

**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\_17.09.2025

Date: 17.09.2025

**Minutes of Pre- Bid Meeting and Clarification based on discussions with the Tour Operators for Malaysia Tour, held on 17.09.2025 at 4<sup>th</sup> Floor, East Wing, LIC of India, Yogakshema, Nariman Point, Mumbai 400021.**

**Participants :-**

Shri A. Chatterjee	Chief (Marketing)
Shri Sujay Dutta	Secretary (Mktg/FP)
Smt Bindhu Robert	Secretary (Mktg/Oprn)
Shri. Ravindra Khonde	Asst. Secretary (Mktg/Oprns)
Smt Rohini Shetty	AO (Mktg./FP)
Smt Anjali Kshirsagar	AO (Mktg./FP)
Shri Sachin Bodas	AO (Mktg/Oprns)
Shri Jayaviknesh	AO (Mktg/Oprns)
Shri Vivek Shrivastava	Zenith Leisure Holidays Ltd.
Smt Vipula Todankar	Zenith Leisure Holidays Ltd.
Shri Amit Chaudhary	Axplore Travel Plus
Shri Mahendra Ingale	Kesari MICE D/O Kesari Tours
Smt Harshada Bedekar	Kesari MICE D/O Kesari Tours
Shri Sriram Sundaram	Mach Conferences & Events Ltd.
Shri Pritam Gotpagar	Eventrip Priority
Smt Asmita Jha	Eventrip Priority
Shri Sourav Naik	Balmer Lawrie & Co Ltd Travel & Vacations
Shri Kunal Rangare	Balmer Lawrie & Co Ltd Travel & Vacations
Shri Aseem Singh	Tefla's Experiences
Shri Akshay Bhutda	Desired Destinations
Shri Dharmendra	VGS Holidays
Shri Vijay Navaney	Travel Plus
Shri Sohel Manasiya	Akbar Travel
Shri Abdul Aziz	Akbar Travel
Shri Mustaqim	Akbar Travel

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**Points Discussed :**

1) It is informed by the our Operators that Genting Theme park & Sunway Lagoon Theme park are closed on Tuesday and hence it is suggested to revise the itinerary for Malaysia for Group v (08.12.2025 to 11.12.2025) & Group VII (15.12.2025 to 18.12.2025) as under :

	Old Itinerary	Revised Itinerary
Day 1	Arrive at Kuala Lumpur Airport, Early check in the Hotel and Breakfast, City Tour covering Putrajaya, Batu Caves, Lunch at Indian Restaurant and proceed to view King's Palace, National Mosque, Chocolate Factory, photo stop at Independence Square, Petronas Twin Tower, Dinner at Indian Restaurant and overnight stay at Hotel.	Arrive at Kuala Lumpur Airport, Early check in the Hotel and Breakfast Proceed to Sunway Lagoon Theme Park with rides (entry fee), Lunch Coupons, Enroute shopping at China Market, Back to the Hotel and Dinner at Indian Restaurant
Day 2	Breakfast at Hotel, Proceed to Genting Highland covering Outdoor & Indoor Theme Park with Rides (entry fee) , 2 Way Cable Car (entry fee) , Lunch at Indian Restaurant, Return to the Hotel for conference in evening, Dinner at Indian Restaurant and overnight stay at Hotel.	After Breakfast at hotel, City Tour covering Putrajaya, , Lunch at Indian Restaurant and proceed to view King's Palace, National Mosque, Chocolate Factory, photo stop at Independence Square, Petronas Twin Tower, Dinner at Indian Restaurant and overnight stay at Hotel.
Day 3	Breakfast at Hotel, Proceed to Sunway Lagoon Theme Park with rides (entry fee), Lunch Coupons, Enroute shopping at China Market, Back to the Hotel and Dinner at Indian Restaurant.	Breakfast at Hotel, Proceed to Genting Highland covering Outdoor & Indoor Theme Park with Rides (entry fee) , <b>enroute Batu Caves</b> , 2 Way Cable Car (entry fee) , Lunch at Indian Restaurant, Return to the <b>Hotel for conference in evening</b> , Dinner at Indian Restaurant and overnight stay at Hotel.
Day 4	After Breakfast Check out from the Hotel, Shopping at Sungie Wang Palza,/Time Square, Lunch at Indian Restaurant and transfer to the Airport	After Breakfast Check out from the Hotel, Shopping at Sungie Wang Palza,/Time Square, Lunch at Indian Restaurant and transfer to the Airport

2 ) It is agreed to keep the same itinerary mentioned in the tender document for Group I, Group II, Group III, Group IV, Group VI, Group VIII except **“Batu Caves” to be covered on Day 2 instead of Day 1 enroute Genting Highland.**

3) Conference on common day:

Group I & II on 15.11.2025, Group III & IV on 22.11.2025, Group V & VI on 10.12.2025,  
Group VII & VIII on 17.12.2025

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4 ) The details of No. of passengers, flight class & room occupancy for each group would now be as mentioned below:

**Group (I) – 225 paxs (+/-20% variation)**

- The Hub wise distribution of the passengers -  
Group I- Mumbai – 141, Delhi- 30 & Kolkata – 54
- Flight Class : Economy (225 pax)
- Room Occupancy – Single Occupancy ( No 3) & Twin sharing (No 111)

**Group (II) – 231 paxs (+/-20% variation)**

- The Hub wise distribution of the passengers -  
Group II- Mumbai – 37, Delhi -75 & Chennai - 119
- Flight Class : **Business ( 1 pax)** Economy (230 pax)
- Room Occupancy – Single Occupancy ( No 4) & Twin sharing (No 114)

**Group (III) – 218 paxs (+/-20% variation)**

- The Hub wise distribution of the passengers -  
Group III- Mumbai – 4, Kolkata – 124, Bangalore – 49,  
& Hyderabad – 41
- Flight Class : **Business (1 pax)**, Economy (217 pax)
- Room Occupancy – Single Occupancy ( No 4) & Twin sharing (No 107)

**Group (IV) – 265 paxs (+/-20% variation)**

- The Hub wise distribution of the passengers -  
Group IV- Mumbai – 3, Chennai- 186 & Delhi - 76
- Flight Class : Economy (265 pax)
- Room Occupancy – Single Occupancy ( No 3) & Twin sharing (No 131)

**Group (V) – 244 paxs (+/-20% variation)**

- The Hub wise distribution of the passengers -  
Group V- Mumbai – 66 & Kolkata – 178.
- Flight Class : **Business (1 pax)**, Economy (243 pax)
- Room Occupancy – Single Occupancy ( No 4) & Twin sharing (No 120)
- As no of passenger from Kolkata hub are more, it is agreed by the tour operators to take multiple flights from Kolkata hub - Direct and/or One Stop Connecting Flight reaching Malaysia early morning on 08.12.2025 and departure on late evening/night on 11.12.2025.

**Group (VI) – 239 paxs (+/-20% variation)**

- The Hub wise distribution of the passengers -  
Group VI- Mumbai – 3, Kolkata – 72, Bangalore – 94 & Hyderabad – 70
- Flight Class : Economy (239 pax)
- Room Occupancy – Single Occupancy ( No 3) & Twin sharing (No 118)

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**Group (VII) – 245 paxs (+/-20% variation)**

- The Hub wise distribution of the passengers -  
Group VII- Mumbai – 155 & Delhi - 90
- Flight Class : Economy (245 pax)
- Room Occupancy – Single Occupancy ( No 3) & Twin sharing (No 121)

**Group (VIII) – 254 paxs (+/-20% variation)**

- The Hub wise distribution of the passengers -  
Group VIII - Mumbai – 158 & Delhi - 96
- Flight Class : Business (1pax), Economy (253 pax)
- Room Occupancy – Single Occupancy ( No 4) & Twin sharing (No 125)

Except for all the above, the tour operators did not raised any points on other contents of the Tender document of Malaysia.