



லைப் இன்ஷூரன்ஸ் கார்பொரேஷன் ஆப் இந்தியா  
भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

**LIFE INSURANCE CORPORATION OF INDIA**  
**Southern Zonal Office, Chennai**

**ORIGINAL**

**Tender for Event Management for Chairman's Club Convention  
for Membership year 2024-2025,  
Chennai Trade Centre, Nandambakkam, Chennai**

**TENDER ISSUED TO:**

**M/s.**

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**LIFE INSURANCE CORPORATION OF INDIA, Southern Zonal Office, Chennai**

**INSTRUCTIONS IN REGARD TO SUBMISSION OF TENDERS**

1. LIC of India, Southern Zonal Office, Chennai intends to invite tender on rate basis only from eligible Firms / Agency under two bid (Technical & Financial Bid) system having experience on Event management for Government / Public sector undertaking / **Popular IT companies/Popular Corporate/film awards**. The firm / agency must have satisfactory experience at least of five years in respective field as per Technical bid. The prospective bidders, meeting the above requirements are requested to submit their sealed offer in three parts namely Part – I “Technical Bid (TB)”, Part – II “Financial Bid (FB)” and “Part - III “Earnest Money Deposit” (EMD) and “Cost of tender document (Rs 250/- + GST 18%) in three sealed covers. **The tender documents will be issued from 03.11.2025 between 10.30 AM and 05.00 PM** on all working days (excluding Holidays and Sundays) from the above office on payment of **non refundable tender cost of Rs.250/-plus GST 18% (Rupees. Two Hundred and fifty GST 18%) by Demand Draft in favor of “Life Insurance Corporation of India” payable at Chennai**. The last date for submission of filled in offers is **10.11.2025 up to 12.30 p.m..** The “Technical Bids” will be opened on the same day at **15.00 hrs** by the tender opening committee in the presence of bidders or their authorized representatives willing to participate.

2. Agency / Firms fulfilling the following criteria will be eligible for participating in the bid.

- a. Minimum 2 events, each event with single work done Rs. 20 lakhs
- b. Annual turnover Rs. 1 crore
- c. GST registration
- d. Proof of minimum 2 events executed for Government organization/bank/Public sector/Popular IT companies/Popular Corporate/film awards.

3. This tender consists of two parts, viz., Technical Bid including Instructions to Bidder, Terms and conditions and Financial Bid containing expected price only. Separate Technical and Financial bids are to be submitted for each proposal. The Technical Bid, Financial Bid and the Earnest Money Deposit (EMD) should be sealed in envelopes. The use of envelopes will be as under:

- a) **Envelope marked as I:** The duly completed **Technical Bid** along with supporting Documents be put in this envelope sealed with heading “TECHNICAL BID” and name of the bidder on envelope.
- (b) **Envelope marked as II:** The duly completed **Financial Bid** be put in this envelope Sealed with heading “FINANCIAL BID” and name of the bidder on envelope.
- © **Envelope marked as III:** The Demand Draft in favor of “Life Insurance Corporation of India” payable at Chennai for “Earnest Money Deposit” and “Cost of tender document” be put in this Envelope and sealed with heading “EARNEST MONEY DEPOSIT” and name of the bidder.
- (d) **Envelope marked as IV:** All the three envelopes shall be placed in envelope marked – IV and sealed (i.e. Envelopes marked as IV, will contain three envelopes marked as I , II & III) and submitted to LIC of India, in sealed condition “ Superscribing as Tender for Event Management for Chairman’s club convention for Membership year 2024-25 at Chennai Trade Centre, Nandambakkam, Chennai”. The Technical Bids will be opened on **10.11.2025 @15.00 hrs**

4. Supporting documents in regard to the above mentioned points should be attached along with "Technical Bid".  
"Financial Bid" of only those parties shall be opened who qualify in "Technical Bid".

5. No Brokers / Intermediaries shall be entertained. LIC of India reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

(NOTE : Bidder should note that non-compliance of the following instructions will render the tender liable for rejection.)

6. Address to which the tender marked "Original" is to be submitted The Marketing Manager,  
L.I.C. of India, Divisional Office 1, 5<sup>th</sup> Floor, Anna Salai, Chennai – 600002.  
Last date for receipt of tenders: 10.11.2025 up to 12.30 p.m.
7. Bidder should ensure that the tender is received before the date and time specified above.
8. Bidder should fill in all the relevant blanks and put his signature on the relevant places.
9. The schedule of quantities should be filled as follows :-
  - (a) The Rate to be legibly filled in ink in FIGURES.
  - (b) The Total Amount to be legibly filled in ink in both FIGURES AND WORDS.
  - (c) All corrections to be initialed by the bidder or his authorized persons.
  - (d) Each page of the Schedule of Quantities and the 'General Summary' is to be signed by the bidder or his authorized persons.
  - (e) Bidder should note that he/ she is to quote the rate in financial bid
10. No alternations or additions are to be made by the Bidder to the text or the Schedule of these tender papers. Any Bidder who proposes any alterations to any of the condition/s laid down or which proposes any other conditions of any description whatsoever is liable to be rejected.
11. The bidder is required to check the numbers of the pages and should any be found missing or in duplicate, or the figure or writing indistinct, he must inform The Marketing Manager, LIC of India, Chennai Division 1, 5<sup>th</sup> Floor, LIC Building, 153, Anna Salai, Chennai, at once and have the same rectified. Should the bidder be in doubt about the precise meaning of any item or figure for any reason whatsoever, he must inform The Marketing Manager, LIC of India, Chennai Division 1, 5<sup>th</sup> Floor, LIC Building, 153, Anna Salai, Chennai,, in order that the correct meaning may be decided upon before the date for the submission of the tender.
12. 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.
13. a) Interest free Earnest Money of Rs. 1 Lakh ( Rupees One Lakh only ) accompanying the tender will be accepted only in the form of "Crossed Demand Draft" of any of the Nationalized Bank / Approved Scheduled Bank drawn in favour of the "Life Insurance Corporation of India" payable at Chennai only, and not in favour of any other authority or location.  
  
b) The successful bidder shall remit Interest free amount of 10% of the contract value by way of crossed Demand Draft of any Nationalized Banks /Approved Scheduled Banks, drawn in favour of the Life Insurance Corporation of India, payable at Chennai within seven days of the receipt of work order.
14. Bidders are warned that Cash, or Bank Guarantee, or Fixed Deposit receipt in lieu of the aforementioned form of Earnest Money remittance will not be accepted.

15. The tender copy marked 'ORIGINAL' should be submitted in a sealed envelope which is supplied with tender papers.
16. The quoted rates mentioned in the tender copy marked 'ORIGINAL' will be taken as bonafide. When the quoted rates in figures and words are at variance, the rate corresponding to the words shall be taken as correct. In all other cases rate in words will be taken in precedence over the amount in figures.
17. Tenders containing errors are liable to be considered non-bonafide at the discretion of the Regional Manager (Marketing).
18. The Life Insurance Corporation of India reserves the right to accept any tender or to accept tenders in part; to reject any or all tenders without assigning reasons thereof.
19. If the Bidder fails to fulfill the obligation to the satisfaction of Life Insurance Corporation of India as per the specifications given, suitable penalty will be imposed, which will be decided by the competent authority and the same will be deducted from any amount payable to the bidder.

  
REGIONAL MANAGER (MARKETING)

**LIFE INSURANCE CORPORATION OF INDIA,  
Southern Zonal Office, Chennai**

**LETTER TO BIDDER**

To,

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Dear Sir / Madam,

**SUB: Tender for Event Management for Chairman's club convention for Membership year 2024-2025, at Chennai Trade Centre, Nandambakkam, Chennai.**

- 1) We forward herewith two copies of TENDER (Technical bid and Financial Bid) for above referred work. Please note that one copy of the tender marked "**ORIGINAL**" and duly filled in should be submitted to the **Marketing Manager, LIC of India, Divisional Office 1, 153, Anna Salai, Chennai -600002** in the sealed envelope supplied with the tender papers, so as to reach on or before **12.30 p.m. on 10.11.2025**. The second copy of tender marked 'DUPLICATE' is for your record.
- 2) Sealed tender in the self addressed envelope provided for the purpose and accompanied by Earnest Money Deposit of Rs. 1 LAKH (**Rupees One Lakh Only** ) will be received at the above address on or before 12.30 p.m. on **10.11.2025** and the tenders of Technical bid will be opened on the same day at **15:00 hrs.**, in the presence of bidders or accredited representatives, who attend. Bidder should ensure that their tender is received before the date and time specified as no consideration whatsoever shall be given for postal or any kind of delays .i.e. Life Insurance Corporation of India is not responsible for delayed receipt of tenders for any reasons and tenders received late shall be rejected. **The financial bid of the technically qualified vendors will be opened on 11.11.2025 @ 15.00 hrs.**
- 3) If tender is delivered by hand, bidder must ensure that the date and time of receipt is endorsed on the tender envelope by the **Marketing Manager or any other officer , LIC Chennai Division 1, Marketing Dept., Chennai**, and thereafter the tender is deposited in the tender box by the bidder or his representative.
- 4) The Life Insurance Corporation of India does not bind itself to accept the lowest or any tender.
- 5) The tender is in item tender basis, bidders should quote their rate in the rate column in figures. In case of any discrepancy between rate quoted and the amount, the rate quoted in rate column will be taken as correct and considered as final. **The rates quoted shall be inclusive of any taxes as applicable excluding GST. GST should be quoted separately in the General Summary Sheet.**

Yours faithfully,  
  
**Regional Manager (Marketing)**

**TENDER CONDITIONS**

**BIDDERS ARE REQUESTED TO NOTE THAT NON-COMPLIANCE OF THE FOLLOWING INSTRUCTIONS IS LIABLE TO RENDER THEIR TENDER NON-BONAFIDE.**

**NAME OF WORK :** : Tender for Event Management for Chairman's club convention for Membership year 2024-2025, Chennai Trade Centre, Nandambakkam, Chennai.

1. Tender in sealed cover is to be submitted to **Marketing Manager, LIC of India, Divisional Office 1, 153, Anna Salai, Chennai**, on or before 12.30 p.m. 10.11.2025 and the Technical Bid shall be opened at 15.00 Hours on the same day and the Financial Bids of the technically qualified vendors will be opened on 11.11.2025 at 15.00 hrs
2. All quantities in the Schedule are provisional, payment will be made at the rate quoted for the work actually performed and ascertained by actual measurements at site.
3. The specifications and mode of measurements of different items of work should be as per the respective trades and items given in the relevant specifications.
4. The rate quoted should include all the materials, ladder, lifts scaffolding, labour, equipment, etc., needed for the job.
5. The bidders are requested to inspect the premises before submitting the tender.
6. Electrical works should be carried out strictly as per IE Rules and, as specified by us which has to be executed with C Certificate / license holder.
7. Tenders containing errors are liable to be considered Non- BONAFIDE at the discretion of Regional Manager (Marketing).
8. All the quantities in the schedule are estimated, which is likely to increase or decrease or some of the items may be omitted altogether. No claim whatsoever shall be entertained on this account.
9. The bidder should take sufficient insurance like workmen compensation policy for labourers and third party insurance.
10. The bidder shall be responsible to all injury to persons, or things and for all damages, the structural and /or decorative part of property which may arise from the operations or neglect himself or of any sub contractor any of his sub contractor's employees, whether such injury or damage arise from carelessness, accidents or any other cause whatever in any way connected with carrying out his contract. This clause shall be held to include inter-alia, any damage to building, whether immediately adjacent or otherwise or any damage to road, streets, foot path, bridges or ways as well as all damages caused to the building and works forming subject of this contract by frost, rain, wind or other inclemency of the weather. The bidder shall fully indemnify employer/LIC and hold him harmless in respect of all and any claim made in respect of injury or damage under any acts of Government or otherwise and also in respect of any untoward or compensation damages consequent upon such claim.

  
**Regional Manager (Marketing)**

Convention –Hall arrangements

1. To facilitate registration and issuing attendance slips simultaneously to the participants at the Venue in an orderly manner, arrangement for sufficient number of Counters will have to be made. The location of the counters may be fixed in such a manner that they are separated by adequate walking space and also leave space for congregation for the Registration-cum-attendance issuance on 24.11.2025 which will be from 07.00 A.M. onwards. Counters should display name/s of Divisional Offices /stalls prominently for the purpose. A separate enclosure for seating of dignitaries (VIP lounge) to be provided in Hall-1. In addition, at strategic places, a board displaying the Division's names and counter numbers against it should be displayed prominently. Directional signages also be arranged and placed suitably.
2. The Hall for the Convention should accommodate about 5000 seating persons with comfortable seating arrangements and suitable/Convention aisle facilities preferably with no pillars. The dais/stage should be erected firmly (if not already erected) and it should be able to accommodate about 20 persons at a time with sufficient leg space with speaker's Podium on both sides and a big **ceremonial lamp** for inauguration of the Convention at the centre at a proper place. A Separate enclosure for seating of family members to be provided in Hall-2. Necessary decoration and light/sound/video display system arrangements may be made at the main hall so that all participants can hear and see comfortably the proceedings while being seated in their seats. Please ensure that no echo is heard when mikes are used. The same stage/venue will be utilized for the afternoon Cultural Programme (about one hour) as well and this should be kept in mind so that arrangements for drawing/opening curtains, coloured light and acoustic facilities etc. be thought of and arranged for. Generator facilities/Fire fighting equipment/access to fire engine, emergency exits, CCTV cameras etc. may have to be kept in mind to tackle case of emergency, if any. Handouts should be given at the time of registration giving details about the Cultural Programme (one page).
3. Cultural Programme of duration of not more than one hour is to be arranged
4. There should be provision on the dais to accommodate about 20 persons. Suitable dais arrangements with mikes, podium/lamp etc. can be arranged and flower pots to be kept at suitable points. Folders to be provided for dignitaries on the dais.
5. Bilingual LED/ Display wall / Backdrop banner of appropriate size with Corporate Theme and new Logo will have to be displayed on the dais.
6. One banner of appropriate size with the wordings given below is to be displayed at the entrance of the Convention Hall.

(Both the banners reading as mentioned below to be got prepared locally of suitable size.)

LIC Logo (as per Corporate Identity Program)	<b>49 th Chairman's Club Convention for the Membership Year 2024-25 Chennai Trade Centre, Chennai – 24.11.2025</b>
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7. Suitable Banners (about 30 nos.) with matter provided by LIC has to be prepared at your end for display at Airports/Railway Station/Bus Stand based on available space and other vantage points in the vicinity of Convention place for guidance of the members.
8. Audio and Video recordings and still Photography to cover the proceedings, Closed Circuit Television (with recording and monitoring ) to be provided at vantage points so that the Convention proceedings can be viewed by all the participating Chairman's Club Members, particularly those in back rows.
9. Adequate arrangements for drinking water to be made by providing sufficient number of counters at convenient locations.
10. Availability of sufficient number of washrooms has to be ensured. If necessary, temporary mobile toilets may be placed in the vicinity of the hall. Bath rooms for divyangjan to be provided.
11. It may please be ensured that the statutory permissions from various authorities like Police, Fire, Municipal Corporation etc. are taken well in advance.
12. Waste material generated has to be cleaned and disposed off as per the local body guidelines.

  
Regional Manager (Marketing)