



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

LIC of India, Post Box No.21 ,  
Buddh Vihar Vyavsayik Yojana,  
Tara Mandal Road,  
Gorakhpur-273017

Date:18.11.2024

M/s.....  
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Dear Sir,

**Re: Tender for Arranging Event for Approximately 5400 Agents of LIC of India.  
Gorakhpur Division at Agra**

**General Terms & Conditions:**

Life Insurance Corporation Of India, Gorakhpur (hereinafter referred to as "LICI" or "Corporation") having its Divisional office Buddh Vihar Vyavsayik Yojana, Tara Mandal Road, Gorakhpur-273017 invites tender for aranging Tour for Agents of LIC of India at Agra.

A) Event Manager will be finalized on the basis of qualifying conditions of Technical Bid and Financial Bid. The Event Managers should also arrange for (assisting in lodging arrangement on Arrival and a road map of planning is to be provided).

1. Tender should be submitted offline as per the schedule of Key dates.

2. The last date and time for submission of tender is **02.12.2024 at 11:00 Hrs.** The tender (Technical Bid) will be opened on **02.12.2024 at 12.45 Hrs.** The venue of opening of Technical Bid will be same as given above i.e.

LIC of India, Chairman Store code committee

LIC of India, Divisional office,

Buddh Vihar Vyavsayik Yojana,

Tara Mandal Road, Gorakhpur-273017

The Technical Bids will be opened in presence of Bidders or their authorized representatives who choose to remain present at the time of opening of tenders. Tenders cannot be submitted after the due time/date. Decision of the Corporation in this regard will be final and binding on the tenderers (bidders) and the Corporation takes no responsibility if the tenderer (bidder) fails in submitting 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).

4. The proof of **Tender Processing Fee of Rs 1000/- (Rs. One thousand only) (plus GST as applicable)** and **Earnest Money Deposit (EMD) of Rs.108000/- (One lakh eight thousand only)** 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" which is to be paid/deposited with every Tender either by cash in our cash section of Accounts department under A/C code 114018 or by Demand Draft payable at Gorakhpur in favour of LIC of India.

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 event to the satisfaction of LICI and

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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 event for Agents of LIC of India at Agra from 20.12.2024 to 21.12.2024
2. Financial Bid for Event for Agents of LIC of India at Agra from 20.12.2024 to 21.12.2024

Accordingly, a Bidder will be considered for selection, based on his qualifying the technical bid and thereafter based on the Financial Bid for Event at Agra 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 Gorakhpur.
- Clear Photographs of previously arranged and photos of proposed venue to be submitted by Event manager.
- 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 shall be given to the Committee constituted for this purpose for shortlisting and decision will be on the sole discretion of the committee. The Committee may consider in their own prudence, the photos of venue, past track record of vendor, distance from the rail/road head, capacity of the venue and proposed items of food. The decision of the committee will be final and abiding in this aspect for arranging Event for Agents of LIC of India at Agra from 20.12.2024 to 21.12.2024. The 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 Quotes.

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 Event at Agra.

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.

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 the Tender and all amendments will be communicated to the Bidders or will be published in LIC's website and Tender wizard website and such



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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 event 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 EVENT FOR AGENTS OF LIC OF INDIA AT AGRA FROM 20.12.2024 TO 21.12.2024:**

1. The Event Manager should have experience of at least three years as on 31.03.2024 in the relevant field and providing such services to reputed Financial Institutions/PSUs/MNCS/Large Corporate during any three of the last five financial years ending 2019-20, 2020-21, 2021-22 , 2022-23 and 2023-24.

2. The Event Manager should be a sole proprietary concern/partnership firm/company.

3. The Event Manager should have a valid PAN Number, GST Registration Number.

4. The Event Manager should have conducted a minimum of 5 (Five) Corporate Events (with group size of 100 or more in the last 5 financial years viz. 2019-20, 2020-21, 2021-22 , 2022-23 and 2023-24. The certificate as per the Annexure VI signed by the Chartered Accountant providing the details of the events conducted during the last 5 Financial Years is to be provided.

5. The Event Manager should be in a position to make available dedicated staff for servicing the needs of the Corporation 24 x 7 and contact of minimum 3 dedicated staff should be provided.

6. The Event Manger shall assist in lodging arrangement for agents on their own (agent's) cost.

7. The Event Manager have to provide running counter for tea and water during the event.

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8. The Event Manager has to provide suitable seating arrangement for 3000 participants, per shift with proper tent, mike ,labours,photographer along with backdrop,LIC banners and standy.

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9. In light of above, every bidder has to apprise us in writing as “ **HOW DO YOU PROPOSE TO CONDUCT THE MEETING?**”
10. **The working territory of the Event Manager should be under the jurisdiction of North Central Zonal Office, LIC (i.e Uttarakhand & Uttar Pradesh) and the preference will be given to Event Managers around Agra and nearby.**
11. The selected bidder has to provide medical assistance to the participants at venue if needed.
12. The selected bidder will have to produce signed integrity pact.

Each of the above criteria from Point No 1 to 14 should be supported by documentary evidences.

Signature of the Bidder

(Authorized person)

Seal

Sealed Tenders duly completed in all Respect and signed by authorised person of the Firm with all necessary document attached as per the Annexure -A (Financial Bid) shall be sent to us so that it may reach us on or before last date 02.12.2024 upto 11:00 AM

Under no condition the Tender Received after Last date will be accepted in any condition what so ever. The communication regarding submission of Tender should be addressed to-

**Chairman Event Management Committee**  
**LIC of India, Divisional office,**  
**Post Box No.21 ,**  
**Buddh Vihar Vyavsayik Yojana,**  
**Tara Mandal Road,**  
**Gorakhpur-273017**

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**SR. DIVISIONAL MANAGER**





**PART D-TECHNICAL BID**

**Bidder's General Information**

Technical Bid to be uploaded by Bidders.

TENDER No-MKTG/OPRNS/2024-25

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.NameoftheContactPerson	
2.MailingAddress	
3.TelephoneandMobileNumbers	
4.Emailid	
Bankers of the Firm/Agency/Company PI attach certified copies of Account statement for last 3 Years (as mentioned in point 5 of eligibility criteria )	
PAN(Attach certified copy)	
GST REGISTRATION NUMBER(Attach certified copy):-	
<b>IATA Registration ,wherever applicable(copy to be enclosed)</b>	

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ONAL MANAGER

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

**A) Details of Demand Draft/Pay Order**

<b>Details of Demand Draft/Pay Order</b>	<b>Tender Fee</b>	<b>EMD for the Agra Tour as per Point No. 4 about Submission of Earnest Money Deposit under Information &amp; Instructions to Bidders</b>
Demand Draft/Pay Order No.		
Date of Demand Draft/Pay Order		
Name of Issuing Bank, Branch and Address		

**B) Details of NEFT/RTGS**

<b>Details of NEFT/RTGS</b>	<b>Tender Fee</b>	<b>EMD for Agra Tour as per Point No.4 about Submission of Earnest Money Deposit under Information &amp; Instructions to Bidders</b>
UTR No.		
Date of NEFT/RTGS		
Name of Bank ,Branch and Address		

**Work Experience Years viz. 2021-22& 2022-23, 2023-24:- ( Attach separate sheet in the following format)**

<b>Sr. No</b>	<b>Financial Year</b>	<b>Name of Client</b>	<b>Place of Destination</b>	<b>No of Participants</b>

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MANAGER

Turnover of the Company /Partnership Firm/Proprietorship for the Financial Year 2019-20,2020-21,2021-22& 2022-23,2023-24 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
1	2021-22	
2	2022-23	
3	2023-24	

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 events with group size of 100 or more conducted by Bidder in last 5 FYs.	

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

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

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