

**Sub-: Request for Quotation for Providing Room Booking for the Residential Training Programmes during December 24-28, 2018 at Puri and subsequently during the year 2019.**

**EMPANELMENT OF HOTELS**

National Productivity Council (NPC) organises regularly residential training programmes (duration of 4 night stay each) from our Head Office as well as from our Regional Offices.

National Productivity Council invites Expression of Interest (EOI) for empanelment from 3 and 4 star equivalent category of hotels at Puri for organising its residential training programme. NPC will use the empanelled hotels for its residential training programme purpose. Please send your competitive rates with the following terms & conditions for the programmes to be held during December 24-28, 2018 and in 2019.

1. The last date of submission of **Sealed Quotation** for EOI is 3 pm on **16/11/2018**
2. The finalized hotel rates will be applicable for NPC programmes. The offers should be valid up to December 2019 .
3. The Hotel should provide details as per the format for technical proposal and financial proposal. (**Annexures II & III**) in separately.
4. The quotations should be addressed to Director National Productivity Council, Jaipur
5. 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. The method of evaluation would be adopted Quality cum Cost based system (QCBS). The ratio of weightage average for Technical and Financial components is 60:40.
6. NPC has the right to cancel the quotations at any time, extend or postpone the last date for submission of the quotation, information for which will be sent to all concerned in advance. NPC has right to reject any offers that are found to be incomplete and not having enough details for the technical evaluation.
7. 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 .
8. For any further clarification please feel free to call at 0141-2703573

Thanking You,

**Yours faithfully**

**Director**

National Productivity Council, Jaipur  
SB-96, JLN Marg, Bapu Nagar  
Jaipur - 302004  
Email: jaipur@npcindia.gov.in, npcjaipur@rediffmail.com  
Phone: 0141-2703573, 2702935

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

1. Welcome Drink on arrival
2. Rooms on single occupancy basis on APAI plan
3. Bed Tea with Cookies/ Tea/Coffee maker in each room
4. Buffet Breakfast, Lunch and Dinner with good spread of itemized menu (veg. and non veg.)
5. Conference Hall arrangement U-Shape/ Round Table seating arrangement with basic conference facilities like screen, whiteboard, flip charts/ markers, mints/toffees, water bottle, collar & cordless mike for 5 days.
6. 2 times Tea/Coffee with Cookies/snacks during the conference (i.e. one service each during FN & AN)
7. One evening gala dinner with 2 Veg. & 1 Non-Veg snacks, juices, soft drinks etc.
8. One Complimentary room for Programme Director with all meals.
9. 1 half day field visit to cover all important spots of tourist with good vehicles (If facility is not available with hotel kindly mentioned additional charges for same)
10. Rates should be inclusive of all taxes are to be quoted
11. Rates to be applicable from till December 2019.
12. Any other complementary services provided by the hotel like gym swimming pool etc.

**Payment Terms & Condition of NPC**

1. Billing of pax on actual check-in/check-out basis
2. No advance payment would be made by NPC.
3. No Retention Charges are payable by NPC
4. 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.
5. The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes etc) Check-in, Check-out details of guest.

**Evaluation Criteria:**

1.The hotel with highest score under Quality and Cost Based Selection (QCBS) will be empaneled for carrying out training programmes. The hotel shall be evaluated on the following parameters:

<b>S. No.</b>	<b>Description</b>	<b>Weightage (Max: 100)</b>
(i)	No. of Rooms with size of the room	<b>10</b>
(ii)	No. of Conference Hall with size and sitting capacity	<b>10</b>
(iii)	No. of restaurant and size and sitting capacity	<b>10</b>
(iv)	Total Area of the Hotel (sq meter), availability of gym, availability of swimming pool	<b>10</b>
(v)	Experience of holding similar conferences for other establishments. List out the clients name	<b>10</b>
(vi)	Distance from airport / railway station / main bus stand	<b>10</b>
(iv)	Financial Quote	<b>40</b>

Please send your lump sum quotation in sealed envelope per room/ nights basis before due date preferably by post/courier.

**Director**

**Important Dates**

No.	Particular	Date
1.	Floating of RFP (Request for Quotation)	12th November 2018
2.	Last date and time for submission of sealed quotation	16th November 2018 (3 PM)
3.	Bid Opening Meeting	16th November 2018 (3 PM)

**Format for Technical Proposal**

	<b>Item</b>	
	Name of Hotel	
	Address	
	Category of Hotel (3 Star & equivalent or 4 Star & equivalent)	
1	Number of Rooms available(A/c & Non-A/c) and size of the room	
2	Conference Hall capacity (Size of the hall) and facilities available in the Conference Hall	
3	Total Area of Hotel (sq. meter)  Availability of gym  Availability of swimming pool	
4	Experience in holding similar conference, list out the major clients	
5	No. of restaurant and size of the restaurant with sitting capacity	
6	Distance from nearest railway station	
7	Distance from main bus stand	
8	Distance from nearest airport	
9	List out any other facilities/convenience available in the hotel that you would like to mention about your property	

<b>Hotel Details</b>	
Name of Hotel	
Phone No.	
Mobile No.	
Email	
Website	
PAN No.	
GST Reg. No.	
Account No.	
Name of Bank & Address	
ECS Details,	
IFSC Code	
MICR Code	

**(Signature of Authorised Signatory with Name)**

## Format for Financial Proposal

No.	Particulars on APAI basis	Rates
1	Rates per person per night for Single Room including all the requirements as mentioned in Annexure-I	
2	Rates for accompanying spouse in the same room	
3	Rates for accompanying child above 12 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	Charges for Extra Breakfast, Lunch & Dinner for non resident guest	
7	Any other chargeable facility	
8	<p>Whether Agreeing to all the terms and Conditions given in Annexure I and given below; List out if there are deviations proposed.</p> <p>Whether agreeing to payment terms and condition of NPC</p> <p>- U-Shape/ Round Table seating arrangement in conference hall with basic conference facilities like screen, whiteboard, flip charts/ markers, mints/toffees, water bottle, collar &amp; cordless mike for 5 days.</p> <p>- 2 times Tea/Coffee with Cookies/snacks during the conference (i.e. one service each during FN &amp; AN)</p> <p>- One evening gala dinner with 2 Veg. &amp; 1 Non-Veg snacks, juices, soft drinks etc. Yes/ No</p> <p>- Complimentary room for programme director with all meals on booking of 15 or more rooms</p> <p>- 1 half day field visit to cover all important spots of tourist with good vehicles</p>	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>

(Signature of Authorised Signatory with Name)