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INDIAN COUNCIL FOR CULTURAL RELATIONS
AZAD BHAVAN, IP ESTATE, NEW DELHI-110002

No.F.Admn//Emp/Protocol/2023-24

05 October 2023

CIRCULAR

The Competent Authority has approved the empanelment of Service Providers in the category of “**Protocol**” for utilization of their services along with approved rates (**Annexure-1**).

2. All the officers/ officials in the Council are requested to utilize the said panel for Protocol services for official purpose on rotational basis as per the approved rates.
3. It may also be noted that any complaint regarding any of the service providers should be put in writing to Administration through the Sectional Head.
4. The above panel will be **valid for a period of two years w.e.f. October 05, 2023.**


(Awanish Tiwari)
Director (Admn)

To all concerned

Copy for information:

1. Office of President, ICCR
2. DG Office
3. DDG(AD)'s Office
4. DDG(Culture)'s Office
5. DDG (C&SP)'s office
6. Concerned Agencies/ Companies
7. Circular File


(Awanish Tiwari)

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Annexure - 1

LIST OF AGENCIES EMPANELLED FOR "PROTOCOL"

(Valid for a period of 2 years w.e.f. 05 October 2023)

1. **M/s BLS International Services Ltd.**
Registration / License No. L51909DL1983PLC016907
GST 07AAACW0030B1Z6
G-4B-1 Extensiion, Mohan Cooperative, Industrial Estate, Mathura Road,
New Delhi-110044
Nodal Officer: Mr. Parveen: 965400090
Sh. Abhishek : 9643001459
bidteam@blsinternational.com

2. **M/s Sharp Travels (India) Limited**
GST 07AAGCS2389K
111-113 Somdutt Chambers-II 9 Bhikaji Cama Place, New Delhi-110066
Nodal officer, Mr. Rajat Sehgal: 9560400361
abhishek@sharpmail.in, sharp@sharpmail.in,
011-46005555, 011-26184045
Ms. Minakshi, 9871099272

RATES OF PROTOCOL

Particulars	Rates (In Rs.)
i) Reception/ See -Off, Assisting VVIP Foreign & Indian delegation/dignitaries/ artists/ foreign scholars at airports in India.	Economy Class -1,000 Business Class -1,500
ii) For engagement of foreign language interpreters/ guide for VVIP visits/ foreign dignitaries / AVP/ DVP guests	Interpreters/ Guide charges Half Day -4,000 Full Day -8,000 *This will not be applicable for groups at S. No. iii)
iii) Welcome the group members on first arrival at Int. airport and facilitate: Customs clearance, Services of a professional interpreter and similar services for the final departure.	Meet & Greet (per group) -2,000 Customs clearance (per group) - Nil Interpreter (Per Group at Airport) - 2,000/- * This will not be applicable for VVIP guest etc. at Sl.No.ii)
iv) Visa Facilitation of Indian delegates	Per Person per Country -1,000/-
v) Baggage handling	per peson for VVIP Foreign & Indian delegation/ dignitaries except ICCR Students/ Artists -500
vi) Vehicle Charges for Reporting of duty at Airport/ Hotel/ meeting places by Foreign Language Interpreter/ Guide etc.	No vehicle Charges will be paid by ICCR to Protocol Agency.

Signature