



## NATIONAL PRODUCTIVITY COUNCIL

Ref No.: IE/GN/T12/484/2023-24/F1

Date: 01-11-2023

### ADVERTISEMENT FOR SELECTION / EMPANELMENT OF HOTELS

**Sub-: NPC residential training program at Goa (2023-24).**

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: Goa**

B. **Date:** Tentative dates of some of our upcoming training programs are:

Sr. No.	Dates
1	20 to 24 Nov 2023
2	27 Nov to 1 dec 2023
3	4 to 8 dec 2023
4	11 to 15 dec 2023
5	18 to 22 dec 2023

C. **Important Dates:** The quotation must be submitted within the stipulated date & time:

Advt. Published Date	01-11-2023 (03.00 PM)
Submission Start Date & Time	01-11-2023 (03.00 PM)
Submission End Date & Time	09-11-2023 (03.00 PM)
Technical Bid Opening Date & Time	09-11-2023 (09.00 PM)
Financial Bid Opening Date & Time	09-11-2023 (05.00 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)*

- 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](mailto:vikas.meena@npcinda.gov.in) of **Vikas Meena, Assistant 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.

**Regional Director**

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

### General Terms & Conditions of NPC, Training Programmes

- I. The Check-in time is on or after 10:00 AM and the check-out time from the hotel are before 11:00 noon. Welcome Drink on arrival
- II. NPC will book rooms are on a single occupancy basis on the APAI plan. For any accompanying person, minimum rates to be quoted separately to be settled by delegates directly with the hotel.
- III. NPC will pay only for the boarding and lodging for the participants as per rooming list on APAI basis (i.e. inclusive of breakfast, lunch, dinner and all taxes). Any personal expenses or charges for accompanying additional persons would be borne by the individuals only and to be collected directly by the Hotel/Resort.
- IV. U-Shape/ Round Table seating arrangement in the conference hall with basic conference facilities like screen, whiteboard, flip charts, markers, toffees, 2 mineral water bottles, collar or cordless mike & Tea/Coffee with Cookies/snacks during the conference need to be provided for 4 days.
- V. 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.
- VI. 2 half day sightseeing to cover all important spots of tourists with good AC vehicles for NPC guests.
- VII. 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)
- VIII. Buffet Breakfast, Lunch and Dinner with a good spread of itemized menu (veg. and non-veg.). Tea/Coffee maker in each room
- IX. The Hotel accommodation will have a facility to provide first aid and a doctor on call facility for medical emergencies.
- X. One gala dinner is included with 2 Veg. & 2 Non-Veg snacks, juices/ soft drinks.
- I. No Charges for any other complimentary services provided by the hotel.

### Payment Terms & Conditions of NPC

- a. No advance payment would be made by NPC.
- b. Billing of pax on an actual check-in/check-out basis, no retention Charges are payable by NPC.
- c. 90% Payment may 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. All Rates should be inclusive of all taxes to be quoted & applicable for one year. 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.

## Annex II

## Format for Technical Proposal

	Particulars	Details
1	Name & Address 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) & Total area of the hotel	
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.. (Please mention some of recent client's names)	
10	Distance from:  Nearest airport  Nearest railway station  Nearest bus station	
11	Whether Agreeing to all the terms and Conditions given in Annexure I.	

	<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 person 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	If chargeable: Charges for Conference Hall, Projector with screen, sound system and microphone during the duration of the training (Lumpsum or per day basis)	

8	Extra Breakfast charges Extra Lunch charges Extra Dinner charges for non-resident guest			
9	Site seeing vehicle charges (For Half & Full Day)  12-seater AC bus:  24-seater AC bus:  35-seater AC bus:  Innova AC charges:	Vehicle	Seat Capacity	Charges per half/Full day
10	Charges for Pick up and drop between Airport and Hotel by a small sedan class car.			
11	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**