

Tender No. NMHC-02025/10/2024-PC(Computer-E.2218)

Date: 13.11.2024

इंडियन पोर्ट रेल एंड रोपवे कॉर्पोरेशन लिमिटेड
(पत्तन, पोत परिवहन एवं जलमार्ग मंत्रालय, भारत सरकार के अधीन संयुक्त उद्यम)
Indian Port Rail & Ropeway Corporation Ltd.
(A JV Company under Ministry of Port, Shipping & Waterways, Government of India)
CIN No: U60300DL2015PLC282703



INVITATION OF BIDS
FOR ORGANISING
INDIAN MARITIME HERITAGE CONCLAVE (IMHC)
AT YASHOBHOOMI, DWARKA, NEW DELHI ON 11-12 DEC 2024

DISCLAIMER

This bid document for organizing “**Indian Maritime Heritage Conclave**” at Yashobhoomi, Dwarka, New Delhi on 11-12 December 2024 contains brief information on the scope of work, eligibility requirements and details of the selection process amongst others for the successful bidder.

- I. Intimation of discrepancies in the bid Document, if any, may be given, by the Bidders, to the office of IPRCL within 72 hrs from the time of publishing of bid. If IPRCL receives no written communication, it shall be deemed that the Bidders are satisfied with the information provided in the bid document.
- II. This bid document is not an agreement. The scope of work and other information as well as the right and obligations of the successful Bidder shall be set out in a separate agreement to be executed between IPRCL and the successful Bidder.
- III. IPRCL reserves the right to accept or reject any or all Bids without giving any reasons thereof.
- IV. IPRCL shall not entertain or be liable for any claim for costs and expenses in relation to the preparation of the documents to be submitted in terms of this bid Document.
- V. IPRCL shall not be responsible for any late receipt of bids for any reasons whatsoever. The bids received late will not be considered.
- VI. IPRCL may include any other item in the Scope of work at any time after consultation with bidders or otherwise.
- VII. The IPRCL reserves the right to relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the IPRCL without assigning any reasons thereof.

BID CONIDTIONS AND DETAILS

Indian Port Rail & Ropeway Corporation Limited (IPRCL) invites bids for organizing “**Indian Maritime Heritage Conclave**” at Yashobhoomi, Dwarka, New Delhi on 11-12 December 2024.

EMD / Bid Security :Rs.8,00,000/-

Important Dates:

Last date of e-Biding : as per GeM portal

e-Bid opening dates : as per GeM portal

e-Biding website : www.gem.gov.in

Place of opening of Bids : o n l i n e

In case the date opening falls on a holiday, the bids shall be opened on next working day at the same time and it will be binding on the Tenderer / Bidders for acceptance.

1. INTRODUCTION

Indian Port Rail & Ropeway Corporation Limited, a Joint Venture Company under Ministry of Ports, Shipping & Waterways with 90% equity from 11 Major Ports and 10% equity from Rail Vikas Nigam Ltd. (Company under Ministry of Railways), having its Registered Office at 1st Floor, South Tower NBCC Place, Bhisma Pitamah Marg, Lodhi Road, New Delhi-110003 and Corporate Office at 4th Floor, Nirman Bhawan, Mumbai Port Trust Building, M.P Road, Mazgaon (E), Mumbai- 400010 invites the bids for the subject work.

Interested party / firms having relevant experience may download the bid document from www.gem.gov.in

ELIGIBILITY CRITERIA

1. The bidder should have registration with GST Department.
2. The bidder should not have been blacklisted/banned by any of the State and Central Government Departments.
3. Joint Ventures are not allowed.
4. The bidder must have the experience of doing Government Exhibitions/Events with Hon'ble PM of India as the Guest in New Delhi or in similar functions elsewhere.
5. Copies of the work orders must be attached with the tender.
6. The bidding firm/company should have Positive Profit Before Tax
7. Bidder has to submit the turnover certificate signed by the chartered accountant as per Technical Evaluation Criteria.

SUBMISSION OF BIDS

BIDS should be submitted through online process:

1. Technical bid (following documents to be submitted)

- Profile of the company/firm.
- Proof of Bid Security amounting to Rs.8,00,000/- through NEFT/IMPS/RTGS
- Security deposit of 10% of cost of work awarded shall be deposited with IPRCL within 2 days of award of work

Account Details of IPRCL

Beneficiary Name: - Indian Port Rail & Ropeway Corporation Limited

Beneficiary Bank Name: - State Bank of India

Account Number: - 35289426927

IFSC Code: - SBIN0000300

- Branch Address: - Mumbai Samachar Marg, Horniman Circle Fort, Mumbai Maharashtra.
- Detailed design and concept note etc for the exhibition in Yashobhoomi, Dwarka, New Delhi.
- Proposed venue and accommodations details.
- Details of similar events done earlier along with the work order copies.
- Undertaking that the bidder have not been blacklisted/banned by any of the state and central government.
- Certificate of turnover signed by the chartered accountant.
- GST registration certificate.
- Any other certificate if taken by the company/firm.

Scope of work- “Indian Maritime Heritage Conclave” on 11-12 December 2024 at Yashobhoomi, Dwarka (6000 sqm Hall size approximately), New Delhi

- a) Day 1: Inauguration & Panel discussions, tea/snacks, lunch, mega dinner, cultural programme.
- b) Day 2: Panel Discussion, tea/snacks, lunch etc.

The Agency will be required to make all the following arrangements including and not limited to following for the function:

A. Conference and Exhibition

- Booking of stay arrangements for participants (100 nos 5 star and 50 nos 3 star level Hotels).
- Designing & Fabrication of conclave/ conference halls and theme area including stage, Entrance for Exhibits, Halls, Green rooms, VIP room, Media room, Office room etc.
- Required coordination, facilitation and liaisoning with the participants, organizers.
- Hiring of Video & Audio Photographers (Min 2 each) for the duration of the event and videography etc.
- Day1 – Inauguration, Conference with lunch for 1000 Pax & tea, Snacks in morning and evening.
- Day1- Dinner for invitees, during the cultural networking dinner - 500 + pax Cultural Evening programme (Invite the local folk Troupe with other arrangements)
- Arranging Mementos-100 nos with cost Rs. 10,000-15,000/-, 500 nos with cost Rs. 20,000 – 25,000/- and 200 nos with cost Rs. 5000/- or less each.
- 20 exhibits of suitable size and one pavilion equal to size of five exhibits have to be made.
- 2C Hall will be converted into enclosure with 3 panel rooms which will have to be made sound proof by using wooden panels, packed with glass wool / any other suitable material for all the walls and ceilings.
- Pavilion to be made outside the 2C hall at a suitable location.
- Construction of green room , SPG room, VIP room, media lounge, 2 nos Hall for Apex Committee meeting of 120 pax & Panel Discussion (with stage) for 120 pax each, Partition and masking of partition wall for inauguration function in one half & 2 halls, VIP rooms etc. and Dining space in other half of hall.
- Providing Chairs, Tables, Sofa etc. for Panelist, guests, invitees in all halls.
- Preparation of Stage, Halls, entrance with proper decoration, lighting, sound system, LED/Plasma Screens, Laptops, PCs, Standees , carpets etc.
- Putting up of banners/boards in NCR (Airport to Venue, other areas) regarding the conclave.
- Transportation of guests from airport / Railway station to Hotels, Hotel to Venue & back to Hotel & Airport.
- Breakfast, Lunch, Dinner arrangements for guests in hotels when not arranged at venue.
- Any other item required for arranging the function.

B. Designing and Printing:

I. Designing & Printing of Publicity Material:

- Designing and Printing of Programme brochure/booklet, Delegate Directory, programme schedule etc
- Designing and Printing of Back Drop, Banners, Signage, Standees, Invitation Cards (Conference lunch & Dinner), ID cards, Table Tops and Folders.
- Media Kit and brief, Press release.
- Designing & Printing of relevant forms (Registration, Feedback etc)
- Publicity on social media -twitter, Facebook etc
- Proceedings of the event

II. Designing & Printing of Post Event Report

C. Booking of Air tickets (Domestic) for 100 nos approx.

D. Other arrangements:

- Receiving the VIP's, distinguished guests at the Airport/railway station, taking them to the designated hotel and ensuring their arrival at venue as per their schedule, taking back to hotel / airport/ railway station and helping them in their departure.
- Required protocol and security arrangements
- One RSVP unit which will be responsible for distribution of invitations to invitees to seek the convenience of VIP invitees and making seating arrangements in consultation with IPRCL.
- Provision of Team Leader with a team who will be controlling the flow of events
- including backstage arrangements during the entire course of event.
- Developing ambience and theme activity wise
- Fabrication of a VIP Lounge
- Three hostesses for the event
- Décor & table arrangements for Dias, Lunch & Dinner including escorting arrangements for VIPs.
- Make available Printer, laptop etc at venue & Stationery, IT Room, Fire extinguisher,
- General security, Power backup, Floral, Tea, coffee, water, refreshments etc.
- Media Coordinator
- Rapporteur for proceedings

QUALIFICATION CRITERIA:

- The Bidder must be a Goods Service Tax (GST) registered firm / company. Bidder must be an actively working event/exhibition management company for a minimum period of 3 years (sub-authorization/ Joint-venture / consortium/ partnership/ societies/ trust shall not be accepted).
- The Bidder should have completed at least;
 1. One work of Event/Exhibition management of value not less than Rs. 300.00 Lakhs, in the last 3 years, OR
 2. Two works each of value not less than Rs. 150.00 Lakhs each, in the last 3 years, OR
 3. Three works of value not less than Rs. 100.00 Lakhs each, in the last 3 years
- Average annual financial turnover should be at least Rs. 500.00 Lakhs during the immediate last three consecutive financial years.
- The Bidder should have not have been blacklisted, debarred, declared non performer or expelled from any work from Central Government/ State Governments/ PSUs etc. during the last 3 years.
- The Bidder may visit / examine the site/venue and its surrounding to assess the accessibility and asses the scope of work before submitting their offer. No claims later on shall be entertained.
- Pre-bid Participation is mandatory and any Bidder not participating in Pre-bid Meeting will not be considered for participation in the tender. Additional requirements and conditions regarding this bid will be discussed in pre-bid.
- The Bidder should have successfully completed event/exhibition management with presence of high dignitaries like Prime Minister, President, cabinet ministers, chief minister of any state in the last 3 years for Central Government, State Government or PSUs.
- The Bidder who has successfully conducted at least One Event/Exhibition Management in Yashobhoomi, Dwarka Delhi in the last 3 years for any Central Government/State Government/PSUs etc. shall be preferred.

Evaluation:

The criteria for pre-qualification, technical evaluation and selection of bidders are set out under this section.

As part of the evaluation, the part I – Technical submission shall be checked for meeting the requirements of the tender document. Only those proposals meeting the requirement would be further invited to give a presentation in accordance with the criteria set-out in this tender document. Part I – Proposal would be considered further only if it meets the following conditions:

- 1) The amount towards the EMD has been received on or before the proposal submission due date including any extension thereof.
- 2) It is signed and marked as stipulated in clause. It contains all the information and documents including scanned copy of demand drafts / proof of online payment for the cost of tender document and EMD as requested in the tender document.
- 3) It contains information in formats specified in this tender document.
- 4) It conforms to the bid validity period as set-out in clause
- 5) It provides information in reasonable detail. (“Reasonable detail” means that, but for minor deviations, the information can be reviewed and evaluated by the Department without communication with the bidder). Department reserves the right to determine whether the information has been provided in reasonable detail or not.
- 6) There are no inconsistencies between the proposal and the supporting documents.
- 7) All required documentation is complete in all aspects.
- 8) The bid document should be properly indexed with page numbers.

A proposal that is considered is the one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one:

- Which affects in any substantial way, the scope, quality, or performance of the Assignment, or
- Which limits in any substantial way, inconsistent with the tender document, Department rights or the bidder’s obligations under the work order, or which would affect unfairly the competitive position of other bidders.

Quality Cum Cost Based Selection (QCBS) method shall be adopted for selection of the agency, which has been fully described in section of this tender document. The bidder achieving the highest combined technical and financial score as described in section will be considered as successful bidder and awarded the contract.

In case there are two or more bidders with the same combined score, the selection in such cases shall be at the sole discretion of the Department, as the case may be.

The Designated Committee reserves the right to reject any proposal, if:

- At any time, a material misrepresentation is made or discovered; or
- The bidder does not respond promptly and diligently to requests for supplemental information required for the evaluation of the proposal.

The successful bidder(s) shall be issued the work order by Department.

Eligibility Criteria and Evaluation Methodology:

Only those agencies /companies /firms, which are eligible to participate in this tendering process shall be considered. Bids submitted by any other bidders will not be considered against this bid.

Technical Evaluation Criteria

| Sl. No. | Parameters for Evaluation | Evaluation Criteria | Maximum Marks | Supporting Documents Required |
|----------------------------|---|---|--|--|
| Part I – Serial 1-6 | | | | |
| 1 | Average Annual Turnover of the bidder in last three financial years i.e., 2021-22, 2022-23, 2023-24 (Maximum- 10 marks) | Minimum Qualifying Criteria: Average annual financial turnover should be at least Rs. 5 crores during the last three consecutive financial years Twice or more the minimum criteria | 5 Marks 10 Marks | CA Certificate along with Financial Statement |
| 2 | The Bidder should have successfully conducted at least One Event/ Exhibition Management in Delhi in the last 3 years for Central Government, State Government or PSUs. (Maximum 15 marks) | Preferable Criteria: The bidder should have completed at least; One work in the last 3 years, OR Twice or more the minimum criteria | 7.5 Mark 15 Marks | Work Order to be submitted |
| 3 | The Bidder should have conducted no. of type of event/exhibition 1) One work of Event/ Exhibition management of value not less than Rs. 300.00 Lakhs, in the last 3 years, OR 2) Two works each of value not less than Rs. 150.00 Lakhs each, in the last 3 years, OR 3) Three works of value not less than Rs. 100.00 Lakhs each, in the last 3 years | Minimum Qualifying Criteria: The bidder should have completed at least; One work in the last 3 years, OR Twice or more the minimum criteria Thrice or more the minimum criteria | 5 Mark 10 Marks 15 Marks | Work Order to be submitted |
| 4 | The Bidder should have conducted successful event (Presence of high dignitaries like Prime Minister, President, cabinet ministers and chief ministers of state) in the last three years for any Central Government, State Government or PSUs | One Event Two Events or more. | 5 Marks 10 Marks | Work Order to be submitted |
| 5 | Permanent Manpower (Manpower on Roll) (Maximum 5 marks) | 5 to 10 10 to 15 More than 15 | 3 Mark 4 Marks 5 Marks | Declaration by the Bidder on their Letter Head |

Part 2 – Serial 6.1-6.7

| | | | | |
|-----|---|---|---|--|
| 6 | The bidder has the liberty to conceive the project at their own ideas keeping in mind that shall match with International Standards. Should have good understanding of the work domain. Conceptualization and Presentation with the detailed design. Approach with demonstration. Best creative idea for the events beyond the mandatory events | | Total 45 Marks (see below for the break up) | Detailed (Parameter-wise) Presentation Documents and related Brochures |
| 6.1 | Infrastructure Plan/ Layout of the event. | Overall lay-out of the Event –3D renderings for entire Event including stage, detailed seating arrangement, passages, lounges, Light, Sound & LED set -up, Dais set -up, Entry/Exit Plan, Food Court, lounge etc. | 10 Marks | |
| 6.2 | Understanding about the Event - Approach & Methodology | The presentation should substantiate a complete understanding of the event, its profile, requirements, Time line and process for successfully organizing. Approach & Methodology includes Work plan to organize, Manpower planning & deployment schedule, Production timelines, Contingency Plan etc. | 5 marks | |
| 6.3 | Content, Concept, Curation & Design of creatives. | Ideation, conceptualization, research, Content curation, Theme of the event and designing entire event on turn-key basis. Conceptualization of the entire event as per the requirement. Content has to be designed suitable to theme. Engaging subject experts for research and scripting. Designing of creatives for Print Media, Social-Media, Hoardings, Vehicles, Standees & Backdrop etc. Agency to also propose creative installations. | 5 Marks | |
| 6.4 | Food Catering | The Agency is required to present the clear concept for Food Catering and Accommodation as part of the technical presentation. Agency to propose and clearly present | 5 marks | |

| | | | | |
|-----|---|---|----------|--|
| | | event- wise/day- wise arrangements of Food Catering | | |
| 6.5 | Operations including Transportation, Registration Kit, Security, Fire Safety, Maintenance, etc. | The Agency is required to present the clear concept for the Operations and logistics part in the technical presentation. Agency to propose and clearly present their strategy on event-wise/day-wise operations (such as Transportation, Registration Kit, Security, Fire Safety, Maintenance, etc. to ensure smooth conduct of the whole | 5 marks | |
| 6.6 | Cultural Evening | The Agency is required to present a concept for Cultural show/ Ceremony as part of the technical presentation. Agency to propose Artists, Dance Groups, EMCEE. Bidder to present minute wise entire show flow. | 5 marks | |
| 6.7 | Creative Decor | The Agency is required to present different designs for Scientific installations, Thematic Facades, Creative ideas for décor of event area, Concept for Science Village/Theme Area, Thematic Entrance Gate, Technology Equipment's, Quality of AV Equipment's etc. | 10 marks | |
| | | Total Marks * | 100 | |

** Minimum % Marks to be secured by the bidder to qualify Technical Evaluation Stage is 70 overall (in total of Technical Evaluation part 1 & 2) . Only top 3 scorers will be eligible for opening of financial bid.*

Methodology for Selection

Selection of the bidder will be based on QCBS (Quality & Cost based system) method where the Ratio for Technical & Financial would be 70:30. Based on combined weighted score (Technical + Financial), bidder shall be ranked as per the total scoring. Bidder who obtains the maximum total combined score will be declared as H-1 and shall be awarded with contract.

Calculation Method:

$$T = \text{Technically evaluated Marks} \times 0.70$$

$$F = (\text{Lowest Financial Bid/Bidders Bid}) \times 100 \times 0.30$$

$$H-1 = T+F$$

Note: 'H-1' bidder, here, refers to the Highest Rank Scoring Bidder (R-1 Bidder)

Date :
Place :

Signature:
Name & Designation
Company Seal



इंडियन पोर्ट रेल एंड रोपवे कॉर्पोरेशन लिमिटेड
(पत्तन, पोत परिवहन एवं जलमार्ग मंत्रालय, भारत सरकार के अधीन संयुक्त उद्यम)
Indian Port Rail & Ropeway Corporation Ltd.
(A JV Company under Ministry of Ports, Shipping & Waterways, Government of India)
CIN No: U60300DL2015PLC282703
(An ISO 9001, 14001 & 45001 Certified Company)



IPRCL/Mumbai/General/5

Date: 18.12.2023

Sub: - Policy for Amicable Settlements

The following procedure is issued for amicable settlement in contracts: -

- 1.0 Whenever the contractor submits a request for amicable settlement, GGM/CGM/GM in-charge of the project should forward the same to MD/IPRCL through associate finance and concerned Director for constitution of Amicable Settlement Committee, including nominating one of the member as Convenor. The Amicable Settlement Committee, through Convenor shall then proceed to fix up date of hearing and invite the Contractor to present its claims before it.
- 2.0 The amicable settlement committee shall comprise of the following: -
 - i. GGM/CGM/GM directly in-charge of the project;
 - ii. Finance Officer i.e., GM or above level officer.
 - iii. GGM/CGM/GM directly in-charge of the project of other discipline(s) in case the issues involve other discipline(s) of the Engineering or any GGM/CGM/GM having experience of dealing with Works/Supply Contracts.
- 3.0 Amicable Settlement Committee shall make an attempt to resolve the issues/disputes/Claims within 45 days of request by the contractor. In case of non-resolution within 45 days, 45 days extension can be agreed by the Committee. Extension beyond 90 days but not exceeding 120 days has to be approved by the Managing Director duly considering reasons for delay, as brought out by the Convenor of the Committee in the proposal for extension. If the Committee is unable to reach amicable settlement, the Convenor of the committee shall communicate the same to the contractor and the Managing Director.
- 4.0 In case any dispute between the Engineer and the Contractor for which claim has already been made by the contractor, remains unresolved as per 3.0 above, the Contractor may again request to settle the dispute amicably through Independent External Monitors (IEMs) in case such a provision exists in the contract.

This issues with the approval of Competent Authority.


Sudhanshu Kumar
JGM (P&CC)/Mumbai

- Copy to:-**
- (i) Managing Director
 - (ii) Director (Works)
 - (iii) All GGMs, CGMs, GMs, AGMs/JGMs/DGMs at Corporate office and Project Offices. - **for information and necessary action please.**
 - (iv) Office Order file.

for information please.



इंडियन पोर्ट रेल एंड रोपवे कॉर्पोरेशन लिमिटेड
(पत्तन, पोत परिवहन एवं जलमार्ग मंत्रालय, भारत सरकार के अधीन संयुक्त उद्यम)
Indian Port Rail & Ropeway Corporation Ltd.
(A JV Company under Ministry of Port, Shipping & Waterways, Government of India)
CIN No: U60300DL2015PLC282703
(An ISO 9001, 14001 & 45001 Certified Company)



No- IPRCL/Mumbai/General/05

Date: - 12.11.2024

OFFICE ORDER No.112/2024

Sub: Fee Structure for Retired Officer for Arbitrators/Conciliators

The Fee Structure for Retired Officer for cases arising out of contracts awarded by IPRCL shall be as indicated below:

| Sr. No. | Particulars | Maximum amount payable per Arbitration/Conciliator, per case | |
|---------------------|--|--|--|
| 1 | Arbitrator/Conciliator's Fee | The Fee shall be as given below: | |
| | | Sum in Dispute (Sum of Claim & Counter Claim) | Amount payable per Arbitrator per case |
| | | Up to Rs.5.00 Lakh | Rs.45,000 |
| | | Above Rs.5.00 lakh and up to Rs.20.00 lakh | Rs.45,000 plus 2% of the claimed amount over and above Rs.5.00 lakh |
| | | Above Rs.20.00 lakh and up to Rs.1.00 crore | Rs.75,000 plus 1.5% of the claimed amount over and above Rs.20.00 lakh |
| Above Rs.1.00 crore | Rs.1,95,000 plus 0.5% of the claimed amount over and above Rs.1.00 crore | subject to maximum ceiling of Rs. 4.0 lakhs | |
| NOTE: | | In the event, the arbitral tribunal is consisting of a sole arbitrator, he/she shall be entitled to an additional amount of twenty | |

Page 1 of 4



Corporate Office: 4th Floor, Nirman Bhavan, Mumbai Port Trust Building, M. P. Road, Mazgaon (E), Mumbai - 400 010
Ph. No. : 022 - 6656 6340; Fax No. : 022 - 6656 6336; Email: iprc@mumbai@gmail.com, website: www.iprc.in
Regd. Office: 1st Floor, NBCC Place, Bhisma Pitamah Marg, Lodhi Road, New Delhi-110001



भारत सरकार
एक साथ एक परिवार एक राष्ट्र



इंडियन पोर्ट रेल एंड रोपवे कॉर्पोरेशन लिमिटेड
(पत्तन, पोत परिवहन एवं जलमार्ग मंत्रालय, भारत सरकार के अधीन संयुक्त उद्यम)
Indian Port Rail & Ropeway Corporation Ltd.
(A JV Company under Ministry of Port, Shipping & Waterways, Government of India)
CIN No: U60300DL2015PLC282703
(An ISO 9001, 14001 & 45001 Certified Company)



| Sr. No. | Particulars | Maximum amount payable per Arbitration/Conciliator, per case |
|---------|------------------------|--|
| | | five percent (25%) of the fee payable as per the table set out above. Maximum ceiling shall also be enhanced accordingly. |
| 2 | Conveyance Allowance | Arbitrator shall be paid conveyance charges towards their local conveyance within the city, where arbitration meeting has been fixed. It shall be paid @ Rs. 1500/- per day for the days of arbitration meetings only |
| 3 | Daily Allowance | Arbitrator shall be paid a daily allowance @ Rs. 1200/- per day for the days of arbitration meetings. However, when Arbitrator undertakes any site visit for inspection etc., Arbitrator shall be entitled for normal TA/DA as per their position prior to retirement. Further, in case after holding the arbitration meeting, Arbitrator proceeds for site visit on the same day or vice-versa, he shall be entitled for daily allowance @ Rs. 1200/- per day only and no other TA/DA for site visit for that day shall be payable. |
| 4 | Refreshment Allowance | The presiding Arbitrator shall be paid refreshment allowance @ Rs. 200/- per meeting day. |
| 5 | Stamp Duty Charges | The Retired Railway Officer working as presiding Arbitrator shall be paid Stamp duty as per actual. |
| 6 | Miscellaneous Expenses | The Retired Railway officer working as presiding Arbitrator shall be paid Rs. 1000/- per case for expenditure incurred on fax, stamp paper, postage etc |
| 7 | Miscellaneous Expenses | For arbitration proceedings by arbitration tribunal consisting of retired arbitrators, necessary stenographic for Steno, he/she |

Page 2 of 4



Corporate Office: 4th Floor, Nirman Bhavan, Mumbai Port Trust Building, M. P. Road, Mazgaon (E), Mumbai - 400 010
Ph. No. : 022 - 6656 6340; Fax No. : 022 - 6656 6336; Email: iprc@mumbai@gmail.com, website: www.iprc.in
Regd. Office: 1st Floor, NBCC Place, Bhisma Pitamah Marg, Lodhi Road, New Delhi-110001





इंडियन पोर्ट रेल एंड रोपवे कॉर्पोरेशन लिमिटेड
(पत्तन, पोत परिवहन एवं जलमार्ग मंत्रालय, भारत सरकार के अधीन संयुक्त उद्यम)
Indian Port Rail & Ropeway Corporation Ltd.
(A JV Company under Ministry of Port, Shipping & Waterways, Government of India)
CIN No: U60300DL2015PLC282703
(An ISO 9001, 14001 & 45001 Certified Company)



| Sr. No. | Particulars | Maximum amount payable per Arbitration/Conciliator, per case |
|---------|--|---|
| | | shall be paid an honorarium @ Rs. 1000/- per hearing. |
| 8 | Conciliator/Mediator/Dispute Adjudication Board Member Fee | <p>Rs. 4,000/- per sitting Per day of 2 hrs or more is payable to each DAB member subject to maximum of Rs.24,000 for each half yearly claim. In case lump sum claims are received for a period exceeding 6 months & upto 2 years, upper limit will be Rs.32000/- and if claim received for period more than 2 years, upper limit will be Rs.40,000/-.</p> <p>In addition to above, DAB fee of Rs.25,000/- is payable on final award of each DAB member per half yearly claim or per consolidated claims for period exceeding 6 months & up to 2 years or per consolidated claims for more than 2 years.</p> <p>Every member in DAB will be entitled to the same fee.</p> |
| 9 | Travelling & Lodging and Boarding Expenses | <p>Will be paid equivalent to GGM/CGM level as per IPRCL-HR Manual.</p> <p>NOTE:</p> <ol style="list-style-type: none">1. Lodging, Boarding, and Travelling Expenses shall be allowed for those members who are residing 100 Km away from place of hearing.2. Delhi, Mumbai, Chennai, Kolkata, Bangalore, and Hyderabad shall be considered as Metro cities. |

Page 3 of 4



Corporate Office: 4th Floor, Nirman Bhavan, Mumbai Port Trust Building, M. P. Road, Mazgaon (E), Mumbai - 400 010
Ph. No. : 022 - 6656 6340; Fax No. : 022 - 6656 6336; Email: iprc@mumbai@gmail.com, website: www.iprcl.in
Regd. Office: 1st Floor, NBCC Place, Bishma Pitamah Marg, Lodhi Road, New Delhi-110001



भारत 2023



इंडियन पोर्ट रेल एंड रोपवे कॉर्पोरेशन लिमिटेड
(पत्तन, पोत परिवहन एवं जलमार्ग मंत्रालय, भारत सरकार के अधीन संयुक्त उद्यम)
Indian Port Rail & Ropeway Corporation Ltd.
(A JV Company under Ministry of Port, Shipping & Waterways, Government of India)
CIN No: U60300DL2015PLC282703
(An ISO 9001, 14001 & 45001 Certified Company)



Note:

1. All the payments mentioned above shall be borne equally by both the parties i.e. the claimant and the respondent.
2. All the payments except arbitration fee shall be paid as and when asked by the arbitrator.
3. The payment of arbitration fee shall be paid to arbitrator(S) after publishing of award. However, the arbitration fee can be given before publishing the award on the request of the Presiding Arbitrator, if the presiding arbitrator confirms that Arbitral Award has been finalized and signed by the Arbitral Tribunal, and the Tribunal is in the position to publish the award immediately after payment of arbitration fee by both the parties.
4. GST and Income Tax as applicable will be deducted as per extent law.
5. The fees and other charges of the Conciliator/Arbitrators shall be as per the scales fixed by the Employer from time to time irrespective of the fact whether the Arbitrator(s)/ is/are appointed by the Employers or by the Court of law unless specifically directed by Hon'ble court otherwise on the matter.

This O.O supersedes the previous office order No.20/2023 dt.21.02.2023

This issues with the approval of MD/IPRCL and shall be immediately effective including all ongoing cases where fees have not yet been fixed.

Phani
12.11.24
(C V L Phani)
DGM(C&A)

Copy to: -

- (i) MD/IPRCL- For information Please.
- (ii) Director/Works- For information Please.
- (iii) All GGMs/CGMs/GMs/AGMs/JGMS of IPRCL- For information please.

Page 4 of 4



Corporate Office: 4th Floor, Nirman Bhavan, Mumbai Port Trust Building, M. P. Road, Mazgaon (E), Mumbai - 400 010
Ph. No. : 022 - 6656 6340; Fax No. : 022 - 6656 6336; Email: iprc@mumbai@gmail.com , website: www.iprcl.in
Regd. Office: 1st Floor, NBCC Place, Bhisma Pitamah Marg, Lodhi Road, New Delhi-110001



भारत सरकार
भारत