

INDIAN COUNCIL FOR CULTURAL RELATIONS
AZAD BHAVAN, IP ESTATE, NEW DELHI-110 002

(NOTICE INVITING TENDER)

F.N. ADMN/114/2022-23

16/03/2023

NOTICE INVITING QUOTATION

SUBJECT: TRANSPORT OF UNACCOMPANIED BAGGAGE (DOOR TO PORT) WEIGHING UPTO 1120 KGS / 560 KGS BY AIRFREIGHT AND 4850 KGS BY SEA/ SURFACE FREIGHT RESPECTEVELY TO VARIOUS COUNTRIES IN RESPECT OF DEPLOYMENT OF VARIOUS DIRECTORS / PROGRAMME EXECUTIVE TO ICCs ABROAD.

The Indian Council for Cultural Relations (ICCR), Ministry of External affairs, Govt. of India, I.P. Estate, New Delhi- 110002 invites bids from ICCR's empanelled shipping and Clearing Agencies. Non-empaneled agencies have to get empaneled themselves with ICCR before submitting their bids.

A. Scope of Work:

One of the main activities of the Council is to propagate and expand Indian Art, Culture and languages abroad through its Indian Cultural Centres established in various countries abroad. To maintain these Centres, ICCR is regularly deputing India-based Directors and Teachers in various disciplines. All India-based staff are entitled to take admissible house hold effects through Road/Sea and Air to their posting station abroad. In this regard Council is deploying 04 Directors and 01 Programme Executive at various Indian Cultural Centres. Below is the list of Directors along with respective country of posting (Destination place) and Place of departure (place from where Cargo is to be booked):

SI No.	Name of Candidate	Designation	Centre & Country of posting	Diplomatic Status	Place of Departure
1	Ms. Manjistha Mukherjee Bhatt, SPD, ICCR	Director	ICC, Male, Maldives	First Secretary	New Delhi
2	Dr. G. B. Harisha	Director	SVCC, Seoul	Second Secretary	Bangalore
3	Ms. Madhur Konkana Roy, PD, ICCR	Director	JNCC, Moscow, Russia	Second Secretary	New Delhi
4	Ms. Nishi Bala, PD, ICCR	Director	SVCC, Fiji, Suva	Second Secretary	Pune
5	Shri Vasim (APO, ICCR)	Programme Executive	SVCC, Kathmandu, Nepal	Programme Executive	New Delhi

All 04 Directors are entitled to take house hold effects upto **1120 Kgs/ 4850 KGS** respectively Air & Sea freight/ Surface respectively for which sealed quotations are invited. One Programme Executive(Sr. No. 05) is entitled to take house hold effects upto **560 Kgs/ 4850KGS** respectively Air /Sea freight (Surface) respectively for which sealed quotations are invited.

B. The Proforma for submitting the Bid is attached as Annexure 'I' with details of Terms & Conditions.

C. Details of Terms & conditions:

Sealed quotation from ICCR empanelled agencies* are invited for Air/ Sea/ Surface freight alongwith lumpsumconsolidated charges inclusive of local transportation packing labour, insurance, agency handling, and all other component towards clearance for baggage at Cargo etc.in above weight category. Rate of Taxes / GST Rates chargeable may be quoted separately in the prescribed proforma attached.

(*other than empanelled agencies may be permitted for NIQ after enrollment as empanelled agency of ICCR)



Please note the following before submitting quotations: -

- 1) Routing with flight/ airlines details etc. should be mentioned.
- 2) Transit time should clearly be mentioned.
- 3) Only normal and cheapest rates should be quoted and not the express rates.
- 4) Quoted rates should be inclusive of all other misc. / incidental charges and in rupees per kg, except that the tax/GST Rates may be mentioned separately in the prescribed column of the proforma.
- 5) Cargo Insurance details to be specifically mentioned.
- 6) Sealed quotations should be deposited in a sealed Box placed at the Reception of the ICCR by the last date & time as stipulated in the NIT.
- 7) Quotations received through other modes such as post, email or hand over to individual official of ICCR will be rejected.
- 8) Cargo weight mentioned above is a maximum eligibility limit of an officer, which may vary on case to case basis and payment will be settled only on actual weight basis in per kg. rate subject to maximum limit.
- 9) Successful bidder will have to accept the offer of ICCR in writing and need to enter in an agreement with ICCR as per the terms & conditions laid down in NIT.
- 10) Payment terms: (i) No advance payment.
(ii) After receiving the final consignment payment may be released.
- 11) Mishandling of goods may attract penalty, as deemed fit.

D. Address for Submission of bid:

Quotation for each sector may kindly be addressed to the, "Director (Administration), ICCR, Azad Bhavan, I.P Estate, New Delhi-110002", so as to reach latest by date and time mentioned below, superscribing the envelope as below-

"TRANSPORT OF UNACCOMPANIED BAGGAGE WEIGHING UPTO 1120 KGS / 560 KGS BY AIRFRIGHT AND 4850 KGS BY SEA/ SURFACE FRIGHT RESPECTEVELY TO VARIOUS COUNTRIES IN RESPECT OF DEPLOYMENT OF VARIOUS DIRECTORS / PROGRAMME EXECUTIVE TO ICCs ABROAD "

E. Quotations will be considered only if the above points are adhered to. ICCR's decision will be communicated once it is approved by Competent Authority.

F. Intended bidders may examine all terms & conditions of this NIT carefully and if feel confident to meet our requirements for high standard and time bound transporting facility, then may consider to fill in all the column of the prescribed attached proforma and submit their bid to the Council in a prescribed manner duly signed by the competent authority & sealed of the firm.

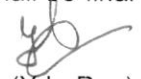
G. Important Dates & Times of the bid:

Tender No. ADMN/114/2022-23	F.N. F/ADMN/22-23/CargoICC
Date of Publishing	17.03.2023 (1100 hrs.)
Bid Document Download Start Date	18.03.2023 (1100 hrs.)
Bid Submission Start Date	18.03.2023 (1130 hrs.)
Bid Submission End Date	10.04.2023 (1130 hrs.)
Bid Opening Date	10.04.2023 (1500 hrs.)

Bids shall be submitted in a sealed cover envelope addressed to the Director, ICCR, Azad Bhawan, I.P. Estate, New Delhi-110002 and dropped down in a Sealed Box placed at Reception of ICCR. Bids received after last date & time mentioned above will be rejected.

Bidder or any authorized person by the bidder may, at his/her discretion be present at the date & time of opening the bids.

G. The competent Authority reserves the right to reject any or all of the bids without assigning any reason and the decision of the competent authority of the Indian Council for Cultural Relations shall be final and binding. All disputes shall be subject to jurisdiction of the courts at New Delhi.


(Y.L. Rao)
Director(Admn.)

Y L RAO
Director
Indian Council for Cultural Relations
(Ministry of External Affairs)
Azad Bhavan, I.P. Estate, New Delhi-2

Proforma for submitting quotation

QUOTATIONS ARE INVITED FOR THE FOLLOWING DESTINATIONS (DOOR TO DOOR):							
Sl. No.	Name of Officer of ICCR	Centre & Country of posting	Place of Packing/ Departure	Charges for Air Transport (Per Kg Rate, inclusive of all other misc. / incidental charges, but excluding applicable taxes)	Applicable Taxes / GST on coloum 5	Charges for Ship / Surface Transport (Per Kg Rate, inclusive of all other misc / incidental charges, but excluding applicable taxes)	Applicable Taxes / GST on coloum 7
1	2	3	4	5	6	7	8
1	Ms. Manjistha Mukherjee Bhatt, SPD, ICCR	ICC, Male, Maldives	New Delhi				
2	Dr. G. B. Harisha	SVCC, Seoul	Bangalore				
3	Ms. Madhur Konkana Roy, PD, ICCR	JNCC, Moscow, Russia	New Delhi				
4	Ms. Nishi Bala, PD, ICCR	SVCC, Fiji, Suva	Pune				
5	Shri Vasim (APO, ICCR)	SVCC, Kathmandu, Nepal	New Delhi				

***The payment will be settled only on the basis of actual chargeable weight maximum of upto 1120 KGs / 560 KGs BY AIRFRIGHT AND 4850 KGs BY SEA/ SURFACE FRIGHT RESPECTEVELY. Bids stand rejected ifthe quoted rates are with conditions of minimum chargeable weight.**

**Signature of the Competent Authority with Date
& Seal of the Firm**