



NATIONAL PRODUCTIVITY COUNCIL
REGIONAL DIRECTORATE, GUWAHATI

NPC/GHY/241/GT/22-23/HOTELS/01
20/05/2022

ADVERTISEMENT FOR EMPANELMENT OF HOTELS

National Productivity Council invites Expression of Interest (EOI) from hotels at various locations across Assam and Meghalaya for empanelment for a period of 1 year which may subsequently be extended further for one year based on the feedback of the hotel. NPC will use the empaneled hotels for its residential training program purpose.

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

National Productivity Council is organizing regularly residential training programs (duration of 4 nights stay each) from our Guwahati Regional Office. Please send your competitive rates with the following terms & conditions at the earliest for the programs to be held during 2022-23

1. National Productivity Council (NPC) invites quotations for competitive hotel room rates for its various residential training programs at select locations in Assam and Meghalaya (**Guwahati/ Shillong/ Kaziranga / Dibrugarh**) for the **Financial Year (FY) 2022-23** from hotels directly, having experience in providing facilities for Group Training.

(Terms and conditions of requirement are annexed in Annexure-I)

2. **Validity of Empanelment:** The finalized hotel rates will be applicable for NPC programs. The offers should be valid for the entire financial year 2022-23 and subsequently may be extended further for one year based on the feedback of the hotel.

3. **How to apply:** The Hotel should provide details as per the format for the technical proposal (**Annexure-II**) and financial proposal. (**Annexure-III**) in separately sealed envelopes through post or password-protected financial bid through email to guwahati@npcindia.gov.in.

After quotation submission end date-time, on successfully qualifying the technical evaluation process, NPC will request the qualified hotels vide **email: - guwahati@npcindia.gov.in**. to share the password of the financial quotation for evaluation. The password is 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 the technical criteria(s).

4. The quotation should be addressed to **The Regional Director, National Productivity Council, Guwahati**

5. **Selection Criteria:** The eligibility of hotels for considering the financial quotations will be decided after the evaluation of the technical proposal. Only those hotels' that are found eligible as per technical evaluation will be considered for financial evaluation.

6. 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 do not have 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 communication will be sent to all concerned in advance.

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

Advt. published date	: 20 th May 2022
EOI submission start date & time	: 20 th May 2022 from 10:00 Hrs.
EOI submission end date & time	: 30 th May 2022 up to 17:00 Hrs.
Technical proposal opening date & time	: 31 st May 2022 at 10:30 Hrs
Financial proposal opening date & time	: 31 st May 2022 Friday at 16:30 Hrs

Sd/-

Regional Director

National Productivity Council, Guwahati

2nd Floor, Meenakshi Bhawan, Rajgarh Road, Guwahati - 781007

Email: guwahati@npcindia.gov.in, Phone: 0361-3512552

ANNEXURE I**Terms & Conditions of NPC, Training Programmes**

- 1 Welcome Drink on arrival
- 2 Rooms on a single occupancy basis on the APAI plan
- 3 Rooms on double occupancy basis on APAI plan
- 4 Bed Tea with Cookies/ Tea/Coffee maker in each room
- 5 Buffet Breakfast, Lunch, and Dinner with a good spread of itemized menu (veg. and nonveg.)
- 6 2 times Tea/Coffee with Cookies/snacks during the conference (i.e., one service each during Forenoon & Afternoon)
- 7 Cluster Table seating arrangement in the conference hall with basic conference facilities like a projector with screen, whiteboard, flip charts/ markers, mints/toffees, water bottle, collar & cordless mike for 5 days. The Conference room must be spacious enough to accommodate a minimum of 25 guests in a cluster table arrangement with no more than 4 guests to be accommodated at each table.
- 8 One evening gala dinner with 2 Veg. & 1 Non-Veg snack, juices, and soft drinks.
- 9 One Complimentary room for Programme Director on the APAI plan
- 10 2 half-day sites seeing to cover important spots of tourists' attraction with good vehicles
- 11 Additional Charges of Breakfast, Lunch, and Dinner for nonresident Guest
- 12 Quoted Rates should be inclusive of all taxes
- 13 Rates to be applicable for the year 2022-23
- 14 Any other complimentary services provided by the hotel.
- 15 Payment Terms & Condition of NPC
- 16 Billing of pax on an actual check-in/check-out basis
- 17 No Retention Charges are payable by NPC
- 18 100% Payment will be made after completion of the program and processing of the final bill
- 19 No advance payment would be made by NPC.
- 20 Name of Hotel, Account No., Name of Bank, ECS Details, PAN No. and GST No. must be mentioned by the Hotel.

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-II and III. The financial bid should be mandatorily password protected.

Sd/-

**Regional Director
NPC Guwahati**

TECHNICAL PROPOSAL**Annexure-II****QUOTATION FOR PROVIDING ROOM BOOKING FOR THE RESIDENTIAL TRAINING PROGRAMMES
DURING THE YEAR 2022-23****(To be submitted on company letterhead)**

Ref: NPC/GHY/241/GT/22-23/HOTELS/01

	Particulars*	Details
1)	Name of the hotel with complete address & website	
2)	About hotel	
	a) The total area of the hotel (in sq meters)	
	b) Category of the hotel	
	c) Rack rate or the rooms	
	d) Check-in, and checkout time of the hotel	
	e) The number of rooms available (A/C) & size of the room (in sq. ft.)	
	f) Amenities available in the A/C room	
	g) The number of rooms available (Non-A/C) and size of the room (in sq. ft.)	
	h) Amenities available in the Non-A/C room	
3)	a) No. of conference Hall	
	b) Size of conference hall (in sq. ft.) and sitting capacity	
	c) Other facilities available in the Conference Hall (LCD Projector, cordless mic & collar mic)	
4)	a) Availability of restaurant/food service)	
	b) Size of the restaurant (in sq.ft.) if available	
	c) Sitting capacity of Restaurant	
5)	List out all other facilities available in the hotel	
6)	Sightseeing facility availability & arrangements	
7)	Experience in holding similar conferences for other org. List out the client's name	

	Particulars*	Details
8)	Distance of hotel from airport/railway station / main bus stand	
	a) Nearest airport and distance from the hotel	
	b) Nearest railway station and distance from the hotel	
	c) The nearest bus station and distance from the hotel	
9)	a) Whether you agree to all the terms and Conditions given in Annexure I; List out if there are deviations proposed.	Agreed/ Not Agreed
	b) Billing of pax on an actual check-in/check-out basis	Agreed/ Not Agreed
	c) One complimentary room for the program director	Agreed/ Not Agreed
	d) No Retention Charges are payable by NPC	Agreed/ Not Agreed
	e) 100% Payment will be made after completion of the program and processing of the final bill	Agreed/ Not Agreed
	f) No advance payment would be made by NPC	Agreed/ Not Agreed

* Please additional sheet / attach additional supporting documents if necessary

(Signature with the seal of Authorized signatory)

Name & Designation :

Date :

Format for Financial Proposal**Annexure-III****QUOTATION FOR PROVIDING ROOM BOOKING FOR THE RESIDENTIAL TRAINING PROGRAMMES DURING THE YEAR 2022-23****(To be submitted on company letterhead)**

Ref: NPC/GHY/241/GT/22-23/HOTELS/01

Hotel Details	
A.	Name of Hotel
B.	Category of Hotel
C.	Address
D.	Phone No.
E.	Mobile No.
F.	Email
G.	Website
H.	PAN No.
I.	GST Reg. No.
J.	Account No.
K.	Name of Bank & Address
L.	ECS Details, IFSC Code

No.	Particulars on APAI basis	Rates (in ₹)		
1	Rates per person per night for Single Room (APA)			
2	Rates per person per night for Double Room (APA)			
3	a) Extra Breakfast charges for nonresident guest			
	b) Extra Lunch charges for nonresident guest			
	c) Extra Dinner charges for nonresident guest			
4	Charges for gala dinner with 2 Veg. & 2 Non-Veg snacks, juices/ soft drinks			
5	Site seeing bus charges (Half Day)	Vehicle (AC / Non-AC)	Sitting capacity	Charges per half day
6	Any other chargeable facility Please Elaborate			

(Signature with the seal of Authorized Signatory)**Name & Designation****Date**:
: