Marketing/Field Personnel Department, South Central Zonal Office
"Jeevan Bhagya", Saifabad, Hyderabad

Ref: Mktg./FP/Compt/ Dated 24.10.2025

TENDER FOR SET UP
Welcome the Leader Convention
at Hyderabad on 14th November, 2025 at SS Convention Centre, Shamshabad

Tenders are invited for carrying out setup arrangements from reputed Event Management Companies to take care of setup arrangements for our upcoming Event "Welcome the Leader" Convention for Winners at Hyderabad SS Convention Centre, Shamshabad on 14th November, 2025.

The tender in a SEALED envelope marked "Tender for LIC – SCZ "Welcome the Leader Event" should reach Secretary (Mktg), LIC of India, South Central Zonal Office, Jeevan Bhagya, 5th Floor, Marketing Department, Hyderabad-500063 latest by 30th October, 2025 by 4.00 PM. Tender received after the time will be rejected. The tender opening date is on 31.10.2025 @ 11.00 AM at Zonal Office, Hyderabad.

Tenders are invited only from reputed Event Management Companies as per attached formats (Both Technical & Financial) fulfilling following terms and conditions:

Terms & Conditions

1. Eligibility criteria:: The Event Company must be a company/firm/sole proprietor registered in India
2. Copy of PAN, GST to be submitted
3. Name of person In-charge & Designation
4. Certification of Incorporation to be submitted
5. Provide full Profile of Company with address, contact and relevant details.
6. Minimum average annual turnover of Event Company should be minimum Rs. 2 Crs during last 3 financial years (2022-23 / 2023-24 / 2024-25) supported by documentary proof/audited or certified statement of accounts by CA. (Furnish copies of audited balance sheets and profit & loss account statements).
7. The company should have minimum 3 years of standing to participate.
8. Whether having any Certification in Event Planning & Management from any reputed Institute, If Yes, attach copy of certificate (Optional Point)
9. Whether Event Management Company has conducted any Event with more than 5000 pax & above. Please mention the name of the company who has given the Purchase Order (Please attach copy of the Purchase Order)
10. The Event Company should submit Sealed Cover containing all relevant documents along with Financial Bid (as per attachment)
11. How frequently you conduct Safety and Security Training Session to your Employees

12. The Company should not have been blacklisted by the Dept/Ministries of the Govt. of India/ PSUs/Private Institutions. The Company should provide declaration to that effect (Annexure-I)
13. If the event company fails to deliver the commitment on the day of event, LIC of India reserves full right and authority to cancel the contract and will also be entitled to claim liquidated damages for the same in addition to and without prejudice to all other rights and remedies that may be available to LIC of India.
14. On raising such claim the Event Company shall forthwith and without demur, upon a written demand by us, shall remit the amount without any protest, objection, set off, cross claim or otherwise howsoever.
15. Amendments to the tender order can only be made with mutual consent, in writing, of both the parties.
16. In case of any additional requirement, supply shall have to be made only after approval from LIC of India.
17. No advance will be given. Full Payment will be done on production of GST bill through NEFT within 30 working days from the date of receipt of invoice.
18. PO will be given to L1 Company along with actual requirement and the billing has to be raised against PO.
19. Any tender not in compliance with these terms & conditions will be liable for rejection. Zonal Manager, LIC of India, South Central Zone, Hyderabad reserves the right to accept any quotation in full or part and reserves the right to terminate the order at any time, without assigning any reason.

Annexure I

This is to certify that our Agency / Company / Firm has not been blacklisted by any of the office of LIFE INSURANCE CORPORATION OF INDIA/ it's Subsidiaries/ PSU/ Govt. Undertaking/ Airlines/ IATA.

AUTHORISED SIGNATORY
NAME/DESIGNATION :
STAMP OF THE FIRM/COMPANY

Date :

(Annexure-II)

Marketing/Field Personnel Department, South Central Zonal Office

Welcome the Leader of Agents at Hyderabad on 14th November, 2025 at SS Convention, Shamshabad, Hyderabad

TECHNICAL DOCUMENTATION FORMAT

Sl.No.	Description	Remarks
1.	Name of the Bidder:	
2	Address of the Registered Office:	
3	Name of person In charge & Designation	
4	Address for correspondence: (Including the names of contact persons & their contact details viz., Mobile Nos.) Please attach necessary documentary proof.	
5	Certification of Incorporation (Attach Copy)	
6	PAN No. (Enclose the copy of PAN Card)	
7	GST No. (Enclose the GST Registration Certificate)	
8	Whether having any Certification in Event Planning & Management from any reputed Institute, If Yes, attach copy of certificate (Optional Point)	
9	Annual turnover of the company, Gross Profit and Net Profit of the bidding company for the last 3 Financial Years (Please attach the audited financial statements for the last 3 Yrs)	Annual Turnover (In Crs.) / Gross Profit (In Crs.) / Net Profit (In Crs.) FY 2024-25 FY 2023-24 FY 2022-23

10	Whether you have done any event where the number of participants from 5000 pax or more? If so, please mention the name of the company who has given the Purchase Order (Please attach copy of the Purchase Order)	
11	How many years of experience the bidder has and what is the standing of the company in the Event Management industry? (Please attach necessary proofs)	
12	Whether the company has been blacklisted by any Department / Ministries of Government / PSUs / any Private institution? If yes, give full details. If no, please provide an undertaking that the bidder has not been blacklisted by any one.	
13	How frequently you conduct Safety and Security Training Session to your Employees	

Date:

Signature with stamp