

INDIAN COUNCIL FOR CULTURAL RELATIONS
ZONAL OFFICE, EAST, KOLKATA
9A, Ho Chi Minh Sarani, Kolkata – 700 071

INVITATION FOR EMPANELMENT

Indian Council for Cultural Relations (ICCR), Ministry of External Affairs, Govt. of India invites proposals from reputed companies for making Panels in the categories of **(i) Hotels & Guest Houses (ii) Cars (iii) Bus/ Coaches (iv) Courier (v) Printers (vi) Event Management (360° services) (vii) Advertisement Agencies (viii) Photography & Videography (ix) Computer/Printers & Accessories**

2. Interested parties/vendors 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 the “Director & Zonal Head”, Indian Council for Cultural Relations, Zonal Office (East) Kolkata at 9A, Ho Chi Minh Sarani, Kolkata – 700 071 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 be downloaded from ICCR ZOE Kolkata website www.tagorecentreiccr.org.

General Terms & Conditions for all the Categories


1. Successful Vendors selected will have to deposit an Earnest Money Deposit (EMD) of Rs. 1.00 (one) 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 & Zonal Head”, Indian Council for Cultural Relations, Zonal Office (East) Kolkata at 9A, Ho Chi Minh Sarani, Kolkata – 700 071 specifying the category applied for must be dropped in the drop 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 and times of the quotations:

Empanelment No. ZOE/2023 - 2024	F. N. ZOE/EMP/2023 – 24
Date of publishing	18/12/2023 (5.00 pm)
Quotations document download start date	19/12/2023 (11.00 am)
Quotations submission start date	19/12/2023(11.30 am)
Quotations submission end date	08/01/2024 (11.30 am)
Quotations open date	09/01/2024 (3.00 pm)

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

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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

10/1

INDIAN COUNCIL FOR CULTURAL RELATIONS
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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 @							

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.

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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

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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 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

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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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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		

Note: No transportation charges for reaching in venue(s) of event in Delhi NCR will be paid by ICCR. The rates should include GST. No additional charge for purchase of CD/ DVD / Pen drive will be paid by ICCR.

Name

Designation

Authorized Signature with Seal

Mobile No.

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PROFORMA FOR EMPANELMENT OF COMPUTER/PRINTERS & ACCESSORIES

1. Name of the Company & when established

2. Contact Address:

3. Registration/License Details:

4. Phone Number:

Email Id:

Name & Contact number of Nodal Officer:

5. List of Branches:

6. Experience (number of years with client details)

7. Annual turnover of the company during last three years:

8. Indicate VAT/Service Tax/GST/Pan No. /TIN No. (Attach photocopy)

9. Any other information, if any

Note: Separate sheet can be used for desired information.