

Ref No.: NPC/HQ/IE/P/06/22-23

Date: 25<sup>th</sup> November 2022



## 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 2022-23**

National Productivity Council (NPC) organizes its residential training programmes (duration of 4 to 5-night stay each) for 40 number of participants on single occupancy/ twin sharing basis. NPC invites quotations in two bid system (i.e., technical & financial) for competitive hotel room rates for its various residential training programs at Srinagar, Jammu & Kashmir direct from hotels, government owned hotels having conference hall facilities, government owned training institute, Central/ State PSUs training institute, having experience in providing facilities for its residential training for group of 30-40 participants. Agents are not allowed to submit the rates.

1. Tentative dates of the training programmes 06<sup>th</sup> to 10<sup>th</sup> February 2023.
2. Kindly send your competitive rates with terms & conditions as per **Annex-I** at the earliest for the programmes to be held during the 2022-23 (Hotel is expected to examine all instructions, terms and condition, any deviation from requirement as per Annexure may kindly be highlighted)
3. **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.
4. **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 npciehq@npcindia.gov.in at IE Group within stipulated date.

5. 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.
6. 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).
7. The quotation should be addressed to Group Head (Industrial Engineering), 5-6 Institutional Area, Lodi Road, New Delhi, 110003
8. **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 40 number of executive rooms having facilities like King/ queen size bed, A/C/ room cooler, geyser/ hot water facility, tea maker, bathroom kit, clean towels. slipper, TV with remote, WIFI, and any other facilities etc. **(Note: necessary details about number of rooms along with quality photograph of the rooms/ facilities to be provided in the technical bid to substantiate the claim)**
  - b. Conference facility should have facility to accommodate at least 40-50 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. **(Note: necessary details about conference room with quality photograph of the facilities to be provided in the technical bid to substantiate the claim)**
  - c. Should have in-house kitchen and Restaurant/ dining facility to accommodate 40-50 number of participants for breakfast, lunch, and dinner during the programme. **(Note: necessary details about kitchen/ restaurant/ dining facility along with quality photograph to be provided in the technical bid to substantiate the claim)**

- d. Should have prior experience of organizing such corporate events/ programmes (Note: **copy of work orders/ completion certificates may be enclosed in the technical bid to substantiate the claim**).
9. 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. 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.
10. The hotels should have sufficient rooms and should have conference hall/ facility to accommodate 30-40 number of participants.
11. Organizations are required to submit recent photograph of its facilities, infrastructure, rooms, conference halls as part of the technical bid.
12. **Important Dates:** The quotation must be submitted within stipulated date and time
- Advt. published date: 25<sup>th</sup> November 2022
  - Bid submission start date & time: 25<sup>th</sup> November 2022 11:00 AM
  - Bid submission end date & time: 19<sup>th</sup> December 2022 11:00 AM.
  - Technical Bid opening date & time: will be decided by the committee
  - Financial Bid 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.

**Director / Head (Industrial Engineering)**

National Productivity Council

5-6 Institutional Area, Lodi Road

New Delhi, 110003

[npciehq@npcindia.gov.in](mailto:npciehq@npcindia.gov.in), [ashutosh.makup@npcindia.gov.in](mailto:ashutosh.makup@npcindia.gov.in)

011-24607363, 24607314

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

1. Welcome Drink on arrival
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. Bed Tea with Cookies/ Tea/Coffee maker in each room
6. Buffet Breakfast, Lunch and Dinner with good spread of itemized menu (veg. and non veg.)
7. 2 times Tea/Coffee with Cookies/snacks during the conference (i.e. one service each during FN & AN)
8. 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.
9. One evening gala dinner with 2 Veg. & 1 Non-Veg snacks, juices, soft drinks.
10. One Complimentary room for Programme Director on APAI plan
11. 2 half day site seeing to cover all important spots of tourist with good vehicles
12. Additional Charges of Breakfast, Lunch and Dinner for non resident Guest
13. **Rates should be inclusive of all taxes** are to be quoted
14. Rates to be applicable for one year
15. Any other complementary services provided by the hotel.

**Payment Terms & Condition of NPC**

16. Billing of pax on actual check-in/check-out basis, no retention Charges are payable by NPC
17. No advance payment would be made by NPC.
18. Complete payment to the hotel will be made within fortnight after completion of the programme on production of bills/invoice.

### 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 King/ queen size bed, A/C/ room cooler, geyser/ hot water facility, tea maker, bathroom kit, clean towels. slipper, TV with remote, WIFI, and any other facilities etc. <b>(Note: necessary details about number of rooms along with quality photograph of the rooms/ facilities to be provided in the technical bid to substantiate the claim)</b> )	
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 conference hall Other facilities available in the Conference Hall Note: Conference facility should have facility to accommodate at least 40-50 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. (Note: necessary details about conference room with quality photograph of the facilities to be provided in the technical bid to substantiate the claim)	

6	<p>Availability of no. of restaurant:</p> <p>Food services:</p> <p>Seating capacity of restaurant:</p> <p><b>(Note: necessary details about kitchen/ restaurant/ dining facility along with quality photograph to be provided in the technical bid to substantiate the claim)</b></p>	
7	<p>Sightseeing facility availability &amp; arrangements:</p> <p>Note: Type of vehicles, Number of vehicles with seating capacity, A/c. Non A/c</p>	
8.	<p>List out all other facilities available in the hotel:</p>	
9.	<p>Experience of holding similar conferences for other org. List out the clients name and also enclose the work order/ completion certificate</p>	
10	<p>Distance from airport / railway station / bus stand</p> <p>Nearest airport and distance:</p> <p>Nearest railway station and distance:</p> <p>Nearest bus station and distance:</p>	
11.	<p>Charges for pick-up/ drop from nearest airport/ railway station/ Bus stand (optional):</p> <p>Note: please mention if its complimentary</p>	
12	<p>Whether Agreeing to all the terms and Conditions given in Annexure I; List out if there are deviations proposed.</p> <ul style="list-style-type: none"> <li>• Billing of pax on actual check-in/check-out basis</li> <li>• No Retention Charges are payable by NPC</li> <li>• Complete payment to the hotel will be made within fortnight after completion of the programme on production of bills/invoice.</li> <li>• No advance payment would be made by NPC.</li> </ul>	

	<ul style="list-style-type: none"><li>• One complementary room for programme director</li></ul>	
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**(Signature with seal of Authorized Signatory)**

**Name**

### 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)	
7	Complimentary use of LCD projector/ cordless mic & collar mic charges (Yes/ No)	
8	For non-resident guest: <ul style="list-style-type: none"> <li>• Extra Breakfast charges</li> <li>• Extra Lunch charges</li> <li>• Extra Dinner charges</li> </ul>	
9	Charges for gala dinner with 2 Veg. & 2 Non-Veg snacks, juices/ soft drinks	
10	Site seeing bus charges (40-seater/ 50-seater AC bus charges)	
11	Any other chargeable facility	

**(Signature with seal of Authorized Signatory)**

**Name**