



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

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Ref: CO/CLIA /E-Tender/Pre-Bid/2024-25

11.12.2024

E-Tender for arranging Educational Tour of CLIAs and COs of LIC of India at Switzerland.

(Minutes of Pre-Bid Meeting held on 10.12.2024 for Switzerland Tour)

Tender No. MKTG CLIA/03/2024-25

Participants:-

Smt. B. Swornalatha	Secretary (CLIA)
Smt. Asha Kotian	Asst. Secy (CLIA)
Smt. Ragini Shrikhande	AO(CLIA)
Shri Harshal Karkhanis	Representative of Dook Travels Pvt. Ltd.
Ms. Kavita Harish & Vineetha	Representative of Zenith Holidays
Shri. Sadan Chaturvedi	Representative of Neptune Tours & Travels Pvt. Ltd.
Shri Abhinav Gupta & Shri Subhash Nair	Representative of IRCTC
Shri Gopal Agarwal	Representative of Neem Holidays.

Following are the points discussed /queries raised by the Tour Operators and Clarifications/ Modifications thereon;

- 1) **Period of the Tour** – Tour operators have opined that it is not possible to conduct Tour during 23.01.2025 to 29.01.2025. They have informed that obtaining VISA in such short period is challenging. Due to Christmas vacation, Embassy will be operative only after 6th of January 2025. During January 2025, climate of Switzerland will be very cold. They have requested us to change the Tour dates of Switzerland Tour.

Clarification /Modification:-

Tour Dates – 07.02.2025 to 15.02.2025 (Any 4 days / 3 Nights)

[CORRECTIONS EFFECTED IN TENDER DOCUMENT AND ALSO UPLOADED THE REVISED TENDER DOCUMENT].

- 2) **Departure Hubs** - In the E-Tender we have mentioned four Hubs i.e. Ex Mumbai (8 Pax), Ex-Delhi (21 Pax), Ex- Kolkata (22 Pax) & Ex-Bangalore (5 Pax). Tour operators have suggested only three Hubs i.e. Ex Mumbai (8 Pax), Ex-Delhi (43 Pax) & Ex-Bangalore (5 Pax). They have suggested shifting of Kolkata Hub Pax to Delhi HUB as more flight options will be available from Delhi Hub. It has been decided to shift Bangalore Pax to Mumbai as only 5 Pax are there in Bangalore Hub.

Clarification /Modification:-

Departure Hubs- Ex-Mumbai (13) & EX-Delhi(43)

- 3) **Tour Managers** – We have mentioned in the Tender that one Tour Manager for each Hub to facilitate smooth immigration and journey.

Tour operators have mentioned that two Tour Managers will be sufficient looking into the no. of Pax. They have further mentioned that they will provide Airport Assistance at all the Hubs.

Clarification/ Modification:-

Since now there are only Two Hubs, Tour Operator should provide one Tour Manager for each Hub.

- 4) **Hotel Category** – We have mentioned 5 Star with guaranteed early check in. During the discussion, it was informed that 4 Star hotels are of Good quality and 5 Star hotels will unnecessarily increase the cost as Participants are mostly travelling during the Tour.

Clarification /Modification:-

Minimum 4 Star with guaranteed early check in

- 5) **Conference** - We have mentioned in the E-Tender that arrangement has to be made for half day conference preferably on Day -1. Tour operators have opined that they will decide the Conference date by taking into consideration the entire itinerary.

Clarification/ Modification:-

Conference should be arranged in the same hotel with all the facilities. The Tour Operator should inform the date on which Conference is arranged taking into consideration the entire itinerary.

- 6) **Itinerary** - During the period of the Tour, it is probable that the boat ride may not be possible. Hence, Tour Operator asked us to confirm whether boat ride has to be included or not in Rhine Falls at Schaffhausen .

Clarification/ Modification:-

Tour Operator has to conduct Rhine Falls at Schaffhausen with Boat Ride.

Other itinerary remains the same.

- 7) **Overseas Medclaim Insurance** – Tour Operators were enquiring on the minimum Overseas Medclaim Insurance. However, they have suggested minimum insurance of 50000 USD.

Clarification/ Modification:-

Overseas Medclaim Insurance of Minimum 50000 USD to be provided

- 8) **Flights - Early Arrival and late departure** – In the E-Tender, we have mentioned that the proposed flight should arrive at Switzerland preferably in the early morning hours. Return flight should depart preferably in the evening / night from Switzerland.
Tour operators have informed that early morning arrival and late night departure is difficult.

Clarification/ Modification:-

The Tour operator should arrange for flight that will arrive latest by forenoon on the first day and depart by evening / night on the fourth day, as per our tender conditions so that all the destinations are covered properly.

Sd/-
Secretary (CLIA)