

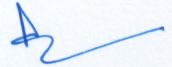
**INDIAN COUNCIL FOR CULTURAL RELATIONS**  
**SUB ZONAL OFFICE LUCKNOW, PASSPORT BHAWAN, 3<sup>RD</sup> FLOOR, VIPIN**  
**KHAND, GOMTINAGAR,LUCKNOW-226010**

**INVITATION FOR EMPANELMENT**

ICCR Sub Zonal Office Lucknow 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 & Videography, vii) Printers and viii) Event Management (360° services).

2. Interested parties may submit their proposal in the attached requisite proforma(s) for empanelment with ICCR Sub Zonal Office Lucknow. Separate proposal for each item of work should be submitted in a sealed envelope addressed to Director, Indian Council for Cultural Relations, Sub Zonal Office, 3<sup>rd</sup> Floor, Passport Bhawan, Vipin Khand, Gomtinagar, Lucknow-226010 latest by 20 December 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](http://www.iccr.gov.in)



(Arvind Kumar)  
Director  
ICCR Sub Zonal Office Lucknow  
04.12.2023



### 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. Empanelled 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, Indian Council for Cultural Relations, Sub Zonal Office, 3<sup>rd</sup> Floor, Passport Bhawan, Vipin Khand, Gomtinagar, Lucknow-226010 specifying the category applied for must be dropped in the reception of ICCR Lucknow office. 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 mentioned separately in the prescribed Proforma.
6. Important Dates & Times of the Quotations:

Empanelment No. LKO/ADMN/ /2023-24	F. N. LKO/EMP/2023-24
Date of Publishing	04.12.2023 (1300 hrs.)
Quotations Document download start Date	05.12.2023 (1100 hrs.)
Quotations Submission start Date	05.12.2023 (1130 hrs.)
Quotations Submission end Date	20.12.2023 (1700 hrs.)
Quotations opening Date	21.12.2023 (1500 hrs.)

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