



विपणन/सी एल आई ए विभाग, केंद्रीय कार्यालय, तीसरी मंजिल, पश्चिम स्कन्ध, योगक्षेम, जीवनबीमा मार्ग, मुंबई ४०००२१, फोननं: 022-66598870, ईमेल : [co\\_clia@licindia.com](mailto:co_clia@licindia.com) Mktg/CLIA Department, Central Office, 3<sup>rd</sup>Floor, West Wing, 'Yogakshema', J.B.Marg, Mumbai-400021 , Tel: 022-66598870.

## **INTRODUCTION**

The Life Insurance Corporation of India (hereinafter referred to as “LIC” or as “Corporation”), a statutory Corporation established under the LIC Act 1956, is a leading life insurer of India owned by the Government of India (“GoI” or “Government”) with 96.5% stake and rest 3.5% with the public. LIC has three branches outside India in UK, Fiji and Mauritius, a wholly owned subsidiary in Singapore and Joint Ventures in Bahrain, Kenya, Sri Lanka, Nepal, Saudi Arabia and Bangladesh. Its subsidiaries in India include LIC Pension Fund Ltd, and LIC Cards Services Ltd. Its associates include IDBI Bank Ltd, LIC Mutual Fund and LIC Housing Finance Limited. LIC is the leading Life Insurer in terms of Market share, number of offices and Marketing intermediaries in India.

## **Letter of Invitation:**

The Life Insurance Corporation of India invites applications from the reputed, bonafide & experienced Travel and Tour Operators as per this bid document for arranging Educational Tour for Chief Life Insurance Advisors and Chief Organisers of LIC of India at Vietnam.

## **TENDER FOR**

**Arranging Educational Tour for Chief Life Insurance Advisors (CLIAs) and Chief Organisers (COs) of LIC of India at Vietnam.**

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## **Note :-**

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LIC OF INDIA,  
CLIA DEPARTMENT, CENTRAL OFFICE, YOGAKSHEMA, 3<sup>rd</sup>FLOOR, WEST  
WING, JEEVAN BIMA MARG, MUMBAI- 400021



विपणन/सी एल आई ए विभाग, केंद्रीय कार्यालय, तीसरी मंज़िल, पश्चिम स्कन्ध, योगक्षेम, जीवनबीमा मार्ग, मुंबई ४०००२१, फोननं: 022-66598870, ईमेल : [co\\_clia@licindia.com](mailto:co_clia@licindia.com) Mktg/CLIA Department, Central Office, 3<sup>rd</sup>Floor, West Wing, 'Yogakshema', J.B.Marg, Mumbai-400021, Tel: 022-66598870.

Ref : CO/Mktg-CLIA/MKMA/Vietnam/2025-26

## **PART A – NOTICE INVITING TENDER**

### **NOTICE INVITING TENDER FOR ARRANGING EDUCATIONAL TOUR FOR CHIEF LIFE INSURANCE ADVISORS (CLIA's) AND CHIEF ORGANISERS (COs) OF LIC OF INDIA AT VIETNAM.**

| Place   | Dates                      | No of Pax (Approx.) +/- 20% variation |
|---------|----------------------------|---------------------------------------|
| Vietnam | 26.11. 2025 to 29.11. 2025 | 70                                    |

#### **TENDER NO: - MKTG CLIA/02/ 2025-26**

Life Insurance Corporation Of India , Mumbai having its Corporate Office at Yogakshema, Jeevan Bima Marg, Mumbai- 400021 proposes to invite Sealed Tenders from Tour Operators (Indian only) for arranging Educational Seminar for Agents of LIC of India at Vietnam as mentioned above. The Tour Operators should also arrange for VISA ON ARRIVAL/ e- VISA and overseas medical insurance of all the participants. **Arrangement has to be made for half-day Conference**, for which conference hall with complete set up and necessary logistics including podium, projector, backdrop, laptop, mike etc. will have to be arranged. **The Group size will be as given in table above (Plus/Minus 20% variation).**

The proposals of the Bidders will be evaluated on Technical and Financial basis.

The Bidders who fulfill all the requirements in the **Technical Bid (Part D) / Eligibility Criteria on Page 12 & Page 13 under Part B** and fulfill all other Terms and Conditions as per Tender document will be treated as qualified and considered eligible for opening of Financial Bid/s.

**LICI will finalise Tour Operator based on the quotes received from the Bidders in the Financial Bid. The lowest rates will be determined from the quotations received from technically qualified bidders. Bidder with lowest bidding rates will be finalised.**

**Executive Director (Mktg/CLIA)**

## **INFORMATION & INSTRUCTIONS TO BIDDERS FOR USING ONLINE ELECTRONIC TENDERING SYSTEM FOR SUBMISSION OF E-TENDERS**

1. All the Tour Operators (i.e. Bidders) intending to participate in the tenders processed online, are required to get registered for the Electronic Tendering system on the Portal <http://www.tenderwizard.com/LIC>
2. Tender document can be downloaded as per key dates from website [www.licindia.in/tenders](http://www.licindia.in/tenders) and <http://www.tenderwizard.com/LIC>
3. The Last Date of Submission of on-line Bid is up to **13.00 hrs. on 27.10 .2025**

4. **Obtaining a Digital Certificate:**

The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. Digital signature certificate has two keys i.e. Public Key and Private Key. Public Key is used to encrypt the data and Private Key is used to decrypt the data. Encryption means conversion of normal text into coded language whereas decryption means conversion of coded language into normal text. These Digital Certificates are issued by an approved certifying authority, by the controller of Certifying Authorities, Government of India.

The tour operators (bidders) may obtain Class III digital certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities on the portal <http://cca.gov.in>. or may obtain information and application format and documents required for issue of digital certificate from one such certifying authority given below which is :-

1. TATA Consultancy Services Ltd.  
11<sup>th</sup> Floor, Air India Building, Nariman Point,  
Mumbai-400021 website – [www.tcs-ca.tcs.co.in](http://www.tcs-ca.tcs.co.in)
2. Sify Communications Ltd.  
III Floor, Tidel Park, 4 Canal Bank Road, Taramani, Chennai-600113. Website – [www.safescrypt.com](http://www.safescrypt.com)
3. MTNL Trustline CA  
O/o DGM (IT-CA), 5515, 5<sup>th</sup> Floor, Core-V Mahanagar  
  
Doorsanchal Sadan, CGO Complex, MTNL,  
Delhi-110003. Website – [www.mtnltrustline.com](http://www.mtnltrustline.com)
4. iTrust CA (IDRBT)  
CastleHills, Road No.1, Masab Tank, Hyderabad,  
Andhra Pradesh -500057. Website – [idrbc.org.in](http://idrbc.org.in)
5. (n)Code solutions  
301, GNFC Tower, Bodak Dev, Ahmedabad-380054,  
Gujarat. Website – [www.ncodesolutions.com](http://www.ncodesolutions.com)

- 6 National Informatics Centre Ministry of Communication and Information Technology  
A-Block CGO Complex, Lodhi Road,  
New Delhi-110003. Website <https://nicca.nic.in>
7. e-Mudhra CA  
3i Infotech Consumer Services Ltd  
3<sup>rd</sup> Floor, Sai Arcade,  
Outer Ring Road ,  
Devarabeesanahalli, Bangalore-560036,  
Karnataka Website – <http://www.e-Mudhra.com>

5. Tenderers may contact the e-tendering service provider on the following telephone numbers or e-mail address for any kind of support activities (officials of tenderwizard.com) :

| Name                                 | e-mail address                                                                                                                                                   | Landline Phone No.           | Mobile No  |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------|
| Help Desk No.                        |                                                                                                                                                                  | 080-40482100/<br>08045811365 |            |
| Mr. Senthil Raj                      | <a href="mailto:senthil@etenderwizard.com">senthil@etenderwizard.com</a>                                                                                         |                              | 9731467274 |
| Ms. Hithaishi                        | <a href="mailto:hithaishi.p@antaressystems.com">hithaishi.p@antaressystems.com</a><br><a href="mailto:lokeshhr@etenderwizard.com">lokeshhr@etenderwizard.com</a> |                              | 9731737722 |
| Mr. Raghuprashanth                   | <a href="mailto:raghuprashanth@etenderwizard.com">raghuprashanth@etenderwizard.com</a>                                                                           |                              | 9686115323 |
| Mr. Rudresh K S<br>(For DSC Queries) | <a href="mailto:rudresh.ks@etenderwizard.com">rudresh.ks@etenderwizard.com</a>                                                                                   |                              | 9969395522 |

**E-Tender Help Desk :**

**“Honganasu”, #137/3,  
Bangalore Mysore Road,  
Opp. KMS Coach Builders,  
Kengeri, Bangalore – 560 060.”**

6. In case of online tendering, if the digital certificate is issued to the authorized user of a firm for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney to that user. The firm has to authorize a specific individual via an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of firm as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm. It shall be the responsibility of management / partners of the registered firms to inform the certifying authority or Sub Certifying Authority, in case of change of authorized user and that a fresh digital certificate is procured and issued an ‘authorization certificate’ for the new user. The procedure for application of a digital certificate will remain the same for the new user.

The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

A scanned copy of the authorization certificate shall be uploaded on e-tender Portal on submission of e-tender.

7. **Online Viewing of Scheduled date of e-tendering Programme :**

The tour operators can view the e-tendering Programme and the time schedule (Key Dates) for the tender floated using the electronic tendering system on the website <http://www.tenderwizard.com/LIC> and <http://www.licindia.in> under the heading ‘Tenders’

#### 8. Submission of Tender Cost:

Tenderers(bidders) have to pay Non refundable Tender Cost of **Rs. 1000.00 (plus GST as applicable)** towards tender documents processing which shall be remitted to Bank Account of **Life Insurance Corporation of India Central Office** through NEFT / RTGS transaction as per details given below in Point No. 9 or through Demand Draft/Pay Order.

A scanned copy of the **Proof of remittance with transaction number** of Tender document processing fees should be uploaded on e-Tender Portal on submission of e-Tender.

If the tenders are cancelled or recalled on any grounds, the tender document processing fees shall not be refunded to the Tenderers.

#### 9. (A) Submission of Earnest Money Deposit:

A tour operator (i.e. Tenderer) can submit bid for arranging Educational Seminar to Vietnam as mentioned under Part A of Notice Inviting Tender. In case of payment through NEFT / RTGS transaction, details of LIC bank, virtual account is as per details given below:

|                              |                                                  |
|------------------------------|--------------------------------------------------|
| Name of Bank                 | Union Bank of India (Erstwhile Corporation Bank) |
| Virtual Account Number - VAN | LIC9MK00                                         |
| IFSC Code                    | UBIN0996335                                      |
| PAN No. (LIC)                | AAACL0582H                                       |
| Telephone No. of LIC         | (022) 66598789 / 66598848                        |

The EMD would be as follows:-

| Place   | Dates                             | Amount of EMD         |
|---------|-----------------------------------|-----------------------|
| Vietnam | <b>26.11. 2025 to 29.11. 2025</b> | <b>Rs. 1,00,000/-</b> |

Any tender, which is not accompanied by Tender Fee & Earnest Money Deposit, shall be summarily rejected. No interest will be paid for the period during which the earnest money lies in deposit with the LIC.

Refund of Earnest Money Deposit to the unsuccessful bidders shall be made through RTGS/NEFT only after the tender process is completed. **However, if the Bidder after submission of the Bid withdraws the same, or withdraws from the process at any stage or expresses its inability or unwillingness to conduct the tour after selection, then in that case LIC shall have a right to forfeit the EMD amount and the bidder shall have no claim whatsoever upon the EMD or against LIC.**

At the time of submission of e-tender on e-tender portal, it is mandatory to provide **Proof of remittance of EMD with transaction number of EMD amount remitted through online / NEFT/RTGS**. In case of EMD payment through DD/ Pay order, the scanned copy of the same should be uploaded and original copy of DD/ Pay order must be submitted in physical form before the tender opening date as mentioned in "Key Dates" at LIC of India, Mktg/CLIA Department, Central Office (3rd floor) Yogakshema, Nariman Point, Mumbai 400021. Failure to do so will result in rejection of bid.

**(B) Performance Guarantee by Successful Bidder :**

The successful Bidder shall be required to provide a **Performance Bank Guarantee for 3% of the Order Value issued by any scheduled commercial bank valid for the tenure of the Contract plus a claim period of 2 months**, indemnifying any loss to LIC (“Performance Bank Guarantee”). The Performance Bank Guarantee shall be provided to LIC either before or at the time of execution of the Contract, LIC has the right to invoke the Performance Bank Guarantee for any non-compliance of the terms & conditions of this RFP Document or the Contract to be executed between the selected Bidder and LIC at any point of time without prejudice to its other rights and remedies available under the Contract and/or the Law (s) for the time being in force. In case the Contract period is extended by LIC, the selected Bidder shall be responsible to extend the validity period and claim period of the Performance Bank Guarantee.

**10. Download of Tender Documents**

Download of tender documents: The tender documents can only be downloaded from the Electronic Tendering System on the Portal <http://www.tenderwizard.com/LIC> or LIC website [www.licindia.in/tenders](http://www.licindia.in/tenders).

**11. Submission of Online Bid:**

Tenderers (bidders) need to download the bid documents including the Blank Templates/ Formats / Forms etc of Technical Bid & Financial Bid. The Technical Bid and Financial Bid are to be filled without making any changes in the format of the files and the completely filled files of Technical Bid/Financial Bid shall be uploaded on the e-Tender Portal using DSC within the time and last date specified for submission of Bids in Key Dates.

Kindly note that Technical Bid/Financial Bid should not be uploaded in the same day, otherwise the bid shall be rejected. The Scanned copies of self attested supporting documents of Technical Bid /Financial Bid to be uploaded while submission of Bids.

**12. Opening of Bids: (Opening of EMD + Tender Fee) & Technical Bid/ Financial Bid:**

The BID-I i.e. Technical (Pre-qualification) Bid shall be opened on the published date. Along with providing the other details of the Technical bid, the bidders have to necessarily upload the copy/image of the DD/Pay order or the details of the NEFT/RTGS transfer towards payment of EMD and Tender fee as per tender document. If any tenderer (bidder) doesn't provide proof of payment towards EMD & tender Fees of requisite amount, their Bids will be treated as Non-Bonafide Bids and accordingly shall not be opened for further consideration. The Technical Bids shall be opened in presence of tenderers or their authorized representatives, who submit their bids and choose to attend the event of opening of Technical bid.

Eligibility related documents of tenderers (bidders) who have submitted valid tender processing fee and Earnest Money Deposit shall be evaluated and the qualification shall be decided by LIC based on the eligibility criteria given in the Detailed Tender Notice and the documents submitted by the tenderers (bidders).

Financial Bid will be opened only of such Tenderers, who are considered eligible as per the fulfillment of the eligibility criteria and all the terms and conditions as per the tender document & as per the date mentioned under “Key Dates”. Financial Bid shall be opened in presence of qualified tenderers or their authorized representatives, who choose to attend.

**13. Key Dates:**

The bidders are strictly advised to follow dates and time as mentioned. The date and time will be binding on all the bidders. The bidders are required to complete the stage within the stipulated time as per the schedule to continue their participation in the tender. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and time of the stage as defined.

The bidder should ensure that the status of a particular stage should be shown as “Submitted” before the expiry date and time of that particular stage and he should possess a copy of receipt of completion of each stage to be performed from his end. It will be the sole responsibility of the bidder if the status of a particular stage is “Pending” till the expiry date and time of that stage and he is not able to proceed further in the e-tendering process.

**Key Dates:**

| Sr. No. | Stage                                                                                                          | Start Date & Time                                                                                                                                      | Expiry Date & Time     |
|---------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 1       | Uploading of tender documents i.e. Technical Bid / Financial Bid by LIC                                        | 06.10.2025 , 12.00 hrs                                                                                                                                 |                        |
| 2       | Downloading of tender documents                                                                                | 06.10.2025 , 12.00 hrs                                                                                                                                 | 27.10.2025 , 12.30 hrs |
| 3       | Pre Bid Discussions at LIC of India, Mktg./CLIA Dept. 3 <sup>rd</sup> Floor, Yogakshema, Nariman Point, Mumbai | 15.10.2025 , 14.30 hrs                                                                                                                                 |                        |
| 4       | Deposit of Tender Processing Fees & EMD (bidders can choose any one of the following options)                  | To be paid at the time of submission of e-tender documents on e-tender portal                                                                          |                        |
| (a)     | In case of Demand Draft / Pay Order towards Tender Fee / EMD (in sealed envelope)                              | 1. Proof of DD/Pay Order to be attached along with the e-tender documents<br>2. Physical submission of original DD/Pay Order by 27.10.2025, 13.00 Hrs. |                        |
| (b)     | In case of NEFT payment towards Tender Fees & EMD                                                              | Details of NEFT Payment to be provided at the time of submission of e-tender documents in e-Tender Portal                                              |                        |
| 5       | Online submission of Technical Bid and Financial Bid                                                           | 06.10.2025 , 12.00 hrs                                                                                                                                 | 27.10.2025 , 13.00 hrs |
| 6       | Opening of Technical Bid                                                                                       | The Technical Bid will be opened on 27.10.2025 at 14.30 Hrs.                                                                                           |                        |
| 7       | Opening of Financial Bids                                                                                      | 29.10.2025 at 11.00 Hrs                                                                                                                                |                        |

**14. Other Information:**

**14.1** The Financial Bid has to be submitted mandatorily online.

**14.2** Scanned copy of proof of remittance of Tender fee and EMD should be uploaded mandatorily at the time of submission of e-tender documents on e-Tender Portal and Original DD/Pay order, if applicable, should be physically submitted to **LIC of India, Mktg /CLIA Department, Central Office (3rd floor) Yogakshema, Nariman Point, Mumbai 400021** on or before last date and time mentioned in Key dates for submission of the same in a sealed envelope.

**14.3** Financial Bid has to be submitted mandatorily online and shall not be accepted physically under any circumstances. In case any bidder does not comply with procedure given above, it will be presumed that he is not interested in the work and he will be disqualified from the bidding.

**15.** The contract shall be deemed to have come into existence on issue of letter of acceptance to the successful tenderer. The letter of acceptance issued by LIC to the selected tenderer along with the tender documents shall be deemed as a contract and the underlying terms and conditions of Tender would act as the basis. Any deviation from the same would be deemed as a breach of contract.



16. Tenderers (bidders) are warned that Cash or Encashable Cheque or Bank or Insurance Guarantee, or Fixed Deposit receipt in lieu of the aforementioned form of Earnest Money & Tender Processing Fees remittance will not be accepted.
17. Tenders containing errors are liable to be considered non-bonafide at the discretion of the Executive Director (Marketing/CLIA).
18. Tenderer (bidder) should note that tender should remain open for consideration for a minimum period of 90 days from the last date of submission of financial bids or extended date if any.
19. No alterations are to be made by the tenderer to the text or the Schedule of these tender papers. Any tenderer (bidder), which proposes any alterations or amendments to any of the condition/s laid down or which proposes any other conditions of any description whatsoever is liable to be rejected.
20. Should the tenderer (bidder) be in doubt about the precise meaning of any item or figure, for any reason whatsoever, he must inform Marketing/CLIA Department, Central office in order that the correct meaning may be decided upon before the date for the submission of the tender. Similarly if there is/are any ambiguities noticed in any of the tender clauses/Item specifications etc given at different places in tender document, the Tenderer (bidder) should bring all such ambiguities to the notice of Marketing/CLIA Department, Central office before submission of tender for necessary rectification, preferably during the pre-bid meeting.

No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate pages, indistinct writing or any other error in the tender documents which should have been rectified in the manner described above.

21. If any corrupt document(s)/File(s) are received by LIC on opening of Bids, the Tenderers (Bidders) will be solely responsible if their Bids become Non-Bonafide due to corrupt file.
22. The tender shall be accompanied by a certified true copy of Power of Attorney in favour of the signatory to the tender documents. If the tender is submitted on behalf of a firm, it must be signed either by all partners or person holding a valid power of attorney from all partners constituting the firm. The person signing the tender on behalf of another partner(s) or on behalf of a firm or Company shall attach with the Tender a proper Power of Attorney duly executed in his favour by such other person(s) or by all the partners in accordance with the Constitution of the Company / Articles of Association, stating that he has the authority to sign on behalf of such other person(s) of the firm or the Company as the case may be, in all matters pertaining to the contract. Scanned copy of the Power of Attorney shall be uploaded on the e-Tender Portal. Similarly, in case of private/public limited company, the authorization certificate will have to be signed by the Directors of the company.
23. The Life Insurance Corporation of India reserves the right to accept any tender or to accept tenders in part or to reject any or all tenders without assigning reasons thereof.

Note: - Bidders participating in e-tendering shall check his/her validity of Digital Signature Certificate before bidding in the specific work floated online at the website <http://www.tenderwizard.com/LIC>. Also, the bidder will be held liable solely, in case, while bidding in particular stage - Date & Time get expired as per the key dates available on the tender document. Key dates are subject to change in case of any amendment in schedule due to any reason stated by the Marketing/CLIA Department which will be suitably informed through the above website -<http://www.tenderwizard.com/LIC> and LIC website -[www.licindia.in/tenders](http://www.licindia.in/tenders).

24. Contact Persons :
1. Smt B. Swornalatha, Secretary (CLIA), (022) 66598789
  2. Smt. Namita Puranik, Dy. Secretary (CLIA), (022) 66598848
  3. Smt. Asha Kotian, Asst. Secretary (CLIA), (022) 66599537

**Executive Director (Mktg/CLIA)**

## **PART B – GENERAL RULES & INSTRUCTIONS**

Life Insurance Corporation Of India, Mumbai (hereinafter referred to as “LIC” or “Corporation”) having its head office at Yogakshema, Nariman Point, Mumbai - 400021 invites tender for arranging Educational Seminar for Agents of LIC of India at Vietnam.

A Tour Operator will be finalized on the basis of qualifying conditions of Technical Bid and Financial Bid. The Tour Operators should also arrange for VISA (VISA on arrival wherever applicable) and overseas medical insurance for all the participants.

1. Tender should be submitted online as per the schedule of Key dates.
2. The last date and time for submission of tender is **27.10.2025 at 12.30 Hrs.** The tender (Technical Bid) will be digitally opened on **27.10.2025 at 13.00 Hrs.**

The venue of opening of Technical Bid will be same as given above i.e. LIC of India, “Mktg/CLIA Department, Central Office, Yogakshema , West Wing , 3<sup>rd</sup>Floor, Jeevan Bima Marg, Mumbai- 400021”. The Technical Bids will be opened in presence of Tenderer or their authorized representatives who choose to remain present at the time of opening of tenders. Tenders cannot be uploaded after the due time/date. Decision of the Corporation in this regard will be final, conclusive and binding on the tenderers (bidders) and the Corporation takes no responsibility if the tenderer (bidder) fails in uploading of tender within due date and time given here above.

3. The tender form may be downloaded from website of Corporation- [www.licindia.in/tenders](http://www.licindia.in/tenders) or website - <http://www.tenderwizard.com/LIC>
4. The Bid shall be valid for the period of 90 days from the last date of submission of the tender as per Notice issued in this respect.
5. The proof of Tender Processing Fee of Rs 1000/- (plus GST as applicable) and Earnest Money Deposit (EMD) for Vietnam as mentioned in Point No.9 (Submission of Earnest Money Deposit) of Part A of “Information & Instructions to Bidders”, in the form of Demand Draft/Pay Order in favour of “LIC of India” payable at Mumbai or details of NEFT/RTGS, as the case may be, is to be uploaded along with the tender documents. The EMDs of the unsuccessful Bidders will be refunded without any interest after completion of the tender process. The EMD of the successful Bidder would be retained by LIC in the form of security deposit and shall be refunded by LIC to the successful bidder only upon completion of the tour to the satisfaction of LIC and after adjusting all the amounts receivable by LIC from the bidder and shall also not carry any interest. **Tenders without EMD would not be considered.**
6. The tender shall be uploaded in two parts i.e. Technical Bid & Financial Bid. The submission of tender document is as detailed below:

**1. Technical Bid for Arranging Educational Tour for Chief Life Insurance Advisors (CLIAs) and Chief Organisers (COs) of LIC of India at Vietnam from 26.11.2025 to 29.11.2025.**

**2. Financial Bid for Arranging Educational Tour for Chief Life Insurance Advisors (CLIAs) and Chief Organisers (COs) of LIC of India at Vietnam from 26.11.2025 to 29.11.2025.**

Accordingly, a Bidder will be considered for selection, based on his qualifying the technical bid and thereafter based on the Financial Bid for Vietnam submitted by him and all other Bidders.

**Technical Bid** shall contain the following:

- Covering letter on Bidder's letter head as per the Annexure III (Bid submission form)
- Bidder's general details /information, as per Part-D (Technical Bid)
- Letter of Authority in favour of any one or two Executives of the bidder having authority to attend the Technical Bid & Financial Bid opening on specified dates & venue as per Annexure V
- Documents relating to bidder's eligibility criteria mentioned below (All Annexures from Annexure I to Annexure VI)
- EMD as mentioned in Point No.9 of Part A under Information & Instructions to Bidders, by way of NEFT/RTGS or Demand Draft/Pay Order from any Scheduled Bank drawn at Mumbai.

**The Technical Bid submitted by the tenderer (bidder) should not contain any reference about the Financial Bid, failing which, the Bid shall not be taken up for scrutiny/assessment and shall be rejected.**

**Financial Bid shall contain:**

The Financial Bid in the format i.e. **Part-E** given in the tender document is to be provided as in point No. 2 above. The bid is to be submitted separately in the Excel sheet (Part E).

Submission of Financial Bid in any format other than the format provided in the tender document will not be accepted and the Bid will be rejected.

7. Those Technical Bids which are found to be in order i.e. satisfying all the stipulated conditions for arranging Educational tour for Chief Life Insurance Advisors (CLIAs) and Chief Organisers (COs) of LIC of India at Vietnam shall be short-listed and Financial Bids of only such short-listed Bidders will be opened. Please note that all those who qualify in the Technical Bid by satisfying stipulated conditions will be treated at par and the final selection of bidder would be made only on the basis of Financial Quote.

Thus, the Bidder with the lowest quote would be selected, amongst the Bidders qualifying in the technical bid and who submit their financial bid for Vietnam tour.

8. Please note that all the information desired needs to be provided. Incomplete information may lead to non-consideration of the Bid proposal.
9. Bids must be accompanied by proof of Tender Fee and Earnest Money Deposit as mentioned in point No.9 of Information & Instructions to Bidders, as specified in the tender document. The EMD of unsuccessful Bidders will be refunded within 30 days of completing the Bidding process without any interest. **However, the EMD of the Successful Bidder would be retained by LIC in the form of Security Deposit and shall be refunded by LIC to the Successful Bidder only upon completion of the tour to the satisfaction of LIC and after adjusting all the amounts receivable by LIC from the Bidder.**

**If the Bidder after submission of the Bid withdraws the same, or withdraws from the process at any stage or expresses its inability or unwillingness to conduct the tour after selection, then in that case LIC shall have a right to forfeit the EMD amount and the bidder shall have no claim whatsoever upon the EMD or against LIC.** Thus, EMD shall be forfeited if the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of the tender, then in that case the bidder shall have no claim whatsoever upon the EMD or against LIC.

10. LIC reserves the right to change the "Key dates" mentioned in this tender document, which will be communicated to the Bidders or will be published on LIC's website and Tender wizard website.
11. The information provided by the Bidders in response to this tender document will become the property of LIC and will not be returned. LIC reserves the right to amend or reissue this Tender and all amendments will be communicated to the Bidders or will be published in LIC's website and Tender wizard website and such amendments will be binding on Bidders.

12. The Bids will be examined by LIC to determine whether they are complete and whether the required EMD and other details / documents have been furnished / submitted. Bid determined as not substantially responsive will be rejected. LIC may at its discretion waive any minor non-conformity or irregularity in Bid if it does not constitute a material deviation. Decision of LIC in determining whether any deviation is material or not shall be final and binding to all.
13. The validity of offer of the successful Bidders shall be for the said tour only.
14. Any bidder submitting the tender shall be deemed to have read and understood the terms and conditions, scope of the work, etc and quote accordingly.
15. LIC of India reserves the right to call for missing/additional requirements or otherwise from the Bidders at the time of analysis of the tenders received in response to this notice.
16. Any conditional offer / tender shall not be considered.
17. Any modification in the tender after opening date shall not be considered.
18. The Tenderers(bidders) should read and understand all the terms and conditions of the Tender before applying as the submission of the tender shall be deemed to signify the acceptance of the terms and conditions of this tender and Annexures forming a part and parcel of it. The successful tenderer shall be given the letter of acceptance. The letter of acceptance issued by LIC to the selected tenderer along with the tender documents shall be deemed as a contract and the underlying terms and conditions of tender would act as the basis. Any breach of the same would be deemed as a breach of contract.  
  
The Bidder should not have been blacklisted by any office of LIC of India or any other establishment/subsidiaries. (An undertaking in this regard is to be submitted on Bidder's letter head as per Annexure IV).
19. Any effort on the part of Bidder to influence Bid evaluation process or award of contract may result in the rejection of the Bid.
20. The Bidder shall be disqualified if the documents submitted are found to be false. LIC reserves the right to modify or amend the eligibility criteria. The LIC's decision in any matter related to this Bid shall be final & binding on all concerned.
21. The Bid shall be signed by a person or persons so authorized by the Bidder. In case, the Bidder is a Company, the officer so authorized by the Company with its stamp duly affixed shall sign the Bid.

**ELIGIBILITY CRITERIA FOR ARRANGING EDUCATIONAL SEMINAR AT VIETNAM:**

1. The Tour Operator should have experience of at least six years as on 31.03.2025 in the relevant field and providing such services to reputed Financial Institutions/PSUs/MNCs/Large Corporate during any three of the last five (05) financial years ending 2020-21, 2021-22, 2022-23, 2023-24 & 2024-25.
2. The Tour Operator should be a sole proprietary concern/partnership firm/company/LLP and should be registered with Registrar of Firms/Companies, wherever applicable.
3. The Tour Operator should have a valid PAN Number, GST Registration Number.
4. The Tour Operator should submit audited Balance Sheet, Profit & Loss Account & Income Tax Return filed for the six financial years i.e. 2019-20, 2020-21, 2021-22, 2022-23, 2023-24 & 2024-25. (In case, the financial statements for the financial year 2024-25 are not audited, then the tour operator should submit a declaration on the letterhead of the company with proper seal signed by the authorized signatory that books of accounts for F.Y. 2024-25 are not audited at the time of submission of Technical bid).

5. The annual turnover of the Tour Operator under Revenue from Operations, as per Audited Books of Account should be Rs. 60 Crore & above in any one of the five (05)/six(06) Financial Years for which audited P & L have been submitted by the bidder in respect of (4) above.
6. Average annual turnover of the Tour Operator under Revenue from Operations, as per Audited Books of Accounts should be ₹ 40 Crore & above for last five (05) Financial Years for which the bidder has submitted audited P & L in respect of (4) above.
7. The Tour Operator should have conducted a minimum of 5 (Five) Corporate tours (International tours) with group size of 100 or more in the last five (05) financial years viz. 2020-21, 2021-22, 2022-23, 2023-24 & 2024-25. The certificate as per the Annexure VI signed by the Chartered Accountant providing the details of the tours conducted during the last five (05) Financial Years viz. 2020-21, 2021-22, 2022-23, 2023-24 & 2024-25 is to be provided.
8. The Tour Operator should be IATA approved (Copy of IATA accreditation certificate to be produced).
9. The Tour Operator should be prepared to deliver the requisite services on Sundays/Holidays and also 24 x 7, if so required by LIC.
10. The Tour Operator should be in a position to make available dedicated staff for servicing the needs of the Corporation.

**Each of the above criteria from Point No 1 to 8 should be supported by documentary evidence.**

**Executive Director (Mktg/CLIA)**

## PART C – GENERAL TERMS & CONDITIONS

### 1 SCOPE OF WORK

- a. Arranging Educational Seminar to Vietnam as per the details below:

| Place   | Dates                     | No of Pax<br>(Approx.) +/- 20%<br>variation |
|---------|---------------------------|---------------------------------------------|
| Vietnam | 26.11.2025 to 29.11. 2025 | 70                                          |

- b. Stay arrangement at 5 star hotels, VISA ON ARRIVAL/ E-VISA & Flight Tickets  
c. Arranging for Conference hall & necessary logistics  
d. Issuance of foreign exchange as per RBI guidelines.  
e. Obtaining travel related insurance including overseas medical insurance.  
f. **All other details provided in Part – E.**

- 2 The Tour Operator will be available 24 x 7

- 3 The Tour Operator will be responsible for compliances with all central and state laws as per rules/regulations/by- laws and order of the local authorities and statutory bodies as may be in-force from time to time during the contract period mentioned in the letter of acceptance in India as well as in the foreign country in which the tour is being organized.
- 4 The Tour Operator shall not assign the contract/letter of acceptance or any part thereof to any other agency/party without the prior consent/approval of LICl. The Tour Operator shall also not sublet the work or part thereof except with prior written consent of LICl.
- 5 While submitting tender documents, the Bidder shall submit proof of Earnest Money Deposit as mentioned in Point No. 9 of Part A, Submission of Earnest Money Deposit under “Information & Instructions to Bidders”, through NEFT/RTGS or Demand Draft or Pay Order in favour of LIC of India. The Earnest Money Deposit would be refunded as per Point 5 under Part-B : General Rules & Instructions.
- 6 The contract will be valid only for the said tour.
- 7 If the registration certificate of IATA is withdrawn or cancelled during the contract period mentioned in the letter of acceptance, then the letter of acceptance of the Tour Operator will automatically stand cancelled and the Bidder shall refund to LICl all the payments received by it for uncompleted work and also indemnify LICl for any losses suffered by it including without limitation to travel prices escalation, on account of such cancellation of contract and subsequent cancellation of tour.
- 8 The Bidder will have to provide prescribed travel related services in time. If the Bidder fails to provide tickets, VISA ON ARRIVAL/ E-VISA and other Travel related services within the scheduled time, the Bidder will be solely responsible for the same and he shall ensure that all the formalities relating to the tour are completed and the tour is also completed at no addition cost to LICl.
- 9 The losses to the Corporation which are directly attributable to the Tour Operator shall be deducted from the bills/adjusted from the Security Deposit.
- 10 The Tour Operator will have to submit final bill for payment within a month from the date of completion of tour.

- 11 Applicable taxes will be deducted at source at the time of settlement of bills unless the Bidder produces a certificate to the contrary from the Income Tax authorities. TDS certificate will be issued by LIC.
- 12 The Bidder should be in a position to provide credit limit for a period of 30 days, as LIC requires time for processing the bills. In cases where bills are settled after 30 days, no penalty or interest shall be demanded by the Bidder.
- 13 The tender document may be downloaded from our website: [www.licindia.in/tenders](http://www.licindia.in/tenders) or <http://www.tenderwizard.com/LIC>.
- 14 Conditional/incomplete/late tender applications will be immediately rejected.
- 15 Rates should be quoted both in figures as well as in words. In case the rates quoted in words and figures are at variance, the rates written in words will be taken as final.
- 16 **Rates quoted in the Financial Bid should include cost per person exclusive of GST while also keeping in view two single occupancy rooms.**  
  
**Further selected bidder should provide the package cost with necessary bifurcation of hotel cost, food cost , travelling itinerary cost & other costs separately before raising the invoice for 1<sup>st</sup> installment of payment failing which no payment will be made against the invoice.**
- 17 LIC reserves the right to reject or accept any or all tenders without assigning any reasons thereof.

**Note:** Some of the participants for the above tour may be interested in bringing their spouse & children for the tour. It is expected that arrangements for them will be made at the same rate as charged for the LIC participants. The payment for additional members will be borne by the individual participant and shall be directly collected by the Bidder from them.

The payments for stay arrangements as well as tour cost for families of the participants will be borne by the individual participant. While LIC will cooperate and coordinate with the Bidder for arranging the tour for family members of the participants, it does not accept liability for non-payment of cost/expenses of the family members by the participants. Payments (other than those to be borne by LIC) would be directly accepted by the Bidder.

**18 PAYMENT TERMS:**

40% of the total amount will be paid in advance after the selection of bidder subject to the production of details regarding Flight and Hotel for approval of LIC (Once approved by LIC, it is binding on the Tour Operator to book the Flight and Hotel accordingly without any subsequent change). 30% of the total amount will be paid 10 days prior to departure of tour only on complete satisfaction of LIC that tour arrangements are being done/progressing as per the RFP condition and balance will be paid on completion of tour within 30 days from the date of submission of correct bills.

The payment will be made by NEFT for the services rendered within 30 days from the date of submission of correct bills and on completion of tour for which Bidder will have to furnish their bank account details to LIC. Excess payment, if any made shall be refunded to LIC without any delay and in any case within 7 days from the date of demand from LIC.

For the final bill payment by LIC of India, please take note of Point No. 12 above of Part C.

**19 DEVIATION FROM SCOPE OF WORK:**

There should not be any deviation in services from the 'Scope of work'. Any deviation can attract suitable penalty on the bidder as decided by the Corporation which shall be binding upon the selected Bidder. The penalty can be imposed as under:

19(a). **Hotel stay:** In case of deviation in Hotel Stay pertaining to star rating status of the hotel, there will be penalty equal to difference in price of hotel as per RFP and the hotel stay actually provided.

If the deviation of such nature is found before the start of the tour, then the bidder has to change the hotel as per bid condition confirming us, failing which the right of decision lies with the Corporation **either** to conduct the tour by imposing penalty of differential price of hotel stay which is the loss to the Corporation directly attributable to the tour operator as per the clause 9 of **PART C – GENERAL TERMS & CONDITIONS** **OR**

to cancel the tour with forfeiture of EMD and all money paid in advance by the Corporation to the bidders is to be refunded by the bidder within the time frame of 15 days.

In case the deviation of such nature is found during the course of the tour then the penalty equal to difference in price of hotel as per RFP and the hotel stay actually provided is to be imposed for all days of stay on the tour operator as this is the loss to the Corporation directly attributable as per the clause 9 of **PART C – GENERAL TERMS & CONDITIONS**.

19(b). **Itinerary:** Itinerary once approved, must be adhered to by the Tour operator failing which suitable penalty (at least the cost of the tour item cited in itinerary) will be imposed upon the tour operator.

**20 FORCE MAJEURE:**

Force Majeure (FM) means extraordinary events or circumstances beyond human control such as an event described as an Act of God (like a natural calamity/pandemic) or events such as war, strike, riots, crimes (but not including negligence or wrong-doing, predictable/seasonal rain and any other events specifically excluded in the clause) An FM clause in the contract frees both parties from contractual liability or obligation when prevented by such events from fulfilling their obligations under the contract. An FM clause does not excuse a party's non performance entirely, but only suspends it for the duration of FM. The Bidder has to give notice of FM as soon as it occurs and in any case not later than 03 days from the occurrence of the FM event. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of FM for period exceeding 90 days, earlier party may at its option terminate the contract without any financial repercussion on either side provided however that the Bidder shall refund to LICl the amount of advance for which services have not been provided by the Bidder.

**21. DISPUTES & DIFFERENCES:**

In case of dispute, the matter will be referred to the Managing Director of L.I.C. of India and his decision shall be final and legally binding on the Bidder.

**22. Arbitration:**

In the event of vendor not satisfied in pursuance of Clause 21 above, the disputes/differences would be referred to the sole arbitrator. Sole arbitrator shall be appointed by LICl. Arbitration Proceedings will be held in Mumbai.

**23. Law and Place of Jurisdiction:**

This Pact is subject to Indian Laws. The Courts in Mumbai shall have exclusive jurisdiction to try and entertain any dispute under the present tender documents.



**PROVISIONS OF SECTION 33(3) and 33(4) OF THE INSURANCE ACT, 1938 AS AMENDED BY THE INSURANCE LAWS (AMENDMENTS) ACT, 2015:**

In terms of provisions of Section 33(3) of The Insurance Laws (Amendment) Act, 2015, the Insurance Regulatory and Development Authority of India (IRDAI), is authorized to verify such books of account, register, other documents and the data base in the custody of the tour operator in respect of service outsourced by the LIC. It shall be the duty of the tour operator to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by IRDAI.

In terms of provisions of Section 33(4) of The Insurance Laws (Amendment) Act, 2015, the Insurance Regulatory and Development Authority of India (IRDAI), if it considers expedient to do so, may direct any person hereinafter referred to as "Investigating Officer", to make an investigation as specified under Sec.33(1) or carry out an inspection as specified under Section 33(2) of The Insurance Laws (Amendment) Act, 2015, who may examine on oath any Manager, Managing Director, Other Officer of the Bidder or contractor where the services are outsourced by LIC.

The Corporation reserves the right to call for missing/ additional requirements from the tour operator at any time in response to any query from the Appropriate Authorities.

**We accept all the above terms and conditions.**

**AUTHORISED SIGNATORY**

**NAME / DESIGNATION**

**Stamp of the Firm/ Agency / Company**

**PART D – TECHNICAL BID**

**Bidder's General Information**

Technical Bid to be uploaded by Bidders as mentioned in Point No. 6 of Part B-General Rules & Instructions.

**TENDER No – MKTG/CLIA - 2/ 2025-2026**

|                                                                                                                                           |  |
|-------------------------------------------------------------------------------------------------------------------------------------------|--|
| Name of the Firm/Agency/ Company &<br>Year of Registration<br>(Attach Certificate of Registration)                                        |  |
| Registered Address                                                                                                                        |  |
| Office Address ( if different from above)                                                                                                 |  |
| Name and Address of Directors / Proprietor/Partners                                                                                       |  |
| Telephone Nos.                                                                                                                            |  |
| Email id and Website address                                                                                                              |  |
| Contact Person Particulars :<br><br>1.Name of the Contact Person                                                                          |  |
| 2. Mailing Address                                                                                                                        |  |
| 3. Telephone and Mobile Numbers                                                                                                           |  |
| 4. Email id                                                                                                                               |  |
| Bankers of the Firm /Agency/Company<br>Please attach certified copies of Account statement for last 3<br>months ( July to September 2025) |  |
| PAN (Attach certified copy)                                                                                                               |  |
| GST REGISTRATION NUMBER ( Attach certified copy ) :-                                                                                      |  |
| <b>IATA Registration (copy to be enclosed)</b>                                                                                            |  |

**Details of Tender Fee and EMD (Fill A and/or B, as applicable)****A) Details of Demand Draft/Pay Order**

| Details of Demand Draft/Pay Order        | Tender Fee | EMD for the Vietnam Tour as per Point No 9 about Submission of Earnest Money Deposit under Information & Instructions to Bidders |
|------------------------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------|
| Demand Draft / Pay Order No.             |            |                                                                                                                                  |
| Date of Demand Draft / Pay Order         |            |                                                                                                                                  |
| Name of Issuing Bank, Branch and Address |            |                                                                                                                                  |

**B) Details of NEFT/RTGS**

| Details of NEFT/RTGS             | Tender Fee | EMD for Vietnam Tour as per Point No 9 about Submission of Earnest Money Deposit Under Information & Instructions to Bidders |
|----------------------------------|------------|------------------------------------------------------------------------------------------------------------------------------|
| UTR No.                          |            |                                                                                                                              |
| Date of NEFT/RTGS                |            |                                                                                                                              |
| Name of Bank, Branch and Address |            |                                                                                                                              |

**C) Work Experience of Bidder in the field of arranging Educational Tours at Foreign Destinations in the following 5 Financial Years viz. 2020-21, 2021-22 ,2022-23, 2023-24 & 2024-25:- ( Attach separate sheet in the following format )**

| Sr. No | Financial Year | Name of Client | Place of Destination | No of Participants |
|--------|----------------|----------------|----------------------|--------------------|
| 1      | 2020-21        |                |                      |                    |
| 2      | 2021-22        |                |                      |                    |
| 3      | 2022-23        |                |                      |                    |
| 4      | 2023-24        |                |                      |                    |
| 5      | 2024-25        |                |                      |                    |

Turnover of the Company /Partnership Firm/ Proprietary concern for the Financial Years 2019-20, 2020-21, 2021-22, 2022-23 2023-24 & 2024-25 based on the Audited Balance Sheets and Profit & Loss Account statement(Please attach a copy of audited Balance Sheet and Profit & Loss Account) :

| Sr.No. | Financial Year | Annual Turnover (Revenue from Operations) as per Point Nos. 5 & 6 of Eligibility Criteria for arranging Educational Seminar at Vietnam ( Page 12 & 13) as mentioned in “Part B – General Rules & Instructions” |
|--------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | 2019-20        |                                                                                                                                                                                                                |
| 2      | 2020-21        |                                                                                                                                                                                                                |
| 3      | 2021-22        |                                                                                                                                                                                                                |
| 4      | 2022-23        |                                                                                                                                                                                                                |
| 5      | 2023-24        |                                                                                                                                                                                                                |
| 6      | 2024-25*       |                                                                                                                                                                                                                |

\* If Audited P&L of F.Y. 2024-25 is not available, then declaration is required as per Point No. 4 of Eligibility Criteria mentioned on Page No.12

| Sr.No. |                                                                                                                                                             |  |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1      | Does Bidder have valid PAN Number, Registration No.                                                                                                         |  |
| 2      | Is Bidder a sole proprietary concern/partnership firm/company and registered with Registrar of Firms/Companies, wherever applicable                         |  |
| 3      | No. of years of experience in the relevant field                                                                                                            |  |
| 4      | Whether the Bidder is in a position to make available dedicated Tour Manager for each hub at their own cost?                                                |  |
| 5      | No of tours (international) with group size of 100 or more conducted by Bidder in last 5 Financial years viz. 2020-21, 2021-22, 2022-23, 2023-24 & 2024-25. |  |

- *Documentary evidence ,whenever applicable, to be provided for each item in Part – D*

AUTHORISED SIGNATORY  
NAME / DESIGNATION  
Stamp of the Firm/ Agency / Company

|

## Annexure I-PRE CONTRACT INTEGRITY PACT

### **General:**

This pre-Bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on ..... day of the month of .....202 , between, on one hand, the Life Insurance Corporation of India (hereinafter referred to as "LIC") a statutory Corporation established under section 3 of Life Insurance Corporation Act 1956 (XXXI of 1956) and having its corporate office at "Yogakshema" Jeevan Bima Marg Mumbai 400021. (herein after called the "BUYER" which expression shall mean and include, unless the context otherwise requires, his successors in office assigns) of the First part. And M/s \_\_\_\_\_ represented by Shri ..... (hereinafter called the "BIDDER /SELLER" which expression shall mean and include , unless the context otherwise requires, his successors and permitted assigns) of the Second part.

WHEREAS the BUYER proposes to procure foreign tour services for arranging Educational Tour for Chief Life Insurance Advisors (CLIAs) and Chief Organisers (COs) of LIC of India of the corporation at Vietnam and the BIDDER/Seller is willing to offer/has offered the foreign tour services for arranging Tour for Chief Life Insurance Advisors (CLIAs) and Chief Organisers (COs) of the corporation at Vietnam and

WHEREAS the BIDDER is a private company/public company/Government undertaking/partnership/registered agency, constituted in accordance with the relevant law in the matter and the BUYER is performing its function under the LIC Act 1956.

NOW, THEREFORE, To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

Enabling the BUYER to obtain the desired said services at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:-

### **Commitments of the BUYER**

- 1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the Bidding process, Bid evaluation, contracting on implementation process related to the contract.

- 1.2** The BUYER will, during the pre-contract stage, treat all BIDDERS alike and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.
- 1.3** All the officials of the BUYER will report to the appropriate "Chief Vigilance Officer" any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
- 2.** In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

**Commitments of BIDDERS**

- 3.** The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of his Bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-
  - 3.1** The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the Bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the Bidding, evaluation, contracting and implementation of the Contract.
  - 3.2** The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract of any other contract with the government for showing or forbearing to show favour or disfavor to any person in relation to the contract of any other contract with the Government.
  - 3.3** Foreign BIDDERS shall disclose the name and address of their Indian agents and representatives in India, and Indian BIDDERS shall disclose their foreign BUYERS or associates.
  - 3.4** BIDDERS shall disclose the payments to be made by them to their agents/brokers or any other intermediary, in connection with this Bid/contract.
  - 3.5** The BIDDER further confirms and declares to the BUYER that the BIDDER is the original owner of the agency/ firm /company providing touring services and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

- 3.6** The BIDDER, either while presenting the Bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, if any, in connection with the contract and the details of services agreed upon for such payments.
- 3.7** The BIDDER will not enter with other bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non- submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- 3.8** The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 3.9** The BIDDER/Contractor will not commit any offence under the relevant India penal code (IPC) /Provision of corruption (PC) act. Further the bidder will not use improperly, for purposes of competition or personal gain, pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.
- 3.10** The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 3.11** The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 3.12** If the BIDDER or any of the key personnel of the BIDDER, actively involved in the project is a relative of any of the actively involved personnel of the Buyer, the same should be disclosed. The term 'relative' for this purpose would be as defined in section 2(77) of the Companies Act 2013.
- 3.13** The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee or the BUYER.
- 3.14** The Bidder(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

#### **4. Previous Transgression**

- 4.1** The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify; BIDDER's exclusion from the tender process.
- 4.2** The BIDDER agrees that if it makes incorrect statement on this subject, or committed a transgression through a violation of any of the clauses of the commitments of bidder, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

## **5. Sanctions for Violations:**

**5.1** Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-

- (i) To immediately call off the pre contract negotiations without assigning any reason or giving any; compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
- (ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/ Performance Bond (after the acceptance letter is issued) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefor.
- (iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
- (iv) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.
- (v) To cancel all or any other contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/recession and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
- (vi) To debar the BIDDER from participating in the future Bidding processes of LICl for a minimum period of five years which may be further extended at the discretion of the BUYER.
- (vii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
- (viii) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this pact.

**5.2** The BUYER will be entitled to take all or any of the actions mentioned at para 5.1(i) to (viii) of this pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

**5.3** The decision of the BUYER to the effect that a breach of the provisions of this pact has been committed by the BIDDER shall be final and convulsive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes this Pact.



**6. Independent Monitors:**

**6.1** The BUYER has appointed Independent Monitor (hereinafter referred to as Monitors) for this Pact, in consultation with the Central Vigilance Commission.

Name and Address of the Monitor/s :

1. Shri Arun Chandra Verma, IPS (Retd.)  
Flat No. C -1204  
C Tower, Amrapali, Platinum Complex,  
Sector-119, NOIDA (U.P.)  
Email – [acverma1@gmail.com](mailto:acverma1@gmail.com)  
Mobile No (+91) 8130386387
2. Shri Jose T. Mathew, IFS (Retd.) House  
No 37/930, Ebrahim Pillai Lane, Via  
Kakkanad, Thrikkakara – 682021 Dist –  
Ernakulam, Kerala

**6.2** The task of the Monitor/s shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

**6.3** The Monitor/s shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently. It will be obligatory for him to treat the information & documents of the Bidder /Contractor as confidential.

**6.4** Both the parties accept that the Monitor/s have the right to access all the documents relating to the project/procurement, including minutes of meetings.

**6.5** As soon as the Monitor/s notices, or has reason to believe, a violation of this pact, he will so inform the **Executive Director (E&OS), LICl.**

**6.6** The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information' and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform CEO & MD, LICl and recues himself/herself from that case.

**6.7** The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

## **7. Facilitation of Investigation:**

### **8. Law and Place of Jurisdiction:**

**9. Other Legal Actions:**

If the Bidder is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

**10.1** The validity of this Integrity Pact shall be from date of its signing and extend up to 12 months after the last payment under the contract. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

**11. The parties hereby sign this Integrity Pact at.....on.....**

Name of the Officer: CEO

Deptt./MINISTRY/PSU

1..... 1.....

**Annexure II – Declaration**

1. I \_\_\_\_\_ Son/Daughter/ Wife of Sri  
\_\_\_\_\_ Proprietor/ Director/ Authorised Signatory of the  
Firm/Agency/Company mentioned above is competent to sign the declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the Tender and undertake to abide by these terms and conditions.
3. The information / documents furnished along with the application are true and authentic to the best of my knowledge and belief. I /We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate Law.

Signature of Authorized Person

Date : - \_\_\_\_\_

Full Name : \_\_\_\_\_

Place : \_\_\_\_\_

Stamp :

**Annexure III - Covering Letter on the letter head of the Bidder**

**BID SUBMISSION FORM**

To

Life Insurance Corporation of India,

Dear Sir,

After examining the bid documents, the receipt of which is hereby duly acknowledged, we/I, the undersigned, are pleased to offer to execute the Scope of Work and in conformity with, the said bid documents.

We confirm that this Bid is valid for a period of 90 days from the date of opening of Technical Bid, and it shall remain binding upon us before the expiration of that period.

Unless anything to the contrary is mentioned in the letter of acceptance to be issued by the LICl to the successful bidder, the Bid together with your written acceptance thereof in your notification of award shall always constitute a binding Contract between us.

We understand that bid document is not exhaustive and any action and activity not mentioned in bid documents may be inferred to be included to meet the intent of the bid documents shall be deemed to be mentioned in bid documents unless otherwise specifically excluded and we confirm to perform for fulfillment of the terms and conditions of letter of acceptance along with the bid document and completeness of the Scope of Work in all respects within the time frame and agreed price.

We understand that you are not bound to accept the lowest price or any Bid that you may receive.

We also confirm that as per the applicable law, we are authorized and competent to provide the service sought by the LICl in bid documents.

SIGNATURE OF AUTHORISED PERSON WITH STAMP: \_\_\_\_\_ DATE: / /

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

(SIGNATURE OF WITNESS)

WITNESS NAME:

ADDRESS:

**Annexure IV (With Technical Bid)**

**This is to certify that our Agency / Company / Firm/Proprietary concern has not been blacklisted by any of the office of LIFE INSURANCE CORPORATION OF INDIA/ it's Subsidiaries/ PSU/Govt. Undertaking/Airlines/IATA.**

**AUTHORISED SIGNATORY**

**NAME/DESIGNATION :**

**STAMP OF THE FIRM/COMPANY**

**Date :**

**Annexure V (WITH TECHNICAL BID)**

**PROFORMA FOR LETTER OF AUTHORITY FOR ATTENDING OPENING OF TECHNICAL AND FINANCIAL BIDS**

No. Date:

Life Insurance Corporation of India,

Dear Sir,

We \_\_\_\_\_ hereby authorize following representative(s) to attend the opening of Technical Bid and Financial Bid and for any other correspondence and communication against above bidding document:

1) Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_

2) Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_

We confirm that we shall be bound by all commitments made by aforementioned authorized representatives.

Yours faithfully,

**Signature**

**Name & Designation**

**For and on behalf of**

**Note: This letter of authority should be on the letterhead of the Agency / Company / Partnership and should be signed by a person competent and having the power of attorney to bind the Agency / Company / Partnership.**

**Annexure VI- Details of the International Tours conducted during Five Financial Years**

**2020-21, 2021-22, 2022-23, 2023-24 & 2024-25**

| <b>SR NO.</b> | <b>ORGANISATION FOR WHICH FOREIGN TOUR WAS ORGANISED</b> | <b>EVENT DETAILS</b> | <b>LOCATION</b> | <b>PERIOD OF EVENT</b> | <b>No. of PARTICIPANTS</b> |
|---------------|----------------------------------------------------------|----------------------|-----------------|------------------------|----------------------------|
| 1             |                                                          |                      |                 |                        |                            |
| 2             |                                                          |                      |                 |                        |                            |
| 3             |                                                          |                      |                 |                        |                            |
| 4             |                                                          |                      |                 |                        |                            |
| 5             |                                                          |                      |                 |                        |                            |
| 6             |                                                          |                      |                 |                        |                            |
| 7             |                                                          |                      |                 |                        |                            |
| 8             |                                                          |                      |                 |                        |                            |
| 9             |                                                          |                      |                 |                        |                            |
| 10            |                                                          |                      |                 |                        |                            |
| 11            |                                                          |                      |                 |                        |                            |
| 12            |                                                          |                      |                 |                        |                            |
| 13            |                                                          |                      |                 |                        |                            |
| 14            |                                                          |                      |                 |                        |                            |
| 15            |                                                          |                      |                 |                        |                            |
| 16            |                                                          |                      |                 |                        |                            |
| 17            |                                                          |                      |                 |                        |                            |
| 18            |                                                          |                      |                 |                        |                            |
| 19            |                                                          |                      |                 |                        |                            |
| 20            |                                                          |                      |                 |                        |                            |

\*Documentary evidence is required against each event furnished above.

**Sign and Seal of Chartered Accountant**

**Order of Arrangement of Documents with Technical Bid : - ( Self Attested )**

1. Attested copy of Registration of Firm / Agency / Company
2. Attested copy of Shop and Establishment Act wherever applicable
3. Attested copy of PAN
4. Attested copy of GST registration
5. Attested copy of Audited Books of Accounts (Balance Sheet and Profit & Loss Account for the financial years 2019-20, 2020-21, 2021-22, 2022-23, 2023-24 & 2024-25. **(In case the copies of audited books of accounts are not available for 2024-25, a declaration is required as per Point No.4 of eligibility criteria mentioned on Page No.12).**
6. Attested copy of last 5 years I.T. Returns for the financial years 2020-21, 2021-22, 2022-23, 2023-24 & 2024-25 **(In case accounts for F.Y. 2024-25 are not audited & therefore, if I.T Returns for F.Y. 2024-25 are not filed, then, I.T. Returns for F.Y. 2019-20 is to be necessarily submitted)**
7. Certified copies of Account statement for last 3 months ( July to September 2025)
8. Part D of Technical Bid Application
9. All the Annexures I to VI with proper signature and seal.
10. Copy of the terms and conditions at pages 14 to 17 in tender document with each page duly signed (with seal) by the Authorized signatory of the Firm / Agency/ Company in token of their acceptance.
11. Separate sheet in reply to Work Experience data in the format given in Technical Bid.



Name of the Bidder : \_\_\_\_\_

**PART E – FINANCIAL BID**

(To be uploaded as “**Tender for Educational Tour for Chief Life Insurance Advisors (CLIAs) and Chief Organisers (COs) of LIC of India at Vietnam**” as per following specifications)

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Group</b>          | Top Executives, Chief Life Insurance Advisors (CLIAs) and Chief Organisers (COs) of the Corporation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Group size</b>     | 70 paxs ( +/- 20 % variation)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Duration</b>       | 4 Days/3 Nights                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Dates</b>          | <b>26.11.2025 to 29.11.2025</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Departure</b>      | Departure Hub – <b>Bangalore, Delhi and Kolkata</b> with flights having nonstop/one stop reaching on 26.11.2025 early morning in Vietnam. Return journey late evening/night on 29.11.2025 from Vietnam.<br><b>Bangalore, Delhi and Kolkata Hub - 70</b> (+/- 20 % variation)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Meals</b>          | Vegetarian/Non-Vegetarian/Jain food                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                       | Day-1: Breakfast, Lunch, High Tea with snacks & Dinner<br>Day-2: Breakfast, Lunch, High Tea with snacks & Dinner<br>Day-3 : Breakfast, Lunch, High Tea with snacks & Dinner<br>Day-4: Breakfast, Lunch, High Tea with snacks & Dinner<br>Sufficient water bottles should be provided.<br><b>Minimum Contents of the Meal :</b><br><b>Lunch :</b> Soup,2 Veg, 1 Non-Veg, 1 Dal, 1 Veg starter, 1 Non-Veg Starter, Roti, Nan, Rice, Salad, 1 Desert, Cut Fruits and Drinking Water Bottles.<br><b>Dinner :</b> Soup, 2 Veg, 1 Non-Veg, 1 Veg Starter, 1 Non-Veg Starter, 1 Dal, Roti, Nan, Rice, Salad,1 Desert, Cut fruits and Drinking Water Bottles.<br><br><b>The Dining place in the Restaurant must be adequately spacious so that the participants need not wait in queue for lunch/dinner. The Ambience of the place should be pleasant and comfortable.</b> |
| <b>Tour Managers</b>  | One for each hub to facilitate smooth immigration and journey                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Hotel Category</b> | 5 star with <b>guaranteed early check in</b> (The Bidder will be required to produce proof in respect of 5-Star rating of the Hotel certified by Forbes or any other Authenticated and certified Rating Agency subject to the verification and satisfaction of the competent authority.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Room occupancy</b> | 1. Twin Sharing (No.34 )<br>2. Single Occupancy (No.2)<br>3. Name of the hotel if available wherein stay arrangements will be tentatively made ( <b>hotel rating to be specified</b> )<br>4. Hotel should be in the City i.e within radius of 20 kms from the city center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Flights</b>        | 1. <b>Full Service</b> Nonstop/one stop/shortest connecting flights (for departure as well as arrival). The proposed flight should provide <b>meals on board</b> and should <b>arrive at Vietnam on 26.11.2025 preferably in the early morning hours</b> . Return flight should depart <b>preferably in the late evening/night on 29.11.2025</b> from Vietnam.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                   | <p>In case of connecting flights, there should be layover of minimum duration of 2 hours to handle the flight delays.</p> <p><b>The Flight should be arranged in such a way that Qualifiers will get sufficient time to cover the itinerary proposed in tender document.</b></p> <p><b>1.</b> Flight Class : Economy ( 70 Paxs)</p> <p><b>2.</b> Meal must be included on board. Separate arrangement for meals/snacks to be arranged before the flight/during the flight/after the flight as the case may be depending upon the timings of journeys.</p> <p><b>3.</b> Provision for carrying hand baggage of minimum 7 kg and check in baggage of minimum 15 kg</p> |
| <b>Airport transfers &amp; local sight seeing</b> | A/C Coaches with guide in each coach & entry fee wherever applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Day wise suggested itinerary</b>               | <p><b>Places to be included in the itinerary:</b></p> <p>Saigon Central Post Office, Notre Dame Cathedral, Ho Chi Minh City Book Street , Ho Chi Minh City Opera House ,Nguyen Hue Walking Street, Cu Chi Tunnels, Mekong Delta for a day trip involving boat rides, Ben Duoc Memorial temple, Defence Sports shooting area, Cruise on the Saigon River, War Remnants Museum , Independence (Reunification) Palace ,Visit Ben Thanh market, Golden Dragon Water Puppet Theater ,Landmark 81(the tallest building in Vietnam), Jade Emperor Pagoda ,September 23rd Park , Shopping at local markets.</p>                                                              |
| <b>VISA</b>                                       | Visa on arrival/ e-visa for all the participants to be arranged by the tour operator. Hotel details to be provided to us immediately for Visa purpose.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Other inclusions</b>                           | <ol style="list-style-type: none"> <li>1. Overseas Mediclaim insurance ( Please specify the coverage)</li> <li>2. Tips to driver, guide, hotels and restaurants and parking fees (wherever applicable)</li> <li>3. Entrance fees at venues/amusement parks/tourist places/museums etc.</li> <li>4. Sufficient mineral water during tour and transfers without any restrictions.</li> </ol>                                                                                                                                                                                                                                                                           |

**Package Cost**

|                                                 | Cost (in ₹) |
|-------------------------------------------------|-------------|
| Total Cost Per Person in INR<br>(Excluding GST) |             |
| GST                                             |             |
| Total Cost Per Person in INR<br>(Including GST) |             |

Date:

**AUTHORISED SIGNATORY NAME/DESIGNATION :  
STAMP OF THE FIRM/COMPANY**

### **WEEKLY PROGRESS REPORT**

**(To be submitted by the selected bidder every Monday)**

**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**