

Central Office, Marketing Department:

3rd 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 Tokyo, Japan Tour, held on 17.09.2025 at 4th 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 Holidays Pvt. Ltd.
Smt Vipula Todankar	Zenith Holidays Pvt. Ltd
Shri Amit Chaudhary	Axplore Travel Plus
Shri Mahendra Ingale	Kesari MICE
Smt Harshada Bedekar	Kesari MICE
Shri Sriram Sundaram	Mach Conferences & events
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) Based on discussions with the representatives of Tour Operators, it was decided that the flights should be made available on **All Nippon, Japan Airways, Air India, Singapore Airlines & Cathay Pacific Airlines** as these Airlines have flights with suitable timings which will enable passengers to reach and depart as per the RFP conditions.

2) It is informed by the tour operators that due to the large number of participants, it is necessary to conduct the tour in 2 groups , hence it is agreed that Group I will reach on **19.11.2025 morning** & Return journey will be on **22.11.2025 after 11 am** & Group II will reach on **20.11.2025 morning** & Return journey will be **on 23.11.2025 after 11 am**.

3) Conference on common day for Group I & II on 20.11.2025 in the evening,

4) It is agreed to cover Renko-Ji Temple on any day of the tour as per the availability of time. In itinerary of Day 3, **Sumidha River Cruise with entry fee to be conducted by the tour operator.**

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

Group (I) – 163 paxs (+/-20% variation)

- The Hub wise distribution of the passengers -
Group I- Mumbai – 82, Delhi-81
- Flight Class : Economy (163 pax)
- Room Occupancy –Twin sharing (No 82)

Group (II) – 165 paxs (+/-20% variation)

- The Hub wise distribution of the passengers -
Group II- Mumbai – 84, Delhi -81
- Flight Class : Business (2 pax) Economy (163 pax)
- Room Occupancy – Single Occupancy (No 5) & Twin sharing (No 80)

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