

ECONOMIC SERVICES GROUP

**HQ/ES/T/08/2018-19
Oct 15, 2018**

Sub: *Boarding and lodging Requirements for conducting five day Residential Training Programme on “Effective Office Administration & Financial Management” - December 10-14, 2018, Kovalam, Kerala*

National Productivity Council (NPC) an autonomous organisation under Ministry of Commerce & Industry intends to organize a Residential Training Programme on ***“Effective Office Administration & Financial Management” - December 10-14, 2018, Kovalam, Kerala.***

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 10-12-2018 at 1530 hrs.
- Programme closes on 13-12-2018 at 1800 hrs.
- Check in for Residential Participants 10-12-2018 (AN)
- Check out for Residential Participants 14-12-2018 (FN)

We require approx. 13-15 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 *“Effective Office Administration & Financial Management” - December 10-14, 2018, Kovalam, Kerala.***

Your quotes should reach us latest by **Oct 26, 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**