

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.



