



National Productivity Council, New Delhi

(Under Ministry of Commerce & Industry, Govt. of India)

5-6 Institutional Area, Lodi Road, New Delhi – 110003

Email: npctraining@npcindia.gov.in

Website: www.npcindia.gov.in

Advertisement No. – NPC/HQ/IE/C/03/26-27

Request for Quotation (RfQ) for Empanelment of 3 Star / 4 Star and equivalent Hotels during FY 2026-27 at Puri, Odisha

1. **Introduction:** National Productivity Council of India (NPC), established in the year 1958, is an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India. It regularly organises Residential Training Programs (duration of 4 nights-5 days stay) at various destinations across India for a group of around 10-30 participants from Government/Private Organisations. A total number of around 100 training programs are planned to be organised during 2026-27.

NPC invites quotations in two bid system (i.e. Technical & Financial) for competitive hotel room rates, including other training-related facilities (conference hall, field visit etc.) from **i) Private Hotels, ii) Government-owned Hotels and iii) Renowned Training Institutes** having facilities/properties equivalent to 3 star /4 star rating and having prior experience in providing such services for the conduct of Executive Training Programs (senior-level employees).

All interested parties are invited to send their competitive rates at the earliest as per the terms & conditions mentioned in the format provided at **Annexure-I & II**. Any deviation from the requirements as per Annexure-I & II may kindly be highlighted.

Please note that Agents are not allowed to submit the bids.

2. **Important Dates:** The quotation must be submitted within the stipulated date and time (Tentative).
 - i. Advt. published date: 23.09.2026 at 17:00 hrs
 - ii. Bid submission start date: 23.09.2026 from 1800 hrs
 - iii. Prebid Meeting: 01.10.2026 (online)
 - iv. Bid submission end date: 15.10.2026 at 17:00 hrs
 - v. Technical proposal opening date & time: 16.10.2026 at 11:00 hrs
 - vi. Financial proposal opening date and time: 16.10.2026 at 15:00 hrs (tentative)

3. **Validity of Empanelment:** The empanelment shall remain valid for the Financial Year 2026–27, commencing from the date of empanelment and continuing up to 31 March 2027.
4. **The approved rates shall be applicable to all NPC programmes conducted at the empanelled property during the aforesaid empanelment period.** However, NPC shall have the right to terminate the empanelment based on non-performance or shortcomings in services of the Hotel.
5. The validity period/empanelment may be extended for any further period after completion of the initial validity period, on mutual agreement and/or on any mutually modified terms & conditions, based on the performance and feedback of the NPC officials/ participants/ faculties.
6. **How to apply:** Bids may be submitted either through physical mode or electronic mode. *In case any bidder submits both hard and soft copy of bid, the hard copy shall be considered.*

7.A Physical Mode

Bid may be submitted through physical mode in 2-bid format (One top outer sealed envelope containing two inner sealed envelopes), i.e. first inner sealed envelope containing technical bid and titled as ‘**Technical Bid for Puri**’ as per **Annexure III** and second inner sealed envelope containing financial quote and titled as ‘**Financial Bid for Puri**’ as per **Annexure-IV**. The top outer envelope must be titled as ‘**Bid for Empanelment of Hotel at Puri**’.

(In case the bids are not submitted as instructed above i.e. technical bid and financial bid are not submitted in separate sealed envelopes, the bids shall be summarily rejected).

The sealed envelope should be sent by post/by hand to the following address:

Group Head (I. E.)
National Productivity Council,
(Under Ministry of Commerce & Industry, Govt. of India)
5-6 Institutional Area, Lodi Road, New Delhi – 110003
Email: npciehq@npcindia.gov.in
Ph. 011-24607363

7.B Electronic Mode

The bid may also be submitted through a mail with two separate attachments (*in password protected pdf format*) i.e. first attachment titled as ‘**Technical Bid for Puri**’ as per **Annexure-III** and second attachment titled as ‘**Financial Bid for Puri**’ as per **Annexure-IV**. The subject of the mail should be ‘**Bid for Empanelment of Hotel at Puri**’. *The technical and financial bids should be MANDATORILY password protected else shall be summarily rejected. The password is to be shared through return email only upon NPC’s request.*

The bid may be emailed to npciehq@npcindia.gov.in. After submission of quotation by the end date & time and on successfully qualifying the technical evaluation process, NPC shall

request the qualified hotels vide email to share the password of financial quotation for financial evaluation.

(In case the bids are not submitted as instructed above, the bids shall be summarily rejected).

No email shall be sent from NPC asking to share the password of the financial quotation if the hotel/Institute does not qualify in the technical evaluation.

Explanation –

- i. **Separate bid must be submitted for each of the properties that the hotel intends to submit.**
 - ii. In case, the rates are variable during the year, such variation in the rates applicable in the respective month(s), must be clearly mentioned in the relevant column in Annexure-IV.
8. Any queries, clarifications, or requests for information regarding this RfQ may be addressed in writing to npciehq@npcindia.gov.in, clearly mentioning " Request for Quotation (RfQ) for Empanelment of 3 Star / 4 Star and equivalent Hotels during FY 2026-27" in the subject line. Prospective bidders may also call **011-24607355** for general assistance during office hours (9:00 hrs – 17:30 hrs, Monday to Friday).
9. **Location:** The quotations are invited for **Puri, Odisha.**

The lowest bidder (L1) shall be identified based on total cost to NPC per pax for the standard package as provided at Annexure I (section A). The other bidders shall be given the opportunity to match the lowest bidder if more than one bid is received, provided the properties and infrastructure are of standard equivalent / better than the lowest bidder. All such properties shall be empanelled for FY 2026-27.

Once processing of bids received against this RfQ is completed and L1 has been identified, NPC may empanel additional hotels subsequently during FY 2026-27 which qualify the technical criteria and match the L1 bidder.

10. **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 who are found eligible as per technical evaluation will be considered for financial evaluation.
11. **Right to extend Dates:** NPC has the right to extend or postpone the last date for submission of the quotation. NPC has right to reject any bid(s) that are found to be incomplete and not having requisite details for the technical evaluation. NPC reserves the right to cancel this RfQ at any time / stage or amend / withdraw any of the terms and conditions contained in the both Technical & Financial information.
12. **Right to Negotiate:** 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.
13. **Right to Blacklist Hotel:** NPC reserves the right to cancel the empanelment and blacklist the hotel if the hotel changes the terms and conditions / rates of empanelment during its validity period.

A. NPC Standard Package Requirements (termed as “APAI Plan”)

National Productivity Council (NPC) organizes its residential training programmes (mostly in duration of 4 nights – 5 Days stay each) for a group of around 15-30 participants. The following are standard requirements:

1. The check-in time to be ‘on or after 12:00 noon’ on Monday and the check-out time from the hotel to be ‘before 12:00 noon’ on Friday.
2. Welcome Drink on arrival.
3. Double-bed Rooms on single occupancy basis on APAI plan with standard accommodation amenities like air conditioning, 24 hours hot water and cold-water facility, clean bedsheet, 2 soaps, toiletries and dental kit, hand towel, bath towel, two mineral water bottles (1 Ltr. each) daily in each room with free wi-fi / internet services and such like facilities.
4. Conference hall may be provided complimentary at no cost to NPC.
5. Tea/Coffee maker with sachets in each room for bed tea.
6. Buffet Breakfast, Lunch and Dinner with good spread of itemized menu (veg.)
7. 2 times Tea/Coffee with Cookies/snacks during the conference (i.e., one service each during FN & AN)
 - FN – Tea/Coffee with Cookies/Snacks
 - AN – Tea/Coffee with Cookies/Snacks
8. U-Shape or Round Table seating arrangement in conference hall with basic conference facilities like LCD projector, Board/LCD screen, whiteboard/flipcharts with markers, mints / toffees, water bottle, Audio (ampli-speaker sound system) for 4 days.
9. One Complimentary room for Programme Director on APAI plan.
10. Complimentary pick-up & drop facility from the airport to the hotel and vice versa for the Faculty / NPC coordinator.
11. 1 no. evening networking / gala dinner with 2 Veg. snacks, juices, soft drinks.

B. Additional Package Requirements on Chargeable Basis

1. 2 nos. half-day sightseeing to cover all important tourist spots in good vehicles (AC bus / AC car).
2. Arrangement of collar / cordless mike on demand.
3. Rooms on double occupancy basis on APAI plan (Minimum rates for accompanying spouse 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. Additional Charges of Tea/Coffee, Cookies, Breakfast, Lunch and Dinner for non-resident Guests.

A. Payment Terms & Conditions of NPC

1. Billing of pax on actual check-in/check-out basis
2. No retention charges are payable by NPC.
3. 100% of the payment would be made by NPC within 15 working days from the last day of the program.
4. The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes etc.), Check-in, Check-out details of guest(s).
5. Billing to be done to: NATIONAL PRODUCTIVITY COUNCIL

B. General Terms & Conditions of NPC, Training Programs

1. NPC will pay for the actual boarding and lodging for the participants ONLY. Any personal expense, including family expenses (spouse, family & relatives if any) would be borne by the individuals/participants only and to be collected by the Hotel/Resort before checking out. NPC shall in no way be responsible for such payments. Also, expenses on account of individual needs like laundry, telephone usage charges and such other expenses of personal nature should be billed directly to the occupant.
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 initially. It may be extended for another one year on mutually agreed terms & conditions.
4. Any other complementary services (non-chargeable) provided by the hotel need to be mentioned 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

Request for Quotation (RfQ) for Empanelment of 3 Star / 4 Star or equivalent Hotels during FY 2026-27

(To be submitted on company/Hotel letterhead)

A) HOTEL PROFILE

Details	
1. Hotel Name:	
2. Hotel Address:	
3. Hotel Contact Person (Single Point of Contact for all purpose):	
4. Hotel Phone No.:	
5. Hotel Fax No.:	
6. Distance of the hotel from airport / railway station / main bus stand	
a) Nearest airport and distance:	
b) Nearest railway station and distance:	
c) Nearest main bus station and distance:	

“Hotel” refers to the interested Private Hotels or Government-owned Hotels/Training Institute as referred in this document.

B) Please select only one appropriate option against each: -

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

4 Star category	☐
3 Star Category	☐

2. Number of Restaurants with capacity to accommodate around 20-25 persons at the same time.

Number of restaurants - Two or more	☐
Number of restaurants - only one	☐

3. Number of conference hall(s) with capacity to accommodate 10-30 persons at the same time with chair and table along with LCD Projector, Screen, Sound Systems, Cordless mike, Whiteboard, Flip Charts, Marker – (for entire duration of residential training/conference)

Number of Conference Hall - Two or more	☐
Number of Conference Hall - only one	☐

4. Size of Conference Hall (s) 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 30 plus/ above participants in U-shape setting	☐
Conference Hall capacity less than 30 but more than or equal to 15 participants in U-shaped setting	☐
Conference Hall capacity less than 15 in U-shaped setting	☐

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

Number of double rooms 30 and above	☐
Number of double rooms less than 30 but more than or equal to 15	☐
Number of double rooms less than 15	☐

6. Availability of in-house travel arrangement for management of local transportation towards local sightseeing arrangements & for pick- up & drop from the nearest major Airport/Railway station/Bus stand.

Owned / in-house local transportation facility	☐
Hired local transportation facility	☐
No transportation facility	☐

7. 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 years.

5 years & above	☐
Less than 5 years but more than or equal to 2 years	☐
below 2 years	☐

8. Numbers of Residential Trainings/ Conferences conducted during last five years for National Productivity Council

5 numbers and above	☐
less than 5 but more than or equal to 2	☐
No such trainings/conferences conducted for NPC	☐

9. Complimentary room on APAI plan

Please indicate the number of rooms on confirmed booking on which complimentary room shall be provided. <i>(Please note that the hotel shall provide one complimentary room for every minimum booking of rooms. For example: if hotel mentions 10 as the minimum number of rooms on which 1 no. complimentary room shall be provided, then if 20 rooms are booked, 2 complimentary rooms are to be provided by the hotel.)</i>	____nos. of rooms
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Date: _____

(Signature of Authorized Signatory)
Name and Designation

Format for Financial Proposal
Request for Quotation (RfQ) for Empanelment of 3 Star / 4 Star Hotels
during FY 2026-27

(To be submitted on company letterhead)

A. Hotel Details

1	Name of the hotel	
2	Star Rating of the hotel	
3	Complete Address	
4	Phone No.	
5	Mobile No.	
6	Email	
7	Website	
8	PAN No.	
9	GST Reg. No.	
10	Bank Account No.	
11	Name of Bank & Address	
12	Branch Address and Code with ECS Details, IFSC Code	

B. Rates and Terms & Conditions Acceptance

Please quote the rates on APAI Plan including the standard package requirement only.

S. No.	Particulars on APAI Plan	Rates (in Rs.)
1	Rates per person per night - Single occupancy Room (APAI) along with Standard Package requirement mentioned at Annexure-I (A)	
2	Rates per person per night - Double occupancy Room (APAI) along with Standard Package requirement mentioned at Annexure-I (A)	
3	Rates per person for pick-up and drop for both sides from Airport/ Railway Station/ Nearest Bus Terminal	
4	Charges for the following items (PER PAX)	
	i. Sightseeing Charges – By Bus (More than 20-seater)	
	ii. Sightseeing Charges – By Bus (Less than 20-seater)	
	iii. Sightseeing charges – By Car (Innova or similar)	
5	Charges for the following items on demand. (Complimentary/ Charged) If charged, please specify	
	i. Cordless Mike per piece per day	
	ii. Collar Mike per piece per day	
6	Extra Charges for Non- Resident Guest /Participant	
	i. Extra Breakfast charges	
	ii. Extra charges for 2 times tea/coffee with cookies/snacks	
	iii. Extra Lunch charges	
	iv. Extra Dinner charges	
7	One complimentary room (double occupancy) for Program Director/ Program Coordinator (Please select one) (If not agreed, list out the deviations proposed)	Agreed/ Not Agreed
8	Agreement & Acceptance of NPC Standard Package Requirements for conduct of Training Program as mentioned in this document (refer Annexure-I section-A) (Please select one) (If not agreed, list out the deviations proposed.)	Agreed/ Not Agreed
9	Agreement & Acceptance of NPC's Payment Terms and Conditions as mentioned in this document (refer Annexure-II section-A) (Please select one) (If not agreed, list out the deviations proposed.)	Agreed/ Not Agreed
10	Agreement & Acceptance of General Terms and Conditions as mentioned in this document (refer Annexure-II section B) (Please select one) (If not agreed, list out the deviations proposed.)	Agreed/ Not Agreed
11	Any other chargeable facility	

Date: _____

(Signature with seal of Authorised 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	➤ 4 Star category : 20 marks ➤ 3 Star Category : 10 Marks	20
2.	Number of Restaurants with capacity to accommodate 20-25 persons at the same time	➤ Number of restaurants - two or more: 10 Marks ➤ Number of restaurants - only one: 5 Marks	10
3.	Number of Conference hall with capacity to accommodate 10-30 persons at the same time	➤ Number of Conference Hall - Two or more: 15 Marks ➤ Number of Conference Hall - only one: 10 Marks	15
4.	Size of Conference Hall with capacity to accommodate participants in U-shaped/Cluster at the same time	➤ Conference Hall capacity for 30 and above participants: 10 marks ➤ Conference Hall capacity less than 30 but more than or equal to 15 participants: 05 Marks ➤ Conference Hall capacity less than 15 participants : 03 marks	10
5.	Availability of number of double rooms with standard accommodation amenities * on single occupancy basis with breakfast, lunch and dinner (APAI Plan)	➤ Number of standard double rooms 30 and above: 15 Marks ➤ Number of standard double rooms less than 30 and more than or equal to 15: 10 Marks ➤ Number of standard double rooms less than 15: 05 Marks	15
6.	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	➤ If owned, in-house local transportation facility: 5 Marks. ➤ If hired, local transportation facility: 3 marks. ➤ No transportation facility: No marks	5

Sl. No	Description	Score calculation	Max. Marks
7.	Experience in conducting similar residential trainings/ Conferences for Govt. /Central Govt. / PSU's/ Public Sector Bank/ National Institute of repute during preceding 7 years	➤ 5 years or above: 10 marks ➤ Less than 5 years and more than or equal to 2 years: 7 marks ➤ Less than 2 years: 5 marks	10
8.	Experience in conducting residential trainings/ Conferences for NPC during the last five years	➤ 5 nos. and above: 5 marks ➤ Less than 5 but more than or equal to 2: 3 marks ➤ No such trainings/conferences conducted for NPC: No marks	5
9.	Complimentary room on minimum booking of rooms	➤ Every 10 nos rooms: 10 marks ➤ Every 15 nos rooms: 05 marks ➤ Above 15 nos. rooms: no 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, hand towel, 2 soaps, toiletries and dental kit, 2 mineral water bottles of 1 litre each, each day to each occupant. Accommodation will have the facility to provide first aid.

- i. In order to qualify technically, the Hotel must score 55 marks out of a total 100 as above. The financial bids of only the qualified hotels shall be opened.
- ii. The Hotel quoting the lowest rates out of the technically qualified Hotels will be selected for empanelment.
- iii. All the remaining bidders shall be given the opportunity to match L1 rates.