भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

विपणन विभाग,केंद्रीय कार्यलय,तीसरी मंज़िल,पश्चिम स्कन्ध,योगक्षेम,जीवनबीमा मार्ग,मुबई४०००२१, फोननं: 022-66598332,
ईमैल :co_marketing@licindia.com **Marketing Department, Central Office, 3rdFloor, West Wing, 'Yogakshema', J.B.Marg, Mumbai-400021 , Tel: 022-66598332.**

INTRODUCTION

The Life Insurance Corporation of India (hereinafter referred to as **"LICI"** 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 90% stake and rest 10% with the public. LICI 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 Seminar for Agents of LIC of India at SWITZERLAND.

TENDER FOR

Arranging Educational Seminar for Agents of LIC of India at SWITZERLAND.

Note :-

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LIC OF INDIA,

MARKETING DEPARTMENT, CENTRAL OFFICE, YOGAKSHEMA,

3rd FLOOR, WEST WING, JEEVAN BIMA MARG,

MUMBAI- 400021

विपणन विभाग,केंद्रीय कार्यलय,तीसरी मंज़िल,पश्चिम स्कन्ध,योगक्षेम,जीवनबीमा मार्ग,मुबई४०००२१, फोननं: 022-66598332,
ईमैल :co_marketing@licindia.com **Marketing Department, Central Office, 3rd Floor, West Wing, 'Yogakshema', J.B.Marg, Mumbai-400021 , Tel: 022-66598332.**

Ref : CO/Mktg/Oprns/SWITZERLAND/2026-27

PART A – NOTICE INVITING TENDER

NOTICE INVITING TENDER FOR ARRANGING EDUCATIONAL SEMINAR FOR AGENTS OF LIC OF INDIA AS DETAILED BELOW

Place	Visit Duration	No of Pax (Approx.) +/ - 20% variation
SWITZERLAND	Refer Part E- Financial Bid	30

TENDER NO: - MKTG/ OPRNS - 6/ 2026-27

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 as mentioned above. The Tour Operator should also arrange for VISA and overseas medical insurance of all the participants. **Arrangement has to be made for half-day Conference preferably on Day-2** 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.**

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 finalize 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 finalized.

Executive Director (Mktg/PD)

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** and **http://www.tenderwizard.com/LIC**

3. The Last Date of Submission of on-line Bid is up to **14.00 hrs. on 05.11.2026 (Thursday).**

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.
      11th Floor, Air India Building, Nariman Point,
      Mumbai-400021 website – 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

   3 MTNL Trustline CA
      O/o DGM (IT-CA), 5515, 5th Floor, Core-V Mahanagar
      Doorsanchal Sadan, CGO Comples, MTNL,
      Delhi-110003. Website – www.mtnltrustline.com

   4. iTrust CA (IDRBT)
      CastleHills, Road No.1, Masab Tank, Hyderabad,
      Andhra Pardesh -500057. Website – idrbtca.org.in

   5 (n)Code solutions
      301, GNFC Tower, Bodak Dev, Ahmedabad-380054,
      Gujarat. Website – 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 Serivces Ltd
3rd Floor, Sai Arcade, Outer Ring Road,
Devarabeesanahalli, Bangalore560036, 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 technical support (officials of tenderwizard.com) :**

Name	e-mail address	Landline Phone No.	Mobile No
Help Desk No.		080-40482100/ 080-45811365	
Mr. Senthil Raj	**senthil@etenderwizard.com**		9731467274
Ms. Hithaishi	**hithaishi.p@antaressystems.com** **lokeshhr@etenderwizard.com**		9731737722
Mr. Rudresh K S (For DSC Queries)	**rudresh.ks@etenderwizard.com**		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 processingwhich 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** ofTender 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. Submission of Earnest Money Deposit:

A tour operator (i.e. Tenderer) can submit bid for arranging Educational Seminar to SWITZERLAND as mentioned under Part A of Notice Inviting Tender. In case of payment through NEFT / RTGS transaction, details of LICI 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) 66598332 / 66598340

The amount of EMD would be Rs. 1,50,000/-

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 LICI.

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 LICI shall have a right to forfeit the EMD amount and the bidder shall have no claim whatsoever upon the EMD or against LICI**.

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, Marketing Department, Central Office (3rd floor) Yogakshema, Nariman Point, Mumbai 400021.Failure to do so will result in rejection of bid.**

10. 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 LICI ("Performance Bank Guarantee")**. The Performance Bank Guarantee shall be provided to LICI either before or at the time of execution of the Contract, LICI 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 LICI 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 LICI, the selected Bidder shall be responsible to extend the validity period and claim period of the Performance Bank Guarantee.

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.

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 LICI 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 bid submission process 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 ensures no activity or transaction can take place outside the start and end dates and time of the each 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 LICI**	**16.10.2026 11.00 Hrs.**	--
2	**Downloading of tender documents**	**16.10.2026 11.00 Hrs.**	**05.11.2026 13.00 Hrs.**
3	**Pre Bid Discussions at LIC of India, Marketing Dept. 3rd Floor, Yogakshema, Nariman Point, Mumbai**	**28.10.2026 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** **2. Physical submission of original DD/Pay Order by 05.11.2026, 14.00 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**	**Upto 05.11.2026 14.00 Hrs**	
6	**Opening of Technical Bid**	**05.11.2026 at 14.30 Hrs.**	
7	**Opening of Financial Bids**	**13.11.2026 at 11.30 Hrs (tentative)**	

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/Payorder, if applicable, should be physically submitted to **LIC of India**, **Marketing 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 LICI 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 advised 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/PD).

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 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 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 LICI on opening of Bids, the Tenderers (Bidders) will be solely responsible if their Bids become Non-Bonafidedue 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 Department which will be suitably informed through the above website -http://www.tenderwizard.com/LIC and LIC website -www.licindia.in/tenders.

24. Contact Persons : 1. Shri Vinay Goyal, Secretary (Marketing), Tele No. (022) 66598332

2. Shri Ravindra Khonde, Dy. Secretary (Marketing), Tele No.(022) 66598842

Executive Director (Mktg/PD)

PART B – GENERAL RULES & INSTRUCTIONS

Life Insurance Corporation Of India, Mumbai (hereinafter referred to as "LICI" 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 SWITZERLAND.

A Tour Operator will be finalized on the basis of qualifying conditions of Technical Bidand Financial Bid.The Tour Operators should also arrange for VISA(VISA on arrival wherever applicable)and overseas medical insurancefor 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 **05.11.2026 at 14.00 Hrs (Thursday)**. The tender (Technical Bid) will be digitally opened on **05.11.2026 at 14.30 Hrs (Thursday).**

   The venue of opening of Technical Bid will be same as given above i.e. LIC of India, "Marketing Department, Central Office, Yogakshema , West Wing , 3rdFloor, 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** orwebsite - **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 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 LICI in the form of security deposit and shall be refunded by LICI to the successful bidder only upon completion of the tour to the satisfaction of LICI and after adjusting all the amounts receivable by LICI 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 Seminar for Agents of LIC of India at SWITZERLAND from 17.02.2027 to 21.02.2027**

   2. **Financial Bid for Arranging Educational Seminar for Agents of LIC of India at SWITZERLAND from 17.02.2027 to 21.02.2027**

   Accordingly, a Bidder will be considered for selection, based on his qualifying the technical bid and thereafter based on the Financial Bid for **SWITZERLAND** 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 under Information & Instructions to Bidders,by way of NEFT/RTGS or Demand Draft/Pay Orderfrom 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 bidis 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 willbe rejected.

7. Those Technical Bids which are found to be in order i.e. satisfying all the stipulated conditions for arranging Educational Seminar for Agents of LIC of India at SWITZERLAND 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 SWITZERLAND 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 LICI in the form of Security Deposit and shall be refunded by LICI to the Successful Bidder only upon completion of the tour to the satisfaction of LICI and after adjusting all the amounts receivable by LICI 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 LICI shall have a right to forfeit the EMD amount and the bidder shall have no claim whatsoever upon the EMD or against LICI. 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 LICI.

10. LICI 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 LICI's websiteand Tender wizard website.

11. The information provided by the Bidders in response to this tender document will become the property of LICI and will not be returned. LICI reserves the right to amend or reissue this Tender and all amendments will be communicated to the Bidders or will be published in LICI's websiteand Tender wizard websiteand such amendments will be binding on Bidders.

12. The Bids will be examined by LICI 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. LICI

may at its discretion waive any minor non-conformity or irregularity in Bid if it does not constitute a material deviation. Decision of LICI in determining whether any deviation is material or not shall be final and binding to all.

13. The validity of offer of the successful Biddersshall 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 LICI to the selected tenderer along with the tender documents shall be deemed as a contractand the underlying terms and conditions of tender would act as the basis. Any breach of the samewould 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. LICI reserves the right to modify or amend the eligibility criteria. The LICI'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 SWITZERLAND:

1. The Tour Operator should have experience of at least five years as on 31.03.2026 in the relevant field and providing such services to reputed Central/State Govt. Organizations/Financial Institutions/PSUs/MNCS/Corporates during any three (03) of the last five (05) financial years ending 2021-22, 2022-23, 2023-24, 2024-25 & 2025-26.

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 five financial years i.e. 2021-22, 2022-23, 2023-24, 2024-25 & 2025-26.

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) Financial Years i.e. 2021-22, 2022-23, 2023-24, 2024-25 & 2025-26.

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.

7. The Tour Operator should have conducted a minimum of 5 (Five) Corporate International tours with group size of 100 or more in the last five (5) financial years viz. 2021-22, 2022-23, 2023-24, 2024-25 & 2025-26. The certificate as per the Annexure VI signed by the Chartered Accountant providing the details of the tours conducted is to be provided.

8. The Tour Operator should be IATA approved (Copy of IATA accreditation certificate to be produced).

9. In case the information/declaration/annexures provided by the bidder while submitting the tender as well as during the contract period found to be incorrect/false/misleading, the bid is liable to be rejected and contract if awarded, can be cancelled any time during the contract period.

10. The Tour Operator should be prepared to deliver the requisite services on Sundays/Holidays and also 24 x 7, if so required by LICI.

11. 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/PD)

PART C – GENERAL TERMS & CONDITIONS

1 **SCOPE OF WORK**

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

Place	Visit Duration	No of Pax (Approx.) +/ - 20% variation
SWITZERLAND	**Refer Part E- Financial Bid**	**30**

b. Stay arrangement at 5 star hotels, 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 (Financial Bid).

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 periodmentioned 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 LICI. The Tour Operator shall also not sublet the work or part thereof except with prior written consent of LICI.

5 While submitting tender documents, the Bidder shall submit proof of Earnest Money Deposit as mentioned in Point No. 9, 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 LICI all the payments received by it for uncompleted work and also indemnify LICI 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 and other Travel related services within the scheduled time, the Bidder will be solely responsible for the same and Bidder shall ensure that all the formalities relating to the tour are completed and the tour is also completed at no addition cost to LICI.

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/adjusted by invoking the performance Bank Guarantee if required at sole discretion of the Corporation.

10 The Tour Operator will have to submitfinal 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 LICI.

12 The Bidder should be in a position to provide credit limit for a period of 30 days, as LICI 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** 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 Business Class flight ticket for two persons, single occupancies for five persons and two separate vehicles with driver. The Tour Operator should also provide the rate inclusive of GST.**

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 1st installment of payment failing which no payment will be made against the invoice.

17 LICI reserves the right to reject or accept any or all tenders without assigning any reasons thereof.

18 **PAYMENT TERMS:**

40% of the total amount will be paid in advance after the selection of Tour Operator subject to the production of details regarding Flight and Hotel for approval of LICI (Once approved by LICI, 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 LICI that tour arrangements are being done/progressing as per the conditions stipulated in Tender. On completion of the tour, the balance will be payable after scrutiny of bills and receipts submitted by the Tour Operator.

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 LICI. Excess payment, if any made shall be refunded to LICI without any delay and in any case within 7 days from the date of demand from LICI.

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 LICI 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, which shall be appointed by LICI. 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 LICI. 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 Directoror Other Officer of the Bidder or contractor where the services are outsourced by LICI.

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.

Date:

Place:

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/OPRNS - 6/ 2026-2027

Name of the Firm/Agency/ Company & Year of Registration (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 : 1.Name of the Contact Person	
2. Mailing Address	
3. Telephone and Mobile Numbers	
4. Email id	

Bankers of the Firm /Agency/Company Please attach certified copies of Account statement for last 3 months **(July 2026 to September 2026)**	
PAN (Attach certified copy)	
GST REGISTRATION NUMBER (Attach certified copy) :-	

IATA Registration (copy to be enclosed)	

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 SWITZERLAND Tour as per Point No 9 about Submission of Earnest Money Deposit underInformation & 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 SWITZERLAND Tour as per Point No 9 about Submission of Earnest Money Deposit underInformation & 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 Seminars at Foreign Destinations in the following Financial Years viz. 2021-22 ,2022-23, 2023-24, 2024-25 & 2025-26 ::-**

Sr. No	**Financial Year**	**Name of Client**	**Destination**	**No of Participants**
1	**2021-22**			
2	**2022-23**			
3	**2023-24**			
4	**2024-25**			
5	**2025-26**			

Turnover of the Company /Partnership Firm/ Proprietary concern for the Financial Years 2021-22, 2022-23, 2023-24, 2024-25 & 2025-26 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 SWITZERLAND (Page 12 & 13) as mentioned in "Part B – General Rules & Instructions"
1	2021-22	
2	2022-23	
3	2023-24	
4	2024-25	
5	2025-26	

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 corporate international tours with group size of 100 or more conducted by Bidder in last (5) Financial years viz. 2021-22, 2022-23, 2023-24, 2024-25 & 2025-26.	

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

Date :

Place :

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. (hereinafter 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 Seminar for Agents of the corporation at SWITZERLAND and the BIDDER/Seller is willing to offer/has offered the foreign tour services for arranging Seminar for Agents of the corporation at SWITZERLAND and

WHEREAS the BIDDER is a private company/public company/Government undertaking/partnership/registeredagency, 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 touringservices 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 representating the matter to IEMs and shall wait for their decision in the matter.

4. <u>Previous Transgression</u>

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 actingon 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 LICI 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 Jose T. Mathew, IFS (Retd.)
House No 37/930, Ebrahim Pillai Lane,
Via Kakkanad, Thrikkakara – 682021
Dist – Ernakulam, Kerala

2. Shri Sanjay Kumar Shrivastava (IAS Retd)
C-II, 2475, Vasant Kunj,
New Delhi-110070

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), LICI.**

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 chairperson, LICI 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.

6.8 The Monitor will submit a written report to the **CEO & MD, LICI** within 8 to 10 weeks from the date of reference or intimation to him by the BUYER /BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

7. Facilitation of Investigation:

In case of any allegation of violation of any provisions of this pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER. The BIDDER shall provide necessary information and documents in English and shall extend all possible help of the purpose of such examination/inspection.

8. Law and Place of Jurisdiction:

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER viz; MUMBAI.

9. Other Legal Actions:

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extent law in force relating to any civil or criminal proceedings.

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

10. Validity:

10.1 The validity of this Integrity Pact shall be from date of its signing and extend up to12 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.

10.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

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

BUYER / BIDDER	CEO & MD
Name of the Officer:	
Designation :	
Dept./MINISTRY/PSU	
Witness	Witness
1……	1…….
2…….	2…….

Annexure II – Declaration by Authorized Signatory

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 biddocuments, 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 TechnicalBid, 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 LICI 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 LICI in bid documents.

SIGNATURE OF AUTHORISED PERSON WITH STAMP: _____ DATE: / /

Duly authorized to sign Bid for and on behalf of _____ Place:

(SIGNATURE OF WITNESS)
WITNESS NAME:
ADDRESS:

Annexure IV – Non-Blacklisting Declaration

This is to certify that our Agency / Company / Firm/Proprietary concern is not blacklisted by Central Govt. /State Govt, any of the office of LIFE INSURANCE CORPORATION OF INDIA/LIC's Subsidiaries/PSU/Govt. Undertaking/Airlines/IATA on the date of this tender.

Date :

Place :

AUTHORISED SIGNATORY

NAME/DESIGNATION :

STAMP OF THE FIRM/COMPANY

Annexure V – LETTER OF AUTHORITY FOR ATTENDING OPENING OF TECHNICAL BID AND FINANCIAL BID

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.

Date:

Place:

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 Corporate International Tours conducted during Five Financial Years

2021-22, 2022-23, 2023-24, 2024-25 & 2025-26

SR NO.	ORGANISATION FOR WHICH FOREIGN TOUR WAS ORGANISED	EVENT DETAILS	Country	PERIOD OF EVENT (From …. To …..)	No. of PARTICIPANTS
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.

Date :

Place :

Name of Chartered Accountant :

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 2021-22, 2022-23, 2023-24, 2024-25 and 2025-26**.**
6. Attested copy of last 5 years I.T. Returns for the financial years 2021-22, 2022-23,2023-24, 2024-25 & 2025-26
7. Certified copies of Account statement for last 3 months (July 2026 to September 2026)
8. Following documents should be duly signed (with seal) by the Authorized signatory of the bidder in token of their acceptance.
    A. Part D (Technical Bid) of the tender document
    B. All the Annexures I to VI with proper signature and seal.
9. All pages of "General Terms and Conditions" i.e Part – C of this tender document should be duly signed (with seal) by the Authorized signatory of the bidder in token of their acceptance.

Name of the Bidder: _____

PART E – FINANCIAL BID

(To be uploaded as "**Tender for Educational Seminar for Agents of LIC of India at SWITZERLAND"** as per following specifications)

Group	Top Executives, Agents of the Corporation
Group size	30 pax (+/- 20 % variation)
Visit Durations at Switzerland	**Arrival on 17.02.2027 in early morning and Departure on 21.02.2027 in late evening/night as per Switzerland local time.**
Departure	Departure Hub should be places having nonstop/one stop flights as per above schedule. Hub wise tentative pax :- Mumbai – 13, Delhi- 6, Kolkata- 5, Chennai - 6
Meals	**Vegetarian/Non-Vegetarian/Jain food**
	Breakfast, Lunch, High Tea & Dinner on all days of the Tour **Minimum Contents of the Meal** : **Lunch:** 2 Veg, 2 Non-Veg, 1 Dal, Papad/Pickle/Raita, Roti, Nan, Rice, Salad, 1 Desert, Cut Fruits and Drinking Water Bottles. **Dinner :** Soup, 2 Veg, 2 Non-Veg, 1 Veg Starter, 1 Non-Veg Starter, 1 Dal, Papad/Pickle/Raita, Roti, Nan, Rice, 1 Dessert, Cut fruits and Drinking Water Bottles. **Jain Food also to be arranged during Breakfast/Lunch/Dinner.** The Dinning 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.
Tour Managers	**Minimum Two** Tour Managers to facilitate smooth immigration and journey.
Hotel Category	1) Hotel should be in the City i.e within radius of 20 kms from the city center 2) **5 star** with **guaranteed early check in** (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).
Room occupancy	Single Occupancy (No.5) & Twin Sharing (No.15)
Flights	1. Full Service flight with meals on board 2. Flight Class : Business (2 Pax) , Economy (30 Pax). 3. Where meal is not provided 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.
Airport transfers & local sight seeing	A/C Coaches with guide in each coach & entry fee wherever applicable.
Separate Vehicle with Driver	No of Vehicles – 2 (Two)

Day wise suggested itinerary	**Day 01 ::** Arrive in Zurich International Airport (As per flight details) Check in to the Hotel. Lunch in Indian restaurant. Visit the Rhine falls & enjoy the boat ride & shopping, Conference. Dinner at Indian restaurant. Return & Overnight stay in Hotel. **Day 02 :** After breakfast, Proceed for Jungfrau, Cogwheel Train ride, Europe's highest altitude railway station (11,333 ft.). with Ice Museum palace, Sphinx Observatory deck. (All entry tickets to be provided, if any). Evening orientation tour of Interlaken with visit Harder Kulm. (All entry tickets to be provided, if any). Lunch at an Indian Restaurant. Dinner at Indian restaurant. Return & Overnight stay in Hotel. **Day 03 :** Post breakfast proceed for Mt. Titlis with Ice Flyer. Lunch in Indian Restaurant at Mt Titlis. Transfer to Mt Titlis Cable car station. Proceed to conquer peak of The Alps - The Mount. Day 4: After breakfast proceed to Lucerne orientation tour & Lake Lucerne cruise. Enroute lunch at Indian restaurant, Take an easy stroll through a maze of small streets, Bridges, promenades and plazas dominated by countries historical towers Fountains and frescoed building. Shopping Streets Bahnhofstrasse. Dinner at Indian restaurant. Overnight Stay in Zurich. **Day 05:** Breakfast at hotel. Check out from the hotel. Lunch during the day. Proceed to the airport for flight back to India with pleasant memories.
VISA	**Visa** for all the participants to be arranged by the tour operator.
Other inclusions	1. Overseas Mediclaim insurance (as per law of the land) covering all the participants irrespective of their ages. 2. Tips to driver, guide, hotels and restaurants and parking fees (as applicable) 3. Entrance fees at venues/amusement parks/tourist places/museums etc. 4. Sufficient mineral water during tour and transfers without any restrictions.
Review Mechanism	Weekly Progress Report to be submitted by the selected bidder every Monday after award of the contract till completion of the tour

Package Cost	Cost (in ₹)
Total Cost Per Person in INR (Excluding GST)	
GST	
Total Cost Per Person in INR (Including GST)	

Date:
Place :

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:

1	2	3	4
Ticketing	VISA Status	Hotel Booking	Other logistics related to Transportation and other miscellaneous items

Date:

Place: Signature of Authorized Signatory