

Date: 22nd August, 2009

Quotations are invited for arranging a Residential Conference of Sr. Business Associates of LIC of India in Mumbai as per details given below:

Details of the Conference:

NAME: LIFE INSURANCE CORPORATION OF INDIA
CHECK-IN: 2nd October, 2009.
CHECK-OUT: 4th October 2009 (After Breakfast).
NO. OF NIGHTS: 2 NIGHTS/3 DAYS.
TYPE OF PROGRAM: RESIDENTIAL CONFERENCE on 3.10.2009.
TOTAL PAX: 400 ADULTS APPROX.

Quotation should include :

- Accommodation in a 4 or 5 Star hotel on twin sharing basis (preferably with double beds). Name of the Hotel to be specified.
- All meals (Morning Tea, Breakfast, Lunch, Evening snacks and Tea and Dinner) and sufficient drinking water. Type of food- Vegetarian, Non-vegetarian and pure Jain).

The Convention Hall should be large enough to accommodate around 400 persons comfortably. Conference facility in Hotel with necessary infrastructure which should include suitable Dais for 8 persons with mikes, podium, CD Player and necessary decoration with fresh flowers, Theater/Classroom/Cluster type seating arrangement for participants (please specify the type of seating arrangements), Provision of 2 to 3 Breakaway Rooms for groups of 30 participants, LCD projector, microphones, Mineral Water, Two Tea/Coffee breaks: Mid morning/Afternoon with cookies, etc.

The Dinner on the day of convention would be very elaborate one with multiple dishes - Vegetarian, Non-vegetarian and pure Jain categories. We are collecting meal preferences of the participants and the same will be provided to you/hotel well within time.

You are requested to send your quotation on All Inclusive basis latest by **5th September, 2009** along with the details in a sealed cover superscribed "**Quotation for Residential Conference of Sr. Business Associates in Mumbai**" to:-

Shri D.P. Mohanty,
Secretary (Mktg.),
LIC of India,
3rd floor, Marketing Dept.,
Central Office,
Yogakshema,
Jeeven Bima Marg,
Mumbai-400021.