



National Productivity Council, New Delhi

(Under Ministry of Commerce & Industry, Govt. of India)

6, Aavin Dairy Road
Ambattur , Chennai – 600 050
Website: www.npcindia.gov.in

Advertisement No. – NPC/AIP/25-26/RFQ/03

Request for Quotation (RfQ) from 3 Star rated and equivalent / above Hotels for residential Programmes during 2nd - 6th February 2026

1. **Introduction:** National Productivity Council of India (NPC), established in the year 1958, is an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India. It regularly organises International Programme sponsored by Asian Productivity Organisation. It proposes to conduct programme during February 2026 at Chennai.

NPC invites quotations in two bid system (i.e. Technical & Financial) for competitive hotel room rates and other training related facilities (including conference hall) from **Private Hotels and Government owned Hotels / Training Institutes** having facilities/properties equivalent to 3 star and above and having prior experience in providing such services required for conduct of Executive Training Programs for Senior/ Middle/ Junior Level employees.

All interested parties are invited to send their competitive rates at the earliest as per the terms & conditions mentioned in the format provided at **Annexure-I & II..** Any deviation from requirement as per **Annexure-I & II** may kindly be highlighted.

Please note that Agents are not allowed to submit the bids.

2. **Important Dates for Bidding:** The quotation must be submitted within stipulated date and time (Tentative)
 - i. Advt. published date: 10.10.2025
 - ii. Bid submission start date : 10.10.2025
 - iii. Bid submission end date : 30.10.2025
 - iv. Prebid Meeting : Query can be send by email to chennai@npcindia.gov.in
 - v. Technical proposal opening date & time : 31.10.2025
 - vi. Financial proposal opening date & time : To be informed later

3. **How to apply:** Bids may be submitted either through physical mode or electronic mode

Physical Mode

Bid may be submitted through physical mode in 2-bid format (One top outer sealed envelope containing two inner sealed envelopes) i.e first inner sealed envelope containing technical bid and titled as 'Technical Bid as per Annexure III and second inner sealed envelope containing financial quote and titled as 'Financial Bid as per Annexure-IV. The top outer envelope must be titled as 'Bid for empanelment

The sealed envelope should be sent by post/by hand to the following address

Director and Head (AIP)
National Productivity Council,
(Under Ministry of Commerce & Industry, Govt. of India)
6, Aavin Dairy Road
Ambattur , Chennai – 600 050
Email: chennai@npcindia.gov.in
M : 7200208675

OR

Electronic Mode

The bid may also be submitted through a mail with two separate attachments (*in pdf format*) i.e. first attachment titled as 'Technical Bid as per Annexure-III with all necessary attachments and second attachment titled as 'Financial Bid as per Annexure-IV. *The financial bid should be mandatorily password protected.*

The bid may be emailed to chennai@npcindia.gov.in After submission of quotation by the end date & time and on successfully qualifying the technical evaluation process, NPC shall request the qualified hotels vide email to share the password of financial quotation for financial evaluation. The password is to be shared through return email only upon NPC's request.

No email shall be sent from NPC to share the password of financial quotation if the hotel/Institute does not qualify the technical evaluation/ criteria(s).

4. **Location:** The quotations are invited for the programme to be conducted in Chennai. The hotel should be located in Greater Chennai Corporation or within 30 Kms from Chennai Airport. :

5. **Selection Criteria:** The eligibility of hotels for considering the financial quotations will be decided after evaluation of the technical proposal as per Minimum eligibility criteria. Only those hotels who are found eligible as per technical evaluation will be considered for financial evaluation.

Financial evaluation will be based on envisaged expenditure for 20 Participants stay and 30 for lunch. Total Charges for rooms for 6 nights on APAI plan Plus Conference hall charges for 5 days (if chargeable) and total lunch charges for 5 Days

6. **Minimum Eligibility Criteria**

- A. The hotel should be located within Greater Chennai Corporation Limit (or) within 30Kms from Chennai Airport- Self certification to be provided
- B. The hotel should be 3 star Rated or above – Certificate issued by National / International agency to be provided
- C. Hotel should have minimum 1 conference hall to accommodate 30 participants with round table shaped setting – Self certification to be provided.
- D. Hotel should have minimum one Restaurant to accommodate minimum 30 participants at same time – Self certification to be provided.
- E. Hotel should have minimum 30 Double AC rooms - – Self certification to be provided.

7. **Right to extend Dates:** NPC has the right to extend or postpone the last date for submission of the quotation. NPC has right to reject any bid(s) that are found to be incomplete and not having requisite details for the technical evaluation. The NPC reserves the right to cancel this RfQ at any time / stage or amend / withdraw any of the terms and conditions contained in the both Technical & Financial information.

8. **Right to Negotiate:** 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.

Annexure-I

A. NPC Standard Package Requirements

National Productivity Council (NPC) organizes its training programmes. The following are standard requirements:

1. Programme Room requirement is for 6 Nights . programme tentatively during 2-6 Feb 2026
2. The check-in time to be 'on or after 12:00 noon' on Sunday and the check-out time from the hotel to be 'before 12:00 noon' on Saturday. (6Nights)
3. Welcome Drink on arrival.
4. Approximately 20 Double-bed Room standard on single occupancy basis on APAI plan with standard accommodation amenities like air conditioning, 24 hours hot water and cold water facility, clean bedsheets, 2 soaps, toiletries and dental kit, hand towel, bath towel, two mineral water bottles (1 Ltr. each) daily in each room, each day.
5. Tea/Coffee maker with sachets in each room for bed tea..
6. Buffet Breakfast, with good spread of itemized menu (veg. and non- veg.) to be included in Room rent
7. 2 times Tea/Coffee with Cookies/snacks during the conference (i.e. one service each during FN & AN) to be included with lunch charges /conference
 - FN – Tea/Coffee with Cookies/snacks
 - AN – Tea/Coffee with Snacks
8. Round Table seating arrangement in conference hall with basic conference facilities like LCD projector, Board/LCD screen, whiteboard / flipcharts with markers, mints / high quality toffees / Nuts, water bottle, Audio (ampli-speaker sound system) for 5 days, 1 collar mike, 2 hand mike, 7 extension box
9. One Complimentary room for Programme Coordinator on APAI plan.

B. Additional Package Requirements on Chargeable Basis

10. 2 nos. half day site-visit with good (A/C bus /traveller) vehicles.
11. Rooms on double occupancy basis on APAI plan (Minimum rates for accompanying spouse to be quoted separately to be settled by delegates directly with the hotel)
12. Additional Charges of Breakfast, Lunch and Dinner for non-resident Guests.

A. Payment Terms & Condition of NPC

1. Billing of pax on actual check-in/check-out basis
2. No retention charges are payable by NPC.
3. 90% payment would be made by NPC before last day of the program.
4. Balance payment will be made after processing of the final bill after the conduct of the training programme within 15 working days.
5. The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes etc) Check-in, Check-out details of guest(s).
6. Billing to be done to: NATIONAL PRODUCTIVITY COUNCIL

B. General Terms & Conditions of NPC, Training Programs

1. NPC will pay only for the boarding and lodging for the participants on APAI basis. Any personal expense including family expenses (spouse, family & relatives if any) would be borne by the individuals/participants only and to be collected by the Hotel/Resort before checking out. NPC shall be in no way be responsible for such payments.
2. Any other complementary services (non-chargeable) provided by the hotel need to be mentioned by hotel.
3. The Hotel accommodation will have facility to provide first aid and doctor on call facility for medical emergencies.

Format for Technical Proposal

Request for Quotation (RfQ) from 3 Star rated and equivalent /above Hotels for residential Programmes during FY 2025–26

(To be submitted on company/Hotel letterhead)

A) HOTEL PROFILE

Details	
1. Hotel Name:	
2. Hotel Address:	
3. Hotel Contact Person (Single Point of Contact for all purpose):	
4. Hotel Phone No.:	
5. Hotel Fax No.:	
6. Distance of the hotel from airport / railway station / main bus stand	
a) Nearest airport and distance :	
b) Nearest railway station and distance :	
c) Nearest main bus station and distance :	

“Hotel” refers to the interested Private Hotels or Government owned Hotels/Training Institute as referred in this document.

B) Please select only one appropriate option against each: -

1. Category of Hotel/ Resort (3 Star / 4 Star & equivalent)

4 Star category and above	☐
3 Star Category	☐

2. Number of Restaurants with capacity to accommodate around 20-25 persons at the same time.

Number of restaurants Two or more	☐
Number of restaurants only one	☐

3. Number of conference hall(s) with capacity to accommodate 25-30 persons in U shaped setting at the same time with chair and table along with LCD projector, Screen, Sound Systems, Cordless mike, White Board, marker, Flip Charts, Marker– (for entire duration of residential training/conference)

Number of Conference Hall - Two or more	☐
Number of Conference Hall - only one	☐

4. Availability of single / double rooms, on single occupancy basis, with standard accommodation amenities with Breakfast, Lunch and Dinner (APAI basis) for 5 Days and 4 nights.

Number of double rooms 30 and above	☐
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5. Availability of in-house travel arrangement for management of local transportation towards local sightseeing arrangements & for pick- up & drop from the nearest major Airport/Railway station/Bus stand.

Owned / in-house local transportation facility	☐
Hired local transportation facility	☐
No transportation facility	☐

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 years.

5 years & above	☐
Less than 5 years but more than or equal to 3 years	☐
Less than 3 years but more than or equal to 1 year	☐
below 1 year	☐

7. One complementary room on APAI plan for Program Director/ Coordinator/Faculty

Please indicate the number of rooms on confirmed booking on which complimentary room shall be provided for Program Director / Faculty / Coordinator	___nos. of rooms
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Date: _____

(Signature of Authorized Signatory)
Name and Designation

Attachments to Technical Bid

- A. Self Undertaking about location – Either in Greater Chennai Corporation or within 30Kms from Chennai Airport
- B. Certificate about Star Rating
- C. Self Undertaking about Conference hall to accommodate 30 participants in Round table shaped setting
- D. Self undertaking about availability of Restaurant to accommodate 30 participants or more at a given point of time
- E. Self undertaking about availability of more than 30 numbers of AC Double Rooms

Annexure-IV

Format for Financial Proposal
Request for Quotation (RfQ) for Empanelment of 3 Star / 4 Star Hotels
during FY 2025–26

(To be submitted on company letterhead)

A. Hotel Details

1	Name of the hotel	
2	Star Rating of the hotel	
3	Complete Address	
4	Phone No.	
5	Mobile No.	
6	Email	
7	Website	
8	PAN No.	
9	GST Reg. No.	
10	Bank Account No.	
11	Name of Bank & Address	
12	Branch Address and Code with ECS Details, IFSC Code	

B. Rates and Terms & Conditions Acceptance

S. No.	Particulars on APAI basis	Rates (in Rs.) exclusive of GST	Rates (in Rs.) inclusive of GST
1	Rates per person per night - Single occupancy on standard Room with Buffet Breakfast and general requirement (point 4) mentioned in Annexure - 1		
2	Conference hall Charges will all facilities mentioned in Section-I - per pax per day lunch, tea, coffee, cookies snacks (all facilities as per point 7,8, in Annexure- 1)		
3	Rates per person for Pick up and drop of additional guests for both sides		
4	Extra Charges for Non- Resident Guest /Participant		
	i. Extra Breakfast charges		
	ii. Extra Lunch charges		

S. No.	Particulars on APAI basis	Rates (in Rs.)
	iii. Extra Dinner charges	
7	One complementary room (double occupancy) for Program Director/Program Coordinator (Please select one) <i>(If not agreed, List out the deviations proposed.)</i>	Agreed/ Not Agreed
8	Agreement & Acceptance of NPC Standard Package Requirements for conduct of Training Program as mentioned in this document (refer Annexure-I section-A) (Please select one) <i>(If not agreed, List out the deviations proposed.)</i>	Agreed/ Not Agreed
9	Agreement & Acceptance of NPC's Payment Terms and Conditions as mentioned in this document (refer Annexure-II section-A) (Please select one) <i>(If not agreed, List out the deviations proposed.)</i>	Agreed/ Not Agreed
10	Agreement & Acceptance of General Terms and Conditions as mentioned in this document (refer Annexure-II section B) (Please select one) <i>(If not agreed, List out the deviations proposed.)</i>	Agreed/ Not Agreed
11	Any other chargeable facility	

Date: _____

(Signature with seal of Authorised Signatory)