



**Operations Department  
Nepal Airlines Corporation  
Re-Publish Request For Proposal (RFP)  
NAC Crew Layover, Narita, Japan**

**Date of Publication: 30/03/2023**

**First date of Publication: 22/02/2023**

**Second date of Publication: 16/03/2023**

**Section 1: NOTICE**

**NOTICE IS HEREBY GIVEN** that sealed proposals are invited by Nepal Airlines Corporation, flag carrier airline of Nepal, from **FIVE STAR** hotel for flight crew layover services in **Narita, Japan** having below mentioned facilities/equipments.

**Section 2: GENERAL TERMS & CONDITIONS**

**a. Approximate Rooms Nights Requirements: per day (Seven rooms)**

- four single rooms
  - Three twins sharing rooms
  - Numbers of Rooms are subject to change, if Aircraft (equipment) change.
- If necessary, it is expected to have more rooms (extra rooms) at the same agreed price.

**b. Duration of Agreement (2 years)**

- i. Starting Date 27 April, 2023
- ii. Ending Date 26 April, 2025
- iii. The contract period could be extended for a further period of one year on the same rates, terms and conditions, if mutually agreed.

**c. Check-in /Check-out Timings**

A Check-in/Check-out Window is required that allows Count of Room Night actually starts at the time NAC crew Checks-in. As per the tentative schedule, the time of arrival and departure is 09:00 AM & 11:00 AM Local Time. However, this time of arrival and departure is subject to change as per flight schedule.

Tentative Check-in Time: approx. 10:00 A.M. Local Time

Tentative Check-out Time: approx. 10:00 A.M. Local Time

**d. Required Complimentary Services (To Be Included in Room Rent)**

- i. Crew option for Buffet Breakfast (as available) Per person per Night
- ii. Laundry/Dry Facility: Three pieces of duty uniform per person per rotation of flight stay.

- iii. Internet/Wi-Fi facility IN ROOM
- iv. Crew Transportation: Transportation from Hotel/Airport/Hotel for the crew. The Transportation for cockpit crew and cabin crew may be separate.
- v. Prices should be inclusive of all applicable taxes and service charge. However all applicable taxes and service charges as per law of land should be mentioned separately.
- vi. Distance and timing from airport to hotel and hotel to city.

Prices should be in tabulated form as follows:

S.N.	Rooms	Net Price	Applicable taxes and charge
01.	Single Room		
02.	Double Room		

**e. Required Hotel Equipment/ facilities**

- i. Smoke Detectors
- ii. Sprinklers
- iii. Fire Resistant Upholstery
- iv. Temperature/Humidity Control (Individual Rooms)
- v. Blackout Devices on windows

**f. Preferred Room Equipment**

(Conformance ensures higher score in hotel selection)

- i. Large Bedrooms
- ii. Allocation on higher floors away from in-house clubs, etc. with lowest noise level.
- iii. Fridge
- iv. Coffee/Tea maker
- v. Iron facility

**g. Other Preferred Facilities**

(Conformance ensures higher score in hotel selection)

- i. Crew should have an exclusive facility for expeditious Check-in/Check-out.
- ii. Crew Lounge with TV and Microwave Oven
- iii. Upgraded of room for cockpit crew with no Extra Charge.
- iv. Complimentary Mineral Water (Two Large bottles a day)
- v. Discounts on all food and beverages
- vi. Discount on all Laundry and Dry Cleaning (other than Complimentary Laundry)
- vii. Free entrance to health club, swimming pool, Sauna/Steam Room (Fitness room)
- viii. To make available the services of Doctor at all material time. The hotel shall invoice NAC for medical charges so incurred.
- ix. Complimentary Coupons to the crew for any additional service/facility.

Above mentioned equipment/ facilities/ services should be as follows:

S.N.	Facilities/ Equipment/ Services	Available	Not available

**h. Certificate of Five Star Hotel**

Certificate of five-star hotel should be included in the offered sealed quotations. Failure to include such certificate will disqualify the proposal.

**i. Exit Clause**

- i. The agreement can be terminated with 60 days prior written notice by either party without assigning any reason.
- ii. Unless both the parties have mutually agreed for an extension, the contract stands automatically terminated on its expiry date and no notice of termination will be required.

**j. Amendment to the Agreement**

The terms of Agreement can only be varied with the written consent of both parties.

**k. Cash Float**

Hotel shall distribute allowances in cash to the Crew Members upon check-in in Local Currency/USD without service charge, as mutually agreed, which will be reimbursed by NAC.

**l. Terms of Payment**

Bills will be made monthly on actual occupancy basis by the Crew. Invoices would be submitted to Nepal Airlines Country/ Finance Manager at Narita, Japan and will be settled by NAC within 30 days from the date of receipt of the bills. The separate bills to be raised for room charges and disbursement of allowances, if any.

**m. Force Majeure**

Nepal Airlines will be exempt from obligations if prompt notification is given in the event of suspension of flights/operations to the station, change in Crew layover pattern, circumstances or causes beyond control of Nepal Airlines.

**Section 3: Submission of Offers**

Each Proposal must contain in a sealed envelope and should be labeled “Crew Layover Service”. Proposals must be received by Nepal Airlines Corporation, Head Office, Kantipath, Kathmandu or Nepal Airlines Corporation Narita, Japan Station Office during office time by April 05, 2023. The proposal will be opened on next day, after receiving the Sealed Proposal from Narita, Japan Station Office, at 12:00 hrs Local Time in the Office of Director, Operations Department. If the next day falls Saturday or Corporate

Holiday then the proposal will be opened next Office day at the same time. The successful proposer will be notified within a week after opening up of sealed proposals and they shall be required to comply with all local laws and regulations. The sealed proposal must be sent to the following address:

Director Operations  
Nepal Airlines Corporation, Head Office  
Kantipath, Kathmandu, Nepal  
Tel: 977 – 1 – 4222268  
Fax:  
Email: dir.od@nac.com.np  
Time zone GMT +5:45

Country Manager, Japan  
Nepal Airlines Corporation  
Dai 1 Katawaba, 5F  
Nihonbashi,Horidomecho 1-10-19  
Tokyo, Japan  
E-mail:nac\_nrt@nac.com.np  
Mobile: 080 9391 4537  
Wats App/Viber: +977-9851095181

Officer  
Operations Department  
Nepal Airlines Corporation  
Tel: 977 – 1 – 4248632  
E-mail: Mahesh.bhattarai@nac.com.np  
Time zone GMT +5:45

**Notes:**

- Nepal Airlines reserves the right to reject any tender in part or full after assigning a reason, however, NAC will not be required to justify the grounds of rejection.
- Interested hotels that can provide these services should submit the proposal directly with NAC. NO SUB-AGENTS will be entertained
- NO proposal will be entertained after expiry of aforesaid date & time. NAC will not be responsible for postal delays or any other reason.
- For any further query/clarification, above mentioned offices may be contacted.

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