



NATIONAL PRODUCTIVITY COUNCIL, MUMBAI

ADVERTISEMENT FOR EMPANELMENT OF HOTELS FOR TRAINING PROGRAMME IN GOA CONDUCTED BY NPC, RD MUMBAI

Sub-: Request for Quotation (RFQ) for Providing Room Booking for the Residential Training Programme in Goa during the year 2022-23 by NPC, RD Mumbai

1. Introduction

National Productivity Council (NPC) is organizing its residential training programs (with a duration of 4 nights stay) from Mumbai 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 **Goa** 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. The tentative dates for the training programs during FY 2022-23.

S. No	Date	Venue
1	31st Oct. to 11th Nov 2022	GOA
2	21 st to 25 th Nov. 2022	GOA
3	5 th to 9 th Dec. 2022	GOA
4	12 th to 16 th Dec. 2022	GOA
5	16 th to 20 th Jan. 2023	GOA
6	20 th to 24 th Feb. 2023	GOA

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. Instructions to Hotels

- 3.1. The last date of submission of quotes is 7th October 2022 up to 17.00 hours.
- 3.2. 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.
- 3.3. 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.
- 3.4. 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.**
- 3.5. 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 not having enough details for the technical evaluation.
- 3.6. 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.

4. 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 by post /separate PDF through email to mumbai@npcindia.gov.in within stipulated date and time. Preferably through online mode in CPP portal or offline mode by speed post. After quotation submission end date & time, on successfully qualifying the technical evaluation process, NPC will request the qualified hotels vide mumbai@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).

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

REGIONAL DIRECTOR
NATIONAL PRODUCTIVITY COUNCIL,
7th Floor, Novelty Chambers, Grant Road, Mumbai 400007,
Email: mumbai@npcindia.gov.in;
Mobile: 9869519366

Contact Person: Shri Gaurav Kadam, Assistant Director (Mobile: 8169039962)

- 5.1 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.

6. **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.

7. 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.

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.

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

Advt. published date): 23rd September, 2022

EOI submission start date & time: 24 September, 2022 from 06:00 Hrs.

EOI submission end date & time 7th October, 2022 up to 17:00 Hrs.

Technical proposal opening date & time 10th October, 2022 at 12:30 Hrs.

Financial proposal opening date & time 11th October, 2022 at 11:30 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.

Annexure - I

NPC Standard Package Requirements**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:

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. 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. Accommodation on Single occupancy in 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 (1 Ltr.), daily in each room, each day to each occupant.
6. Welcome Drink on arrival
7. Either the service of Bed Tea in Rooms or Tea/Coffee maker in each room.
8. Buffet Breakfast, Lunch & Dinner with a good spread of itemized menu (veg. and non-veg.)
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. 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.
11. Two (02) Services of tea/coffee with cookies/snacks during the conference with alterations and Two (02) water bottle (500 ML) to each participant during the conference.
12. Two Half Day Field visits by AC Deluxe Bus or Innova/Scorpio/Tavera/ Ertiga Vehicles to all the prominent destinations associated with Goa.
13. Pick up and drop between Goa Airport / City & Hotel at Goa for Guest Faculty and NPC team.
14. One Complimentary room for Programme Director on APAI plan
15. One evening networking dinner with 2 Veg. & 1 Non-Veg snacks, juices, soft drinks.
16. Quote should be inclusive of all taxes.

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Regional Director
NPC, Mumbai

Annexure - II**A. Payment Terms & Condition of NPC**

1. Billing of pax on actual check-in/check-out basis.
2. No retention Charges/Surcharges are payable by NPC.
3. No advance payment would be made by NPC.
4. Billing for the program to be done on "Bill to Company" basis and 90% Payment will be released only after completion of the program and on submission of GST Bill at the time of check out and balance 10% will be paid after processing of the final bill in 45 days.
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, Mumbai.

B. General Terms & Conditions of NPC, Training Programmes

- 2.1. NPC will pay only for the boarding and lodging for the participants on APAI basis. Any personal expense on account of spouse, children or any other not included in NPC's terms and conditions would be borne by the individuals only and to be directly collected by the Hotel/Resort at the time of guest check out.
- 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. Separate mention of rates for the charges for Extra Breakfast, Lunch & Dinner for non- residential participant.
- 2.4. Kindly mention the Complimentary use of facilities in Hotel like Gym, Swimming Pool etc.
- 2.5. The Hotel accommodation will have facility to provide first aid and doctor on call facility for medical emergencies.
- 2.6. The said empanelment and/or selection of hotels will be valid for one year from the date of empanelment.

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Regional Director
NPC, Mumbai

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.

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	
3 Star Category	
Less than 3 Star Category	

2. Number of Restaurants with capacity to accommodate 25-30 person at the same time

Number of restaurants two or more	
Number of restaurants only one	
No restaurant facility	

3. Availability of in-house travel desk for management of local transportation towards local sightseeing arrangements and for pick-up & drop from the nearest major Airport / Railway Station / Bus Stand

If owned, in-house local transportation facility	
If hired, local transportation facility	
If No transportation facility	

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	
Number of standard double rooms less than 25 and and more than or equal to 15	
Number of standard double rooms less than 15	

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	
Conference hall capacity less than 25 and more than or equal to 15 participants in U-shaped setting	
Conference hall capacity less than 15 in U-shaped setting	

6. Number of years of experience in conducting similar residential trainings / conference for State Govt. / Central Govt. / PSUs / Public Sector Bank / National Institute of repute during preceding 7 years.

Number of years 7 and above	
Number of years less than 7 and more than or equal to 5 years	
Number of years less than 5 and more than or equal to 3 years	
Number of years less than 3 and more than or equal to 1 year	
Number of years below 1 year	

7. Number 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 officer for which program conducted against each program)

Number of trainings / conferences conducted for NPC is 9 and above	
Number of trainings / conferences conducted for NPC is less than 9 and more than or equal to 7	
Number of trainings / conferences conducted for NPC is less than 7 and more than or equal to 5	
Number of trainings / conferences conducted for NPC is less than 5 and more than or equal to 3	
Number of trainings / conferences conducted for NPC is less than 3 and more than or equal to 1	
No such trainings / conferences conducted for NPC	

Date: _____

(Signature of Authorized Signatory)
Name & Designation

Annexure-IV

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	
1	Name of the hotel
2	Category of the hotel (e.g. Star rating etc.)
3	Complete Address
4	Phone No.
5	Mobile No.
6	Email
7	Website
8	PAN No.
9	GST Reg. No.
10	Bank Account No.
11	Name of Bank & Address
12	Branch Address and Code
13	ECS Details, IFSC Code

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		
	a) Extra Breakfast		
	b) Extra Lunch		
	c) Extra Dinner		
3.	Charges for Gala Dinner / Networking Dinner with snacks and soft Drinks (Rate		
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		

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	Yes/No
9.	Agreement & Acceptance of NPC's Payment Terms and Conditions as mentioned in this	Yes/No
10.	Agreement & Acceptance of General Terms and Conditions as mentioned in	Yes/No

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"> ➤ 4 Star category – 10 marks ➤ 3 Star Category – 05 Marks ➤ Less than 3 Star Category – No Marks 	10
2.	Number of Restaurants with capacity to accommodate 25-30 person at the same time	<ul style="list-style-type: none"> ➤ Number of restaurant Two or more: 10 Marks ➤ Number of restaurant only one: 05 Marks ➤ No restaurant facility: No Marks 	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"> ➤ If owned, in-house local transportation facility: 10 Marks ➤ If hired, local transportation facility : 5 marks ➤ If No transportation facility : No marks 	10
4.	Availability of number of double rooms with standard accommodation amenities* on single occupancy basis with breakfast, Lunch and dinner (APAI basis) for 5 Days and 4 nights	<ul style="list-style-type: none"> ➤ Number of standard double rooms 25 and above : 10 Marks ➤ Number of standard double rooms less than 25 and more than or equal to 15: 05 Marks ➤ Number of standard double rooms less than 15: No Marks 	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"> ➤ Conference Hall capacity for 25 plus/ above participants in U-shaped setting – 15 marks ➤ Conference Hall capacity less than 25 and more than or equal to 15 participants & U-shaped setting – 10 Marks ➤ Conference Hall capacity less than 15 n U-shaped setting – No marks 	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"> ➤ 7 years or above : 20 marks ➤ Less than 7 years and more than or equal to 5 years : 15 marks ➤ Less than 5 years and more than or equal to 3 years : 10 marks ➤ Less than 3 years and more than or equal to 1 year : 5 marks ➤ Below 1years : No marks 	20

6843/2022/MUM

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"> ➤ Conduction of 9 and more such NPC residential trainings/conferences during last three years : 25 marks ➤ Conduction of less than 9 & more than or equal to 7 NPC residential trainings/ conferences during last three years: 20 marks ➤ Conduction of less than 7 & more than or equal to 5 NPC residential trainings/ conferences during last three years: 15 marks ➤ Conduction of less than 5 & more than or equal to 3 NPC residential trainings/ conferences during last three years: 10 marks ➤ Conduction of less than 3 & more than or equal to 1 NPC residential trainings/ 	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.**

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Regional Director
NPC, Mumbai