

**ECONOMIC SERVICES GROUP**

**HQ/ES/T/06/2018-19  
Aug 01, 2018**

***Sub: Boarding and lodging Requirements for conducting five day Residential Training Programme on "Project Management, Monitoring and Evaluation" Gangtok, Sikkim, Oct 08-12, 2018***

National Productivity Council (NPC) an autonomous organisation under Ministry of Commerce & Industry intends to organize a Residential Training Programme on ***"Project Management, Monitoring and Evaluation"--Oct 08-12, 2018 at Gangtok, Sikkim.***

In this regard, NPC requires the following package of services:

- Welcome Drink on Arrival.
- Accommodation on Single occupancy
- Buffet Breakfast, Lunch & Dinner.
- Conference Hall with desired seating.
- Two Services of tea/coffee with cookies during the workshop.
- One room complimentary for program director with all meals
- Conference hall white board, flip chart, Projector & Marker pen.
- One evening Gala Dinner
- Two Half day Sight seeing/Field visits with details

The programme details are given below:

- Programme starts on 08-10-2018 at 1530 hrs.
- Programme closes on 11-10-2018 at 1800 hrs.
- Check in for Residential Participants 08-10-2018 (AN)
- Check out for Residential Participants 12-10-2018 (FN)

**We require approx. 15 number of rooms on single occupancy basis.**

You are requested to provide rates/quotes on **APAI basis** on **per person/ single occupancy** including all the requirements.

Kindly mention on the sealed envelope **"Quotes for NPC Residential Training Programme on "Project Management, Monitoring and Evaluation"-- Oct 08-12, 2018 at Gangtok, Sikkim.**

Your quotes should reach us latest by **August 24, 2018** in sealed envelope at the following address:

**Shri Rajesh Sund  
Deputy Director  
National Productivity Council  
5-6 Institutional Area  
Lodi Road  
New Delhi-110003**