

ECONOMIC SERVICES GROUP

**HQ/ES/T/11/2018-19
06 February 2019**

Sub: *Boarding and lodging Requirements for conducting five day Residential Training Programme at Darjeeling, West Bengal March 18-22, 2019*

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

Programme starts on 18-03-2019 at 1530 hrs. &
Programme closes on 21-03-2019 at 1800 hrs.
Check in for Residential Participants 18-03-2019 (AN) &
Check out 22-03-2019 (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. 10-12 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.

Agents/Travel agencies/Tour operators etc may kindly refrain to response.

Kindly mention on the sealed envelope "**Quotes for NPC Residential Training Programme**" at **Darjeeling, West Bengal March 18-22, 2019.**

Your quotes should reach us latest by **February 08, 2019** in sealed envelope at the following address:

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