



**NATIONAL PRODUCTIVITY COUNCIL, KANPUR**

**ADVERTISEMENT FOR EMPANELMENT OF HOTELS FOR TRAINING PROGRAMME  
IN PRAYAGRAJ CONDUCTED BY NPC, RD KANPUR**

**Sub-: Request for Quotation (RFQ) for Providing Room Booking for the Residential Training Programme in Prayagraj, Uttar Pradesh during the year 2022-23 by NPC, RD Kanpur**

**1. Introduction**

National Productivity Council (NPC) organizes its residential training programs (with a duration of 4 nights stay) from our Kanpur Regional Directorate for a group of 15-25 participants regularly. NPC invites quotations in two bid system (i.e. Technical & Financial) for competitive hotel room rates and other training related facilities for its various residential training programs at select locations in Uttar Pradesh direct from **Private Hotels, Government owned hotels, Government owned training institute and Training institutes of Central / State PSUs having facilities equivalent to 3 star/4 star rating** and experienced in conduct of Training Program for Senior/ Middle/ Junior/ Operational Level Employees. Please refer the list of Program tabulated below:

Title of Program	Duration	Participant Level	Venue
Developing Competencies of Executive Secretaries, Personal Assistant & Office Staff for Better Performance (Program Code :- TP/22-23/106)	26-30 December, 2022	Middle/ Senior Management	Prayagraj, Uttar Pradesh

Kindly send your competitive rates with the following terms & conditions at the earliest for the program mentioned above. The terms and conditions of Training Programme and related requirement are annexed in **Annexure- I & II**. The interested parties are expected to examine all instructions, terms and conditions mentioned in this document. Any deviation from requirement as per **Annexure - I & II** may kindly be highlighted.

**Please note that Agents are not allowed to submit the rates.**

**2. Validity of Empanelment:** The finalized hotel rates will be applicable for NPC programmes. The offers should be valid for one year from the **Date of Acceptance** by Private Hotels, Government owned hotels, Government owned training institute and Training institutes of Central / State PSUs.

**2.1** subsequently, the validity may be extended further for one year based on the feedback of the participants/ faculty / NPC officials.

**3. How to apply:** Please send your lump sum quotation as per the prescribed format for technical bid (**Annexure-III**) in sealed envelope/ password protected email PDF document-I, and financial bid (**Annexures IV**) in sealed envelope/password protected email PDF document - II separately. The sealed envelopes should be sent through speed post or password protected PDF through email to [preeti.g@npcindia.gov.in](mailto:preeti.g@npcindia.gov.in) within stipulated date and time.

After quotation submission as per end date & time, on successfully qualifying the technical evaluation process, NPC will request the qualified hotels vide [email: preeti.g@npcindia.gov.in](mailto:preeti.g@npcindia.gov.in) 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.

No email to share the financial quotation password will be sent from NPC if the vendor does not meet / qualifies the technical criteria(s).

**4. The quotation should be addressed to Regional Director, National Productivity Council, Kanpur at the following address:-**

REGIONAL DIRECTOR

NATIONAL PRODUCTIVITY COUNCIL,

4th Floor, KABIR BHAWAN,

(U.P. Handloom Building, Directorate of Industries (U.P.) Campus)

G.T. Road, KANPUR – 208005, Uttar Pradesh.

Email: [kanpur@npcindia.gov.in](mailto:kanpur@npcindia.gov.in); [preeti.g@npcindia.gov.in](mailto:preeti.g@npcindia.gov.in); [sunil.kumar@npcindia.gov.in](mailto:sunil.kumar@npcindia.gov.in)

Phone: 0512-2224860, 2224176

Mobile : 9818299682 / 8081238918

**4.1** Please send your technical and financial quotation within the stipulated date and time preferably by email. Technical and Financial bids must be two separate documents as per attached Annexure -III and Annexure -IV. The financial bid should be mandatorily password protected.

**5. 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.

**6.** 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 of both Technical & Financial information for which will be sent to all concerned in advance.

**7.** 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.

**8. Important Dates:** The quotation must be submitted within stipulated date and time

Advt. published date) : 23<sup>rd</sup> November, 2022

EOI submission start date & time: 23<sup>rd</sup> November, 2022 from 18:00 Hrs.

EOI submission end date & time 28<sup>th</sup> November, 2022 up to 14:00 Hrs.

Technical proposal opening date & time 29<sup>th</sup> November, 2022 at 11:00 Hrs.

Financial proposal opening date & time 30<sup>th</sup> November, 2022 at 13:00 Hrs.

The Bidders, if they so desire, can depute their representatives during opening of bids as per time specified in the document. The Bidder/ Bidder's Representative may kindly inform NPC/ Programme Director/Coordinator in this context accordingly.

**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. 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 APAI plan
4. Rooms on double occupancy basis on APAI 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. Buffet Breakfast, Lunch and Dinner with good spread of itemized menu (veg. & nonveg.)
8. Two (2) times Tea / Coffee with Cookies / snacks during the conference (i.e. one service each during FN & AN)
9. Class Room/Event Type/U-Shape/ Round Table seating arrangement in conference hall with basic conference facilities like Projector Screen / Tripod Stand Projector Screen, Whiteboard, Flip charts/ Markers, Mints/Toffees, water bottle, collar & cordless mic for 5days.
10. One evening networking dinner with 2 Veg. & 1 Non-Veg snacks, juices, soft drinks.
11. One Complimentary room for Programme Director on APAI plan
12. 2(Two) half day site seeing to cover all important spots/ prominent destinations of tourist attraction with good vehicles.
13. Additional Charges of Breakfast, Lunch and Dinner for non-residential Guest
14. Rates should be inclusive of all taxes are to be quoted.

**-sd-**  
**Regional Director**  
**NPC, Kanpur**

**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. 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, Kanpur
7. National Productivity Council, Kanpur will give an undertaking towards Hotel Expenses in connection with the conference for the above-mentioned terms and conditions:

**B. General Terms & Conditions of NPC, Training Programmes**

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. 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.

**-sd-  
Regional Director  
NPC, Kanpur**

**Format for Technical Proposal**  
**QUOTATION FOR PROVIDING ROOM BOOKING FOR THE RESIDENTIAL TRAINING PROGRAMMES 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	
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, Government owned hotels, Government owned training institute 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 &amp; equivalent or 4 Star &amp; 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 &amp; for pick- up &amp; 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 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"/>

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)  
**Name and Designation**

**Format for Financial Proposal**  
**QUOTATION FOR PROVIDING ROOM BOOKING FOR THE RESIDENTIAL TRAINING PROGRAMMES DURING THE YEAR 2022-23**

( To be submitted on company letterhead)

Hotel Details	
Name of the hotel	
Category of the hotel (e.g. Star rating etc.)	
Complete Address	
Phone 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	

No.	Particulars on APAI basis	Rates (in Rs.)
1	Rates per person per night for Single Room (APAI)	
2	Rates per person per night for Double Room (APAI)	
3	Extra Charges for Non- Resident Guest	
	a. Extra Breakfast charges for non- resident guest	
	b. Extra Lunch charges for non- resident guest	
	c. Extra Dinner charges for non- resident guest	
4.	Billing of pax on actual check-in/check-out basis	Agreed/Not Agreed
5	One complementary room for Programme Director	Agreed/Not Agreed
6	Agreement & Acceptance of NPC Standard Package Requirements for Conduction of Residential Training Programmes as mentioned in this document (refer Annexure-I)	Agreed/Not Agreed
6.1	Whether Agreeing to all the terms and Conditions given in NPC Standard Package Requirements (Annexure I); if not, List out the deviations proposed.	
7	Agreement & Acceptance of NPC's Payment Terms And Conditions as mentioned in this document (refer Annexure-II-A)	Agreed/Not Agreed
8	Agreement & Acceptance of General Terms And Conditions as mentioned in this document (refer Annexure-II-B)	Agreed/Not Agreed
9	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	<ul style="list-style-type: none"> <li>➤ 4 Star category – 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 restaurant Two or more: 10 Marks</li> <li>➤ Number of restaurant 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 number of double rooms with <i>standard accommodation amenities*</i> on 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 n U-shaped setting – 10 Marks</li> <li>➤ Conference Hall capacity less than 15 n U-shaped setting – No marks</li> </ul>	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"> <li>➤ 7 years or above : 20 marks</li> <li>➤ Less than 7 years and more than or equal to 5 years : 15 marks</li> <li>➤ Less than 5 years and more than or equal to 3 years : 10 marks</li> <li>➤ Less than 3 years and more than or equal to 1 year : 5 marks</li> <li>➤ Below 1years : No marks</li> </ul>	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"> <li>➤ Conduction of 9 and more such NPC residential trainings/conferences during last three years : 25 marks</li> <li>➤ Conduction of less than 9 &amp; more than or equal to 7 NPC residential trainings/ conferences during last three years: 20 marks</li> <li>➤ Conduction of less than 7 &amp; more than or equal to 5 NPC residential trainings/ conferences during last three years: 15 marks</li> <li>➤ Conduction of less than 5 &amp; more than or equal to 3 NPC residential trainings/ conferences during last three years: 10 marks</li> <li>➤ Conduction of less than 3 &amp; more than or equal to 1 NPC residential trainings/ conferences during last three years: 5 marks</li> <li>➤ Conduction of No such NPC residential trainings/conferences during last three years :</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.*

- ***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.***

-sd-  
Regional Director  
NPC, Kanpur