

ECONOMIC SERVICES GROUP

**HQ/ES/T/07/2018-19
24 September 2018**

***Sub: Boarding and lodging Requirements for conducting
five day Residential Training Programme at Port Blair***

National Productivity Council (NPC) an autonomous organisation under Ministry of Commerce & Industry intends to organize two Residential Training Programmes as per following details:

Programme 1: Nov 19-23, 2018

Programme starts on 19-11-2018 at 1500 hrs. &
Programme closes on 22-11-2018 at 1800 hrs.
Check in for Residential Participants 19-11-2018 (AN) &
Check out 23-11-2018 (FN)

Programme 2: Jan 07-11, 2019

Programme starts on 07-01-2019 at 1500 hrs. &
Programme closes on 10-01-2019 at 1800 hrs.
Check in for Residential Participants 07-01-2019 (AN) &
Check out 11-01-2019 (FN)

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 having white board, flip chart, Projector & Marker pen.
- Two Services of tea/coffee with cookies during the workshop.
- One room complimentary for program director with all meals
- One evening Gala Dinner
- Two Half day Sight seeing/Field visits with details

We require approx. 20 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**" *at Port Blair during November 2018 and January 2019.*

Your quotes should reach us latest by **October 05, 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**