

Request for Quotation (RFQ)

RFQ for Selection of Hotel at Hyderabad & Bengaluru



National Productivity Council

(Under DPIIT, Ministry of Commerce and Industry, Govt of India)

Regional Directorate

10-E, Gagan Vihar Complex, MJ Road, Nampally, Hyderabad, Telangana – 500001

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Request for Quotation for Selection of Hotel at Hyderabad & Bengaluru

1. Background

National Productivity Council Invites Quotation from reputed 4star / 5star or above/equivalent categories of hotels selection of hotel towards conduct of a residential training program at Hyderabad & Bengaluru.

Duration: The residential training/conference programme will be of 2 days and 2 nights duration, i.e., 15th & 16th February 2024 at Hyderabad and 22nd & 23rd February 2024 at Bengaluru.

Attendees: The total approximate participants will be 30 (plus +/- 5 rooms) plus 2 (two) officials from the National Productivity Council (Programme Director/ Coordinator and Guest Faculty).

1.1. NPC Standard Package Requirements

The Hotel shall be required to adhere to the following **NPC standard package requirements** for the conduct of residential training programs:

- a) Accommodation on Single occupancy in well-appointed standard accommodation amenities inclusive of facilities like air conditioning, 24-hour hot-water and cold-water facility and power supply, cleaned pressed bed sheet, bath towel, hand towel, 2 soaps, Two (02) Mineral water bottles, daily in each room, each day to each occupant.
- b) The check-in time as on or after 12:00 noon and the check-out time from the hotel are before 12:00 noon.
- c) Either the service of Bed Tea in Rooms or Tea/Coffee maker in each room.
- d) Buffet Breakfast, Lunch and Dinner with a good spread of itemized menu (veg. and non- veg.)
- e) Conference Hall with desired cluster or U-seating arrangements.
- f) Arrangement of LCD Projector with Screen, white Board/Flip Charts, Markers, Collar Mike / Cordless mike, Writing Pads & Pen, Toffees/Mints to be provided by the hotel for the Conference Hall.
- g) Two (02) Services of tea/coffee with cookies/snacks during the conference with alterations and One (01) Mineral water bottle to each participant during conference.
- h) Two rooms complimentary for Program Director/ Coordinator with all meals

1.2. NPC Payment Terms and Conditions:

National Productivity Council, Hyderabad will give an undertaking towards Hotel Expenses in connection with the conference for the below mentioned terms and conditions:

- a) Billing will be on actual check-in/check-out basis
- b) No advance payment would be made by NPC.
- c) No Retention Charges/ Surcharges shall be payable by NPC
- d) Billing for the program to be done on “Bill to Company” basis and 100% Payment will be released only after completion of the program and on submission of GST Bill.
- e) The GST bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes, etc...) Check-in, and Check-out details of guest(s).
- f) Billing to be done to: NATIONAL PRODUCTIVITY COUNCIL, HYDERABAD

2. General Terms and Conditions:

- 2.1. NPC will pay only for the boarding and lodging for the participants on APAI basis (i.e., inclusive of breakfast, lunch, dinner and all taxes). Any personal expense of participants would be borne by the individuals only and to be collected directly by the Hotel/Resort.
- 2.2. **No minimum guarantee for the number of rooms shall be provided by NPC.** However, regular updates of increase/decrease in room requirements will be provided to the Contact person of the Hotel by the NPC in advance.
- 2.3. Complimentary use of facilities in Hotel like Gym, Swimming Pool etc. should be provided.
- 2.4. The Hotel accommodation will have facility to provide first aid and doctor on call facility for medical emergencies.

3. Instructions to Hotels

- 3.1. The Hotel shall provide necessary information/details as per the format provided in the Hotel Profile & Bank details (Form I), Technical Proposal (Form II) & Financial Proposal(Form III) separately.
- 3.2. The Hotel shall submit its Technical and Financial bids through email to rajkamal.pr@npcindia.gov.in & vk.pasupunati@npcindia.gov.in
- 3.3. The eligibility of hotels for considering the financial quotations will be decided after evaluation of the technical proposal. Only those hotels that are found eligible as per technical evaluation will be considered for financial evaluation.
- 3.4. The Financial Proposal must be sent in a password encrypted format through email on rajkamal.pr@npcindia.gov.in & vk.pasupunati@npcindia.gov.in
- 3.5. Only technically qualified bidders shall be asked to share the password to open the encrypted financial bids received through email.
- 3.6. The Hotel shall provide signed and scanned copy of valid registration certificate for PAN,TAN & GST. The applicable GST rates must be mentioned against each service provided clearly.
- 3.7. 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 inadvance. NPC has right to reject any offers that are found to be incomplete and nothaving enough details for the technical evaluation.
- 3.8. 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.

CRITICAL DATE SHEET

Published Date	24.01.2024
Submission Start Date & Time	25.01.2024 from 09.00 Hrs.
Submission End Date & Time	29.01.2024 till 10:00 Hrs.
Technical Bid Opening Date & Time	29.01.2024 at 11:00 Hrs.
Financial Bid Opening Date & Time	29.01.2024 at 11:30 Hrs.

Contact Details:

A) Addressee & Address:

Regional Director,
National Productivity Council,
10-E, Gagan Vihar Complex, MJ Road,
Nampally, Hyderabad, Telangana; PIN: 500001.
Email: rajkamal.pr@npcindia.gov.in & vk.pasupunati@npcindia.gov.in
Ph:- 040 – 2473 3473 / 80152 66093

B) Name of the Contact Person for any clarification:

Shri P. R. Rajkamal, Deputy Director,
National Productivity Council,
10-E, Gagan Vihar Complex, MJ Road,
Nampally, Hyderabad, Telangana; PIN: 500001.
Email: rajkamal.pr@npcindia.gov.in & vk.pasupunati@npcindia.gov.in
Ph:- 040 – 2473 3473 / 80152 66093

4. Evaluation and Selection Criteria

The quotes shall be evaluated on the following parameters of the Hotel/bidder:

Sl. No.	Description	Score calculation	Max. Marks
1.	Category of Hotel/ Resort	<ul style="list-style-type: none"> ➤ 5 Star category & above – 10 marks ➤ 4 Star Category – 05 Marks ➤ Less than 3 Star Category – No Marks 	10
2.	Number of Restaurants with capacity to accommodate 25-30 person at the same time	<ul style="list-style-type: none"> ➤ Number of restaurants Two or more: 10 Marks ➤ Number of restaurants only one: 05 Marks ➤ No restaurant facility: No Marks 	10
3.	Availability of in-house travel desk for management of local transportation towards local sightseeing arrangements & for pick-up & drop from the nearest major Airport/Railway station/Bus stand	<ul style="list-style-type: none"> ➤ If owned, in-house local transportation facility: 10 Marks ➤ If hired, local transportation facility: 5 marks ➤ If No transportation facility: No marks 	10
4.	Availability of a number of double rooms with standard accommodation amenities* on a single occupancy basis with breakfast, lunch and dinner (APAI basis) for 5 days and 4 nights	<ul style="list-style-type: none"> ➤ Number of standard single rooms 50 and above: 10 Marks ➤ Number of standard single rooms less than 50 and more than or equal to 35: 05 Marks ➤ Number of standard single rooms less than 35: No Marks 	10
5.	Conference Hall with capacity to accommodate participants in U-shaped setting with chair and table along with LCD projector, Screen, Sound Systems, Cordlessmike, white board, marker, Flip Charts, Marker– (for entire duration of residential training/conference).	<ul style="list-style-type: none"> ➤ Conference Hall capacity for 50 plus/ above participants in U-shaped setting – 15 marks ➤ Conference Hall capacity less than 50 and more than or equal to 35 participants U-shaped setting – 10 Marks ➤ Conference Hall capacity less than 35 U-shaped setting – No marks 	15

Sl. No.	Description	Score calculation	Max. Marks
6.	Experience in conducting similar residential trainings/ Conferences for Govt. /Central Govt. / PSU's/ Public Sector Bank/ National Institute of repute during preceding 7 years	<ul style="list-style-type: none"> ➤ 7 years or above: 20 marks ➤ Less than 7 years and more than or equal to 5 years: 15 marks ➤ Less than 5 years and more than or equal to 3 years: 10 marks ➤ Less than 3 years and more than or equal to 1 year: 5 marks ➤ Below 1 year: No marks 	20
7.	Experience in conducting residential trainings/ Conferences for NPC's during lastseven years	<ul style="list-style-type: none"> ➤ Conduct of 9 and more such NPC residential trainings/conferences during lastthree years: 25 marks ➤ Conduct of less than 9 & more than or equal to 7 NPC residential trainings/ conferences during last three years: 20 marks ➤ Conduct of less than 7 & more than or equal to 5 NPC residential trainings/ conferences during last three years: 15 marks ➤ Conduct of less than 5 & more than or equal to 3 NPC residential trainings/ conferences during last three years: 10 marks ➤ Conduct of less than 3 & more than or equal to 1 NPC residential trainings/ conferences during last three years: 5 marks ➤ Conduct of No such NPC residential trainings/conferences during last three years : No marks 	25
			100

Note:

- ❖ *Standard accommodation amenities - shall be inclusive of facilities like air conditioning, 24-hour hot water and cold water facility and power supply, cleaned pressed bed sheet, bath towel, hand towel, 2 soaps, 2 mineral water bottles of 1 litre each, each day to each occupant. Accommodation will have facility to provide first aid.*
- ❖ *To qualify Technically, the Hotel must score 75 marks out of a total 100 as above.*
- ❖ *The Hotel quoting the least rates out of the technically qualified Hotels will be selected. To arrive at the least Cost (L1) NPC shall ascertain total lumpsum cost for an estimated 10 nos. of participants by utilizing the rates quoted by the Hotels against each parameter as detailed in Financial Bid format*
- ❖ *In case more than one bidder emerges as the lowest bidder due to equal rates after financial evaluation, then the lowest bidder (L1) will be decided based on the following criteria (a) Higher*

Technical Score, (b) Experience of Hosting similar programs in the past. NPC's decision in this regard shall be final and binding to all the bidders.

5. FORM – I: Profile & Hotels**HOTEL PROFILE**

Hotel Name	
Hotel Address	
Hotel Contact Person (Single Point of Contact for all purpose)	
Hotel Phone No.	
Hotel Fax No.	

BANK DETAILS

Name of the Beneficiary	
GSTIN	
PAN Card No	
Name of the Bank & Branch Address	
Branch Code	
NEFT IFSC Code	
Account Type	
Account No:	
RTGS IFSC Code	
Bank Phone Number	
Branch City	
Email id for sending payment details	

We agree to abide by all the terms and conditions of the RFQ document. We understand you are not bound to accept any proposal you receive.

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Location: _____

Date: _____

(Signature of Authorized Signatory)

6. FORM – II: Format for Technical Proposal

Kindly **select only one appropriate option** against each Technical Qualifying Criteria below:-

1. Category of Hotel/ Resort (5 Star & equivalent or 4 Star & equivalent)

5 Star category	<input type="checkbox"/>
4 Star Category	<input type="checkbox"/>
Less than 4 Star Category	<input type="checkbox"/>

2. Number of Restaurants with capacity to accommodate 35-50 person at the same time

Number of restaurants Two or more	<input type="checkbox"/>
Number of restaurants only one	<input type="checkbox"/>
No restaurant facility	<input type="checkbox"/>

3. Availability of in-house travel desk for management of local transportation towards local sightseeing arrangements & for pick- up & drop from the nearest major Airport/Railway station/Bus stand

If owned, in-house local transportation facility	<input type="checkbox"/>
If hired, local transportation facility	<input type="checkbox"/>
If No transportation facility	<input type="checkbox"/>

4. Availability of rooms with standard accommodation amenities on a single occupancy basis with breakfast, lunch and dinner (APAI basis) for 2 Days and 2 nights

Number of standard single rooms 50 and above	<input type="checkbox"/>
Number of standard single rooms less than 50 and more than or equal to 35	<input type="checkbox"/>
Number of standard single rooms less than 35	<input type="checkbox"/>

5. Conference Hall with the capacity to accommodate participants in a U-shaped setting with chair and table along with LCD projector, Screen, Sound Systems, Cordless mike, whiteboard, marker, Flip Charts, and Marker- (for the entire duration of residential training/conference).

Conference Hall capacity for 50 plus/ above participants in a U-shaped setting	<input type="checkbox"/>
Conference Hall capacity less than 50 and more than or equal to 35 participants in U-shaped setting	<input type="checkbox"/>
Conference Hall capacity of less than 35 in a U-shaped setting	<input type="checkbox"/>

Date: _____

(Signature of Authorized Signatory)

6. Number of years of experience in conducting similar residential trainings/ conferences for State Govt. /Central Govt. / PSU's/ Public Sector Bank/ National Institute of repute during preceding 7 years

Number of years 7 & above	<input type="checkbox"/>
Number of years Less than 7 & more than or equal to 5 years	<input type="checkbox"/>
Number of years Less than 5 & more than or equal to 3 years	<input type="checkbox"/>
Number of years Less than 3 & more than or equal to 1 year	<input type="checkbox"/>
Number of years below 1 year	<input type="checkbox"/>

7. Numbers of residential trainings/ Conferences conducted during last seven years for National Productivity Council
(Provide details in support of your claim i.e. Date of organizing the program, Respective Office for which program conducted against each program)

Number of trainings/conferences conducted for NPC is 9 and above	<input type="checkbox"/>
Number of trainings/conferences conducted for NPC is less than 9 & more than or equal to 7	<input type="checkbox"/>
Number of trainings/conferences conducted for NPC is less than 7 & more than or equal to 5	<input type="checkbox"/>
Number of trainings/conferences conducted for NPC is less than 5 & more than or equal to 3	<input type="checkbox"/>
Number of trainings/conferences conducted for NPC is less than 3 & more than or equal to 1	<input type="checkbox"/>
No such trainings/conferences conducted for NPC	<input type="checkbox"/>

Date:_____

(Signature of Authorized Signatory)

7. Form – III: Format for Financial Proposal

FORMAT FOR FINANCIAL PROPOSAL		
NO.	PARTICULARS ON APAI* BASIS	RATES (IN RS)
1.	Rates per person per night for Single Room including all the requirements as mentioned in NPC Standard Package Requirements for Conduction of Residential Training Programmes	
2.	Charges for Conference Hall during the duration of the training (Lumpsum or per day basis; please mention the same) (if any)	
3.	Charges for Audit Visual Aids such as Projector with screen, sound system and microphone, whiteboard etc. (if any)	
4.	Agreement & Acceptance of NPC Standard Package Requirements for Conduction of Residential Training Programmes as mentioned in this RFQ document	Yes/No
5.	Agreement and acceptance of NPC's Payment Terms and Conditions as mentioned in this RFQ document	Yes/No
6.	Agreement and Acceptance of General Terms and Conditions as mentioned in this RFQ document	Yes/No

***Note:** The quoted rates should be in Rupees value both in numeric figures and in words.

APAI – (Rates to be quoted inclusive of Buffet Breakfast and Dinner), Conference Package – Buffet Lunch with two times tea and snacks

We hereby accept and abide by the scope of services & payment terms and conditions of the RFQ document unconditionally and the rates quoted in the financial proposal are inclusive of GST and are valid for One Year, duties and levies.

Date: _____

(Signature of Authorized Signatory)