

INDIAN COUNCIL FOR CULTURAL RELATIONS
Videsh Bhavan, C-45, G Block BKC, Bandra (E), Mumbai 400051
Tel: 022 26520027/41/42/43 Email: romumbai.iccr@gov.in

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 Services, (vi) Photography, (vii) Printers, (viii) Event Mangement (360 services).

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 envelop addressed to Zonal Director, Indian Council for Cultural Relations, C-45, G Block, Bandra-Kurla Complex, Bandra (E), Mumbai 110002 latest by 10th January 2024 5.00 p.m. subscribing '**Application for empanelment of**' should be indicated at the top of the sealed envelope.

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



ZONAL DIRECTOR
ICCR, Mumbai

General Terms & Conditions for all the Categories

1. Successful Vendors selected will have to deposit an Earnest Money Deposit (EMD) of Rs.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 valid reason for non-submission.
3. Sealed cover envelope addressed to the Zonal Director, ICCR, Videsh Bhavan, C-45, G Block, Bandra-Kurla Complex, Bandra (E), Mumbai 400051 specifying the category applied for must be dropped in the box placed at the reception of Videsh Bhavan. Quotations received after the 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 & time of the quotations:


Empanelment No.Admn/2023-24	F.N. A/EMP/2023-24
Date of Publishing	20.12.2023
Quotations Document download Start Date	21.12.2023
Quotations Submission Start Date	21.12.2023
Quotations Submission End Date	10.01.2024

7. 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.
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 ICCR shall be final and binding. All disputes shall be subject to jurisdiction of the courts of Mumbai.



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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 :
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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



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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.

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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 @							

(Signature)

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.

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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



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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



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Revised Proforma for Empanelment of "VIDEOGRAPHY & PHOTOGRAPHY"

Rates for Videography

Assignment Rate (inclusive CD/DVD-(R/W)/ Pen drive and providing few video clip during ongoing programme or within one hour after programme for social media)

S. No.	Hours	Single Camera (Rate in Rs.)			Double Camera (Rate in Rs.)		
		High Definition (HD) 720p	Full High Definition (FHD) 1080p	Ultra High Definition (UHD) 4K	High Definition (HD) 720p	Full High Definition (FHD) 1080p	Ultra High Definition (UHD) 4K
1	2 Hours						
2	4 Hours						
3	6 Hours						
4	8 Hours						
5	10 Hours						
6	12 Hours						

Rates for Photography

Assignment Rate (inclusive CD/DVD-(R/W)/ Pen drive and providing few pictures during the ongoing programme for social media)

S. No.	Hours	Rates (In Rs.)
1	2 Hours	
2	4 Hours	
3	6 Hours	
4	8 Hours	
5	10 Hours	
6	12 Hours	

Rates for photography

Rate (inclusive Album)

S. No.	Size	Size Rates for 1st Copy (In Rs.)	Rates for subsequent copies (In Rs.)
1	4" x 6"		
2	5" x 7"		
3	8" x 10"		
4	Any other		



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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

