

General Terms & Conditions for all the Categories

1. Successful Vendors selected will have to deposit an Earnest Money Deposit (EMD) of ₹1.00 Lakh for empanelment. MSME Units will be exempted for deposit of EMD, subject to submission of certificate in this regard.
2. Empaneled Vendors will be debarred from the empanelment, if not responded to the quotations/tenders called for in future for continuously 5 times or did not submit the valid reason for non-submission.
3. Sealed cover envelope addressed to the Director (Admin), ICCR, Azad Bhavan, IP Estate, New Delhi-110002 **specifying the category** applied for must be dropped in the box placed at the reception of ICCR. **Quotations received after last date & time will be rejected.**
4. Quotations received through other modes such as post, email or handover to individual official of ICCR will be rejected.
5. Quoted rates should be inclusive of all other misc./incidental charges except the Tax/GST rates, may be mention separately in the prescribed Proforma.
6. Important Dates & Times of the Quotations:

Empanelment No. ADMN/ /2022-23	F. N. A/EMP/2022-23
Date of Publishing	27.12.2022 (1100 hrs.)
Quotations Document download start Date	28.12.2022 (1100 hrs.)
Quotations Submission start Date	28.12.2022 (1130 hrs.)
Quotations Submission end Date	17.01.2023 (1130 hrs.)
Quotations opening Date	18.01.2023 (1500 hrs.)

7. Quotations will be considered only if the above points are adhered to. ICCR's decision will communicated once it is approved by Competent Authority.
8. Successful vendors will have to accept the offer for empanelment of ICCR in writing.
9. The Competent Authority reserves the right to reject any or all of the Quotations without assigning any reason and the decision of the competent authority of the ICCR shall be final and binding. All disputes shall be subject to jurisdiction of the courts of New Delhi.



INDIAN COUNCIL FOR CULTURAL RELATIONS
AZAD BHAVAN, IP ESTATE, NEW DELHI-110002

INVITATION FOR EMPANELMENT

ICCR invites proposal from reputed companies for making **Panels** in the categories of i) Hotels/ Guest Houses, ii) Advertisement Agencies, iii) Cars, iv) Bus/ Coaches, v) Courier, vi) Photography, vii) Printers, viii) Publishers, ix) Event Management (360° services) and x) Protocol services.

2. Interested parties may submit their proposal in the attached requisite proforma(s) for empanelment with ICCR. Separate proposal for each item of work should be submitted in a sealed envelope addressed to **Director (Admn), Indian Council for Cultural Relations, Azad Bhavan, IP Estate, New Delhi-110002 latest by Monday January 17, 2023 by 5.00 p.m.** subscribing “Application for empanelment of” should be indicated at the top of the sealed envelope.

3. **Proforma and General terms & conditions** for submission of proposal can also be downloaded from ICCR’s website www.iccr.gov.in.


27/12/22
(Y L Rao)
Director(Admn)

INDIAN COUNCIL FOR CULTURAL RELATIONS
AZAD BHAVAN, IP ESTATE, NEW DELHI-110002

PROFORMA FOR EMPANELMENT OF "ADVERTISING AGENCIES"

1. **Name and form of Company & when established**
2. **Contact Address**

3. **Registration/ License details**
(Attach relevant documents)
4. **Phone No.**
Fax No.
Email:
Name & Contact No. of Nodal Officer
5. **List of Branches**
6. **Whether accredited by INS**
(Attached supported documents)
7. **Client List**
8. **Turnover of the company during last three years**
(Submit relevant documents/ Income Tax Return)
9. **Indicate VAT/ Service Tax/ GST/PAN No./ TIN No.**
(Attach relevant copies)
10. **Rates offered under each category**
11. **Whether DAVP rates will be offered**
12. **Any discount being offered**
13. **Any other additional charges for making advertisement**
14. **Credit facilities extended**
Days :
Amount :
15. **Any other information, if any**

Note: Separate sheet can be used for desired information



INDIAN COUNCIL FOR CULTURAL RELATIONS
AZAD BHAVAN, IP ESTATE, NEW DELHI-110002

PROFORMA FOR EMPANELMENT OF "BUSES/ COACHES"

1. Name and form of Company & when established
2. Contact Address
3. Registration/ License details
(Attach relevant documents)
4. Phone No.
Fax No.
Email:
Name & Contact of Nodal Officer
5. List of Branches
6. Experience
7. Client List
8. Fleet/ No. of AC/ Non AC coaches
With seating capacity: (registered in the name of company, attach copies of RC)

Model	Year of Registration	No. of AC Coaches with seating capacity	No. of Non- AC Coaches with seating capacity

9. Turnover of the company during last three years
(Submit relevant documents/ Income Tax Return)
10. Indicate VAT/ Service Tax/ GST/PAN No./ TIN No.
(Attach relevant copies)
11. Rates offered as per details given below:
Bus/ Coach

Category	15 seater Non AC	15 seater AC	27/ 35 seater Non AC	27/ 35 seater AC	50 seater Non AC	50 seater AC	Any other
8 Hrs & 100 kms							
5 Hrs & 70 kms							
Extra Km @							



Extra Hrs @							
Outstation charges per km. (Normal)							
Outstation charges per km. (Hilly areas)							
Night Stay charges							
Any other, if any							

12. **Credit facilities extended**

Days :

Amount :

13. **Distance from Stand to ICCR (in Kms):**

14. **Any other additional information, if any**

Note: Separate sheet can be used for desired information

Standards for Drivers: All the drivers deployed should meet the following qualitative requirements:-

- (a) **Experience:** The driver should have minimum 5 yrs of driving experience and a valid driving license at least 5 yrs old.
- (b) **Communication Skill:** All drivers employed shall be English speaking for communication with the delegates as and when required.
- (c) **Knowledge:** Drivers should have sufficient knowledge of the city and should be well conversant with all the routes.
- (d) **Turnout:** All the drivers will be attired in similar uniform with laced shoes.
- (e) **Medical Condition:** Drivers should be medically fit
- (f) **Conduct:** The manner, etiquettes and behaviour of the drivers should be sober, amicable and acceptable as per societal norms. Under no condition the driver will be rude to the users.
- (g) On account of undesirable behaviour/conduct. Any Driver is liable to be changed immediately, if instructed by the concerned official from ICCR.



INDIAN COUNCIL FOR CULTURAL RELATIONS
AZAD BHAVAN, IP ESTATE, NEW DELHI-110002

PROFORMA FOR EMPANELMENT OF "COURIER"

1. **Name and form of Company & when established**
2. **Contact Address**
3. **Registration/ License details**
(Attach relevant documents)
4. **Phone No.**
Fax No.
Email:
Name & Contact of Nodal Officer
5. **List of Branches**
6. **Experience of work with Govt. or big private organization**
(Please give details of clients)
7. **Turnover of the company during last three years**
(Submit relevant documents/ Income Tax Return)
8. **Indicate VAT/ Service Tax/ GST/ PAN No./ TIN No.**
(Attach relevant copies)
9. **Rates offered as per details given below:**

Sr. No.	Weight Slabs	Delhi	NCR/ Noida, Ghaziabad, Faridabad	North India	Rest of India	International charges	Fuel Surcharge, if any
1	Upto 10 gms						
2	Upto 100 gms						
3	Upto 250 gms						
4	Upto 500 gms						
5	Additional every 500 gms						

10. **Please indicate rates for overseas stations:**
11. **Credit facilities extended**
Days :
Amount :
12. **Any other information, if any**

Note: Separate sheet can be used for desired information



INDIAN COUNCIL FOR CULTURAL RELATIONS
AZAD BHAVAN, IP ESTATE, NEW DELHI-110002

PROFORMA FOR EMPANELMENT OF "CARS"

1. **Name and form of Company & when established**
2. **Contact Address**
3. **Registration/ License details**
(Attach relevant documents)
4. **Phone No.**
Fax No.
Email:
Name & Contact No. of Nodal Officer
5. **List of Branches**
6. **Experience**
7. **Client List**
8. **Fleet (No. of cars under different models registered in the name of company, attach copies of RC)**

Model	Year of Registration	No. of Cars

9. **Turnover of the company during last three years**
(Submit relevant documents/ Income Tax Return)
10. **Indicate VAT/ Service Tax/ GST/ PAN No./ TIN No.**
(Attach relevant copies)
11. **Rates offered as per details given below:**
DLY Cars

Category	Non AC cars Dezire/ Honda Amaze/ Hyundai Xcent/ Ciaz/ Honda City/ Ertiga/ Toyota Innova/ Innova Crysta	AC cars Dezire/ Honda Amaze/ Hyundai Xcent/ Ciaz/ Honda City/ Ertiga/ Toyota Innova/ Innova Crysta
40 kms & 5 hrs		
80 kms & 10 hrs		
100 kms & 24 hrs		
Extra Km @		
Extra Hrs @		
Outstation charges		



Luxury Cars

Category	Mercedes Benz E Class/ BMW 3 Series/ Audi A4 (in Rs.)	Mercedes Benz GLC/ BMW X3/ Audi Q5 (in Rs.)
40 kms & 5 hrs		
80 kms & 10 hrs		
100 kms & 24 hrs		
Extra Km @		
Extra Hrs @		
Outstation charges		

11. **Credit facilities extended**

Days :

Amount :

12. **Distance from Taxi Stand to ICCR (in Kms):**

13. **Any other information, if any**

Note: Separate sheet can be used for desired information

Standards for Drivers: All the drivers deployed should meet the following qualitative requirements:-

- (a) **Experience:** The driver should have minimum 5 yrs of driving experience and a valid driving license at least 5 yrs old.
- (b) **Communication Skill:** All drivers employed shall be English speaking for communication with the delegates as and when required.
- (c) **Knowledge:** Drivers should have sufficient knowledge of the city and should be well conversant with all the routes.
- (d) **Turnout:** All the drivers will be attired in similar uniform with laced shoes.
- (e) **Medical Condition:** Drivers should be medically fit
- (f) **Conduct:** The manner, etiquettes and behaviour of the drivers should be sober, amicable and acceptable as per societal norms. Under no condition the driver will be rude to the users.
- (g) On account of undesirable behaviour/conduct. Any Driver is liable to be changed immediately, if instructed by the concerned official from ICCR.



INDIAN COUNCIL FOR CULTURAL RELATIONS
AZAD BHAVAN, IP ESTATE, NEW DELHI-110002

PROFORMA FOR EMPANELMENT FOR EVENT MANAGEMENT SERVICES

1. Name of Company & when established
2. Whether Proprietorship/Sole Partnership/Pvt. Ltd. /Ltd. Company
3. Name of the Director
4. Contact Address

Fax No.

Email:

Name & Contact No. Nodal Officer

5. Registration/ License details
(Attach relevant documents)

6. List of Branches

7. Experience (number of years with client details)

Experience of organizing Conferences & Events in last 3 Years in India or Abroad or in both places (Please Specify in Numbers)

S. No.	Category	Events	Conferences
i)	Large Scale (200 to 400 Attendees)		
ii)	Medium Scale (100 to 200 Attendees)		
iii)	Small Scale (20 to 100 Attendees)		

8. Turnover of the company during last three years
(Submit tax return for last three years)

9. Indicate VAT/ Service Tax/ GST/PAN No./ TIN No.
(Attach relevant copies)

10. An undertaking that Company/Agency has not been black-listed by any Govt./ organization

11. Credit facilities extended

Days :

Amount :

12. Any other information, if any



Kindly Note:

Presentation by the Company that shall cover handling of Events/Conferences, Guest/ Delegations, Manpower, Event Space and arrangements, Booking and handling of Conference Hall, Auditorium, Hotel, Catering Services, etc ,Special accommodations as necessary (for participants with disabilities – wheelchairs, blind, etc.) Flight Travel arrangements with Pick-up and Drop, Transportation arrangements with To and Fro Services

Engagement of Interpreters

A handwritten signature or set of initials in black ink, consisting of a vertical line on the left, a loop at the top, and a diagonal line extending to the right.

INDIAN COUNCIL FOR CULTURAL RELATIONS
AZAD BHAVAN, IP ESTATE, NEW DELHI-110002

PROFORMA FOR EMPANELMENT OF "HOTELS/ GUEST HOUSES"

1. **Name of Company & when established**
 2. **Contact Address**
 3. **Registration/ License details**
(Attach relevant documents)
 4. **Phone No.**
Fax No.
Email:
Name & Contact No. of Nodal Officer
 5. **List of Branches**
 6. **Client List**
 7. **Category (5 Star, 3 Star, Guest House, etc)**
 8. **Experience (Number of years served with each client/ details)**
 9. **Total No. of Rooms under each category**
 10. **Facilities offered under each category**
 11. **Rates of various category of rooms excluding taxes**
 12. **Rates for food in case of buffet (Breakfast, Lunch & Dinner)**
 13. **Complimentary services/ facilities, if any**
 14. **Airport/ Station, reception/ see off facilities, if any**
 15. **Special rates for group booking, if any**
 16. **Validity of offered rates, if any**
 - a) Annual :
 - b) Bi-Annual :
 - c) Any other :
 17. **Percentage of tentative increase, if any**
 - a) Annual :
 - b) Bi-Annual :
 - c) Any other :
- 

18. **Turnover of the company during last three years**
(Submit relevant documents/ Income Tax Return)
19. **Indicate VAT/ Service Tax/ GST/PAN No./ TIN No.**
(Attach relevant copies)
20. **Credit facilities extended**
Days :
Amount :
21. **Any other information, if any**

Note: Separate sheet can be used for desired information



INDIAN COUNCIL FOR CULTURAL RELATIONS
AZAD BHAVAN, IP ESTATE, NEW DELHI-110002

PROFORMA FOR EMPANELMENT OF "PHOTOGRAPHERS: VIDEO/ STILL"

1. **Name and form of Company & when established**
2. **Contact Address**
3. **Registration/ License details**
(Attach relevant documents)
4. **Phone No.**
Fax No.
Email:
Name & Contact of Nodal Officer
5. **List of Branches**
6. **Experience of work with Govt. or big private organizations**
7. **Turnover of the company during last three years**
(Submit relevant documents/ Income Tax Return)
8. **Indicate VAT/ Service Tax/ GST/ PAN No./ TIN No.**
(Attach relevant copies)
9. **List of equipments (Still/ Video cameras with Model No. & make) available in the company**
10. **Whether Dark Room/ Studio facilities are available**
(Attach relevant copies)
11. **Rates for still photography**
(Assignment fee, if any)
Rate (inclusive album)

<u>S. No.</u>	<u>Size</u>	<u>Rates for 1st copy</u>	<u>Rates for subsequent copy</u>
1	4" x 6"		
2	5" x 7"		
3	8" x 10"		
4	Any other		

12. **Rates for videography**
(Assignment fee, if any)
Rates (with hours)
a) Single Camera
b) Double Camera



13. **Credit facilities extended**

Days :

Amount :

14. **Any other additional information, if any**

Note: Separate sheet can be used for desired information



INDIAN COUNCIL FOR CULTURAL RELATIONS
AZAD BHAVAN, IP ESTATE, NEW DELHI-110002

PROFORMA FOR INVITING QUOTATIONS FOR PRINTING

1. **Name of Company & when established**
2. **Contact Address**
3. **Registration/ License details**
(Attach relevant documents)
4. **Phone No.**
Fax No.
Email:
Name & Contact of Nodal Officer
5. **List of Branches**
6. **Experience** (number of years with client details)
7. **Turnover of the company during last three years**
(Submit tax return for last three years)
8. **Indicate VAT/ Service Tax/ GST/PAN No./ TIN No.**
(Attach relevant copies)
9. **Details of Printing Machines available in the company**
10. **Rates of various printing job**
 - a) Letter Heads
 - b) File Covers
 - c) Invitation Cards/ Envelopes
 - d) Visiting Cards
 - e) Journals/ Magazines
 - f) Any other
11. **Credit facilities extended**
Days :
Amount :
12. **Any other information, if any**

Note: Separate sheet can be used for desired information



INDIAN COUNCIL FOR CULTURAL RELATIONS
AZAD BHAVAN, IP ESTATE, NEW DELHI-110002

PROFORMA FOR EMPANELMENT FOR PROTOCOL SERVICES

1. Name of Company & when established
2. Contact Address
3. Registration/ License details
(Attach relevant documents)
4. Phone No.
Fax No.
Email:
Name & Contact of Nodal Officer
5. Protocol Experience of Foreign Delegates during last 5 years
6. Experience of Visa Facilitation during last 5 years
7. Airport Contacts
8. Foreign Language Experience
9. No. of Staff
10. Turnover of the company during last three years
(Submit tax return for last three years)
11. Indicate VAT/ Service Tax/ GST/PAN No./ TIN No.
(Attach relevant copies)
12. List of Branches in India
13. Membership of any reputed International Association of Protocol Agencies
14. Rates of various services provided by the firm

S. No.	Particulars	Rates (in Rs.)
i)	Reception/See-off, assisting VVIP foreign & Indian delegation/ dignitaries/ artists/ foreign scholars, at all airports in India	Economy Class – Business Class -
ii)	For engagement of foreign language interpreters/ guide for VVIP visits/ foreign dignitaries/ AVP/ DVP guests	Interpreters/ Guide charges Half day - Full Day - *This will not be applicable for groups at S. No. iii)
iii)	Welcome the group members on first arrival at International airport and facilitate: Customs clearance, services of a	Meet & Greet - Customs clearance - Interpreter -



	professional interpreter and similar services for the final departure. For the major festival all coordination with Airport authorities including setting up a facilitation counter in the airport. For the group's intercity travel the complete handling is required at all domestic airports and railway stations, payment of excess baggage for musical instruments and stage properties, as per instructions	*This will not be applicable for VVIP guest etc. at S. No. ii)
iv)	Visa facilitation of Indian delegates	Per person per country -
v)	Baggage handling	per person for VVIP Foreign & Indian delegation/ dignitaries except ICCR Students/ Artists -

15. Credit facilities extended

Days :

Amount :

16. Any other information, if any

Kindly note the following:

- Porterage at Airports/Railway Station/Hotel etc. should be complementary.
- To Meet & greet for welcome the group members on first arrival at International Airports will be up to Immigrations/ Custom Desk
- Vehicle Charges for Reporting of duty at Airport/ Hotel/ meeting places by Foreign Language Interpreter/ Guide will not be paid by ICCR.
- Facilitation Counter - 8% Service Charges of the actual amount paid to GMR and Airport Authorities: No extra charges will be paid for infrastructure including setting up of Counter etc.

INDIAN COUNCIL FOR CULTURAL RELATIONS
AZAD BHAVAN, IP ESTATE, NEW DELHI-110002

PROFORMA FOR INVITING PROPOSAL FROM PUBLISHERS

1. **Name of Company & when established**
2. **Contact Address**
3. **Registration/ License details**
(Attach relevant documents)
4. **Phone No.**
Fax No.
Email:
Name & Contact of Nodal Officer:
5. **Experience** (number of years with client details)
6. **List of Branches**
7. **Turnover of the company during last three years**
(Submit tax return for last three years)
8. **Indicate VAT/ Service Tax/ GST/ PAN No./ TIN No.**
(Attach relevant copies)
9. **Details of Printing Machines available in the company**
10. **Rates of various services provided by the firm**
11. **Rates of various Designing/ publishing job like:**
 - a) Journals/ Magazines
 - b) Newsletters
 - c) Proceedings of various Seminars/ Conferences conducted by the Council
in the book form
 - d) Annual Report
 - e) Any other
12. **Terms and conditions related to buy-back policy of printed books**
13. **Terms of publishing grant**
14. **Terms of Royalty and copyright**
15. **Subjects and fields of publication (catalogue to be attached)**



16. Services of copy editor and graphic designer

17. System to disseminate the published books:

No. of outlets in India

No. of outlets abroad

18. Reference of two major firms you have been associate with

19. Credit facilities extended

Days :

Amount :

20. Any other information, if any

Note: Separate sheet can be used for desired information

