

Ref No.: HQ/ID/T/01/23-24
Date: 19th April 2023



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 2023-24

A. National Productivity Council (NPC) organizes its residential training programs (with a duration of 4 nights stay) from our Inspection Division 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 Manali, Himachal Pradesh from Private Hotels, Government owned hotels, Government owned training institute and Training institutes of Central / State PSUs having facilities experience in conducting of 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	Tentative Dates	Participant Level	Venue
Work Life Balance & Stress Management focus on Personal Balance Score Card	12-16 June, 2023	Middle/ Senior Management	Manali

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 inspectiondivision@npcindia.gov.in at Inspection Division within stipulated date.
- E. After quotation submission end date-time, on successfully qualifying the technical evaluation process i.e., shortlisting of hotels, NPC will request the qualified hotels vide e-mail 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 e-mail requesting password for opening of the financial quotation 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:-

Head (Inspection Division)
National Productivity Council
Utpadakta Bhavan
5-6 Institutional Area,
Lodi Road, New Delhi, 110003
Email: inspectiondivision@npcindia.gov.in
Phone: 011-24607382
Mob: 9953534229 / 9779753576

- 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. Criteria for shortlisting of technical bid is as below:
- a. Minimum of 25 number of executive rooms having facilities like King/ queen size bed, A/C, geyser, room heater, tea maker, bathroom kit, clean towels. slipper, TV with remote, WIFI, and any other facilities
 - b. Conference facility should have facility to accommodate at least 20-30 number of dignitaries (U shaped with table/ round table), should have quality infrastructure i.e., standard/ executive quality chair and tables, proper ventilation facility, proper lighting, and provision for stage/ podium,

drinking water facility and accessible separate toilet for male/ female, LCD Projector, cordless mic & collar mic etc.

- c. Should have in-house kitchen and Restaurant/ dining facility to accommodate 20-30 number of participants for breakfast, lunch, and dinner during the programme.
 - d. Should have prior experience of organizing such corporate events/ programmes
- I. NPC has the right to extend or postpone the last date for submission of the quotation. NPC has right to reject any offer(s) 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.
- J. 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.
- K. **Important Dates:** The quotation must be submitted within stipulated date and time
- EOI submission start date & time: 19th April 2023, 10:00 Hrs.
 - EOI submission end date & time: 1st May 2023, 12:00 Hrs.
 - Technical proposal opening date & time: will be decided by the committee
 - Financial proposal opening date & time: will be decided by the committee

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

1. Welcome Drink on arrival
2. The Check-in time as on or after 12:00 noon and the check-out time from the hotel are before 12:00 noon.
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. and non veg.)
8. 2 times Tea/Coffee with Cookies/snacks during the conference (i.e. one service each during FN & AN)
9. 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.
10. One evening gala dinner with 2 Veg. & 1 Non-Veg snacks, juices, soft drinks.
11. One Complimentary room for Programme Director on APAI plan
12. 2 half day site seeing to cover all important spots of tourist with good vehicles
13. Additional Charges of Breakfast, Lunch and Dinner for non resident Guest
14. **Rates should be inclusive of all taxes** are to be quoted
15. Rates to be applicable for one year
16. Any other complementary services provided by the hotel.

Payment Terms & Condition of NPC

17. Billing of pax on actual check-in/check-out basis, no retention Charges are payable by NPC
18. No advance payment would be made by NPC.
19. Complete payment to the hotel will be made within fortnight after completion of the programme on production of bills/invoice.
20. The Hotel shall provide signed and scanned copy of valid registration certificate for PAN & GST. The applicable GST rates must be mentioned against each service provided clearly.
21. 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.
22. All Rates should be inclusive of all taxes are to be quoted & applicable for one year.

Format for Technical Proposal

	Particulars	Details
1	Name of the hotel Total area of the hotel	
2	About category of the hotel, rack rate or the room: (Note: Room should have basic facilities like A/C, geyser, room heater, tea maker, bathroom kit, slipper, TV with remote, WIFI and any other facilities)	
3	Check-in time and checkout time of the hotel	
4	Number of rooms available (A/c & Non-A/c) <i>(*mandatory to be filled & attach photographs)</i>	
5	No. of conference Hall Seating capacity of conference hall Other facilities available in the Conference Hall (LCD Projector, cordless mic & collar mic) Note: Conference Hall should have facility to accommodate at least 20-30 number of dignitaries, should have quality infrastructure i.e. standard/ executive quality chair and tables, proper ventilation facility, proper lighting and provision for stage/ podium, drinking water facility and accessible separate toilet for male/ female) <i>(*mandatory to be filled & attach photographs)</i>	
6	Availability of no. of restaurant: Food services: Seating capacity of restaurant: <i>(*mandatory to be filled & attach photographs)</i>	
7	Sightseeing facility availability & arrangements:	

	Note: Type of vehicles, Number of vehicles with seating capacity, A/c. Non A/c	
8.	List out all other facilities available in the hotel	
9.	Experience of holding similar conferences for other org. List out the clients name and also enclose the work order/ completion certificate/communication <i>(*Documents to be attached)</i>	
10	Distance from airport / railway station / bus stand Nearest airport and distance: Nearest railway station and distance: Nearest bus station and distance:	
11.	Charges for pick-up/ drop from nearest airport/ railway station/ Bus stand (optional): Note: please mention if its complimentary	
12	Whether Agreeing to all the terms and Conditions given in Annexure I; List out if there are deviations proposed. <ul style="list-style-type: none"> • Billing of pax on actual check-in/check-out basis • No Retention Charges are payable by NPC • Complete payment to the hotel will be made within fortnight after completion of the programme on production of bills/invoice. • No advance payment would be made by NPC. • One complementary room for programme director 	

(Signature with seal of Authorized Signatory)

Name and Title of Signatory

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. (inclusive of GST)
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 years 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) If No, Charges for Conference hall during the duration of the training (Lumpsum or per day basis; please mention the same) (if any)			
7	Complimentary use of LCD projector/ cordless mic & collar mic charges (Yes/ No) If No, Charges for Audit Visual Aids such as Projector with screen, sound system and microphone, whiteboard etc. (Lumpsum or per day basis; please mention the same) (if any)			
8	For non-resident guest: <ul style="list-style-type: none"> • Extra Breakfast charges • Extra Lunch charges • Extra Dinner charges 			
9	Charges for gala dinner with 2 Veg. & 2 Non-Veg snacks, juices/ soft drinks			
10	Local Site seeing bus charges (12-seater/ 24-seater/35- seater AC/Non AC bus charges)	Vehicle	Seat Capacity	Charges per half/full day
11	One complementary room for programme co-ordinator (Yes/ No)			
12	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