

Central Office, Marketing Department:

3rd Floor, Yogakshema Building, West Wing, Jeevan Bima Marg, Nariman Point, Mumbai 400 021.

Ref: Mktg./Oprns/Pre_Bid_08.10.2024

Date: 11.10.2024

Minutes of Pre- Bid Meeting and Clarification / Corrigendum based on discussions with Tour operators for Dubai and Abu Dhabi Tour held on 08.10.2024 at 4th Floor, East Wing, LIC of India, Yogakshema, Nariman Point, Mumbai 400021.

Participants :-

Shri. R. Sudhakar	Executive Director (Mktg/PD) & CMO
Shri R.K. Chaudhury	Chief (Marketing/Oprns)
Shri Nikhil Jain	Secretary (Mktg/Oprns)
Shri. Ravindra Khonde	Asst. Secretary (Mktg/Oprns)
Shri Sachin Bodas	AO (Mktg/Oprns)
Shri Jayaviknesh	AO (Mktg/Oprns)
Shri Mahendra Ingale	Representative From Kesari MICE D/O Kesari Tours
Shri Rohit Kadam	Representative From Kesari MICE D/O Kesari Tours
Shri Pushkar Inamdar	Representative From Kesari MICE D/O Kesari Tours
Shri Gopal Agarwal	Representative From Neem Holidays
Shri Manish Agarwal	Representative From Neem Holidays
Shri Nilotpal Mukherjee	Representative From Neptune Holidays Pvt. Ltd.
Shri Abhijit	Representative From Neptune Holidays Pvt. Ltd.
Shri Sadan Chaturvedi	Representative From Neptune Holidays Pvt. Ltd.
Ms. Kavita Harish	Representative From Zenith Holidays Pvt. Ltd.
Shri Vivek Shrivastava	Representative From Zenith Holidays Pvt. Ltd.
Shri Mustaquim Shaikh	Representative From Akbar Holidays Pvt. Ltd.
Shri Ajaj Pandey	Representative From Akbar Holidays Pvt. Ltd.
Ms. Shweta	Representative From Akbar Holidays Pvt. Ltd.
Shri Harshal Karkhanis	Representative From Dook International
Shri Ashish Shetty	Representative From EASEMYTRIP
Ms.Divya Alapati	Representative From Southern Travels
Shruti Menon	Representative From Southern Travels
Tanveer Ahmed	Representative From Southern Travels



भारतीय जीवन बीमा निगम
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Vijay Kumar	Representative From Southern Travels
Shri Sriram Sundaram	2HUB/CHIME
Shri Deep Vaidya	2HUB/CHIME

Points Discussed :

1) Based on discussions with the representatives of Tour Operators, it was decided that the flights should be made available on Vistara, Emirates, Etihad Airways and Air India as these Airlines have flights with suitable timings which will enable passengers to reach and depart as per the RFP conditions.

In case of connecting flights, there should be layover of minimum duration of 2 hours to handle the flight delays.

2) It is informed by the Tour Operators that the suitable flights available from India are Vistara, Emirates, Etihad Airways and Air India to Dubai from various Hubs viz. Mumbai, Delhi, Hyderabad, Chennai, Kolkata However considering the no. of passengers from Bangalore, one more hub i.e Bangalore is also required.

Further it is decided for Lucknow from where the Indigo Flight is more convenient, Indigo Flight to Abu Dhabi will depart at around 20.55 Hrs and reaching Abu Dhabi in midnight at around 00.05 Hrs. While returning, Indigo Flight will start at around 1.55 Hrs from Sharjah after end of the Tour on Day-04.

3) It was informed to tour operators that the no. of passengers would now be as mentioned below:

Group (I) – 136 paxs (+/-20% variation)

Group (II) – 144 paxs (+/-20% variation)

The Hub wise distribution of the passengers

Group I- Chennai-3, Delhi-37, Hyderabad-5, Kolkata-60, Lucknow-13, Mumbai-17, Bangalore-1

Group II- Bangalore -21, Hyderabad -23, Chennai -25, Kolkata -16, Mumbai- 59

4) Based on discussion with the Tour Operators, the Revised itinerary is made and mentioned hereunder :

Day- 01 :Reach early morning Dubai, early Check-in hotel, Breakfast in Hotel,Dolphin & Seal Show, Go to Palm Jumeira, Point E, Burj Al Arab, Atlantis, Monorail, Blue Water Island,Evening Marina Dhow Cruise with dinner.

Day-02 :After early Breakfast, start at 8.00 AM for Abu Dhabi, On the way Swamy Narayan Temple, Grand Mosque, then Proceed to Ferrari World (with entry fee), Qasr Al Watan entrance and light show (to be covered as per the extent of available time) ,Corniche, Gold Souq, then Dinner at Indian restaurant, and back to hotel in Dubai.

Day-03 : Breakfast, Conference between 9.00.AM to 11.00 AM, Dubai Frame (with entry fee), Burj Khalifa (with entry fee), Dubai Mall, lunch at Indian restaurant, Proceed to Desert Safari, dinner and back to the hotel.

Day-04:After Breakfast, Miracle Garden, then lunch and proceed for shopping at Meena Bazaar, Remaining sight-seeing if any, Afterwards reach to Dubai Airport.



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5) **Minimum contents of the meals are decided as under :** Lunch – 2 Veg, 2 Non-Veg, 1 Dal, Papad/Pickle/Raita, Roti,Nan,Rice, Salad, 1 Desert, Cut Fruits and Drinking Water Bottles.
Dinner : Soup, 2 Veg, 2 Non-Veg, 1 Veg Starter, 1 Non-veg Starter, 1 Dal, Roti, Nan, Rice, 1 Desert, Cut Fruits and Drinking Water Bottles.

6) In order to standardise the hotel facility and fairness in quotes And based on the discussions with the representatives of Tour Operator, it has been decided to do Hotel booking in the following five star hotels :

1. Crown Plaza
2. Raddison Blue
3. Marriott Al Jaddaf
4. Intercontinental Marina City
4. Hilton Al Habtoor
5. Millenium Plaza
6. Marriott Marquis Dubai
7. Hyatt Regency

Note : Hotel should be in the city i.e. within radius of 20 kms from the city centre.

7) Except for above, the tour operators did not raise any point on the other contents of the Tender document of Dubai and Abu Dhabi.

8) It was informed that a weekly report as per the following format would be required to be filled up and submitted by the selected tour operator on a weekly basis, every Monday.

ADDENDUM TO RFP

The Selected Vendor has to submit a Weekly Report each Monday after the award of the contract as per the following table: -

Progress during the Week:

1	2	3	4
Ticketing	VISA Status	Hotel Booking	Other logistics related to Transportation and other miscellaneous items

Date: Place:

Signature of Authorized Signatory