



## NATIONAL PRODUCTIVITY COUNCIL

### ADVERTISEMENT FOR EMPANELMENT OF HOTEL

#### **Sub:- Request for Quotation for Providing Room Booking for the Residential Training Programmes during the year 2024-25 at Varanasi**

National Productivity Council (NPC) organizes its residential training program (duration of 4-night stay each) for group of 10-15 participants. NPC invites quotations in two bid system (i.e. technical & financial) for competitive hotel room rates for its various residential training programs at Varanasi direct from 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 10-15 participants.

Agents are not allowed to submit the rates.

Kindly send your competitive rates with the following terms & conditions at the earliest for the program to be held during 2024-25.

(Terms and conditions of requirement is annexed in Annexure-I, Hotel is expected to examine all instructions, terms and condition, any deviation from requirement as per Annexure may kindly be highlighted)

2. **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.

3. **How to apply:** Please send your lump sum quotation as per the prescribed format for technical bid (**Annexure-I**) in sealed envelope or via mail it should be password protected document – I, and financial bid. (**Annexures II**) in envelope/password protected document - II in separately sealed envelope through post / password protected document through email to [rajesh.sund@npcindia.gov.in](mailto:rajesh.sund@npcindia.gov.in), within stipulated date and time preferably by speed post/ password protected email.

After quotation submission end date-time, on successfully qualifying the technical evaluation process, NPC will request to the qualified hotels bidder to share their password of financial quotation for evaluation. The protected password to be shared through return mail 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 **National Productivity Council, Delhi**

5. **Selection Criteria:** The eligibility of hotels for considering the financial quotations will be decided after evaluation of the technical proposal. Only those hotels who 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 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.

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

**Advt. published date 20<sup>th</sup> September 2024 Wednesday**

**EOI submission start date & time 20<sup>th</sup> September 2024, Friday from 15:00 Hrs.**

**EOI submission end date & time 1<sup>st</sup> Oct. 2024 Tuesday up to 15:00 Hrs.**

**Technical proposal opening date & time 1<sup>st</sup> Oct. 2024 2024 at 16:00 Hrs.**

**Financial proposal opening date & time 1<sup>st</sup> Oct. 2024 at 17:00 Hrs.**

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

**(Shri Rajesh Sund)**

**Director (Economic Services and Program Coordinator)**

**National Productivity Council**

**New Delhi - 110003**

**Phone -011-24607303/8799784715**

**Email: rajesh.sund@npcindia.gov.in**

**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 above 5 years to be quoted separately with extra bed, which will be settled by delegates directly with the hotel) Child below 6 years of age is complementary
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 Networking with Snacks
10. 2 half day site seeing to cover all important spots of tourist with A/C vehicles
11. One Complimentary room for Programme Director on APAI plan on booking of 15 and more room
12. Additional Charges of Breakfast, Lunch and Dinner for nonresident 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. 90% Payment will be made at the time of check out and the balance of 10% will be paid after processing of the final bill in a fortnights' time.

## Format for Technical Proposal

	Particulars	Details
1	Name of the hotel  Total area of the hotel	
2	Category of the hotel (Star category) 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  Sitting capacity of conference hall Other facilities available in the Conference Hall (LCD Projector, cordless mic & collar mic)	
6	Availability of no. of restaurant / food service sitting capacity of restaurant	
7	Sightseeing facility availability arrangements	
8.	List out all other amenities/facilities available in the hotel	
9.	Experience of holding similar conferences for other org. List out the client's name	
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 proposed. <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>• 90% Payment will be made at the time of check out and 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 complementary room for programme director on booking of above 15 room.</li> </ul>	

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

**Annexure-II****Format for Financial Proposal**

<b>Hotel Details</b>		
	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	

<b>No.</b>	<b>Particulars on APAI basis</b>	<b>Rates in Rs.</b>
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	complimentary
6	Complimentary use of conference hall with LCD projector/ cordless mic & collar mic (Yes/ No)	
7	Extra Breakfast charges Extra Lunch charges Extra Dinner charges for non-resident guest	
8	Charges for one evening networking with snacks	
9	Site seeing bus charges (12 seater / 24 seater/ 35 seater AC bus charges)	
10	Charges for Airport Pick up / Drop individual basis.	
11	Any other chargeable facility	

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