



## NATIONAL PRODUCTIVITY COUNCIL

Ref No.: IE/GN/T12/462/2023-24/A1

Date: 17-05-2023

### ADVERTISEMENT FOR SELECTION / EMPANELMENT OF HOTELS

**Sub-: "Advanced Course on Secretarial Effectiveness for ES, PPS, PA, PS & Office Staff" From 17th - 21st July, 2023 at MANALI (Himachal Pradesh).**

National Productivity Council (NPC) organizes its residential training programmes (duration of **4 nights stay** each) for group of approx. 10-20 participants. NPC invites quotations in two bid system (i.e. technical & financial) for competitive hotel room rates for its various residential training programs direct from private hotels, government-owned hotels having conference hall facilities, government owned training institute, Central/ State PSUs training institutes, having experience in providing facilities for its residential training for a group of approx. 10-20 participants.

*(Agents are not allowed to submit the rates.)*

- A. **Location:** **Manali**
- B. **Date:** Tentative dates of the first training programme is **17th - 21st July 2023**
- C. **Important Dates:** The quotation must be submitted within the stipulated date and time

Advt. Published Date	17-05-2023 (03.00 PM)
Submission Start Date & Time	17-05-2023 (03.00 PM)
Submission End Date & Time	19-06-2023 (03.00 PM)
Technical Bid Opening Date & Time	19-06-2023 (03.00 PM)
Financial Bid Opening Date & Time	20-06-2023 (03.00 PM)

- D. **Rates:** Kindly send your **competitive** rates with terms & conditions as per Annexures at the earliest for the programmes to be held during the next one year.

*(Hotel is expected to examine all instructions, terms and conditions, any deviation from the requirements as per Annexure may kindly be highlighted)*

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- E. **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.
- F. **How to apply:** Please send your lump sum quotation as per the prescribed format for the 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 **vikas.meena@npcinda.gov.in** of **Vikas Meena, Deputy Director** at Regional Directorate, Gandhinagar within stipulated date by speed post/password protected email.
- G. 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.
- H. No email to share the **financial quotation password** will be sent from NPC if the vendor does not meet the technical criteria(s).
- I. **Selection Criteria:** The eligibility of hotels for considering the financial quotations will be decided after the evaluation of the technical proposal. Only those hotels which are found eligible as per technical evaluation will be considered for financial evaluation.
- J. **Addressed:** The quotation should be addressed to

National Productivity Council, E – 5, GIDC, Electronic Estate, Sector 26 GIDC,  
Gandhinagar – 382 028, Gujarat.

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

**National Productivity Council**  
**Regional Directorate - Gandhinagar**  
National Productivity Council  
E – 5, GIDC Electronic Estate,  
Sector 26 GIDC,  
Gandhinagar – 382 028, Gujarat.  
Tel: 079-23287344  
Mob: 8866943946

**General Terms & Conditions of NPC, Training Programmes:**

- I. Welcome Drink on arrival
- II. The Check-in time is on or after 10:00 AM and the check-out time from the hotel are before 12:00 noon.
- III. Rooms on a single occupancy basis on the APAI plan
- IV. Rooms on double occupancy basis on the 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 a 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 the 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 a facility to provide first aid and a doctor on call facility for medical emergencies.
- XIII. 2 half day site seeing to cover all important spots of tourists with good vehicles.
- XIV. Additional Charges of Breakfast, Lunch and Dinner for non-resident Guest
- XV. Any other complimentary services provided by the hotel.

### Payment Terms & Conditions of NPC

- a. Billing of pax on an 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 the 10% will be paid after processing of the final bill in a fortnight's 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 the 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 a signed and scanned copy of valid registration certificates 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 to be quoted & applicable for one year.

## Annex II

**Format for Technical Proposal**

	<b>Particulars</b>	<b>Details</b>
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 the 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 the restaurant	
7	Sightseeing facility availability & arrangements	
8.	List out all other facilities available in the hotel	
9.	Experience in holding similar conferences for Other org... List out the client's names	
10	Distance from airport / railway station / bus stand Nearest airport and distance Nearest railway station and distance Nearest bus station and distance	
11	Whether Agreeing to all the terms and Conditions given in Annexure I; List out if there are deviations	

	<p>Proposed.</p> <ul style="list-style-type: none"><li>• Billing of pax on actual check-in/check-out basis</li><li>• No Retention Charges/ Surcharges shall be payable by NPC</li><li>• Billing for the program is to be done on a "Bill to Company" basis, 90% Payment will be made at the time of check out and the balance 10% will be paid after processing of the final bill in a fortnights' time.</li><li>• No advance payment would be made by NPC.</li><li>• One complimentary room for Programme Director/Coordinator</li></ul>	
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**(Signature with the seal of Authorized Signatory)**

**Name and Title of Signatory**

## 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 ( <i>Inclusive of all Taxes</i> )	Rates in Rs.
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 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 the conference hall.	(Yes/ No)
7	Charges for Conference hall if applicable during the duration of the training (Lumpsum or per day basis; please mention the same) (if any)	

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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
12	Charges for Pick up and drop between (Airport and Hotel) by a small car (sedan class) per car per day			
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 the 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 the seal of Authorized Signatory)**

**Name and Title of Signatory**