



## NATIONAL PRODUCTIVITY COUNCIL, JAIPUR

### ADVERTISEMENT FOR EMPANELMENT OF HOTELS

National Productivity Council invites Expression of Interest (EOI) from hotels at various locations across Rajasthan for empanelment for a period of 1 year and subsequently may be extended further for one year based on the feedback of the hotel. NPC will use the empanelled hotels for its residential training programme purpose.

#### **Sub-: Request for Quotation for Providing Room Booking for the Residential Training Programmes during the year 2022-23**

National Productivity Council is organizing regularly residential training programmes (duration of 4 night stay each) from our Jaipur Regional Offices. Please send your competitive rates with the following terms & conditions at the earliest for the programmes to be held during the 2022-23.

1. National Productivity Council (NPC) invites quotations for competitive hotel room rates for its various residential training programs at select locations in Rajasthan (Jaipur/ Mount Abu/ Udaipur/ Jaisalmer/ Puskar/ Ajmer for the Financial Year (FY) 2022-23 from hotels directly, having experience in providing facilities for Group Training.

(Terms and conditions of requirement is annexed in Annexure-I)

2. **Validity of Empanelment:** The finalized hotel rates will be applicable for NPC programmes. The offers should be valid for the entire financial year 2022-23 and subsequently may be extended further for one year based on the feedback of the hotel.

3. **How to apply:** The Hotel should provide details as per the format for technical proposal (**Annexure-II**) and financial proposal. (**Annexures III**) in separately sealed envelope through post / password protected document through email to [aditi.mishra@npcindia.gov.in](mailto:aditi.mishra@npcindia.gov.in).

After quotation submission end date-time, on successfully qualifying the technical evaluation process, NPC will request the qualified hotels vide email: [aditi.mishra@npcindia.gov.in](mailto:aditi.mishra@npcindia.gov.in) to share the password of financial quotation for evaluation. The password to be shared through return email only upon NPC's request to send the same.

No email to share the financial quotation password will be sent from NPC if the vendor doesnot meet the technical criteria(s).

4. The quotation should be addressed to **Director National Productivity Council, Jaipur**

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

6. 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. The 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 both Technical & Financial information for which will be sent to all concerned in advance

**7. Important Dates:** The quotation must be submitted within stipulated date and time

Advt. published date 10<sup>th</sup> May 2022 Tuesday

EOI submission start date & time 11<sup>th</sup> May 2022 Wednesday from 10:00 Hrs.

EOI submission end date & time 2<sup>nd</sup> June 2022 Thursday up to 15:00 Hrs.

Technical proposal opening date & time 2<sup>nd</sup> June 2022 Thursday at 15:30 Hrs.

Financial proposal opening date & time 2<sup>nd</sup> June 2022 Thursday at 16:30 Hrs.

**Director**

National Productivity Council, Jaipur

SB-96, JLN Marg, Bapu Nagar, Jaipur - 302004

Email: [jaipur@npcindia.gov.in](mailto:jaipur@npcindia.gov.in), Phone: 0141-2703573, 2702935

**Terms & Conditions of NPC, Training Programmes**

1. Welcome Drink on arrival
2. Rooms on single occupancy basis on APAI plan
3. Rooms on double occupancy basis on APAI plan (Minimum Spouse rates to be quoted separately to be settled by delegates directly with the hotel)
4. Children policy with age to be quoted separately with extra bed and without extra bed, which will be settled by delegates directly with the hotel)
5. Bed Tea with Cookies/ Tea/Coffee maker in each room
6. Buffet Breakfast, Lunch and Dinner with good spread of itemized menu (veg. and non veg.)
7. 2 times Tea/Coffee with Cookies/snacks during the conference (i.e. one service each during FN & AN)
8. U-Shape/ Round Table seating arrangement in conference hall with basic conference facilities like screen, whiteboard, flip charts/ markers, mints/toffees, water bottle, collar & cordless mike for 5 days.
9. One evening gala dinner with 2 Veg. & 1 Non-Veg snacks, juices, soft drinks.
10. One Complimentary room for Programme Director on APAI plan
11. 2 half day site seeing to cover all important spots of tourist with good vehicles
12. Additional Charges of Breakfast, Lunch and Dinner for non resident Guest
13. **Rates should be inclusive of all taxes** are to be quoted
14. Rates to be applicable for the year 2022-23
15. Any other complementary services provided by the hotel.

**Payment Terms & Condition of NPC**

16. Billing of pax on actual check-in/check-out basis
17. No Retention Charges are payable by NPC
18. 90% Payment will be made at the time of check out and balance 10% will be paid after processing of the final bill in a fortnights' time.
19. No advance payment would be made by NPC.
20. Name of Hotel, Account No., Name of Bank, ECS Details, PAN No. and GST No. has to be mentioned by Hotel.

Please send your lump sum quotation per room/ nights basis within stipulated date and time preferably by speed post/ password protected email.

**Director**

## Format for Technical Proposal

	Particulars	Details
1	Name of the hotel Total area of the hotel (in sq meter)	
2	About hotel category of the hotel, rack rate or the room, Check-in and checkout time of the hotel	
3	Number of rooms available (A/c & Non-A/c) Size of the room (in sq. ft.)	
4	No. of conference Hall Size of conference hall (in sq. ft.) and sitting capacity Other facilities available in the Conference Hall (LCD Projector, cordless mic & collar mic)	
5	Availability of no. of restaurant / food service Size of restaurant (in sq. ft.) and sitting capacity	
6	Sightseeing facility availability & arrangements	
7	List out all other facilities available in the hotel	
8.	Experience of holding similar conferences for other org.. List out the clients name	
9.	Distance from airport / railway station / main bus stand Nearest airport and distance Nearest railway station and distance Nearest bus station and distance	
10	Whether Agreeing to all the terms and Conditions given in Annexure I; List out if there are deviations proposed. <ul style="list-style-type: none"> <li>• Billing of pax on actual check-in/check-out basis</li> <li>• No Retention Charges are payable by NPC</li> <li>• 90% Payment will be made at the time of check out and balance 10% will be paid after processing of the final bill in a fortnights' time.</li> <li>• No advance payment would be made by NPC.</li> <li>• One complementary room for programme director</li> </ul>	

**(Signature with seal of Authorised Signatory)**

**Name**

## Format for Financial Proposal

Hotel Details	
Name of Hotel	
Category of Hotel	
Address	
Phone No.	
Mobile No.	
Email	
Website	
PAN No.	
GST Reg. No.	
Account No.	
Name of Bank & Address	
ECS Details, IFSC Code	

No.	Particulars on APAI basis	Rates
1	Rates per person per night for Single Room	
2	Rates for accompanying spouse in the same room	
3	Rates for accompanying child above 12 year in the same room with extra bed	
4	Rates for accompanying child aged 6-12 years in the same room without extra bed	
5	Rates for accompanying child below 6 years in the same room without extra bed	Nil
6	Extra Breakfast charges Extra Lunch charges Extra Dinner charges for non resident guest	
7	Charges for gala dinner with 2 Veg. & 2 Non-Veg snacks, juices/ soft drinks	
8	Site seeing bus charges (12 seater/ 24 seater/ 35 seater AC bus charges)	
9	Any other chargeable facility	

**(Signature with seal of Authorised Signatory)**

**Name**