



## ADVERTISEMENT FOR SELECTION / EMPANELMENT OF HOTELS

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

National Productivity Council (NPC) organizes its residential training programmes (duration of 4 night stay each) from for group of 30-40 participants. NPC invites quotations in two bid system (i.e. technical & financial) for competitive hotel room rates for its various residential training programs at **Puri, Odisha** direct from hotels, government owned hotels having conference hall facilities, government owned training institute, Central/ State PSUs training institute, having experience in providing facilities for its residential training for group of 15-25 participants. Agents are not allowed to submit the rates.

1. Tentative dates of the training programmes are **05th to 09th December 2022**.
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 for one year and subsequently may be 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 -

It in separately sealed envelope through post / password protected document through email to [bhubaneswar@npcindia.gov.in](mailto:bhubaneswar@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: 21 days from the publication of advertisement up to 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](mailto:bhubaneshwar@npcindia.gov.in)  
Tel: 0674-2397381, 2397326

## Terms & Conditions of NPC, Training Programmes

1. Welcome Drink on arrival
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. 2 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 Guest
13. **Rates should be 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

16. Billing of pax on actual check-in/check-out basis, no retention Charges are payable by NPC
17. No advance payment would be made by NPC.
18. 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.

### Format for Technical Proposal

	<b>Particulars</b>	<b>Details</b>
1	Name of the hotel Total area of the hotel	
2	About hotel category of the hotel, rack rate or 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 no. 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 org. 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	

	<p>proposed.</p> <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>• 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.</li><li>• No advance payment would be made by NPC.</li><li>• One complementary room for programme director</li></ul>	
--	--	--

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

**Name**

## 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 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	Extra Breakfast charges Extra Lunch charges Extra Dinner charges for non resident guest	
9	Charges for gala dinner with 2 Veg. & 2 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 Authorised Signatory)**

**Name**