

**Central Office, Marketing Department:**

3<sup>rd</sup> 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 Greece Tour held on 08.10.2024 at 4<sup>th</sup> 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  
LIFE INSURANCE CORPORATION OF INDIA

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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 Qatar Airways, Etihad Airways and Gulf Air 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 to Greece available from India are Qatar Airways/ Etihad Airways/Gulf Air and same are available from limited Hubs, so it is decided in the pre bid meeting to keep only 2 Hubs viz Mumbai & Delhi. The Hub wise distribution of the passengers is **Mumbai -47, Delhi – 19**

3) It was informed to tour operators that the no. of passengers would now be 66 (+/- 20% variations)

4) Based on discussion with the Tour Operators, the following changes in itinerary are made and mentioned hereunder :

**Day- 01 :** No Change in itinerary. It is clarified that “New Acropolis Museum” would be visited from inside with entry fee ticket if applicable.

**Day-02 :**To add “Visit Domaine Skouras Winery” (shifted from Day-03)

**Day-03 :** To delete “Visit Domaine Skouras Winery” and shift to Day-02 and add “Cape Sounion Tour including sunset views” (shifted from Day-04)

**Day-04 :** To delete “Cape Sounion Tour including sunset views” and shift to Day-03. Rest of itinerary on all days shall remain unchanged.

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 facilitate 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 at Athens:

1. Wyndham Grand
2. Marriott-Athens
3. Intercontinental
4. Divani Caravel Hotel
5. Crown Plaza Athenaeum



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The other 5 star hotels which can be booked are :-

1. Grand Hyatt Athens
2. Hotel Grande Bretagne
3. Four Season's Astir Palace
3. Radisson Blu Park Hotel
4. Green Suites Boutique
5. THE DOLLI
6. Royal Olympic Athens
7. The Pinnacle Athens
8. Electra Palace Athens
9. Wyndham Athens Residence
10. Athens Capital Centre

**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 Greece.

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:**

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

**Date: Place:**

**Signature of Authorized Signatory**