



LIFE INSURANCE CORPORATION OF INDIA, CENTRAL OFFICE OS DEPT,
YOGAKSHEMA, 4TH FLOOR, WEST WING, JEEVAN BIMA MARG, NARIMAN
POINT, MUMBAI 400021

**TENDER FOR ORGANIZING 65th ALL INDIA Sr.DMs' CONFERENCE IN MUMBAI FROM
28th April 2025 to 30th April 2025**

**FINANCIAL BID : PROFORMA FOR QUOTATIONS :- EVENT- 65th ALL INDIA Sr.DMs' CONFERENCE
Annexure B**

NAME OF
HOTEL

Area of conference Hall:.....Sq. Ft.

**A. ROOM CHARGES INCLUSIVE OF LUNCH, DINNER (INCLUDING GALA DINNER ON 30.04.2025),
BREAKFAST, FRUIT PLATTER AND MINERAL WATER FOR RESIDENTS (FOR 4 DAYS) FROM
27.04.2025 to 30.04.2025 (check-out 01.05.2025)**

DATE	TYPE OF ROOM/ ARRANGEMENT	NO OF ROOMS	BASIC TARIFF PER DAY PER ROOM	GST (AMOUNT)	TOTAL TARIFF PER DAY PER ROOM	GRAND TOTAL FOR 4 DAYS
27.04.2025 to 30.04.2025	SINGLE OCCUPANCY-	11				
27.04.2025 to 30.04.2025	DOUBLE OCCUPANCY	57				
27.04.2025 to 30.04.2025	SUITES	5				

(check out- 1st May 2025)

SUB -TOTAL

**B--HI TEA WITH SNACKS
(FOR RESIDENTS)**

DATE	TYPE OF ARRANGEMENT	NO OF PARTICIPANTS	BASIC TARIFF PER PARTICIPANT	GST (AMOUNT)	TOTAL TARIFF PER PARTICIPANT	GRAND TOTAL
27.04.2025	HI TEA WITH SNACKS AT 5.00 PM -	100				

SUB- TOTAL

**C--BREAKFAST CHARGES (FOR NON-
RESIDENTS)**

DATE	TYPE OF ARRANGEMENT	NO OF PARTICIPANTS	BASIC TARIFF PER PARTICIPANT	GST (AMOUNT)	TOTAL TARIFF PER PARTICIPANT	GRAND TOTAL
28.04.2025	BREAKFAST	50				
29.04.2025	BREAKFAST	50				
30.04.2025	BREAKFAST	50				

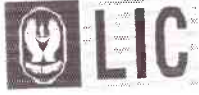
SUB- TOTAL

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LUNCH CHARGES (FOR NON-RESIDENTS ONLY) LUNCH FOR RESIDENT GUESTS TO BE INCLUDED IN ROOM CHARGES						
DATE	TYPE OF ARRANGEMENT	NO OF PARTICIPANTS	BASIC TARIFF PER PARTICIPANT	GST (AMOUNT)	TOTAL TARIFF PER PARTICIPANT	GRAND TOTAL
28.04.2025	LUNCH (incl 3 n-veg and 3 Veg dishes)	50				
29.04.2025	LUNCH (incl 3 n-veg and 3 Veg dishes)	50				
30.04.2025	LUNCH (incl 3 n-veg and 3 Veg dishes)	50				
SUB-TOTAL						
E-DINNER (FOR NON-RESIDENTS ONLY) DINNER FOR RESIDENT GUESTS TO BE INCLUDED IN ROOM CHARGES						
DATE	TYPE OF ARRANGEMENT	NO OF PARTICIPANTS	BASIC TARIFF PER PARTICIPANT	GST (AMOUNT)	TOTAL TARIFF PER PARTICIPANT	GRAND TOTAL
28.04.2025	DINNER (incl 3 N-Veg and 3 Veg dishes)	50				
29.04.2025	DINNER (incl 3 N-Veg and 3 Veg dishes)	50				
30.04.2025	DINNER (GALA DINNER) (SEPARATE VENUE)					
30.04.2025	RENT, IF ANY FOR SEPARATE VENUE			****		
SUB-TOTAL						



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F-- MEETING ARRANGEMENT 20-25 PARTICIPANTS (FOR 4 HOURS DURATION TENTATIVELY ON 29.04.2025 or 30.04.2025 FROM 6 PM TO 9 PM), IF REQUIRED						
DATE	TYPE OF ARRANGEMENT	NO OF PARTICIPANTS	BASIC TARIFF PER PARTICIPANT	GST (AMOUNT)	TOTAL TARIFF PER PARTICIPANT	GRAND TOTAL
29.04.2025 / 30.04.2025	MEETING HALL RENT, IF ANY (20-25 PARTICIPANTS)	****				
29.04.2025 / 30.04.2025	TEA/ COFFEE WITH SNACKS AND DRY FRUITS	20				
	MINERAL WATER TO BE PROVIDED COMPLIMENTARY					
SUB- TOTAL						
G--CONFERENCE ARRANGEMENT (FOR RESIDENTS AND NON RESIDENTS)						
DATE	TYPE OF ARRANGEMENT	NO OF PARTICIPANTS	BASIC TARIFF PER PARTICIPANT	GST (AMOUNT)	TOTAL TARIFF PER PARTICIPANT	GRAND TOTAL
28.04.2025 to 30.04.2025	SPECIAL ARRANGEMENT/ REMOVING OF CHANDELIERS on 27.04.2025					
27.04.2025	CONFERENCE HALL RETENTION CHARGES, IF ANY	ONE DAY				
28.04.2025 to 30.04.2025	CONFERENCE HALL RENT (PER DAY)	THREE DAYS				
28.04.2025	MORNING TEA	175				



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	WITH COOKIES					
28.04.2025	COCONUT WATER	175				
28.04.2025	EVENING TEA WITH COOKIES	175				
28.04.2025	HI TEA WITH SNACKS	175				
29.04.2025	MORNING TEA WITH COOKIES	175				
29.04.2025	COCONUT WATER	175				
3.04.2025	EVENING TEA WITH COOKIES	175				
29.04.2025	HI TEA WITH SNACKS	175				
30.04.2025	MORNING TEA WITH COOKIES	175				
30.04.2025	COCONUT WATER	175				
30.04.2025	EVENING TEA WITH COOKIES	175				
30.04.2025	HI TEA WITH SNACKS	175				
	(MINERAL WATER TO BE PROVIDED COMPLIMENTAR Y ON ALL DAYS)					
SUB- TOTAL						
TOTAL: (A+B+C+D+E+F+G)						
ADDITIONAL SERVICES (IF REQUIRED)						
			BASIC RATE	GST	TOTAL	
1) COCONUT JUICE PER GLASS PER PERSON						
2) CANNED JUICE PER GLASS PER						



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PERSON						
3) SOFT DRINKS PER GLASS PER PERSON						
4) VIDEO CONFERENCE ARRANGEMENT, IF REQUIRED (PER DAY)						
5) INTERNET IN CONFERENCE HALL, CHARGES IF ANY (PER DAY)						

Note:

- | |
|---|
| 1) ROOM /RENT CHARGES SHOULD BE QUOTED INCLUSIVE OF COMPLIMENTARY BREAKFAST(4 DAYS) i.e 28th April 2025 to 1 st May 2025 |
| 2) LUNCH (4DAYS) i.e. 27th April 2025 to 30th April 2025 |
| 3) DINNER (3 DAYS) i.e. 27th April 2025 to 29th April 2025 and GALA DINNER ON 30th April 2025 |
| 4) COOKIES SERVED IN THE MORNING WITH TEA/COFFEE SHOULD NOT BE REPEATED IN THE EVENING WITH TEA/COFFEE. |
| 5) TOTAL NO. OF RESIDENT PARTICIPANTS ARE 129 AND NON- RESIDENT ARE 50. |
| 6) PLEASE MENTION THE SIZE OF THE CONFERENCE HALL AT THE TOP OF THIS ANNEXURE |
| 7) PAYMENT WILL BE MADE FOR THE ACTUAL SERVICES UTILISED ONLY. ABOVE GIVEN IS ONLY OUR ESTIMATED FIGURE. |

(Signature)
Hotel Seal:



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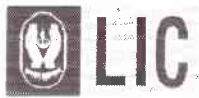
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ANNEXURE - C

**TENDER FOR ORGANIZING 65th ALL INDIA SDMS' CONFERENCE IN MUMBAI FROM
28th April 2025 to 30th April 2025**

HOTEL
NAME: _____

Sr. No.	Particular	No. of Days	Approx Qty Per Day	Rate Per Day	Amount
A	Arrangement at Main Hall for Conference 27th April 2025 to 30th April 2025 from 9.00 am to 8.00 pm				
1	Good quality sound system with 4 Speakers	3	1		
2	Corded Gooseneck Mike for Head Table	3	16		
3	Podium Mike	3	2		
4	Cordless Collar Mike	3	1		
5	Audio Mixer	3	1		
6	Centre Fills	3	2		
7	Corded Gooseneck Mike for Other Participants	3	53		
8	Cordless Hand Mike with 5 Runners	3	5		
9	Digital Multi Video Camera Set up with Four Digital Video Camera for relay in Hall with four Risers	3	3		
10	Laptop, if required (for freezing of display of logo)	3	1		
11	DVD Player (Music, Advertisement, etc)	3	1		
12	RGB Switcher (input for laptop)	3	1		
13	Seamless Kramer Switcher (laptop & video)	3	1		
14	RGB Splitter (multiple output)	3	2		
15	Digital Photographer Assignment Charges	3	1		
16	Cordless Presenter	3	1		
17	Reading lights for Podium	3	2		
18	Snake Cable for Patching XLR Cable to Mike	3	3		
19	LED warm white lights	3	12		
20	Profile lights for podium	3	4		
21	Pilot Board for Control Lights	3	1		
22	Approx 48'x5' Black Console Masking	3	Approx - 240 ft		
23	Collar mike on 29 th April and 30 th April 2025(Panel Discussion)	2	8		
24	Cordless Hand Mike on 29 th April and 30 th April	2	2		



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	2025(Panel Discussion)				
25	Extension cords with switches (for laptops)	3	65		
26	Monitors Speaker's (Head Tables)	3	2		
27	3.9 mm 82'X10' LED Wall	3	820		
28	82'x4'x4' Riser for LED Wall	3	1312		
29	3.9 mm 8' X 10' LED Wall with Riser and Masking	3	80		
30	LED TV 85 inch	3	2		
31	125 KV Gen Set (from 27.04.2025 to 30.04.2025 - 8 hrs per day) (Including PWD License charges and Parking of Gen Set)	4	1		
32	Watch out Server	3	1		
33	Operators & Technical Support	3	1		
34	Kramer Switcher	3	1		
35	10'x4'x2' Black masking for stage	3	80		
36	42" Plasma TV with monitor stand (for timer)	3	1		
37	Laptop with Timer	3	1		
38	Head table will be on a raised platform (12 feet x 58 feet approx), Steps to be provided on both side of the stage		1		
39	Small removable Platform (8 feet x 6 feet approx) in front of the dais (if required)		1		
40	Other Charges (if any)				
	TOTAL - A				
	Please note that the Black Masking and LED wall size may be changed according to requirements				
B	Meeting in a Smaller Hall (At Separate Venue) If required, on 28th April 2025 or 29th April 2025 from 6.00 pm to 9.00 pm				
1	Good quality sound system with 2 Speakers	1	1		
2	Corded Gooseneck Mike for Head Table	1	5		
3	Corded Gooseneck Mike for Other Participants	1	10		
4	Audio Mixer	1	1		
5	LCD Projector	1	1		
6	6' x 8' Portable Screen on Stand, (if required)	1	1		
7	6'X5' Black Console Masking	1	30		
	TOTAL - B				



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C	Arrangement for Gala Dinner at Separate Venue on 30th April 2025 from 6.00 pm to 10.00 pm				
1	Good quality sound system with 2 Speakers	1	1		
2	DVD Player with Instrumental Music CD	1	1		
3	Audio Mixer	1	1		
4	Digital Photographer Assignment Charges (Inclusive of Photo DVD of Event)	1	1		
5	Decorative Lighting on trees/plants/bushes, if the same is available.	1	6		
	TOTAL - C				
	Approx TOTAL A + B + C				
	GST (As Applicable)				
	Grand Approx Total				
D	125 KV Gen Set (Rate per extra hour)				
	GST (As Applicable)				

Grand Total (A + B + C + D)

Signature and Seal of the Bidder

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Annexure D

**TENDER FOR ORGANIZING 65th ALL INDIA Sr.DMs' CONFERENCE IN MUMBAI FROM
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Name of the Hotel:

Address:

1) Total Estimated cost for as per Annexure B

(Total of A+B+C+D+E+F+G) :

2) Total Estimated cost as per Annexure C

(A+B+C+D) :

GRAND TOTAL:

Date & Place:

Authorized Signatory:

Seal and stamp of Hotel:

Note: L-1 will be decided as per Grand Total of Annexure D.
