



**LIFE INSURANCE CORPORATION OF INDIA**

Central Office, OS Dept  
"Yogakshema"  
4<sup>th</sup> floor, West Wing  
Jeevan Bima Marg, Nariman Point  
Mumbai – 400 021  
Tel.: 022-66598428, 66598427  
E-mail: co\_os@licindia.com

**TENDER FOR ORGANIZING 64<sup>th</sup> ALL INDIA SDMS' CONFERENCE IN MUMBAI FROM  
6<sup>th</sup> May 2024 to 8<sup>th</sup> May 2024..**

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**TENDER NO: LIC/CO/OS/ 21/ 2024**

Life Insurance Corporation of India, Mumbai (hereinafter referred to as "Corporation") having its Head Office at Yogakshema , Nariman Point , Mumbai- 400021 proposes to hold 64<sup>th</sup> All India SDMS' Conference from 6<sup>th</sup> May 2024 to 8<sup>th</sup> May, 2024 for which stay arrangement and banquet facility will be required from 5<sup>th</sup> May to 8<sup>th</sup> May, 2024 (Check in on 5<sup>th</sup> May 2024 afternoon and checkout on 9<sup>th</sup> May, 2024).

E - Tenders are invited from FIVE/ SEVEN STAR HOTELS in Mumbai having banquet hall of minimum 6500 sq. ft. and having capacity to provide stay arrangement for 4 days for around 129 officials and have at least three years' experience of providing these Services to any Financial organization/ Government /Public Sector Undertaking / Private organizations of repute etc. under the two bid system.

The estimated cost involved for the organizing the Conference is Rs Two Crore and Ten Lakhs approximately.

CHIEF (OS)



LIFE INSURANCE CORPORATION OF INDIA, CENTRAL OFFICE OS DEPT,  
YOGAKSHEMA, 4<sup>TH</sup> FLOOR, WEST WING, JEEVAN BIMA MARG, NARIMAN  
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**NOTICE INVITING E-TENDER (NIT)**

Life Insurance Corporation of India invites e-bids through **website** <http://www.tenderwizard.com/LIC> from eligible bidders for the 64<sup>th</sup> All India SDMS Conference to be held in Mumbai from 6<sup>th</sup> May 2024 to 8<sup>th</sup> May 2024

The Schedule of the Tender given below:

Bid Document No.	LIC/CO/OS/21/2024
Name of work	E – Tender for Proposed 64 <sup>th</sup> All India SDMS' Conference to be held in Mumbai from 6 <sup>th</sup> May 2024 to 8 <sup>th</sup> May 2024
Earnest Money Deposit	Rs. 4,20,000/- in form of Demand Draft/ Pay Order drawn in favour of "LIC of India" payable at Mumbai to be submitted at the time of submitting the hard copy of the tender documents (mentioned in Part A GENERAL RULES AND INSTRUCTIONS Para 3 (B)) in a separate envelope super scribed " EMD FOR ORGANIZING 64 <sup>th</sup> ALL INDIA SDMS' CONFERENCE IN MUMBAI from 6 <sup>th</sup> May 2024 to 8 <sup>th</sup> May 2024
Period during which DD towards EMD and hard copy of other documents as per Tender shall be submitted.	<b>Upto 15.02.2024, 2.30 pm to be submitted to The Secretary OS, LIFE INSURANCE CORPORATION OF INDIA, Central Office, OS Dept, 4<sup>th</sup> floor, West Wing, "Yogakshema", Jeevan Bima Marg, Nariman Point Mumbai – 400 021</b> If the Bidder fails to submit the original D.D. for EMD within date & time as specified, the Bid Document will be declared non –Bonafide and shall not be opened irrespective of fact that scanned copy of the DD might have been uploaded in e-Portal.
Date of tender & Publication of Advertisement in newspaper	<b>30.01.2024</b>
Online Bid submission closing date & time	<b>15.02.2024 upto 11.30 am</b>
Submission of Hard copies of some documents mentioned in Tender in Office : date & time	<b>15.02.2024 upto 2.30 pm</b>
Time , Date and Place of Opening of Online Technical Bid	Time - <b>3.00 pm onward</b> Date - <b>15.02.2024</b> Place : Central office, Conference Hall, 4 <sup>th</sup> floor, West Wing, Yogakshema , Nariman Point , Mumbai- 400 021



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Time , Date and Place of Opening of Online Financial Bid	Will be intimated later on after finalizing Technical Bid Place : Central office, Conference Hall, 4 <sup>th</sup> floor, West Wing, Yogakshema , Nariman Point , Mumbai- 400 021
Pre- Bid meeting with Tenderers	Time - <b>11.30 am</b> Date - <b>2<sup>nd</sup> Feb 2024</b> Place - LIC Of India, LIC of India, Central office, West Wing, Yogakshema , Nariman Point , Mumbai- 400 021
Contact E-mail	<b>co_os@licindia.com</b>

Note: Any addendum/corrigendum/ date extension in respect of above tender shall be issued on website: <http://www.tenderwizard.com/LIC> only and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit our website to keep themselves updated. Detail tender notice and Bid documents for downloading are also available in this website.

**CHIEF (OS)**

The tender document can be downloaded from website [www.tenderwizard.com/LIC](http://www.tenderwizard.com/LIC). Corrigendum(s)/ Amendment(s), if any, would appear only on the website and will not be published in any other media.

The tenders received after the last date and time as mentioned above shall be rejected.

The Bidder shall submit the hard copies of documents related to Technical Bid as mentioned in the Tender to Following address :

Secretary (OS)  
Life Insurance Corporation of India  
Central Office, OS Dept  
Yogakshema, West Wing, 4<sup>th</sup> Floor  
Jeevan Bima Marg  
Nariman Point, Mumbai 400021

LIC of India reserves the right to call for missing/additional requirements or otherwise from the applicant at the time of analysis of the tenders received in response to this notice.

LIC of India does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the tender without assigning any reason whatsoever.

**CHIEF (OS)**



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**PART A – GENERAL RULES AND INSTRUCTIONS**

Life Insurance Corporation of India, Mumbai (hereinafter referred to as “Corporation “) having its head office at Yogakshema, Nariman Point, Mumbai- 400021 invites E -tenders for “ORGANIZING 64<sup>th</sup> ALL INDIA SDMS' CONFERENCE IN MUMBAI “ from FIVE/ SEVEN STAR HOTELS in Mumbai to be held from 6<sup>th</sup> May 2024 to 8<sup>th</sup> May 2024.

- 1. The tender document can be downloaded from website [www.tenderwizard.com/LIC](http://www.tenderwizard.com/LIC). Corrigendum(s)/ Amendment(s), if any, would appear only on the website and will not be published in any other media.**
- 2. The tender shall be submitted in two parts i.e. Part - I (Technical Bid – Annexure A) and Part - II (Financial Bid – Annexure B, C and D). The mode of submission of tender will be: - online only on the [www.tenderwizard.com/LIC](http://www.tenderwizard.com/LIC) website. However some documents related to Technical Bid shall additionally be submitted in LIC Office.**
- 3. Bidder has to submit the Tender Online/Offline Bids as under**

**A) Online Submission**

**Technical Bid : Annexure “A”** with other documents :The Bidder shall submit filled and signed Technical Bid (Annexure A) with Pre – contract Integrity Pact on stamp paper of Rs. 500/, Affidavit on Notarized Stamp Paper of Rs. 100/- , Declaration, Undertaking (Filled and signed) along with supporting documents/ attachments. All documents shall be self-attested by authorized Signatory of bidder with an undertaking that full responsibility is taken by him/ her on behalf of the bidder for veracity of submitted documents. Bidder shall upload all these documents alongwith scanned copy of the Demand Draft/ Pay Order of the EMD on the abovesaid website. **Financial Bid shall not be uploaded with Technical Bid**

**Financial Bid : Proforma for Quotation :** The figures shall be quoted in the Financial Bid (Proforma for Quotation) Template. (Annexure B, Annexure C and Annexure D). No other document, conditions shall be uploaded along with documents of FINANCIAL BID. The bid should be strictly in the format as given in Annexure B, Annexure C and Annexure D. **No other document, conditions shall be uploaded along with documents of FINANCIAL BID.**

**B) Offline Submission**

Sealed envelope superscripting the name “64<sup>th</sup> All India SDMS Conference to be held in Mumbai from 6<sup>th</sup> May 2024 to 8<sup>th</sup> May 2024” containing of following documents to be submitted to our office : Secretary OS, LIFE INSURANCE CORPORATION OF INDIA, Central Office, OS Dept, 4<sup>th</sup> floor, West Wing, “Yogakshema”, Jeevan Bima Marg, Nariman Point, Mumbai – 400021 on or before the date & time specified / extended date & **time if any for submission of online Bids.**

- a) Integrity Pact on stamp paper of Rs. 500/-,



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- b) Affidavit on Notarized Stamp Paper of Rs. 100/- ,
  - c) Declaration,
  - d) Undertaking (Filled up and signed)
  - e) Original Physical Demand Draft/Pay order of Rs 4.20 lakh (Rs. Four Lakh, Twenty Thousand only) in favour of "Life Insurance Corporation of India" payable at Mumbai towards EMD.
4. If the Bidder fails to submit Original DD/Pay Order on or before the specified date and time, the Bid Document will be declared non-Bonafide and shall not be opened irrespective of fact that scanned copy of the DD/Pay Order might have been uploaded in e-Portal, even if the delay is due to extraneous factor.
5. Those intending tenderer not registered on the website i.e. [www.tenderwizard.com](http://www.tenderwizard.com)/LIC mentioned above with M/s Antares Systems Limited are required to get registered beforehand. If needed they can be imparted training on online tendering process as per details available on the website ie, [www.tenderwizard.com](http://www.tenderwizard.com). The intending tenderer must have class-III digital signature to submit the tender.
6. Possession of Digital Signature Certificate (DSC) and registration of the Bidders on the portal i.e. <http://www.tenderwizard.com/LIC> is a prerequisite for e-Tendering.

For Registration and for further details on e-tendering, please visit website above mentioned portal (website) or below mentioned Helpdesk details.

**Office Address:**

Antares Systems Limited.  
E-Tender helpdesk  
Honganasu, #137/3,  
Bangalore Mysore Road,  
Opp. KMS Coach Builders  
Kengeri, Bangalore 560 060.

**Help Desk Contact Details:**

Tel: 080-45982100  
Mr. Senthil Raj : 9731467274  
Mobile: 9686115304/9686115323  
E-mail: [lokesh.hr@antaressystems.com](mailto:lokesh.hr@antaressystems.com)  
[raghuprashanth@antaressystems.com](mailto:raghuprashanth@antaressystems.com)

7. The Chief (OS) reserve the right to not open Financial Bid of any / all the Bidders at his sole discretion without assigning any reason whatsoever.



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8. The last date time of on line submission of tender is 15.02.2024 up to 11.30 a.m. The tender (**Technical Bid**) will be opened on the same day i.e. 15.02.2024 3.00 p.m. onwards. The venue of opening of Technical Bid will be as given above. i.e. "Yogakshema, West Wing, 4th Floor, Jeevan Bima Marg, Nariman Point, Mumbai-400021". The Technical Bids will be opened in presence of Tenderer or their authorized representatives. The Tenders received after 11.30 a. m.. on 15.02.2024 will not be entertained and shall be rejected forthwith. Decision of the Competent Authority in this regard will be final, conclusive and binding on the bidders and the Corporation takes no responsibility for any delay whatsoever for submission of tender on or after due date and time given here above.
9. The bid shall be valid for the period of 120 days from the last date of submission of the tender as per Notice issued in this respect.
10. **EMD of Rs. 4,20,000/- (Rs. Four Lakh and Twenty Thousand only) in form of Demand Draft/ Pay Order drawn in favour of "LIC of India" payable at Mumbai to be paid at the time of submitting the tender.** EMD of unsuccessful vendors will be refunded within one month from the date of finalization of tender. In case of successful vendor, the EMD shall be refunded within one month of completion of the event i.e. 64<sup>th</sup> All India SDMS' Conference. Kindly note that EMD will not fetch any interest.
11. Those Technical bids which are found to be in order i.e. satisfying all the stipulated conditions for ORGANIZING 64<sup>th</sup> ALL INDIA SDMS' CONFERENCE IN MUMBAI from 6<sup>th</sup> May 2024 to 8<sup>th</sup> May 2024 shall be short-listed and Financial Bids of only such short-listed bidders will be opened. Such short-listed bidders will be intimated for the opening of Financial Bid. Financial Bids consists of Annexure B & Annexure C and Annexure D. L1 will be decided on the basis of the grand total of Annexure B Annexure C and Annexure D.
12. Any Bidder submitting the tender shall be deemed to have read and understood the terms and conditions, scope of the work, etc and must submit quote accordingly.
13. LIC of India reserves the right to call for any missing/additional requirements or otherwise from the applicant at the time of analysis of the tenders received in response to this notice.
14. Any conditional offer / tender shall not be considered.
15. Any modification in the tender after opening date shall not be considered.
16. The Tenderers 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 Annexure forming a part and parcel of it. The successful tenderer shall sign and execute a Contract subsequently which shall be inclusive of the terms and conditions as set forth in tender document.



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17. One representative from Bidder should be present for pre-bid meeting and also at the time of opening of Technical Bid and Financial Bid. Date of opening of Financial Bid will be intimated later on.
18. All meals including breakfast, lunch, Hi-tea and dinner should be served preferably on same floor as that of the Conference Hall.
19. Committee consisting of officials of LIC will inspect the hotel premises and facilities as per point 7 (Requirement Details) of Part I – Technical Bid (Annexure A)

**PAYMENT TERMS:**

**No advance payment will be made by the Corporation under any circumstances.**

The payment will be made by NEFT for the services rendered within a period of one month on submission of correct/final bills.

- TDS at the prevailing rates, if any, will be deducted.
- The hotel shall bear all taxes (except GST) rates, charges and levies or claims whatsoever as may be imposed or levied by the State/Central Government(s) or any local body or authority for and in connection with rendering services.
- All the taxes which the Corporation may be liable to deduct or called upon to deduct, during the currency of the Agreement which are liable to be payable by the hotel under the law but not so paid, shall be set-off against the bills raised by the hotel and paid to the respective government department(s) or authorities as may be required under law and the hotel shall have no claim in respect of any or all such payments.

The hotel agrees to abide by the regulations if any notified by IRDAI during the currency of agreement in connection with, "Outsourcing of Services" by LIC of India.

**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 hotel in respect of service outsourced by the LIC of India. It shall be the duty of the hotel to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by IRDAI.

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





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**DISPUTES & DIFFERENCES:**

In all cases of dispute, the matter will be referred to the Executive Director (OS), L.I.C. of India, Mumbai and its decision shall be final and legally binding on the contractor.

**PENALTY CLAUSE AND BLACKLISTING:**

Deduction on account of unsatisfactory hotel services will be made from the final bill. The recovery will be decided by the Executive Director (OS), LIC of India. In case the hotel fails to fulfill the obligations for any day or any number of days to the satisfaction of LIC for any reason whatsoever, suitable penalty will be imposed on the hotel subject to maximum of 5% of the total expenses and the organisation without prejudice to their rights and remedies including the termination of the contract, be entitled to deduct such damages from the money, if any, payable by them to the hotel.

Further the Bidder will be blacklisted for minimum of 3 years if the services are not up to the mark or as per the standards.

In case of any complaints, please contact the following Independent External Monitor:

Shri Arun Chandra Verma, IPS (Retd.)  
Flat No. C-1204,  
C Tower, Amrapali, Platinum Complex,  
Sector – 119, Noida (U.P.)  
Email address : [acvermal@gmail.com](mailto:acvermal@gmail.com)

Date:

Signature of the Authorized person

Place:

Full name:

Seal:



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**INSTRUCTIONS IN REGARD TO SUBMISSION OF BIDS**

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

1. Address to which the Sealed Cover containing Original Demand Draft / Pay Order of Rs. 420000/- towards EMD and prequalification bid (Technical Bid – Annexure A) alongwith Original documents in sealed envelope marked Technical Bid / EMD are to be submitted:

**The Secretary OS  
LIFE INSURANCE CORPORATION OF INDIA,  
Central Office, OS Dept  
Yogakshema, 4<sup>th</sup> floor, West Wing,  
Jeevan Bima Marg,  
Nariman Point  
Mumbai – 400 021**

2. Last date for Submission of Online Bids is 15.02.2024, 11.30 a.m.. **Refer NIT & Corrigendum /Amendments if any.**
3. The bidders are advised in their own interest to submit their bid documents well in advance from last date/time of submission of bids so as to avoid problems which the bidders may face in submission at last moment /during rush hours.
4. Bidder should fill in all the relevant information in prescribed templates/forms as required in the e-tendering System.
5. The Bidder should quote the Basic Rate, GST Amount, Total Tariff, Grand Total amount only in the Financial Bid (Proforma For Quotation) Template to be downloaded from tender portal and should be uploaded on tender portal without making any changes in the setting of template on or before the date and time specified for online Bid submission.( Price bid template will be visible after registration and payment to Antares systems)
6. No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted Bid due to missing / duplicate uploaded documents etc.
7. The contract shall be deemed to have come into existence on issue of letter of acceptance to the successful Bidder,
8. Earnest Money accompanying the tender will be accepted only in the form of Demand Draft / Pay Order in favor of "Life Insurance Corporation of India" payable at Mumbai.



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Any tender, which is not accompanied by Earnest Money Deposit shall be summarily rejected.

Scanned copy of the DD/Pay order shall be uploaded on e-tender portal while submission of Bids.

9. The Tender Documents as uploaded excluding Financial Bid Template can be viewed and downloaded free of cost by anyone including intending tenderer. But Financial Bid Template can be downloaded only by the registered bidders and the Bid can only be submitted after uploading the mandatory scanned documents such as EMD & All other documents shall be as per Notice Inviting e-tender.  
Bidder to upload scanned copies of all the documents including valid GST registration / PAN No as stipulated in the tender document.
10. The bidders are advised to submit complete details with their bids as Technical Bid Evaluation will be done on the basis of documents uploaded on website by the bidders with the bids. The information should be submitted in the prescribed proforma. Bids with Incomplete /Ambiguous information will be rejected.
11. The bidders are required to quote strictly as per terms and conditions, specifications, standards given in the tender documents and not to stipulate any deviations.
12. The bidder(s) if required, may submit queries, if any, through E-mail on **co\_os@licindia.com** and in writing to the tender inviting authority to seek clarifications as per dates mention in NIT but latest by so as to reach LIC office not less than 2 days prior to the date of Pre-bid meeting (if to be held as per NIT). LIC will address only those queries which are essentially required for submission of bids. LIC will not reply the queries which are not considered fit like replies of which can be implied /found in the NIT/ Tender Documents or which are not relevant or in contravention to NIT/Tender Documents or queries received after PRE-BID meeting.
13. The Pre-Bid meeting shall be attended by the intending bidders only and not by vendors/manufacturers. **Further, the intending bidders should depute their authorized person with authorization letter in original to attend the pre-bid meeting.**
14. **List of Documents to be scanned, uploaded within the period of tender submission :**
  - a. Technical Bid (Annexure – A) duly completed and signed by Authorized Signatory of the Bidder with Supporting documents.
  - b. Declaration from the Authorized Signatory of the Bidder.
  - c. Undertaking regarding Black listing duly signed by Authorized Signatory of the Bidder.



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- d. Affidavit duly notarized by Notary Public on Non-Judicial Stamp Paper of Rs. 100/- for correctness of Documents / Information.
- e. Demand Draft / Pay Order of Rs. 420000/- towards EMD in favour of Life Insurance Corporation of India.
- f. Valid GST Registration
- g. Pan Card Copy.
- h. Cancelled Cheque
- i. Integrity Pact on Non-Judicial Stamp Paper of Rs. 500/-
- j. All Pages of Part A and Part B the Tender (Pages 5 to 22), Corrigendum/Amendments (if any) duly signed by the authorized Signatory of the Bidder.

**15. Submission of Financial Bid and Other Bid Documents.**

- a) Financial Bid Template is provided in protected Excel Sheet format, keeping open only those cells where the Bidder needs to fill the information like the name of Hotel and the Basic Rate, GST Amount, Total Tariff and Grand Total amount to be quoted for execution of the work per Technical Specifications etc given in the Bid Documents. The Bidders to fill the necessary information and amount quoted and upload the Financial Bid (Proforma for Quotation) Template on E-tender Portal within the specified date & time.
  - b) Other Bid Documents uploaded by LIC including Tender to be downloaded by the Bidder and all the Bid Documents including Tender to be digitally signed by the Bidder and uploaded on E-tender Portal as specified in Para 14 above within the prescribed date & time.
16. Tenders containing errors are liable to be considered non-bonafide at the discretion of the Chief (OS)
17. The Life Insurance Corporation of India reserves the right to reject any or all tenders or cancel/withdraw the invitation for bid without assigning any reasons whatsoever thereof. LIC does not bind itself to accept lowest tender.

**NOTE:**

All the uploaded documents should be in readable, printable and legible form failing which the Bids are liable for rejection. The document submitted in hard copy should be indexed and duly page numbered.



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**INFORMATION TO THE BIDDERS FOR USING ONLINE ELECTRONIC TENDERING  
SYSTEM (eTS)**

Information for using online Electronic Tendering System (eTS) through portal (website) <http://www.tenderwizard.com/LIC> adopted by Life Insurance Corporation of India as given in the subsequent pages will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

- 1) **Registration of the Contractors/Bidders:** All the contractors intending to participate in the tenders floated online using Electronic Tendering System (ETS) are required to get registered on the e-Tender Portal (website) <http://www.tenderwizard.com/LIC>.
- 2) After successful Registration on above mentioned portal, contractor will get a User ID and a Password to access the website.
- 3) **Viewing of Online Tenders:** The bidders can view tenders floated on Electronic Tendering System (ETS) hereinafter referred as "e-Tendering System" through portal (website) at <http://www.tenderwizard.com/LIC>. They can view the details like Detailed E-Tender Notice, Enrolment Form, Part-I & Part-II of tender documents, other terms & conditions & relevant information and download the required documents by making login on to the above portal. The bidders can also view the e-tendering Program and the Time Schedule (Key Dates) for all the tenders floated using the Electronic Tendering System on above e- Tender Portal.
- 4) **Obtaining a Digital Certificate and its Usage:** On e-Tendering System the bids should be Encrypted and Signed electronically with a Digital Signature Certificate (DSC) to establish the identity of the bidder on online Portal. The Digital Signature Certificates (DSCs) are issued by an approved Certifying Authority, by the Controller of Certifying Authorities (CCA India), Government of India.
- 5) The intended 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 as given below :-
  - i) TATA Consultancy Services Ltd.  
11th Floor, Air India Building,  
Nariman Point, Mumbai-  
400021 website – [www.tcs-ca.tcs.co.in](http://www.tcs-ca.tcs.co.in)



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- ii) Sify Communications Ltd.  
III Floor, Tidel Park, 4 Canal Bank Road, Taramani,  
Chennai-600113. Website – [www.safescrypt.com](http://www.safescrypt.com)
  - iii) MTNL Trustline CA  
O/o DGM (IT-CA), 5515, 5th Floor,  
Core-V Mahanagar Doorsanchal  
Sadan, CGO Complex, MTNL,  
Delhi-110003. Website – [www.mtnltrustline.com](http://www.mtnltrustline.com)
  - iv) iTrust CA (IDRBT)  
Castle Hills, Road No.1, Masab  
Tank, Hyderabad, Andhra  
Pardesh -500057. Website –  
[idrbtca.org.in](http://idrbtca.org.in)
  - v) (n)Code solutions  
301, GNFC Tower, Bodak Dev,  
Ahmedabad-380054, Gujarat.  
Website – [www.ncodesolutions.com](http://www.ncodesolutions.com)
  - vi) National Informatics Centre Ministry of Communication and  
Information Technology A-Block CGO Complex, Lodhi Road,  
New Delhi-110003. Website <https://nicca.nic.in>
  - vii) e-Mudhra CA  
3i Infotech Consumer Serivces Ltd  
3rd Floor, Sai Arcade, Outer Ring  
Road, Devarabeesanahalli,  
Bangalore560036, Karnataka  
Website – <http://www.e-Mudhra.com>
- 6) Contractors may contact the service provider on following telephone  
numbers or e-mail address for any kind of support:
- Senthil Raj : 9731467274  
Lokesh H R 9686115304  
Raghuprashanth B G 08040482121  
E-Tender helpdesk Help  
[licetenderhelpdesk@gmail.com](mailto:licetenderhelpdesk@gmail.com)  
[licetenderhelpdesk@gmail.com](mailto:licetenderhelpdesk@gmail.com)
- Antares Systems Limited.  
E-Tender helpdesk  
Honganasu, #137/3,  
Bangalore Mysore Road,  
Opp. KMS Coach Builders  
Kengeri, Bangalore 560 060.



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- 7) The Bid (online offer) for a particular e-Tender may be submitted only using the Digital Signature Certificate (DSC), In case, during the process of a particular e-Tender, the user loses his Digital Certificate (i.e. due to virus attack, hardware problem, operating system problem), he may not be able to submit the bid online. Hence, the users are advised to keep their Digital Signature Certificates in safe custody.
- 8) Bidders participating in e-tendering shall check his/her validity of Digital Signature Certificate before bidding in the specific work floated online at the e-Tendering Portal (website) through <http://www.tenderwizard.com/LIC>.
- 9) In case of online tendering, if the digital certificate issued to the authorized user of a firm is used 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 agency for LIC of India 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.
- 10) 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
- 11) **Download of Tender Documents:** The tender documents can only be downloaded from the Electronic Tendering System on the Portal <http://www.tenderwizard.com/LIC>.
- 12) **Submission of Online Bids:**  

The Bidder need to download the Bid Documents including the Blank Template of Financial Bid (Proforma for Quotation). The Financial Bids Template is to be filled without making any changes in the format and the completely filled in templates of Financial Bid shall be digitally signed & uploaded on the e- Tender Portal using DSC within the time and last date specified for online submission of Bids i.e up to **11.30 a.m. on 15.02.2024** The Tender Document including amendments shall also be digitally signed & uploaded on the e-tender portal using Digital Signature Certificate. The scanned copies of self-attested supporting documents of Technical Bid, Integrity Pact, scanned copies of DD



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/Pay Order of EMD are to be uploaded while submitting the Bids, as specified in  
Para 14 (Pages 11 & 12).

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

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





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### **TENDER EVALUATION PROCEDURE**

Tenders are invited in Two Bid tendering system.

- 1) **E.M.D.** : The Earnest Money Deposit (EMD) of **Rs. 4,20,000** in the form of DD/Pay order to be remitted as detailed in Tender notice. On the due date of opening of Technical Bid, the sealed envelopes containing of EMD submitted by the Bidders shall be opened first. Also the Scanned copies of EMD uploaded by the Bidder on E-tender Portal shall be downloaded. The EMD - D.D./pay order submitted in Original in Physical Form shall be verified with uploaded documents and if it is found in order as per the requirements stated in NIT the Technical Bid - Pre-qualification Bid of Bidders whose EMD are found in order shall be opened online .
- 2) **Technical Bid Evaluation** : Eligibility related documents submitted physically as well as uploaded by the Bidders shall be scrutinized & evaluated viz- a- viz the Pre-qualification (Technical Bid) criteria given in Detailed E-Tender Notice of all the bidders who have submitted valid Earnest Money Deposit. LIC may decide provisional Pre-qualification of the Bidders based on the submitted documents. The list of prequalified bidders with date and time for opening of Financial Bids shall be notified on e-Tender Portal <http://www.tenderwizard.com/LIC>. The EMD of the non-qualified Bidders shall be refunded within one month from the date of finalization of tender.
3. **Financial Bid** : The Financial Bids of Pre-qualified bidders will be opened on the notified date & time.  
All the documents of L-1(lowest bidders) pertaining to their Technical Bid shall be verified & their lowest Financial Bid shall be considered for acceptance ,only if all the document submitted , are found in order on verification.
4. In case , the documents submitted by the L-1 bidder are found not to be in order & it is established that L1- bidder have submitted improper / false documents, then their lowest bid shall be rejected. In case of document submitted by L-1 bidder is/are found to be false / fabricated and not genuine, in addition to rejection of lowest bid and debarment of the bidder for participating in future tendering in LIC of India the EMD of L1 bidder shall be forfeited . The information regarding their debarment in LIC of India, shall also be shared with other PSUs / Govt. Departments. And process for re-invitation of above tender shall be reinitiated
5. All the rights for rejection / consideration of L-1 Bid (Lowest Bid) are reserved with LIC of India without assigning any reason whatsoever

#### **Note:**

1. **The EMD of the Bidders who do not qualify in Prequalification Bid will be released without opening their Financial Bid.**
2. Notwithstanding anything stated above, LIC reserves the right to assess the capabilities and capacity of the tenderer to perform the contract, in the overall interest of LIC. In case, tenderer's capabilities and capacities are not found satisfactory, LIC reserves the right to reject the tender.



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**PART B – GENERAL CONDITIONS**

Life Insurance Corporation of India shall be holding its 64<sup>th</sup> All India annual SDM conference in Mumbai on the cited dates. You are requested to give us the quotation for above referred Conference considering, inter-alia following points.

**1. Resident participants: (Approximately – 129)**

(a) Accommodation:

Room	No. of Participants	No of Rooms required
Single Occupancy	11	11
Double Occupancy	113	57
Suites*	5	5

\* Upon requirement

(b) Period: 6<sup>th</sup> May 2024 to 8<sup>th</sup> May 2024 i.e. 4 days. Check in on 5<sup>th</sup> May, 2024 (noon) and check out by 9<sup>th</sup> May, 2024 (noon)

(c) Room charges for 4 days should include complimentary breakfast, lunch, dinner, beverage, fruit platter, sufficient mineral water and Wi-Fi connectivity in all rooms. (From Lunch on the day of check in i.e. 5<sup>th</sup> May 2024 to breakfast on the day of check out i.e. 9<sup>th</sup> May, 2024) as detailed below:

Dates	Type of arrangement	Approx no of Participants
05.05.2024	Lunch, Dinner and Breakfast (Breakfast on 06.05.2024)	129 persons
06.05.2024	Lunch, Dinner and Breakfast (Breakfast on 07.05.2024)	129 persons
07.05.2024	Lunch, Dinner and Breakfast (Breakfast on 08.05.2024)	129 persons
08.05.2024	Lunch, Gala Dinner and Breakfast (Breakfast on 09.05.2024)	129 persons

(d) **Also, provide 5 complimentary control rooms with complimentary Breakfast, Lunch, Dinner, fruit platter, sufficient mineral water for 10 persons (around 2 persons in each room) and Wi-Fi connectivity.**

(e) Hi Tea arrangements at 5 pm on 05.05.2024 for approximately 100 resident participants.

**2. Breakfast arrangement for resident - Non-resident participants:**

Dates	Type of arrangement	No. of Participants	Place
06.05.2024	Breakfast	60 persons	Exclusive venue
07.05.2024	Breakfast	60 persons	Exclusive venue
08.05.2024	Breakfast	60 persons	Exclusive venue

**3. Lunch arrangement for residents - Non-resident participants:**

Dates	Type of arrangement	No. of Participants	Place
06.05.2024	Lunch (3 N-Veg and 3 Veg)	60 persons	Exclusive venue
07.05.2024	Lunch (3 N-Veg and 3 Veg)	60 persons	Exclusive venue
08.05.2024	Lunch (3 N-Veg and 3 Veg)	60 persons	Exclusive venue



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**4. Dinner arrangement for residents / Non-resident participants:**

Dates	Type of arrangement	No. of Participants	Place
06.05.2024	Dinner (3 N-Veg and 3 Veg)	60 persons	Exclusive venue
07.05.2024	Dinner (3 N-Veg and 3 Veg)	60 persons	Exclusive venue
08.05.2024	Dinner (Gala Dinner) (3 N-Veg and 3 Veg)	60 persons	Terrace / Garden/ Pool side, etc.

Special arrangements like Series lighting, Focus lights, Fans, and provision for instrumental music, etc. for Gala Dinner i.e. on 8<sup>th</sup> May 2024 may be required to be made. Amount may be quoted in **Annexure C**.

**5. Conference arrangements for Resident and Non-resident participants:**

Dates	Type of arrangement	No of Participants	Timings	Place
06.05.2024	Morning Tea with cookies, etc	175	11.00 am	Conference Hall
06.05.2024	Coconut water	175	12.30 pm	Conference Hall
06.05.2024	Evening Tea with cookies, etc	175	15.30 pm	Conference Hall
06.05.2024	High Tea with snacks	175	17.00 pm	Conference Hall
07.05.2024	Morning Tea with cookies, etc	175	11.00 am	Conference Hall
07.05.2024	Coconut water	175	12.30 pm	Conference Hall
07.05.2024	Evening Tea with cookies, etc	175	15.30 pm	Conference Hall
07.05.2024	High Tea with snacks	175	17.00 pm	Conference Hall
08.05.2024	Morning Tea with cookies, etc	175	11.00 am	Conference Hall
08.05.2024	Coconut water	175	12.30 pm	Conference Hall
08.05.2024	Evening Tea with cookies, etc	175	15.30 pm	Conference Hall
08.05.2024	High Tea with snacks	175	17.00 pm	Conference Hall

a. Classroom style seating arrangements for about 175 participants. (Hall size should be specified. Conference Hall should be at least 6500 square feet).

b. Conference Hall should be **blocked from 05.05.2024, 9.30 am onwards to 08.05.2024 (late evening)**. Retention charges for 05.05.2024 if any, may be quoted in 'Annexure-B'.

c. Head table will be on a raised **platform (12 feet x 60 feet approx)**, having two podiums sufficient for accommodating 16 - 17 people on the Dais. Rates for the same may be quoted in 'Annexure C'.

d. Seating arrangement is also to be done for secretariat staff / support staff 8-10 in number.



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- e. Fresh up suites, Complimentary for Officials (5 approx), if required.
- f. Two Podiums are to be provided on the main dais.
- g. Wi-Fi/ Internet facility with high speed in conference hall and in all rooms.
- h. Full Audio/Video system is required to be arranged separately as per (Annexure-B).
- i. There should be space behind the main dais for backdrop. The length of the backdrop will be almost equivalent to the length of dais.
- j. Breakfast should be arranged for resident and non-resident participants at separate banquet halls.
- k. Lunch and Dinner (excluding gala dinner) arrangements (including 3 Non-Veg and 3 Veg. dishes) for the participants are to be made near main Conference Hall (on the same floor). It should also include ice cream, sweets, along with cut fruits and soft pastries/ mousse, etc.

Separate breakfast and lunch/dinner area for VIPs (non-resident participants) should be arranged in a space adjacent to venue of the lunch/dinner on the same floor.

- l. Special Gala Dinner (including 3 Non-Veg and 3 Veg dishes) with live counters should be arranged for all participants at separate venue. Desert should also include ice cream, sweets, along with cut fruits and soft pastries/ mousse, etc.
- m. One round of tea/coffee and/or soft beverages with cookies in the morning and one round of tea coffee and/or soft beverages with cookies & snacks in the evening during the conference (different cookies to be served in dishes and wrapped on all three days of conference and should be provided in front of each participant).
- n. Mouth fresheners (mint/ chocolates, etc) to be provided during the conference and the same should be timely replenished during all 3 days of the conference.
- o. Fresh fruit juices/coconut water, etc should be provided to the participants, as per requirement during the conference.
- p. Mineral water to be provided complimentary on all the days of the conference.
- q. Services of in house doctor as and when required should be provided. Expenses towards Doctor's consultation fees and medicines, if any, will be billed to LIC.

**6. Special Arrangement, if required:** Following separate arrangement may be required:

A) **Meeting** arrangement is to be made on 7<sup>th</sup> May 2024 or 8<sup>th</sup> May 2024 from 6 pm to 9 pm for about 20-25 participants.

- a. A small conference/meeting hall
- b. Conference type seating arrangement is required for the Meeting.
- c. Tea/ Coffee with snacks and dry fruits (in dishes and wrapped by cover) to be served for about 20-25 persons for the Meeting.
- d. Audio/Video arrangements for meeting are also required.
- e. Mineral water to be provided complimentary during the Meeting.

B) Minor changes in set up on 7<sup>th</sup> May 2024 and 8<sup>th</sup> May 2024 may be required for Panel discussion.



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Arrangement for Panel discussion is to be made according to the requirement, some minor changes in the set up may be required to be made during afternoon session on 7<sup>th</sup> May 2024 and 8<sup>th</sup> May 2024.

**7. Video Conference (if required):**

Video Conference facility may be required for one day. Please note that for Video Conference, use of Internet charges will be as per actual.

**8. Audio/ Video arrangement:**

Audio/ Video arrangement is required to be made, details as per the Annexure C attached.

**9. Miscellaneous arrangements:**

i) All the rooms will be provided with the following facilities:

- a) Tea / Coffee Maker in every room with refills as and when required.
- b) Fresh Fruits and Daily newspaper
- c) Sufficient Mineral Water for drinking.

ii) Arranging for packet breakfast for the resident participants who will be boarding early morning flights and who will not be able to take buffet breakfast on 09.05.2024.

iii) Power supply of minimum 100 KVA may be required to be arranged for our Audio Visual & screens.

**10. Other requirements:**

1) Conference hall and space for arranging breakfast, lunch/dinner for resident as well as non-resident participants should be preferably on the same floor.

2) There should be ample space for parking vehicles of our Senior Officials, etc (approx – 30 cars).

3) Sufficient number of high stools to rest the food plates should be made available at the time of breakfast, lunch and dinner.

4) 2 nodal officers from the hotel who will be responsible should be present at the venue throughout the conference days.

5) **Chef should be available during breakfast, lunch and dinner for all 3 days of the conference for special preferences of the senior dignitaries (Chairperson/MDs)**

6) Apart from the menu some fasting snacks should be made available for breakfast, lunch and dinner on all three days (with and without salt khichadi/ finger chips).

7) Hotel technicians, looking after Electrical work and also Wi-Fi connectivity should be present.

8) Sufficient number of persons should be available throughout the conference for serving Tea/ Coffee/snacks/ coconut water/ cookies/ pastries/ timely replenishing mineral water/ etc.



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9) Exclusive counter for allotment of rooms/ distributing conference material, etc on arrival of the participants on 05.05.2024.

10) Arranging two persons exclusively for dais.

All rates are to be quoted exclusive of applicable Taxes, etc, if any. (Taxes are to be shown separately). The quotation should be submitted online on Tender Wizard Portal on or before 15.02.2024 up to 11.30 a. m. . **(Kindly note that the quotations are not to be sent through e-mail.)**

The Corporation reserves the right to reject any/all quotations without assigning any reason, whatsoever.

Date: -

Place: -

Signature of Authorized person

Full Name: -

Seal: -



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**PART I - TECHNICAL BID (Annexure A)**

(To be submitted in a sealed cover super scribed as "Technical Bid for Organising 64<sup>th</sup> All India SDMS' Conference in Mumbai from 6<sup>th</sup> May 2024 to 8<sup>th</sup> May 2024.

**Tender No- Stores/LIC / CO/ OS-B / 21 / 2024**

1. Name of the Hotel :-
2. Name and Contact number of the person who will be responsible for the event. :-
3. Full Address of Hotel :-
  - a. Telephone number/s :-
  - b. Fax Number :-
  - c. E-mail Address :-
4. Banker of the Hotel :-  
(Attach copy of cancelled cheque)  
Telephone Number of Banker :-
5. PAN NUMBER (Attach certified copy) :-
6. GST REGISTRATION NUMBER (Attach certified copy): -
7. Requirement Details: -

Sr. no.	Requirements	Availability Yes/No
1	Conference Hall size – minimum 6500 sq feet (on 5 <sup>th</sup> May to 8 <sup>th</sup> May 2024 – all 4 days)	
2	Separate Banquet hall near Conference hall for Breakfast/ Lunch and Dinner of 60 Persons from 6 <sup>th</sup> May 2024 to 8 <sup>th</sup> May 2024	
3	Separate pre-function area/ dining hall for breakfast/ lunch and dinner for residential participants.	
4	Stay arrangement for 129 participants. (Single occupancy rooms 11, Double Occupancy rooms 57, Suites 5 (if required))	
5	Parking space for around 30 cars	
6	Separate banquet hall for conducting Meeting on 7 <sup>th</sup> May 2024 or 8 <sup>th</sup> May 2024 for 20 persons (if required)	
7	Separate venue for arranging Gala Dinner on 8 <sup>th</sup> May 2024 (around 175 persons)	

Date: -  
Place: -

Signature of Authorized person  
Full Name: -  
Seal: -



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### DECLARATION

1. I, \_\_\_\_\_ Son / Daughter / Wife of  
Shri. \_\_\_\_\_ Proprietor / Director /Authorized  
Signatory of the Hotel 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.

Date: -

Place: -

Signature of Authorized person

Full Name & Designation :

Seal (Name of the Hotel) :





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### **UNDERTAKING**

This is to certify that our Hotel has not been blacklisted by any of the office of LIFE INSURANCE CORPORATION OF INDIA/PSU/GOVT Undertaking during the last 3 years.

Date:

Authorized Signatory

Name/Designation & Seal  
of the Bidder/Hotel



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6<sup>th</sup> May 2024 to 8<sup>th</sup> May 2024**

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**Affidavit on Notarized Stamp Paper of Rs 100/-**

I, \_\_\_\_\_ Son / Daughter / Wife Of Shri. \_\_\_\_\_  
\_\_\_\_\_ Proprietor / Director /Authorized Signatory of  
the Firm/ Hotel/ Company mentioned above declare that the Company is complying with the  
provisions pertaining to various Acts as mentioned below. It will be the sole responsibility of  
the company to abide by the provisions of the below mentioned Acts in regard to the workers  
engaged by us for performance of the services.

- a] Child Labour Abolition & Rehabilitation Act, 2006
- b] Workmen Compensation Act 1923
- c] Labour & Employment Act 1972
- d] Industrial Employment (Standing Orders) Act 1946
- e] Contract Labour (Regulation & Abolition) Act 1970
- f] The Minimum Wages Act 1948
- g] Employees' Provident Fund Act 1952
- h] The Employees' State Insurance Act 1948
- i] The Payment of Bonus Act, 1965
- j] Any other Act or Legislation which may govern the nature of Contract.

Date

Place

Signature of the Bidder

Seal of the Bidder



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**PRE CONTRACT INTEGRITY PACT**

**General:**

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on..... day of the month of .....2024 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. (here in after called the “BUYER” which expression shall mean and include, unless the context otherwise requires, his successors in office assigns) of the First part. And M/s ..... represented by Shri..... (Hereinafter called the “BIDDER /SELLER/SERVICE PROVIDER” 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 ..... (*Name of the Stores/ Equipment/Item/Service*) and the BIDDER/Seller/Service Provider is willing to offer/has offered the stores/services and

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

NOW, THEREFORE,

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

Enabling the BUYER to obtain the desired said stores/ equipment/ item/service 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/Sellers/Service Providers 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



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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: -

**1. 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 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/evaluation 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 “**Chief Vigilance Officer**” of the Buyer 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 its 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: -



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- 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 manufacturer/ integrator/authorized agent of the stores/equipment/items 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 agents, brokers or any other intermediaries, including 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.



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- 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 cartelisation 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) /Prevention 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) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

**4. Previous Transgression**

- 4.1** The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public



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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 an incorrect statement on this subject, or committed a transgression through a violation of any of the clauses of the commitments of bidder, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

**5. Sanctions for Violations:**

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

- (i) To immediately call off the pre contract negotiations without assigning any reason or giving any; compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
- (ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/ Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.
- (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 LIC for a minimum period of five years which any 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.



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(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 conclusive 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 (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission.

Name, address, email of the Monitor(s):

Shri Arun Chandra Verma, IPS (Retd.)  
Flat No. C-1204,  
C Tower, Amrapali, Platinum Complex,  
Sector – 119, Noida (U.P.)  
Email address : [acvermal@gmail.com](mailto:acvermal@gmail.com)

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

**6.3** The Monitors 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 as confidential.

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

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





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**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, LIC 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 **Chairperson, LIC** 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.

**6.9** If the Monitor has reported to the Chairperson, LIC, a substantiated suspicion of an offence under relevant IPC/ PC Act, and the Chairperson LIC has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

**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.



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**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.

**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 Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

Changes and supplements as well as termination notices need to be made in writing.

**10. Validity:**

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

**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

Name of the Officer

Designation

Deptt./

Witness

1.....

2.....

BIDDER

Authorized Signatory

Seal of the Bidder

1.....

2.....

(Note: Bidder/Seller/Service Provider  
Stores/equipment/item/service  
Bidding process/ bid evaluation/process of availing services

Appropriate word may be used where ever applicable without altering the purpose /desired intention of the clause. )



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**FINANCIAL BID : PROFORMA FOR QUOTATIONS :- EVENT- 64<sup>th</sup> ALL INDIA SDMS' CONFERENCE**

**Annexure B**

NAME OF HOTEL		Area of conference Hall:.....Sq. Ft.				
<b>A. ROOM CHARGES INCLUSIVE OF LUNCH, DINNER (INCLUDING GALA DINNER ON 08.05.2024), BREAKFAST, FRUIT PLATTER AND MINERAL WATER FOR RESIDENTS (FOR 4 DAYS) FROM 05.05.2024 to 08.05.2024 (check-out 09.05.2024)</b>						
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
05.05.2024 to 08.05.2024	SINGLE OCCUPANCY-	11				
05.05.2024 to 08.05.2024	DOUBLE OCCUPANCY	57				
05.05.2024 to 08.05.2024	SUITES	5				
(check out- 9 <sup>th</sup> May 2024)						
<b>SUB -TOTAL</b>						
<b>B--HI TEA WITH SNACKS (FOR RESIDENTS)</b>						
DATE	TYPE OF ARRANGEMENT	NO OF PARTICIPANTS	BASIC TARIFF PER PARTICIPANT	GST (AMOUNT)	TOTAL TARIFF PER PARTICIPANT	GRAND TOTAL
05.05.2024	HI TEA WITH SNACKS AT 5.00 PM -	100				
<b>SUB- TOTAL</b>						
<b>C--BREAKFAST CHARGES (FOR NON-RESIDENTS)</b>						
DATE	TYPE OF ARRANGEMENT	NO OF PARTICIPANTS	BASIC TARIFF PER PARTICIPANT	GST (AMOUNT)	TOTAL TARIFF PER PARTICIPANT	GRAND TOTAL
06.05.2024	BREAKFAST	50				
07.05.2024	BREAKFAST	50				
08.05.2024	BREAKFAST	50				
<b>SUB- TOTAL</b>						



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<b>D--LUNCH CHARGES (FOR NON-RESIDENTS ONLY) LUNCH FOR RESIDENT GUESTS TO BE INCLUDED IN ROOM CHARGES</b>						
DATE	TYPE OF ARRANGEMENT	NO OF PARTICIPANTS	BASIC TARIFF PER PARTICIPANT	GST (AMOUNT)	TOTAL TARIFF PER PARTICIPANT	GRAND TOTAL
06.05.2024	LUNCH (incl 3 n-veg and 3 Veg dishes)	50				
07.05.2024	LUNCH (incl 3 n-veg and 3 Veg dishes)	50				
08.05.2024	LUNCH (incl 3 n-veg and 3 Veg dishes)	50				
<b>SUB- TOTAL</b>						
<b>E--DINNER (FOR NON-RESIDENTS ONLY) DINNER FOR RESIDENT GUESTS TO BE INCLUDED IN ROOM CHARGES</b>						
DATE	TYPE OF ARRANGEMENT	NO OF PARTICIPANTS	BASIC TARIFF PER PARTICIPANT	GST (AMOUNT)	TOTAL TARIFF PER PARTICIPANT	GRAND TOTAL
06.05.2024	DINNER (incl 3 N-Veg and 3 Veg dishes)	50				
07.05.2024	DINNER (incl 3 N-Veg and 3 Veg dishes)	50				
08.05.2024	DINNER (GALA DINNER) (SEPARATE VENUE)	50				
08.05.2024	RENT, IF ANY FOR SEPARATE VENUE	****				
<b>SUB- TOTAL</b>						



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<b>F-- MEETING ARRANGEMENT 20-25 PARTICIPANTS (FOR 4 HOURS DURATION TENTATIVELY ON 07.05.2024 or 08.05.2024 FROM 6 PM TO 9 PM), IF REQUIRED</b>						
<b>DATE</b>	<b>TYPE OF ARRANGEMENT</b>	<b>NO OF PARTICIPANTS</b>	<b>BASIC TARIFF PER PARTICIPANT</b>	<b>GST (AMOUNT)</b>	<b>TOTAL TARIFF PER PARTICIPANT</b>	<b>GRAND TOTAL</b>
07.05.2024 / 08.05.2024	MEETING HALL RENT, IF ANY (20-25 PARTICIPANTS)	****				
07.05.2024 / 08.05.2024	TEA/ COFFEE WITH SNACKS AND DRY FRUITS	20				
	MINERAL WATER TO BE PROVIDED COMPLIMENTARY					
<b>SUB- TOTAL</b>						
<b>G--CONFERENCE ARRANGEMENT (FOR RESIDENTS AND NON RESIDENTS)</b>						
<b>DATE</b>	<b>TYPE OF ARRANGEMENT</b>	<b>NO OF PARTICIPANTS</b>	<b>BASIC TARIFF PER PARTICIPANT</b>	<b>GST (AMOUNT)</b>	<b>TOTAL TARIFF PER PARTICIPANT</b>	<b>GRAND TOTAL</b>
06.05.2024 to 08.05.2024	SPECIAL ARRANGEMENT/ REMOVING OF CHANDELIERS					
05.05.2024	CONFERENCE HALL RETENTION CHARGES, IF ANY	ONE DAY				
06.05.2024 to 08.05.2024	CONFERENCE HALL RENT (PER DAY)	THREE DAYS				



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06.05.2024	MORNING TEA WITH COOKIES	175				
06.05.2024	COCONUT WATER	175				
06.05.2024	EVENING TEA WITH COOKIES	175				
06.05.2024	HI TEA WITH SNACKS	175				
07.05.2024	MORNING TEA WITH COOKIES	175				
07.05.2024	COCONUT WATER	175				
07.05.2024	EVENING TEA WITH COOKIES	175				
07.05.2024	HI TEA WITH SNACKS	175				
08.05.2024	MORNING TEA WITH COOKIES	175				
08.05.2024	COCONUT WATER	175				
08.05.2024	EVENING TEA WITH COOKIES	175				
08.05.2024	HI TEA WITH SNACKS	175				
	(MINERAL WATER TO BE PROVIDED COMPLIMENTAR Y ON ALL DAYS)					
<b>SUB- TOTAL</b>						
<b>TOTAL: (A+B+C+D+E+F+G)</b>						
<b>ADDITIONAL SERVICES (IF REQUIRED)</b>			<b>BASIC RATE</b>	<b>GST</b>	<b>TOTAL</b>	
1) COCONUT JUICE PER GLASS PER PERSON						
2) CANNED JUICE PER GLASS PER PERSON						



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POINT, MUMBAI 400021

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6<sup>th</sup> May 2024 to 8<sup>th</sup> May 2024**

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 6<sup>th</sup> May 2024 to 9<sup>th</sup> May 2024
- 2) LUNCH (4DAYS) i.e. 5<sup>th</sup> May 2024 to 8<sup>th</sup> May 2024
- 3) DINNER (4 DAYS) i.e. 5<sup>th</sup> May 2024 to 7<sup>th</sup> May 2024 and GALA DINNER ON 8<sup>th</sup> May 2024
- 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- RESIDENTS 50
- 4) PLEASE MENTION THE SIZE OF THE CONFERENCE HALL AT THE TOP OF THIS ANNEXURES
- 5) PAYMENT WILL BE MADE FOR THE ACTUAL SERVICES UTILISED ONLY. ABOVE GIVEN IS ONLY OUR ESTIMATED FIGURE.

(Signature)  
Hotel Seal:





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**ANNEXURE - C**

**TENDER FOR ORGANIZING 64<sup>th</sup> ALL INDIA SDMS' CONFERENCE IN MUMBAI FROM  
6<sup>th</sup> May 2024 to 8<sup>th</sup> May 2024**

**HOTEL  
NAME:** \_\_\_\_\_

Sr. No.	Particular	No. of Days	Approx Qty Per Day	Rate Per Day	Amount
<b>A</b>	<b>Arrangement at Main Hall for Conference 5<sup>th</sup> to 8<sup>th</sup> May 2024 from 9.00 am to 8.00 pm</b>				
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 <b>with 5 Runners</b>	3	5		
9	Digital Multi Video Camera Set up with Four Digital Video Camera for relay in Hall <b>with four Risers</b>	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 7 <sup>th</sup> May and 8 <sup>th</sup> May 2024 (Panel Discussion)	2	8		
24	Cordless Hand Mike on 7 <sup>th</sup> May and 8 <sup>th</sup> May 2024 (Panel Discussion)	2	2		



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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 05.05.2024 to 08.05.2024 - 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)				
<b>TOTAL - A</b>					
<b>Please note that the Black Masking and LED wall size may be changed according to requirements</b>					
<b>B</b>	<b>Meeting in a Smaller Hall (At Separate Venue) If required, on 7<sup>th</sup> May 2024 or 8<sup>th</sup> May 2024 from 6.00 pm to 9.00 pm</b>				
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		
<b>TOTAL - B</b>					



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<b>C</b>	<b>Arrangement for Gala Dinner at Separate Venue on on 8<sup>th</sup> May 2024 from 6.00 pm to 10.00 pm</b>				
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		
	<b>TOTAL - C</b>				
	<b>Approx TOTAL A + B + C</b>				
	<b>GST (As Applicable)</b>				
	<b>Grand Approx Total</b>				
<b>D</b>	<b>125 KV Gen Set (Rate per extra hour)</b>				
	<b>GST (As Applicable)</b>				

Grand Total (A + B + C + D)

**Signature and Seal of the  
Bidder**

**NOTE: PAYMENT WILL BE MADE FOR THE ACTUAL SERVICES UTILISED ONLY.  
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**Annexure D**

**TENDER FOR ORGANIZING 64<sup>th</sup> ALL INDIA SDMS' CONFERENCE IN MUMBAI FROM  
 6<sup>th</sup> May 2024 to 8<sup>th</sup> May 2024**

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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: L1 will be decided as per Grand Total of Annexure D.**

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