



NATIONAL PRODUCTIVITY COUNCIL, BANGALORE

ADVERTISEMENT FOR EMPANELMENT OF HOTELS (Offline mode through NPC website)

Sub-: Request for Quotation for Conference Hall

Regional Directorate, National Productivity Council (NPC), Bengaluru organizes its training programmes (duration between 1-3 days each) for senior / middle / junior officers of Central Government, CPSU's, State Government, State PSU's, Private Companies on regular basis. NPC invites quotations in **ONE BID SYSTEM** (Technical & Financial) for Hotel Conference Hall Rates with various facilities including Audio & Video Aids, Food & Beverages, etc. for various training programs to be held at **Bengaluru, Karnataka** direct from hotels. These entities should have experience in providing facilities for training for group of 30-75 or more participants. **Agents are not allowed to submit the rates.**

Kindly send your competitive rates with the following terms & conditions before end date for submission of RFQ. (**Terms and Conditions of Requirement** is annexed in **Annexure I & II**, Hotel is expected to examine all instructions, terms and condition, any deviation from requirement as per Annexure may kindly be highlighted).

1. Validity of Empanelment

The finalized hotel rates will be applicable for NPC programmes and the offers should be valid for one year. Subsequently it may be extended further for one year based on the feedback of the hotel.

2. How to apply

Please send in your quotation as per the prescribed format for Technical Bid and Financial Bid (**Annexure III**) through email to sanjay.s@npcindia.gov.in; cc: bangalore@npcindia.gov.in within stipulated date.

The quotation should be addressed to **Regional Director, National Productivity Council, Bangalore.**

3. Selection Criteria

L1 among the eligible hotels will be selected for the award of the project. Only those hotels' that are found eligible as per terms & conditions will be considered.

NPC has the right to extend or postpone the last date for submission of the quotation. NPC has right to reject any offers that are found to be incomplete and not having enough details for the technical evaluation. NPC reserves the right to cancel the quotation/s at any time / stage or amend / withdraw any of the terms and conditions contained in the T & C.

NPC reserves the right to further negotiate the financial terms / other facilities with the Hotels as per the specific requirement of the residential training Program.

4. Important Dates:

The quotation must be submitted within stipulated date and time.

Advertisement published date	: 01 st October 2025
RFQ / Bid Submission End Date & Time	: 30 th October 2025 up to 17:00 Hrs.
RFQ Technical & Financial Proposal Opening Date & Time	: 31 st October 2025 at 11:00 Hrs.

Regional Director

National Productivity Council,
2nd Floor, KSDB Building,
55, Risaldar Street, Seshadripuram,
Bangalore - 560020
Email: bangalore@npcindia.gov.in,
Phone: 080-23467294

Annexure -I

NPC Standard Package Requirements

The Hotel shall be required to adhere to the following **NPC Standard Package** requirements for the conduction of training Program:

1. Buffet Lunch with good spread of itemized menu of Star rating Hotel (Strictly Veg.)
2. Lunch Menu: Soup, Salads (Two Types), One Starter, Naan/Roti, Steam Rice, One Main Course Curry/Gravy, One Veg, Raita/Curd, Pickle, 2 Deserts (Sweet Dish and ice cream), mineral water 500ml.
3. Two (2) times Tea / Coffee with Cookies / Snacks during the conference (i.e. one service each during FN & AN)
4. Availability of Conference Hall (10AM to 5:00PM) of 50-75 participants with Classroom/Event Type/U-Shape/Round Table seating arrangement along with basic conference facilities like Projector Screen / Tripod Stand Projector Screen, Whiteboard, Flip charts/ Markers, Mints/Toffees, water bottle, collar & cordless mic for entire duration of the programme.
5. One Water Bottle (Mineral 500ml) to each participant during Conference.
6. **Quoted Rates should be inclusive of all taxes.**

Annexure -II

(A) Payment Terms & Condition of NPC

1. Billing of Pax. on **actual per pax. basis**
2. No retention Charges are payable by NPC
3. No advance payment would be made by NPC.
4. Billing for the program to be done on "Bill to Company" basis, and 80% payment would be made by NPC at the time of check out, Balance 20% payment will be made after processing of the final bill in a fortnights' time on submission of GST Bill.
5. The GST bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes etc).
6. Billing to be done to: NATIONAL PRODUCTIVITY COUNCIL, Bengaluru

(B) General Terms & Conditions of NPC, Training Programs

1. Rates to be applicable for one year
2. Any other complementary services provided by the hotel.
3. The Hotel accommodation will have facility to provide first aid and doctor on call facility for medical emergencies.

Format for Technical & Financial Proposal

(To be submitted on Company/Hotel letterhead)

(A) Hotel Profile:

Hotel Details	
Name of the hotel	
Category of the hotel (e.g. Starrating etc.)	
Complete Address with Phone No.	
Mobile No. & Email ID	
PAN No.	
GST Reg. No. Bank Account No.	
Name of Bank & Address Branch Address and Code ECS Details, IFSC Code	

(B) Kindly **select only one appropriate option** against each Technical Criteria below: -

1. Category of Hotel/ Resort (3 Star & equivalent or more)

5 Star category	☐
4 Star Category	☐
3 Star Category	☐

2. Conference Hall with capacity to accommodate participants in U-shaped setting with chair and table along with LCD projector, Screen, Sound Systems, Cordless mike, White Board, marker, Flip Charts, Marker– (for 3 Days including two half-day sessions during the course of residential training/conference)

Conference Hall capacity 50 plus / above participants	☐
Conference Hall capacity less than 50 and more than or equal to 15 participants	☐
Conference Hall capacity less than 15 in U-shaped setting	☐

3. 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 5 years

Number of years Less than or equal to 5 & more than or equal to 3 years	☐
Number of years Less than 3 year	☐

4. Whether Agreeing to all the terms and Conditions given in NPC Standard Package Requirements (Annexure I); if not, List out the deviations proposed.

5. Agreement & Acceptance of NPC's Payment Terms and Conditions as mentioned in this document (refer Annexure-IIA); if not, List out the deviations proposed.

6. Agreement & Acceptance of General Terms and Conditions as mentioned in this document (refer Annexure-IIB); if not, List out the deviations proposed.

(C) Financial Particulars

Items	Rate	Applicable Tax Rate
Lumpsum Rate for following items 1. Conference Hall should be made available from 10AM to 5:00PM. Conference Hall with desired seating arrangement will be informed prior to the actual date. 2. Two (02) times Tea/Coffee with Cookies / Snacks during the conference with alterations. 3. Vegetarian Lunch should be served. The Lunch meal package should include: Soup, Salads (Two Types), Pickle, One Starter, Naan/Roti, Steam Rice, One Main Course Curry/Gravy, One Veg, Raita/Curd, 2 Deserts (Sweet Dish and ice cream), mineral water 500ml. 4. One Water Bottle (Mineral 500ml) to each participant during Conference. 5. Arrangement of White Board, Flip Charts, Markers, Collar Mike / Cordless mike, Writing Pads & Pen, Toffees / Mints to be provided by the hotel for the Conference. 6. Projector with Audio/Video.		

Date: _____

(Signature of Authorized Signatory)
Name and Designation