accommodation amenities inclusive of facilities like air conditioning, 24 hour hot water and cold water facility and power supply, cleaned pressed bed sheet, bath towel, hand towel, 2 soaps, Two (02) Mineral water bottles, daily in each rooms, each day to each occupant.
2. The check-in time as on or after 12:00 noon and the check-out time from the hotel are before 12:00 noon.
3. Either the service of Bed Tea in Rooms or Tea/Coffee maker in each room.
4. Buffet Breakfast, Lunch & Dinner with a good spread of itemized menu (veg. and non-veg.)
5. Conference Hall with desired U-seating arrangements.

6. 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
7. 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.
8. Two Half day Sightseeing/Field visits by AC Deluxe Bus/Innova or Scorpio/Tavera Vehicles to all the prominent destinations associated with Munnar, Ooty, Kodaikanal, Gangtok & Darjeeling (Mention the name of Sightseeing places).
9. One room complimentary for program Director with all meals
10. One evening networking dinner with juices/soft drinks & snacks.
11. Quote should be inclusive of all taxes.

NPC Payment Terms and Conditions:

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

1. Billing will be on actual check-in/check-out basis
2. No advance payment would be made by NPC.
3. No Retention Charges/ Surcharges are payable by NPC
4. 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.
5. The 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, NEW DELHI

General Terms and Conditions:

1. NPC will pay only for the boarding and lodging for the participants on APAI basis. Any personal expense would be borne by the individuals only and to be collected by the Hotel/Resort.
2. No Min Guarantee for No. 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. Separate mention of rates for the charges for Extra Breakfast, Lunch & Dinner for non-residential participant.
4. Separate mention of Rates for the charges per person per night towards spouse/Family members including Child with or without extra bed (Nominal/discounted rates), but not to exorbitant, so as to encourage the participants to bring their spouses/other family

members. Accordingly, some of them may come with families and they will clear the bill individually with the hotel directly for their family members/accompanied persons.

5. Kindly mention Complimentary use of facilities in Hotel like Gym, Swimming Pool etc.
6. The Hotel accommodation will have facility to provide first aid and doctor on call facility for medical emergencies.
7. The said empanelment will be valid for Two Years.

Instructions to Hotels

1. The last date of submission of quotes is 19th March, 2021.
2. 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) in separately.
3. The Hotel shall provide signed and scanned copy of valid registration certificate for PAN, TAN & GST/Service Tax. In case both Service tax and GST are not applicable the same may be intimated.
4. The Hotel shall send the quotes in 'sealed envelopes' duly super scribed "Hotel Quotation for NPC Training Programmes during FY 2021-22".
5. The quotations should be addressed to Director & Group Head (IT), National Productivity Council, 5-6 Institutional area, Lodi Road, New Delhi -110003.
6. 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.
7. 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.
8. 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.

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 – 10 marks ➤ 3 Star Category – 05 Marks ➤ Less than 3 Star Category – No Marks 	10
2.	Number of Restaurants with capacity to accommodate 25-30 person at the same time	<ul style="list-style-type: none"> ➤ Number of restaurant Two or more: 10 Marks ➤ Number of restaurant only one: 05 Marks ➤ No restaurant facility: No Marks 	10
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, Lunch and dinner (APAI 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: 05 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 – 15 marks ➤ Conference Hall capacity less than 25 and more than or equal to 15 participants n U-shaped setting – 10 Marks ➤ Conference Hall capacity less than 15 n U-shaped setting – No marks 	15
6.	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 1years : No marks 	20

Sl. No.	Description	Score calculation	Max. Marks
7.	Experience in conducting residential trainings/ Conferences for NPC's during last seven years	<ul style="list-style-type: none"> ➤ Conduction of 9 and more such NPC residential trainings/conferences during last three years : 25 marks ➤ Conduction of less than 9 & more than or equal to 7 NPC residential trainings/ conferences during last three years: 20 marks ➤ Conduction of less than 7 & more than or equal to 5 NPC residential trainings/ conferences during last three years: 15 marks ➤ Conduction of less than 5 & more than or equal to 3 NPC residential trainings/ conferences during last three years: 10 marks ➤ Conduction of less than 3 & more than or equal to 1 NPC residential trainings/ conferences during last three years: 5 marks ➤ Conduction of No such NPC residential trainings/conferences during last three years : 	25
			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, hand towel, 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.***

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)

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 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 person at the same time

Number of restaurant Two or more	<input type="checkbox"/>
Number of restaurant 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, Lunch and dinner (APAI 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 entire duration of residential training/conference).

Conference Hall capacity for 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 n U-shaped setting	<input type="checkbox"/>
Conference Hall capacity less than 15 n U-shaped setting	<input type="checkbox"/>

Date: _____

(Signature of Authorized Signatory)

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 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"/>

7. Numbers of residential trainings/ Conferences conducted during last seven years for National Productivity Council

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)

Form – III: Format for Financial Proposal

The

Format for Financial Proposal		
No.	Particulars on APAI basis	Rates (in Rs)
1.	Rates per person per night for Single Room including all the requirements as mentioned in NPC Standard Package Requirements for Conduction of Residential Training Programmes	
2.	Rates for additional accompanying person/spouse in the same room	
3.	Rates for accompanying child above 12 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.	Charges for Extra Breakfast, Lunch & Dinner for non residential participant per day	
7.	Any other chargeable facility (Please Specify)	
8.	Agreement & Acceptance of NPC Standard Package Requirements for Conduction of Residential Training Programmes as mentioned in this RFQ document	Yes/No
9.	Agreement & Acceptance of NPC's Payment Terms And Conditions as mentioned in this RFQ document	Yes/No
10.	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.*

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 Two Years, duties and levies.

Date: _____

(Signature of Authorized Signatory)