

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

**(NOTICE INVITING TENDER)**

F.N. ADMN/115/2023-24

10/05/2023

**NOTICE INVITING QUOTATION**

**SUBJECT: TRANSPORT OF UNACCOMPANIED BAGGAGE (DOOR TO PORT) WEIGHING UPTO 1120 KGS BY AIRFRIGHT AND 4850 KGS BY SEA/ SURFACE FRIGHT RESPECTEVELY TO VARIOUS COUNTRIES IN RESPECT OF DEPLOYMENT OF VARIOUS DIRECTORS 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 03 Directors 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	Dr. Chaitanya Prakash Yogi	Director	SVCC, Bangkok, Thailand	First Secretary	New Delhi
2	Shri Rudra Bhagwati	Director	SVCC, Georgetown, Guyana	Second Secretary	Guwahati
3	Dr. Mukesh Kumar Srivastava	Director	ASCC, Budapest, Hungary	Second Secretary	New Delhi

All 03 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.

**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 BY AIRFRIGHT AND 4850 KGS BY SEA/ SURFACE FRIGHT RESPECTEVELY TO VARIOUS COUNTRIES IN RESPECT OF DEPLOYMENT OF VARIOUS DIRECTORS 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.

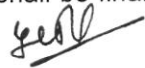
**G. Important Dates & Times of the bid:**

<b>Tender No. ADMN/115/2023-24</b>	<b>F.N. F/ADMN/Cargo/2023/2</b>
Date of Publishing	10.05.2023 (1100 hrs.)
Bid Document Download Start Date	11.05.2023 (1100 hrs.)
Bid Submission Start Date	11.05.2023 (1130 hrs.)
Bid Submission End Date	31.05.2023 (1130 hrs.)
Bid Opening Date	31.05.2023 (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.)