



NATIONAL PRODUCTIVITY COUNCIL

ADVERTISEMENT FOR SELECTION / EMPANELMENT OF HOTELS

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

- A. National Productivity Council (NPC) organizes its residential training programs (with a duration of 4 nights stay) from our Economic Services Group 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 Gangtok Sikkim from **Private Hotels, Government owned hotels, Government owned training institute and Training institutes of Central / State PSUs having facilities** experience in conducting of Training Program for Senior/ Middle/ Junior/ Operational Level Employees. Please refer the list of Program tabulated below:

(Agents are not allowed to submit the rates.)

Title of Program	Duration	Participant Level	Venue
Effective Office Administration & Financial Management	Dec. 26-30, 2022	Middle/ Senior Management	Gangtok, Sikkim
Performance Management, Monitoring and Evaluation for Organizational Excellence	March 20-24, 2023	Middle/ Senior Management	Gangtok, Sikkim

- B. Kindly send your competitive rates with terms & conditions as per Annexures at the earliest.

(Hotel is expected to examine all instructions, terms and condition, any deviation from requirement as per Annexure may kindly be highlighted)

- C. **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.

- D. **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-II in separately sealed envelope through post / password protected document through email to rajesh.sund@npcindia.gov.in within stipulated date by speed post/ password protected email.

- E. 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.
- F. No email to share the **financial quotation password** will be sent from NPC if the vendor does not meet the technical criteria(s).
- G. The quotation should be addressed at the following address: -

Shri Rajesh Sund
Director (Economics Services)
National Productivity Council,
Utpadakta Bhavan
5-6 Institutional Area
Lodhi Road, New Delhi - 110003.
Email: rajesh.sund@npcindia.gov.in
Phone: 011-24607303
Mobile : 8799784715/ 9868844272

- H. **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.
- I. **Important Dates:** The quotation must be submitted within stipulated date and time

Advt. Published Date	18-11-2022 (03.00 PM)
Submission Start Date & Time	18-11-2022 (03.00 PM)
Submission End Date & Time	03-12-2022 (03.00 PM)
Technical Bid Opening Date & Time	05-12-2022 (03.00 PM)
Financial Bid Opening Date & Time	06-12-2022 (03.00 PM)

Bidders if they so desire can depute their representatives during opening of bids as per time specified in the document.

General Terms & Conditions of NPC, Training Programmes

- I. Welcome Drink on arrival
- II. The Check-in time as on or after 12:00 noon and the check-out time from the hotel are before 12:00 noon.
- III. Rooms on single occupancy basis on APAI plan
- IV. Rooms on double occupancy basis on APAI plan (Minimum Spouse rates to be quoted separately to be settled by delegates directly with the hotel)
- V. 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)
- VI. Bed Tea with Cookies or Tea/Coffee maker in each room
- VII. Buffet Breakfast, Lunch and Dinner with good spread of itemized menu (veg. and non veg.)
- VIII. 2 times Tea/Coffee with Cookies/snacks during the conference (i.e. one service each during FN & AN)
- IX. U-Shape/ Round Table seating arrangement in conference hall with basic conference facilities like screen, whiteboard, flip charts/ markers, mints/toffees, 2 mineral water bottles (1 liter each), collar & cordless mike for 5 days.
- X. 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 would be borne by the individuals only and to be collected directly by the Hotel/Resort.
- XI. 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.
- XII. The Hotel accommodation will have facility to provide first aid and doctor on call facility for medical emergencies.
- XIII. One Complimentary room for Programme Director on APAI plan
- XIV. 2 half day site seeing to cover all important spots of tourist with good vehicles
- XV. Additional Charges of Breakfast, Lunch and Dinner for non-resident Guest
- XVI. Any other complementary services provided by the hotel.

Payment Terms & Condition of NPC

- a. Billing of pax on actual check-in/check-out basis, no retention Charges are payable by NPC
- b. No advance payment would be made by NPC.
- c. 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.
- d. The said empanelment and/or selection of hotels will be valid for one year.
- e. 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.
- f. The Hotel shall provide necessary information/details as per the format provided in the Hotel Profile & Bank details, Technical Proposal & Financial Proposal separately as per attached Annexures.
- g. 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.
- h. 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.
- i. All Rates should be inclusive of all taxes are to be quoted & applicable for one year.

Annex II

Format for Technical Proposal

	Particulars	Details
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	

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	Particulars	Details
11	<p>Whether Agreeing to all the terms and Conditions given in Annexure I; List out if there are deviations Proposed.</p> <ul style="list-style-type: none"> • Billing of pax on actual check-in/check-out basis • No Retention Charges/ Surcharges shall be payable by NPC • Billing for the program to be done on “Bill to Company” basis, 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. • No advance payment would be made by NPC. 	

(Signature with seal of Authorized Signatory)

Name and Title of Signatory

Annex III

Format for Financial Proposal

Hotel Details	
1	Name of the hotel
2	Category of the hotel
3	Hotel Address
4	Hotel Contact Person (Single Point of Contact for all purpose)
5	Hotel Phone No.
6	Mobile No.
7	Email ID for sending payment details
8	Website
9	PAN No.
10	GST Reg. No.
11	Account No.
12	Name of Bank & Address
13	ECS Details, IFSC Code

No.	Particulars on APAI basis (Inclusive of all Taxes)	Rates in Rs.
1	Rates per person per night for Single Room(APAI)	
2	Rates for accompanying spouse in the same room(APAI)	
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	Charges for Conference hall during the duration of the training (Lumpsum or per day basis; please mention the same) (if any)	

8	Charges for Audit Visual Aids such as Projector with screen, sound system and microphone, whiteboard etc. (if any)			
9	Extra Breakfast charges Extra Lunch charges Extra Dinner charges for non-resident guest			
10	Charges for gala dinner with 2 Veg. & 2 Non-Veg snacks, juices/ soft drinks (Rate per person)			
11	Site seeing bus charges (For Half & Full Day) (12 seater/ 24 seater/ 35 seater AC bus charges)	Vehicle	Seat Capacity	Charges per half/Full day
	Site seeing bus charges (For Nathula Pass) (12 seater/24 seater/35 seater AC bus charges)			
12	Charges for Pick up and drop between (Airport and Hotel) by a small car (sedan class) per car per day			
	One complementary room for Programme Director			
13	Any other chargeable facility			

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, general & 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.

(Signature with seal of Authorized Signatory)

Name and Title of Signatory