

# Request for Quotation (RFQ)

---

## RFQ for Selection of Hotel at Shillong



### National Productivity Council

(Under DPIIT, Ministry of Commerce and Industry, Govt of India)

#### Regional Directorate

2<sup>nd</sup> Floor, Meenakshi Bhawan, Rajgarh Road, Guwahati -781007

## CONTENTS

|  |    |
|--|----|
| 1. Background.....                                 | 3  |
| 2. General Terms and Conditions:.....              | 4  |
| 3. Instructions to Hotels .....                    | 5  |
| 4. Evaluation and Selection Criteria.....          | 7  |
| 5. FORM – I: Profile & Hotels .....                | 10 |
| 6. FORM – II: Format for Technical Proposal .....  | 11 |
| 7. Form – III: Format for Financial Proposal ..... | 13 |

## Request for Quotation for Selection of Hotel at Shillong

### 1. Background

National Productivity Council invites Quotation from reputed 3 star / 4star or above/equivalent categories of Hotels selection of Hotel towards conduct of a residential training program at Shillong.

**Duration:** The residential training/conference programme will be of 5 days and 4 nights duration, i.e. from 17<sup>th</sup> October to 21<sup>st</sup> October, 2022 at Shillong.

**Attendees:** The total approximate participants will be 15 (plus +/- 5 rooms) plus 2 (two) officials from National Productivity Council (Programme Director/ Coordinator and Guest Faculty).

#### 1.1. NPC Standard Package Requirements

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

- a) 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 room, each day to each occupant.
- b) The check-in time as on or after 12:00 noon and the check-out time from the hotel are before 12:00 noon.
- c) Either the service of Bed Tea in Rooms or Tea/Coffee maker in each room.
- d) Buffet Breakfast, Lunch & Dinner with a good spread of itemized menu (veg. and non- veg.)
- e) Conference Hall with desired cluster or U-seating arrangements.
- f) 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
- g) 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.
- h) Two Half day Sightseeing/Field visits by AC Deluxe Bus or Innova/Scorpio/Tavera/ Ertiga Vehicles to all the prominent destinations associated with Shillong.

- i) Pick up and drop between Guwahati Airport & Hotel for Guest Faculty and NPC team.
- j) One room complimentary for Program Director/ Coordinator with all meals
- k) One evening networking dinner with juices/soft drinks & snacks.
- l) Quote should be inclusive of all taxes.

### **1.2. NPC Payment Terms and Conditions:**

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

- a) Billing will be on actual check-in/check-out basis
- b) No advance payment would be made by NPC.
- c) No Retention Charges/ Surcharges shall be payable by NPC
- d) Billing for the program to be done on “Bill to Company” basis and 100% Payment will be released only after completion of the program and on submission of GST Bill.
- e) The GST bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes etc) Check-in, and Check-out details of guest(s).
- f) Billing to be done to : NATIONAL PRODUCTIVITY COUNCIL, GUWAHATI

## **2. General Terms and Conditions:**

- 2.1. NPC will pay only for the boarding and lodging for the participants on APAI basis (i.e., inclusive of breakfast, lunch, dinner and all taxes). Any personal expense of participants would be borne by the individuals only and to be collected directly by the Hotel/Resort.
- 2.2. **No minimum guarantee for the number of rooms shall be provided by NPC.** However, regular updates of increase / decrease in room requirements will be provided to the Contact person of the Hotel by the NPC in advance.
- 2.3. **Separately mention of rates for the charges for Extra Breakfast, Lunch & Dinner for non- residential participant.**
- 2.4. Complimentary use of facilities in Hotel like Gym, Swimming Pool etc. should be provided.
- 2.5. The Hotel accommodation will have facility to provide first aid and doctor on call facility for medical emergencies.

### 3. Instructions to Hotels

- 3.1. 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) separately.
- 3.2. The Hotel shall submit its Technical and Financial bids through email to [guwahati@npcindia.gov.in](mailto:guwahati@npcindia.gov.in)
- 3.3. 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.
- 3.4. The Financial Proposal must be sent in a password encrypted format through email on [guwahati@npcindia.gov.in](mailto:guwahati@npcindia.gov.in)
- 3.5. Only technically qualified bidders shall be asked to share the password to open the encrypted financial bids received through email.
- 3.6. The Hotel shall provide signed and scanned copy of valid registration certificate for PAN, TAN & GST. The applicable GST rates must be mentioned against each service provided clearly.
- 3.7. 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 nothaving enough details for the technical evaluation.
- 3.8. 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.

#### **CRITICAL DATE SHEET**

|  |                                 |
|--|---------------------------------|
| <b>Published Date</b>                        | <b>07.10.2022</b>               |
| <b>Submission Start Date &amp; Time</b>      | <b>07.10.2022 from 10:30 am</b> |
| <b>Submission End Date &amp; Time</b>        | <b>14.10.2022 till 10.00 am</b> |
| <b>Technical Bid Opening Date &amp; Time</b> | <b>14.10.2022 at 10.30 am</b>   |
| <b>Financial Bid Opening Date &amp; Time</b> | <b>14.10.2022 at 12:30 pm</b>   |

**Contact Details:**

**A) Addressee & Address:**

Regional Director,  
National Productivity Council,  
Second Floor, Meenakshi Bhavan,  
Rajgarh Road, Guwahati, Assam, PIN: 781 007  
Email: [guwahati@npcindia.gov.in](mailto:guwahati@npcindia.gov.in)  
Ph:- 0361-3512552

**B) Name of the Contact Person for any clarification:**

Shri Manoj Verma, Deputy Director,  
National Productivity Council (NPC),  
Second Floor, Meenakshi Bhavan,  
Rajgarh Road, Guwahati, Assam, PIN: 781 007  
Email: [guwahati@npcindia.gov.in](mailto:guwahati@npcindia.gov.in)  
Ph:- 0361-3512552 / 9613970803

#### 4. 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"> <li>➤ 4 Star category &amp; above – 10 marks</li> <li>➤ 3 Star Category – 05 Marks</li> <li>➤ Less than 3 Star Category – No Marks</li> </ul>  | 10         |
| 2.      | Number of Restaurants with capacity to accommodate 25-30 person at the same time   | <ul style="list-style-type: none"> <li>➤ Number of restaurants Two or more: 10Marks</li> <li>➤ Number of restaurants only one: 05 Marks</li> <li>➤ No restaurant facility: No Marks</li> </ul>  | 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"> <li>➤ If owned, in-house local transportation facility: 10 Marks</li> <li>➤ If hired, local transportation facility: 5 marks</li> <li>➤ If No transportation facility: No marks</li> </ul>   | 10         |
| 4.      | Availability of a number of double rooms with <b>standard accommodation amenities*</b> on a single occupancy basis with breakfast, lunch and dinner (APAI basis) for 5 days and 4 nights   | <ul style="list-style-type: none"> <li>➤ Number of standard double rooms 25 and above: 10 Marks</li> <li>➤ Number of standard double rooms less than 25 and more than or equal to 15: 05 Marks</li> <li>➤ Number of standard double rooms less than 15: No Marks</li> </ul>   | 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"> <li>➤ Conference Hall capacity for 25 plus/ above participants in U-shaped setting – 15 marks</li> <li>➤ Conference Hall capacity less than 25 and more than or equal to 15 participants U-shaped setting – 10 Marks</li> <li>➤ Conference Hall capacity less than 15 U-shaped setting – No marks</li> </ul> | 15         |

| Sl. No. | Description  | Score calculation   | Max. Marks |
|---------|--|---|------------|
| 6.      | Experience in conducting similar residential trainings/ Conferences for Govt. /Central Govt. / PSU's/ Public Sector Bank/ NationalInstitute of repute during preceding 7 years | <ul style="list-style-type: none"> <li>➤ 7 years or above: 20 marks</li> <li>➤ Less than 7 years and more than or equal to 5years: 15 marks</li> <li>➤ Less than 5 years and more than or equal to 3years: 10 marks</li> <li>➤ Less than 3 years and more than or equal to1 year: 5 marks</li> <li>➤ Below 1 year: No marks</li> </ul>  | 20         |
| 7.      | Experience in conducting residential trainings/ Conferences for NPC's during lastseven years   | <ul style="list-style-type: none"> <li>➤ Conduct of 9 and more such NPC residential trainings/conferences during lastthree years: 25 marks</li> <li>➤ Conduct of less than 9 &amp; more than or equal to 7 NPC residential trainings/ conferences during last three years: 20 marks</li> <li>➤ Conduct of less than 7 &amp; more than or equal to 5 NPC residential trainings/ conferences during last three years: 15 marks</li> <li>➤ Conduct of less than 5 &amp; more than or equal to 3 NPC residential trainings/ conferences during last three years: 10 marks</li> <li>➤ Conduct of less than 3 &amp; more than or equal to 1 NPC residential trainings/ conferences during last three years: 5 marks</li> <li>➤ Conduct of No such NPC residential trainings/conferences during last three years : No marks</li> </ul> | 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.*
- ❖ *To qualify Technically, the Hotel must score 75 marks out of a total 100 as above.*
- ❖ *The Hotel quoting the least rates out of the technically qualified Hotels will be selected. To arrive at the least Cost (L1) NPC shall ascertain total lumpsum cost for an estimated 15 nos. of participants by utilizing the rates quoted by the Hotels against each parameter as detailed in Financial Bid format*



- ❖ *In case more than one bidder emerges as the lowest bidder due to equal rates after financial evaluation, then the lowest bidder (L1) will be decided based on the following criteria (a) Higher Technical Score, (b) Experience of Hosting similar programs in the past. NPC's decision in this regard shall be final and binding to all the bidders.*

**5. FORM – I: Profile & Hotels****HOTEL PROFILE**

|   |  |
|---|--|
| <b>Hotel Name</b>   |  |
| <b>Hotel Address</b>  |  |
| <b>Hotel Contact Person (Single Point of Contact for all purpose)</b> |  |
| <b>Hotel Phone No.</b>  |  |
| <b>Hotel Fax No.</b>  |  |

**BANK DETAILS**

|  |  |
|--|--|
| <b>Name of the Beneficiary</b>               |  |
| <b>GSTIN</b>                                 |  |
| <b>PAN Card No</b>                           |  |
| <b>Name of the Bank &amp; Branch Address</b> |  |
| <b>Branch Code</b>                           |  |
| <b>NEFT IFSC Code</b>                        |  |
| <b>Account Type</b>                          |  |
| <b>Account No:</b>                           |  |
| <b>RTGS IFSC Code</b>                        |  |
| <b>Bank Phone Number</b>                     |  |
| <b>Branch City</b>                           |  |
| <b>Email id for sending payment details</b>  |  |

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)

## 6. 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 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, 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 in U-shaped setting | <input type="checkbox"/> |
| Conference Hall capacity less than 15 in 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  
*(Provide details in support of your claim i.e. Date of organizing the program, Respective Office for which program conducted against each program)*

|  |                          |
|--|--------------------------|
| 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 orequal to 1  | <input type="checkbox"/> |
| No such trainings/conferences conducted for NPC  | <input type="checkbox"/> |

**Date:** \_\_\_\_\_

**(Signature of Authorized Signatory)**

**7. Form – III: Format for Financial Proposal**

| 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.                            | For non-residential participant per day Charges for   |               |                      |
|                               | a) Extra Breakfast  |               |                      |
|                               | b) Extra Lunch  |               |                      |
|                               | c) Extra Dinner   |               |                      |
| 3.                            | Charges for Gala Dinner / Networking Dinner with snacks and soft Drinks (Rate per person)   |               |                      |
| 4.                            | Site seeing charges (Half Day)  | Vehicle       | Seat Capacity        |
|                               |   |               | Charges per half day |
| 5.                            | Charges for Pick up and drop between (Airport and Hotel) by a small car (sedan class) per car per day   |               |                      |
| 6.                            | Charges for Conference hall during the duration of the training (Lumpsum or per day basis; please mention the same) (if any)  |               |                      |
| 7.                            | Charges for Audit Visual Aids such as Projector with screen, sound system and microphone, whiteboard etc. (if any)  |               |                      |
| 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 AndConditions 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.

**APAI – (Rates to be quoted inclusive of Breakfast, Lunch Dinner and inclusive of all Taxes)**

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 One Year, duties and levies.

Date: \_\_\_\_\_

(Signature of Authorized Signatory)