



NATIONAL PRODUCTIVITY COUNCIL

Advertisement for Empanelment of Hotels in Hyderabad & Visakhapatnam

(Offline mode through NPC website)

Sub.: Request for Quotation (RFQ) – Conference Hall Facilities

The National Productivity Council (NPC), Regional Directorate, Hyderabad organizes training programmes (duration: 1–3 days) for senior, middle, and junior officers of Central Government, CPSUs, State Government, State PSUs, and Private Companies on a regular basis.

NPC invites quotations in ONE BID SYSTEM (Technical & Financial) for Hotel Conference Hall Rates with facilities including Audio & Video Aids, Food & Beverages, etc., for training programmes to be held at Hyderabad, Telangana and Visakhapatnam, Andhra Pradesh.

Hotels should have prior experience in hosting training programmes for groups of 40–75 participants or more. Agents are not permitted to submit quotations.

1. Validity of Empanelment

- Finalized hotel rates will be applicable for NPC programmes at Hyderabad and Visakhapatnam, each location being treated separately.
- Hotels may quote for one or both locations. Rates quoted for one city will not be applied to the other.
- Offers should remain valid for one year, extendable for another year based on performance feedback.

2. How to Apply

- Submit quotations in the prescribed format (Annexure III – Technical & Financial Bid).
- Quotations must be sent via email to rajkamal.pr@npcindia.gov.in and vk.pasupunati@npcindia.gov.in within the stipulated date.
- Address the quotation to: Regional Director, National Productivity Council, Hyderabad.
- Hotels may submit quotations for Hyderabad or Visakhapatnam (or both). Each location will be evaluated separately, and empanelment will be finalized independently for the two cities.
- Hotels are advised to carefully review Annexures I & II before submission. Any deviations should be clearly highlighted in the proposal.

3. Selection Criteria

- L1 among eligible hotels will be selected.
- Only hotels meeting all terms & conditions will be considered.
- NPC reserves the right to:
 - Extend/postpone submission deadlines
 - Reject incomplete bids
 - Cancel quotations at any stage
 - Amend/withdraw terms and conditions
- NPC may negotiate financial terms/facilities with hotels as per programme requirements.

4. Important Dates

- **Advertisement Published** : 14th October 2026
- **RFQ Submission End Date & Time** : 20th October 2026, up to 17:00 hrs.
- **Proposal Opening Date & Time** : 21st October 2026, at 11:00 hrs.

5. Queries

For clarifications, contact:

- Shri P. Vinod Kumar, Dy. Director, NPC Hyderabad – 94908 05069
- Shri P. R. Rajkamal, Dy. Director, NPC Hyderabad – 80152 66093

Regional Directorate,
National Productivity Council,
10E, Gagan Vihar Complex, M. J. Road,
Nampally, Hyderabad – 500001

NPC Standard Package Requirements

The empanelled hotel shall be required to adhere to the following NPC Standard Package requirements for the conduct of training programmes:

1. Buffet Lunch

- A well-spread, itemised menu of a star-rated hotel (Non-Vegetarian).

2. Lunch Menu

- Soup: 1 variety (Vegetarian)
- Salad & Chaat: 2 varieties
- Main Course – Non-Vegetarian: Chicken, Mutton/Fish preparation
- Main Course – Vegetarian: Paneer dish, Vegetable curry, Vegetable biryani
- Rice & Accompaniments: Plain rice, Sambar, Curd, Raita, Salan, Papad, Pickle, Chutney
- Desserts: Indian sweet, Kheer, Ice cream
- Beverages: Mineral water

3. Tea & Coffee Service

- Two services (one in the Forenoon and one in the Afternoon) with cookies/snacks.

4. Conference Hall Facilities

- Availability from 09:00 AM to 06:00 PM for 40–75 participants.
- Seating arrangements: Classroom / Event Type / U-Shape / Round Table.
- Standard conference facilities: Projector screen (fixed or tripod stand), whiteboard, flip charts with markers, mints/toffees, water bottles, collar & cordless microphones.

5. Water Supply

- Adequate supply of water bottles for all participants throughout the conference.

6. Rates

- Quoted rates shall be exclusive of all applicable taxes.

Annexure II

(A) Payment Terms & Conditions – NPC

1. Billing Basis

- Charges to be raised on an actual per participant (pax) basis.

2. Retention Charges

- No retention charges are payable by NPC.

3. Advance Payment

- No advance payment will be made by NPC.

4. Billing & Settlement

- Billing for the programme shall be on a “Bill to Company” basis.
- 100% payment will be released after processing of the final bill within 15 days of submission of the GST invoice.

5. Invoice Requirements

- GST invoices raised by the hotel must clearly specify billing components (basic tariff, taxes, etc.).

6. Billing Address

- Bills to be raised in the name of: **National Productivity Council, Hyderabad**

(B) General Terms & Conditions – NPC Training Programmes

1. Rate Validity

- Quoted rates shall remain valid for one year.
- Based on programme feedback and mutual consent of the hotel, the empanelment may be **extended for subsequent years** on the same or revised terms, as agreed.

2. Complimentary Services

- Any additional complimentary services offered by the hotel may be highlighted in the proposal.

3. Medical Facilities

- Hotel accommodation must have provisions for first aid and a doctor-on-call facility to address medical emergencies during the programme.

Annexure III

Format for Technical & Financial Proposal

(A) Hotel Profile:

Hotel Details	
Name of the Hotel	
Category of the Hotel (i.e., Star Rating, any other spec.)	
Complete Address with Phone No.	
Mobile No.	
Email ID.	
GST No.	
Banking Details	
Name of Bank	
Branch Name	
Bank Account No.	
IFSC Code	

(B) Technical Criteria

Kindly select only one appropriate option against each criterion below:

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

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

2. Conference hall with seating in U-shaped format (chairs & tables) along with LCD projector, screen, sound system, cordless microphone, whiteboard, markers, flip charts, etc. (for 3 days including two half-day sessions during residential training/conference):

Capacity 50+ participants	☐
Capacity less than 50 but ≥ 15 participants	☐
Capacity less than 15 participants in U-shaped setting	☐

3. Experience in Conducting Residential Trainings/Conferences for State Govt./Central Govt./PSUs/Public Sector Banks/National Institutes of repute during the preceding 5 years:

More than > 5 years	☐
More than or equal to 3 years but ≤ 5 years	☐
Less than 3 years	☐

4. Agreement to NPC Standard Package Requirements (Annexure – I)

Agree to all requirements	☐
Deviations proposed (please list clearly)	☐

5. Agreement to NPC Payment Terms & Conditions (Annexure – II)

Agree to all requirements	☐
Deviations proposed (please list clearly)	☐

6. Agreement to NPC General Terms & Conditions (Annexure – II)

Agree to all requirements	☐
Deviations proposed (please list clearly)	☐

(C) Financial Particulars

Items	Rate (₹)	Applicable Tax (%)
Lumpsum Rate for following items 1. Conference Hall (available from 09:00 AM to 06:00 PM). Seating arrangement (Classroom/U-Shape/Round Table/Event Type) to be confirmed prior to the programme date. Two (2) services of Tea/Coffee with Cookies/Snacks during the conference (one in Forenoon, one in Afternoon). Buffet Lunch Package (Star-rated spread) including: Soup (1 variety, vegetarian), Salad & Chaat (2 varieties), Main Course – Non-Veg (Chicken, Mutton/Fish), Main Course – Veg (Paneer dish, Vegetable curry, Vegetable biryani), Rice & Accompaniments (Plain rice, Sambar, Curd, Raita, Salan, Papad, Pickle, Chutney), Desserts (Indian sweet, Kheer, Ice cream), Mineral water. Adequate supply of water bottles for all participants throughout the conference. Conference Stationery & Accessories: Whiteboard, Flip Charts, Markers, Writing Pads & Pens, Toffees/Mints.		
2. Projector with Audio/Video facilities (Collar/Cordless Microphone, etc.)		

Date:

(Signature of Authorized Signatory)
Name and Designation