



## National Productivity Council, New Delhi

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

5-6 Institutional Area, Lodi Road, New Delhi – 110003

Email: npctraining@npcindia.gov.in

Website: www.npcindia.gov.in

### Advertisement No. - NPC/25-26/RFQ/01

## Request for Quotation (RfQ) for Empanelment of 3 Star / 4 Star and equivalent Hotels during FY 2025–26

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 Residential Training Programs (with a duration of 4 nights-5 days stay) at various destinations across India for a group of around 10-30 participants from Government/Private Organisations.

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 /4 star rating 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:** The quotation must be submitted within stipulated date and time (Tentative)
  - i. Advt. published date: 03.03.2025
  - ii. Bid submission start date : 03.03.2025
  - iii. Bid submission end date : 20.03.2025
  - iv. Prebid Meeting : 13.03.2025
  - v. Technical proposal opening date & time : 24.03.2025 (tentative)
  - vi. Financial proposal opening date & time : 27.03.2025 (tentative)

3. **Validity of Empanelment: The rates shall be applicable for all NPC Programs at the empanelled property throughout the one-year empanelment period from date of acceptance by hotels.** However, NPC shall have the right to terminate the empanelment based on non-performance or shortcomings in services of the Hotel.

The validity period/empanelment may be extended for any further period after completion of one year, on mutual agreement and/or on any mutually modified terms & conditions, based on the performance and feedback of the NPC officials/ participants/ faculties.

4. **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) for each location i.e first inner sealed envelope containing technical bid and titled as 'Technical Bid for <location name>' as per Annexure III and second inner sealed envelope containing financial quote and titled as 'Financial Bid for <location name>' as per Annexure-IV. The top outer envelope must be titled as 'Bid for empanelment at <Location name>'.

*(In case the bids are not submitted as instructed above i.e. technical bid and financial bid are not submitted in separate sealed envelopes, the bids shall be summarily rejected).*

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

Head -Training  
National Productivity Council,  
(Under Ministry of Commerce & Industry, Govt. of India)  
5-6 Institutional Area, Lodi Road, New Delhi – 110003  
Email: [npctraining@npcindia.gov.in](mailto:npctraining@npcindia.gov.in)  
011-24607337/344/364

**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 for <location name>' as per Annexure-III and second attachment titled as 'Financial Bid for <location name>' as per Annexure-IV. *The financial bid should be mandatorily password protected.*

The bid may be emailed to [npctraining@npcindia.gov.in](mailto:npctraining@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).*

**Explanation –**

- i. Separate bid must be submitted for each of the properties, in case the hotel is applying for (i) multiple properties at a particular location (ii) properties at different locations
- ii. In case, the rates are variable during the year, such variation in the rates applicable in the respective month, must be clearly mentioned in the relevant column in Annexure-IV.

5. **Locations:** The quotations are invited for the following locations:

Bhutan	Darjeeling	Gangtok
Goa	Jaisalmer	Kanyakumari
Kathmandu	Kodaikanal	Leh
Manali	Mount Abu	Munnar
Mussoorie	Ooty	Puducherry
Puri	Shillong	Shimla
Srinagar	Sri Vijayapuram (Port Blair)	Udaipur
Varanasi		

The bids may be submitted for one or more locations by the bidder. **The bidders shall be given the opportunity to match the lowest bidder for all locations where more than one bids are received provided the properties and infrastructures are understood to be of equivalent standard or better than the lowest bidder.**

**Once processing of bids received against this RfQ is done and L1 has been identified for a particular location, NPC may empanel additional hotels subsequently in FY 2025-26 which qualify the technical criteria and offer rate equal to or less than L1.**

6. **Selection Criteria:** The eligibility of hotels for considering the financial quotations will be decided after evaluation of the technical proposal as per evaluation criteria (refer Annexure-V). Only those hotels who are found eligible as per technical evaluation will be considered for financial evaluation.
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 residential training programmes (duration of 4 nights – 5 Days stay each) for a group of around 15-25 participants. The following are standard requirements:

1. The check-in time to be 'on or after 12:00 noon' on Monday and the check-out time from the hotel to be 'before 12:00 noon' on Friday.
2. Welcome Drink on arrival.
3. Double-bed Rooms on single occupancy basis on APAI plan with standard accommodation amenities like air conditioning, 24 hours hot water and cold water facility, clean bedsheet, 2 soaps, toiletries and dental kit, hand towel, bath towel, two mineral water bottles (1 Ltr. each) daily in each room, each day.
4. Tea/Coffee maker with sachets in each room for bed tea..
5. Buffet Breakfast, Lunch and Dinner with good spread of itemized menu (veg. and non-veg.)
6. 2 times Tea/Coffee with Cookies/snacks during the conference (i.e.one service each during FN & AN)
  - FN – Tea/Coffee with Cookies/snacks
  - AN – Tea/Coffee with Snacks
7. U-Shape/ Round Table seating arrangement in conference hall with basic conference facilities like LCD projector, Board/LCD screen, whiteboard / flipcharts with markers, mints / toffees, water bottle, Audio ( ampli-speaker sound system) for 4 days on complimentary basis.
8. One evening networking / gala dinner with 2 Veg. & 2 Non-Veg snacks, juices, soft drinks.
9. One Complimentary room for Programme Director on APAI plan.
10. Complimentary Pick up & Drop facility from the airport to the hotel and vice versa for the faculty / NPC coordinator.

**B. Additional Package Requirements on Chargeable Basis**

11. 2 nos. half day site-seeing to cover all important spots of tourist with good (A/C bus /car) vehicles.
12. Arrangement of collar / cordless mike on demand.
13. 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)
14. 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)
15. Additional Charges of Breakfast, Lunch and Dinner for non-resident Guests.

**Annexure -II****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. No Minimum Guarantee for Number of Rooms, however regular update of increase/decrease in room requirements will be made to the Contact person of the Hotel by the NPC in advance.
3. Rates to be applicable for one year initially. It may be extended for another one year on mutually agreed terms & conditions.
4. Any other complementary services (non-chargeable) provided by the hotel need to be mentioned by hotel.
5. The Hotel accommodation will have facility to provide first aid and doctor on call facility for medical emergencies.

## Annexure-III

**Format for Technical Proposal**  
**Request for Quotation (RfQ) for Empanelment of 3 Star / 4 Star or  
equivalent Hotels 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 &amp; equivalent)

4 Star category	<input type="checkbox"/>
3 Star Category	<input type="checkbox"/>

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

Number of restaurants Two or more	<input type="checkbox"/>
Number of restaurants only one	<input type="checkbox"/>

## 3. Number of conference hall(s) with capacity to accommodate 10-30 persons 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	<input type="checkbox"/>
Number of Conference Hall - only one	<input type="checkbox"/>

## 4. Size of Conference Hall (s) 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 entire duration of residential training/conference).

Conference Hall capacity for 30 plus/ above participants in U-shape setting	<input type="checkbox"/>
Conference Hall capacity less than 30 but more than or equal to 15 participants in U-shaped setting	<input type="checkbox"/>
Conference Hall capacity less than 15 in U-shaped setting	<input type="checkbox"/>

5. Availability of 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	<input type="checkbox"/>
Number of double rooms less than 30 but more than or equal to 15	<input type="checkbox"/>
Number of double rooms less than 15	<input type="checkbox"/>

6. 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	<input type="checkbox"/>
Hired local transportation facility	<input type="checkbox"/>
No transportation facility	<input type="checkbox"/>

7. 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	<input type="checkbox"/>
Less than 5 years but more than or equal to 3 years	<input type="checkbox"/>
Less than 3 years but more than or equal to 1 year	<input type="checkbox"/>
below 1 year	<input type="checkbox"/>

8. Numbers of Residential Trainings/ Conferences conducted during last seven years for National Productivity Council

5 numbers and above	<input type="checkbox"/>
less than 5 but more than or equal to 3	<input type="checkbox"/>
less than 3 but more than or equal to 1	<input type="checkbox"/>
No such trainings/conferences conducted for NPC	<input type="checkbox"/>

9. 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

## 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.)
1	Rates per person per night - <b>Single occupancy Room (APA)</b> along with Standard Package requirement mentioned at Annexure-I (A)	
2	Rates per person per night - <b>Double occupancy Room (APA)</b> along with Standard Package requirement mentioned at Annexure-I (A)	
3	Rates per person for Pick up and drop of additional guests for both sides	
4	Charges for the following items ( <b>PER PAX</b> )	
	i. Site seeing Charges – By Bus (More than 20-seater)	
	ii. Site seeing Charges – By Bus (Less than 20-seater)	
	iii. Site seeing charges – By Car (Innova or similar)	
5	Charges for the following items on demand.	
	i. Cordless Mike per piece per day	
	ii. Collar Mike per piece per day	
6	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)**  
**Name and Designation**

## Annexure – V

**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"> <li>➤ 4 Star category : 20 marks</li> <li>➤ 3 Star Category : 05 Marks</li> </ul>	20
2.	Number of Restaurants with capacity to accommodate 20-25 person at the same time	<ul style="list-style-type: none"> <li>➤ Number of restaurants Two or more: 10 Marks</li> <li>➤ Number of restaurants only one: 5 Marks</li> </ul>	10
3.	Number of Conference Hall with capacity to accommodate 20-25 persons at the same time	<ul style="list-style-type: none"> <li>➤ Number of Conference Hall - Two or more: 15 Marks</li> <li>➤ Number of Conference Hall - only one: 10 Marks</li> </ul>	15
4.	Size of Conference Hall with capacity to accommodate participants in U-shaped/Cluster at the same time	<ul style="list-style-type: none"> <li>➤ Conference Hall capacity for 30 and above participants: 10 marks</li> <li>➤ Conference Hall capacity less than 30 but more than or equal to 15 participants: 05 Marks</li> <li>➤ Conference Hall capacity less than 15 participants : 03 marks</li> </ul>	10
5.	Availability of number of double rooms with <b>standard accommodation amenities*</b> on single occupancy basis with breakfast, Lunch and dinner (APAI basis) for 5 Days and 4 nights	<ul style="list-style-type: none"> <li>➤ Number of standard double rooms 30 and above: 15 Marks</li> <li>➤ Number of standard double rooms less than 30 and more than or equal to 15: 10 Marks</li> <li>➤ Number of standard double rooms less than 15: 05 Marks</li> </ul>	15

Sl. No	Description	Score calculation	Max. Marks
6.	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	<ul style="list-style-type: none"> <li>➤ If owned, in-house local transportation facility: 5 Marks.</li> <li>➤ If hired, local transportation facility: 3 marks.</li> <li>➤ No transportation facility: No marks</li> </ul>	5
7.	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"> <li>➤ 5 years or above: 10 marks</li> <li>➤ Less than 5 years and more than or equal to 3 years: 7 marks</li> <li>➤ Less than 3 years and more than or equal to 1 year: 5 marks</li> <li>➤ Below 1 year: No marks</li> </ul>	10
8.	Experience in conducting residential trainings/ Conferences for NPC during last seven years	<ul style="list-style-type: none"> <li>➤ 5 nos. and above: 5 marks</li> <li>➤ Less than 5 but more than or equal to 3: 3 marks</li> <li>➤ Less than 3 but more than or equal to 1: 2 marks</li> <li>➤ No such trainings/conferences conducted for NPC: No marks</li> </ul>	5
9.	Complimentary room on minimum booking of rooms	<ul style="list-style-type: none"> <li>➤ 10 nos: 10 marks</li> <li>➤ 15 nos: 05 marks</li> <li>➤ Above 15: no marks</li> </ul>	10
			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, toiletries and dental kit, 2 mineral water bottles of 1 litre each, each day to each occupant. Accommodation will have facility to provide first aid.

- i. In order to qualify technically, the Hotel must score 55 marks out of a total 100 as above.
- ii. The Hotel quoting the lowest rates out of the technically qualified Hotels will be selected for empanelment.
- iii. All the bidders shall be given the opportunity to match L1 rates for a particular location.