

**TENDER FOR EMPANELMENT OF TRAVEL AGENCIES FOR PROVIDING SERVICES
FOR TRAVEL BY AIR (DOMESTIC) AND BY ROAD
LIC OF INDIA, DIVISIONAL OFFICE, PATTOM, THIRUVANANTHAPURAM 695004**

PART A - NOTICE INVITING TENDER

TENDER NOTICE FOR EMPANELMENT OF AGENCIES PROVIDING AIR TICKETING SERVICES & TRAVEL BY ROAD FOR LIC OF INDIA, DIVISIONAL OFFICE, THIRUVANANTHAPURAM

TENDER NO: 06 (2025-26)

Life Insurance Corporation of India, DIVISIONAL OFFICE, THIRUVANANTHAPURAM proposes to invite Sealed Tenders from Air Ticket Booking Agencies (Domestic) for Air Ticket booking of LIC's Executives/Officials/Employees/Agents/Others and also travel by road.

A panel of agencies will be prepared on the basis of qualifying conditions of Technical Bid and Financial Bid which will be valid for 03 (Three) years. This validity period may be further extended by one year based on satisfactory performance and mutual consent with approval of the Competent Authority.

The approximate business volume for the next three years is estimated to be Rupees One Crore approximately in terms of sale of air ticket.

Service is to be provided for the offices of Thiruvananthapuram Divisional Office including 15 Branches, 19 Satellite Offices, covering Thiruvananthapuram and Kollam Districts in Kerala (as per enclosed list)

The proposals of the Bidders will be evaluated on Technical and Financial based selection.

The Bidders who fulfill all the requirements in the **Technical Bid (Part D)** and fulfils all other Terms and Conditions as per Tender document will be treated as qualified and considered eligible for opening of Financial Bid.

LIC will empanel minimum 03 (Three) agencies based on the quotes received from the Bidders in the Financial Bid. The lowest rates in each category will be determined from the quotations received from technically qualified Bidders. Agencies will be empanelled provided L2 and L3 agencies agree to match L1 rates. If L2 and L3 agencies do not match the rates with L1, LIC reserves the right to transfer the offer to L4, L5 etc. The selected Bidders other than L1 should give an acceptance in writing for agreeing to L1 rates within seven working days from the date of issue of the offer. Failure to accept the offer within this period will automatically result in cancellation of the offer.



Schedule for the tender process is as given below:-

Tender Notification Number and Date	06/2025-2026 & 22.12.2025
Earnest Money Deposit	Rs. 10,000/- in the form of Demand Draft / Pay order drawn in favour of " LIC of India ", payable at Thiruvananthapuram paid at the time of submitting the tender in a separate envelope superscribed " EMD FOR Empanelment of Travel Agency Tender "
Time , Date and Place for receipt of Tender Documents(LAST DATE)	Time - 02.00 p.m. Date - 05.01.2026 Place - LIC Of India, LIC OF INDIA,OS Dept., Divisional Office,Second Floor,Pattom,Thiruvananthapuram,Pin 695004 *** Please see note below
Pre- Bid meeting with Tenderers	Time - 3.00 PM Date - 05.01.2026 Place - LIC Of India, LIC OF INDIA,OS Dept., LIC of India, Divisional Office,Second Floor,Thiruvananthapuram 695004 *** Please see note below
Time , Date and Place of Opening of Tender Document	Time - 3.30 PM Date - 05.01.2026 Place : LIC Of India, LIC OF INDIA,OS Dept., LIC of India, Divisional Office, Thiruvananthapuram 2nd Floor, Thiruvananthapuarum 695004 *** Please see note below

*** Tender document should be downloaded from the Corporation's website from the link:-

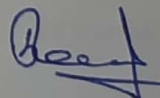
www.licindia.in

The downloaded tender form must be complete in all respect and dropped in the tender box placed at the above mentioned address strictly within the dates and time mentioned above along with separate envelopes for Technical Bid and Financial Bid and Demand Draft/Pay Order of **Rs10,000/-** drawn in favour of "LIC OF INDIA" payable at Thiruvananthapuram towards the Earnest Money Deposit (EMD)
The tenders received after the last date and time of submission as mentioned above shall be rejected.

LIC of India reserves the right to call for clarification/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 other tender and reserves the right to reject all or any Bid or cancel the tender without assigning any reason whatsoever.




MANAGER (E&OS)

PART B - GENERAL RULES & INSTRUCTIONS

Life Insurance Corporation Of India, Divisional Office, Thiruvananthapuram (hereinafter referred to as "The Corporation") invites tender for empanelment of agencies for booking of air tickets (Domestic / International) for LIC's Executives/Officials/Employees/Agents/Others.

A panel of agencies will be prepared on the basis of qualifying conditions of technical Bid and financial Bid, which, will be valid for 3 (Three) years. This validity period may be further extended by one year based on satisfactory performance and mutual consent with approval of the Competent Authority

1. Tender should be dropped in Tender Box (placed at LIC Divisional Office, Thiruvananthapuram at the below address) in sealed envelope bearing address:-
**"The Manager(E&OS) LIC of India, Divisional Office, Second Floor,
Pattom, Thiruvananthapuram-695004.**
2. The last date and time for submission of tender is 05.01.2026 up to 2.00PM. Pre-bid meeting will be conducted at the above place on 05.01.2026 at 3.00PM. The tender (Technical Bid) will be opened on 05.01.2026 at 03.30 PM. The venue of opening of Technical Bid will be same as given above. i.e. E&OS Department, LIC of India, Divisional Office, Pattom, Thiruvananthapuram-695004. The Technical Bids will be opened in presence of Tenderer or their authorized representatives. Tenders received after 2.00 p.m. on 05.01.2026 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 tenderers' and the Corporation takes no responsibility for any delay whatsoever for submission of tender after due date and time given here above.
3. The tender form may be downloaded from website of Corporation- www.licindia.in or can be obtained from the office address as mentioned above. i.e. . OS&Estates Department, LIC of India, Divisional Office, Second Floor, Pattom, Thiruvananthapuram, 695004.
4. The Bid shall be valid for the period of **180 days** from the last date of submission of the tender.
5. The tender shall be submitted in two parts i.e. Part-D (Technical Bid) & Part-E (Financial Bid). The submission of tender document is as detailed below:

Master **Envelope-1**: It should be super-scribed '**Tender for Empanelment of Agencies providing Air Ticketing Services**'

The same shall bear the address as given below :-

**THE MANAGER(E&OS)
LIC OF INDIA
DIVISIONAL OFFICE, SECOND FLOOR
THIRUVANANTHAPURAM, 695004.**

and shall contain the following:

Envelope-2 (Technical Bid) super-scribed as '**Technical Bid for Empanelment of Agencies providing Air Ticketing Services**'

Envelope-3 (Financial Bid) super-scribed as '**Financial Bid for Empanelment of Agencies providing Air Ticketing Services**'

Technical Bid i.e. Envelope-2 shall contain the following:



- Covering letter on Bidder's letter head as per the Annexure II (Bid submission form)
- Bidder's general details /information, as per Part-D (Technical Bid)
- Letter of Authority in favour of any one or two agency's Executives conferring authority to attend the Technical Bid & Financial Bid opening on specified dates & venue as per Annexure IV
- Documents relating to agency's eligibility criteria mentioned below (All Annexure from Annexure I to Annexure VI)
- EMD of Rs10000/- only by way of Demand Draft in favour of "LIC of India" from any Scheduled bank drawn at Thiruvananthapuram.

The envelope containing the Technical Bid should not contain any reference about the Financial Bid, failing which, the Bid shall not be taken up for scrutiny/assessment and shall be rejected.

Financial Bid i.e.Envelope-3 shall contain: the Financial Bid in the format i.e. **Part-E given** in the tender document. Submission of Financial Bid in any format other than the format provided in the tender document will not be accepted and the Bid will be rejected.

6. **Those Technical Bids which are found to be in order i.e. satisfying all the stipulated conditions in the contract shall be short-listed and Financial Bids of only such short-listed Bidders will be opened.**
7. Please note that all the information desired need to be provided. Incomplete information may lead to non-consideration of the Bid proposal.
8. Bids must be accompanied by Earnest Money Deposit of Rs.10,000/- as specified in the Bid document. The EMD of unsuccessful Bidders will be refunded within 30 days of completing the Bidding process without any interest.
9. LIC reserves the right to change the dates mentioned in this Tender document, which will be communicated to the Bidders or will be published in LIC's website.
10. The information provided by the Bidders in response to this Tender document will become the property of LIC and will not be returned. LIC reserves the right to amend or reissue this Tender and all Amendments will be communicated to the Bidders or will be published in LIC's website and such amendments will be binding on them.
11. The Bids will be examined by LIC to determine whether they are complete and whether the required Bid security and other details / documents have been furnished / submitted. Bid determined as not substantially responsive will be rejected. LIC may at its discretion waive any minor non-conformity or irregularity in Bid if it does not constitute a material deviation. Decision of LIC in determining whether any deviation is material or not shall be final and binding to all.
12. The validity of offer of the successful Bidders shall be at least 03(Three) years from the date of finalization of the order and the successful Bidder will be bound to provide service at agreed rates and Terms & Conditions during this period. This validity period may be further extended by one year based on satisfactory performance and mutual consent and with approval of the Competent Authority.
13. Any agency submitting the tender shall be deemed to have read and understood the terms and conditions, scope of the work, etc and quote accordingly.
14. MSME holders have to submit the requisite document as per Annexure V.



15. 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.
16. Any conditional offer / tender shall not be considered.
17. Any modification in the tender after opening date shall not be considered.
18. The Tenderers 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 and the successful tenderer shall sign and execute a Contract subsequently which shall be inclusive of the terms and conditions as set forth in this Tender. The Bidder should not have been blacklisted by any office of LIC of India or any other establishment. (An undertaking in this regards is to be submitted on Bidder's letter head as per Annexure III).
19. Any effort on the part of Bidder to influence Bid evaluation process or award of contract may result in the rejection of the Bid. (The Bidder shall be disqualified if any of these criteria are not fulfilled or the documents submitted are found to be false. The LIC reserves the right to modify or amend the eligibility criteria. The LIC's decision in any matter related to this Bid shall be final & binding on all concerned).
20. The Bid shall be signed by a person or persons so authorized by the Bidder. In case, the Bidder is a Company, the officer so authorized by the Company with its seal duly affixed shall sign the Bid.
21. Successful Bidders shall enter into an agreement with LIC on non judicial stamp paper.

ELIGIBILITY CRITERIA FOR ONLINE & OFFLINE BOOKING OF TICKETS :

1. The Travel Agency should have experience of at least five years as on 31.03.2025 in the relevant field and providing such services to reputed Financial Institutions/PSUs/MNCS/Large Corporate
2. The Travel Agency should be a sole proprietary concern/partnership firm/company and should be registered with Registrar of Firms/Companies, wherever applicable
3. The Travel Agency should have a valid PAN Number, GST Registration Number
4. The Travel Agency should submit Balance Sheet, Profit & Loss Account & Income Tax Return filed for the last three financial years i.e. 2022-23, 2023-24, 2024-25.
5. The Travel Agency should have a average turnover of Rs 50 Lakhs from commission on sale of air tickets in the last three financial years ie 2022-23, 2023-24, 2024-25. and also an average turnover of Rs.1 Crore from total business in the last three financial years 2022-23, 2023-24, 2024-25.
6. The Travel Agency should be IATA approved.
7. The Travel Agency should be equipped with the requisite infrastructure in the form of Airline Computerised Reservation Systems (CRS), electronic mail and other modern communication systems. The Agencies should also be equipped with Self Booking Tool / Portal
8. The Travel Agency should have been providing domestic/international air ticket booking services, to reputed Financial Institutions/PSUs/MNCs/Large Corporate during each of the last three financial years ending 2022-23, 2023-24, 2024-25.
9. The Travel Agency should be prepared to deliver the requisite services on **Sundays/Holidays and also 24*7, if so required by LIC.**



10. The Travel Agency should be in a position to make available dedicated staff for servicing the needs of the Corporation and place implant(s) 24*7 as per requirement of LIC's Corporate Office, if so required
11. The Travel Agency should not be a direct agent of major airlines.
12. The Travel Agency should be approved by Government of India – Ministry of Tourism (furnish the date of approval and its validity)

Each of the above criteria should be supported by documentary evidence.

PART C – GENERAL TERMS & CONDITIONS

SCOPE OF WORK

- Ensuring receipts of proper statements from airlines on discounts gained on deal codes secured by the Corporation and ensuring proper utilization thereof.
 - Assisting the Corporation in securing deal codes with other airlines.
 - Booking of tickets through Corporate Code.
1. The Travel Agency will be available 24*7*365 days for booking/cancellation of air tickets and also making available a dedicated staff/implant at the Corporation's office at their own cost, if required. The dedicated staff/implant would be an employee of the Agency.
 2. The Travel Agency will be responsible for compliances with all central and state laws as per rules/regulations/by-laws and order of the local authorities and statutory bodies as may be in force from time to time during the contract period.
 3. The Travel Agency shall not assign the contract or any part thereof to any other Agency/party without the prior consent/approval of LIC. The Travel Agency shall also not sublet the work or part thereof except with prior written consent of LIC.
 4. Earnest Money Deposit (EMD) of Rs10000/- (Rupees Ten thousand only) in the form of Demand Draft/Pay order drawn in favour of "LIC of India" payable at Thiruvananthapuram is to be submitted along with the tender documents. The EMDs of the unsuccessful Bidders will be refunded without any interest. The EMD of the successful Bidder would be converted into an interest-free Security Deposit and shall not carry any interest and would be refunded at the end of the contract period. Tenders without EMD would not be considered.
 5. The Agency if empanelled and who has been already providing subsidiary services like booking of rail tickets, bus tickets, taxi services shall be deemed to be in the panel for providing such services.
 6. The contract will be initially valid for a period of three years and will be further extended by one more year subject to satisfactory performance of the Agency and mutual consent with approval of Competent Authority.
 7. If the registration certificate of IATA is withdrawn or cancelled during the contract period, then the contract of the Agency will automatically stand cancelled.
 8. The Travel Agency will have to provide prescribed travel related services in time. If the Agency fails to provide tickets and other Travel related services within the scheduled time, the Agency will be solely responsible for the same and no payment will be made for it.
 9. The losses to the Corporation which are directly attributable to the Agency shall be deducted from the bills/adjusted from the Security Deposit.
 10. The Travel Agency should have Computer Reservation Ticketing Facility of all airlines for domestic and international travel along with provision for online booking facility for the same to be extended to LIC through dedicated staff/implant, if required.
 11. The Agency shall be obliged to suggest cost-effective ticketing plan only under refundable basis. All tickets requested should be mailed to os.trivandrum@licindia.com in addition to the applicant



- employee. These tickets/related invoices should reflect the name of the person who has given the booking.
12. The Travel Agency will have to submit monthly statement of bills raised showing the amount of expenses on *ticket booking airline wise/sector wise/booking type/domestic/international*.
 13. Applicable taxes will be deducted at source at the time of settlement of bills unless the Bidder produces a certificate to the contrary from the Income Tax authorities. TDS certificate will be issued by LIC.
 14. The Travel Agency should be in a position to provide credit limit for a period of four weeks, as LIC requires time for processing the bills. In cases where bills are settled after four weeks, no penalty shall be demanded by the Agency nor they should claim in future.
 15. The tender document may be downloaded from our website: www.licindia.in.
 16. All the pages of the Tender and documents called for should bear the date and signature of the tenderer. All the entries by the tenderer should be in one ink and legibly written. Any overwriting, corrections & cuttings should bear initials and date of the tenderer.
 17. Conditional/incomplete/late tender applications will be immediately rejected.
 18. Rates of service charges should be quoted both in figures as well as in words. In case the rates quoted in words and figures are at variance, the rates written in words will be taken as final.
 19. LIC reserves the right to reject or accept any or all tenders without assigning any reasons thereof.
 20. The Travel Agency will advise and extend the special offers being given by various airlines as and when such offers are made.
 21. No advance payment will be paid for any purpose.
 22. EMD- No interest shall be payable by LIC of India on EMD amount. EMD of unsuccessful Bidders shall be returned after the award of the contract. EMD of successful Bidder will be converted into Security Deposit.

PAYMENT TERMS:

It will be ensured that the bills will get settled within 30 days from the date of submission of correct bills and on completion of journey for which agency will have to furnish their bank account details to LIC. Excess payment, if any made shall be refunded to LIC without any delay and in any case within 7 days from the date of demand from LIC or else it will be deducted from next payment due. GST will be paid as applicable.

TERMINATION CLAUSE:

LIC reserves its right to terminate the services, fully or partially for any reason at its absolute discretion by giving one month's notice in writing, including but not limited to the following:

- a) If the agency / company is adjudicated insolvent by a Competent Court or files for insolvency or if the hirer being a company is ordered to be wound up by a Court of Competent Jurisdiction.
- b) If the Agency / Company commit any breach of the terms of this agreement / tender document.
- c) If any charge sheet is filed by a Competent Authority of the Government against the Agency / Company, or the Agency / Company is convicted by a criminal court on grounds of moral turpitude.
- d) The Agency / Company is involved in wrongful billing. In addition hereto wrongful billing shall also result in the Agency / Company being debarred from participating in any other tender of LIC.
- e) The engagement is not in the interest of the LIC or the LIC no more requires any such service.

It is clearly understood by the Agency/Company that if a charge sheet is filed by any Competent Authority of the Government against the Agency/Company, the Agency/Company is obliged to notify LIC within fifteen days of filing of the charge sheet. Failure to do so shall result in forfeiture of all payments due for service rendered after the date of filing of the charge sheet.

If there is a change in the name of the Agency/Company etc. arising out of:



- i) Merging with some other company or
- ii) Collaboration with some other company or
- iii) For any other reason

or, if any changes take place in the proprietorship or partnership of the Agency / Company, the Corporation should be intimated within 30 (Thirty) days of such changes, failing which all payments will be withheld and Corporation may terminate the hire agreement as may be deemed necessary, Whatever be the reason of changes, the subject hire agreement would be terminated unless the new company/entity accepts the subject Hire agreement at the same rates, terms and conditions laid down herein. The agency /company shall refund the excess money if any paid by the agency / company for the term for which the agreement / arrangement has run.

PENALTY CLAUSE:

- a. The travel agency is required to book the ticket immediately on receipt of communication from the concerned LIC of India travel desk representative. Such booking shall in no case, be later than 2 hours of receipt request or 2-3 hours before scheduled departure of flight in case of priority / urgent /same day booking whichever is earlier. In the event of failure to do so, the Travel Agent will be liable to pay a sum of Rs500/- per incident.
- b. Travel agency must book the ticket strictly at the most economical fare available for the indicated time slot as per the Deal Code of various airlines with LIC of India unless otherwise specified in the booking request given by the concerned LIC of India travel desk representative. Failing to do shall lead to penalty of Rs.500/- per incident in addition to difference between the lowest cost and actual cost of the ticket booked.
- c. In case, cancellation of the ticket is not made by the travel agency even after written communication by the concerned LIC of India travel desk representative requesting such cancellation, no payment shall be made to empanelled travel agency for that particular ticket.

FORCE MAJEURE:

Force Majeure (FM) means extraordinary events or circumstances beyond human control such as an event described as an Act of God (like a natural calamity) or events such as war, strike, riots, crimes(but not including negligence or wrong-doing, predictable/seasonal rain and any other events specifically excluded in the clause) An FM clause in the contract frees both parties from contractual liability or obligation when prevented by such events from fulfilling their obligations under the contract. An FM clause does not excuse a party's non performance entirely, but only suspends it for the duration of FM. The firm has to give notice of FM as soon as it occurs and it cannot be claimed ex-post facto. There may be a situation affecting the purchase organization only. In such a situation, the purchase organization is to communicate with the supplier along similar lines as above for further necessary action. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of FM for period exceeding 90(Ninety) days, earlier party may at its option terminate the contract without any financial repercussion on either side.

Notwithstanding the punitive provisions contained in the contract for delay or breach of contract, the supplier would not be liable for imposition of any such sanction so long as the delay and/or failure of the supplier in fulfilling its obligations under the contract is the result of an even covered in the FM Clause

DISPUTES & DIFFERENCES:

In all cases of dispute, the matter will be referred to the Competent Authority of L.I.C. of India and his decision shall be final and legally binding on the contractor.

SECURITY DEPOSIT: The successful Bidders have to provide a bank guarantee for an amount equal to Rs.20000/- for the contract period, within 15 days from the date of award of the Bid, from



nationalized bank in a format made available by LIC. The LIC reserves the right to enforce the guarantee, in case the successful Bidder fails to comply any of its obligation as per the contract or Bid documents. No interest will be paid on the Security Deposit.

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 agency in respect of service outsourced by the LIC of India. It shall be the duty of the agency 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 agency or contractor where the services are outsourced by LIC of India.

The Corporation reserves the right to call for missing/ additional requirements from the agency at any time in response to any query from the Appropriate Authorities.

We accept all the above terms and conditions.

AUTHORISED SIGNATORY

NAME / DESIGNATION

SEAL of the Firm/ Agency / Company



PART D – TECHNICAL BID

Bidder's General Information

To be submitted in a sealed cover super scribed as "Technical Bid for Empanelment of Agencies providing Air Ticketing Service".

TENDER No – 6/ 2025-26

**Name and Type of the Firm/ Agency / Company:
& Year of Establishment
(Attach Certificate of Registration)**

**Name of the Proprietor/ Director of the Firm/ Agency
Company :-**

3.Full Address of Registered Office

- a. Telephone number/s :-
b. Fax Number :-
c. E-mail Id :-

4. Full Address of Operating Office /Branch:-

- a. Telephone number/s :-
b. Fax Number :-
c. Email id :-

5. Banker of the Company Firm / Agency/ Company :-
(Attach certified copy of A/C statement of Last 3 months ie Oct 2024 to Dec 2024)
Telephone Number of Banker :-

6.PAN NUMBER (Attach certified copy) :-

7.GST REGISTRATION NUMBER (Attach certified copy) :-

GST (Vendor details)	
Name	
State(complete State Name)	
State Code	
Pan Number	
GSTIN Number	
Contact person	
Phone Number	
Mobile Number	
E mail ID	

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8.IATA registration
(copy of registration to be enclosed)

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9. Details of EMD

Details of Demand Draft	EMD 10000
Demand Draft / Pay Order No.	
Date of Demand Draft / Pay Order	
Name of Issuing Bank	
Branch Of Issuing Bank	
Address of Issuing Bank	

10. Work Experience of agency in the field of Air ticket booking
Give details of the existing clients ::- (Attach separate sheet in the following format)

Sr.No.	Name of the Client	Whether Pvt / Govt.body / PSU	Since when service is provided	Number of employees with clients office	Name ,Desgn,Tel No.,Email ID of authorised officials of clients with whom enquiry can be made.

(Give reference with full details of person with whom enquiry in the above organizations can be made about work performance by our Authorized officials)

11. Turnover of the Company /Partnership Firm/ Proprietorship for the Financial Year 2022-23, 2023-24 and 2024-25 (Please attach a copy of audited Balance Sheet and Profit & Loss Account for all the three years.) :

Sr.No.	Financial Year	Average Turnover of Rs.50 Lakhs from Commission from Ticket Booking Business Only	Average Turnover of Rs1 cr from Total Business
1	2022-23		
2	2023-24		
3	2024-25		

12. Whether the Travel Agency is equipped with the requisite infrastructure in the form of Airline Computerised Reservation System (CRS), electronic mail, other modern communication systems and Self Booking Portal.



13. Whether the Travel Agency is in a position to make available dedicated staff/implants for servicing the needs of the Corporation at their own cost, if required.
14. Whether the Travel Agency is approved by Ministry of Tourism – Government of India.
15. Whether the firm is MSME. Requisite documents to be submitted.

DECLARATION

1. I _____ Son/Daughter/ Wife of Sri _____
Proprietor/ Director/ Authorised Signatory of the
Firm/Agency/Company 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 : _____
Seal :



Annexure I-PRE CONTRACT INTEGRITY PACT**General:**

This pre-Bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on..... day of the month of2025 , 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 Divisional Office at Pattom, Thiruvananthapuram 695004 (hereinafter 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" 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 Air ticket booking services for its officials of the corporation and the BIDDER/Seller is willing to offer/has offered the air ticket booking services for officials of the Corporation.

WHEREAS the BIDDER is a private company/public company/Government undertaking/partnership/registered 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 services 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 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 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:-

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 for 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, 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 appropriate "CVO" 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 his 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:-

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 disfavour 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 Foreign *BIDDERS* and shall disclose the name and address of their Indian agents and representatives in India, and Indian



BIDDERS shall disclose their foreign BUYERS or associates. 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 owner of the agency/ firm /company providing Housekeeping Services 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 officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
- 3.7** The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the Bidding process, Bid evaluation, contracting and implementation of the contract.
- 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) /Provision of corruption (PC) act .Further 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 employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender. The term 'relative' for this purpose would be as defined in section 6 of the Companies Act 1956.
- 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.



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 Sector Enterprise in India or any Government Department in India that could justify; BIDDER's exclusion from the tender process.

The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Earnest Money Deposit:

5.1 While submitting commercial Bid, the BIDDER shall deposit an amount **Rs.10000/-** as Earnest Money Deposit, with the BUYER through any of the following instruments:

- (i) Bank Draft or Pay Order in favour of LIC.
- (ii) A confirmed guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the BUYER shall be treated as conclusive proof of payment.
- (iii) Any other mode or through any other instrument (to be specified in the RFP/Tender:

5.2 The Earnest Money /Security Deposit shall be valid up to the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.

5.3 In case of the successful BIDDER a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of sanctions for Violation shall be applicable for 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

No interest shall be payable by the BUYER to the BIDDER on Earnest Money/Security Deposit for the period of its currency.

6. Sanctions for Violations:

6.1 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 recover all sums already paid by the BUYER, and in the case of an Indian BIDDER with interest thereon at 2% above the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% above the LIBOR (London Inter Bank Offer Rate). If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
- (v) 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.
- (vi) 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.
- (vii) To debar the BIDDER from participating in the future Bidding processes of LIC for a minimum period of five years which may be further extended at the discretion of the BUYER.
- (viii) 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.
- (ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.
- (x) 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.

6.2 The BUYER will be entitled to take all or any of the actions mentioned at para 6.1(i) to (x) 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.



6.3 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 convulsive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes this Pact.

7. The BIDDER undertakes that it has not supplied/is not supplying similar product/systems/items or subsystems at a price lower than that offered in the present Bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found at any stage that similar product/systems or sub systems/items was supplied by the BIDDER to any other Ministry/Department of the Government of India or PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

8. Independent Monitors:

8.1 The BUYER will appoint Independent Monitors for this Pact, in consultation with the Central Vigilance Commission.

Name and Address if the Monitors :

1. Shri Rajni Kant Mishra IPS (Retd)
Ex Director General in BSF,
P-23, Secotor - 11. Noida
Dist: Gautam Buddha Nagar, UP 201301
Email- rkmishraips84@gmail.com
2. Shri. Arun Chandra Verma, IPS (Retd.)
Flat no C-1204, C Tower, Amrapali
Platinum Complex, Sector - 119
Noida (U.P)
Email- acverma1@gmail.com

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

8.3 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 /Contractor as confidential.

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

8.5 As soon as the Monitor notices, or has reason to believe, a violation of this pact, he will so inform the Authority designated** by the BUYER.



8.6 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.

8.7 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.

8.8 The Monitor will submit a written report to the designated authority** of BUYER /Secretary in the Department/ 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.

9. 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.

10. Law and Place of Jurisdiction:

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

11. 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.

12 Validity:

12.1 The validity of this Integrity Pact shall be from date of its signing and extend up to 3 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

12.2 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.

13. The parties hereby sign this Integrity Pact at.....On.....

BUYER

-BIDDER

Name of the Officer: CEO

.....Designation

Deptt./MINISTRY/PSU Witness

1.....

1.....

2.....

2.....

(* Provisions of these clauses would need to be amended/deleted in line with the policy of the BUYER in regard to involvement of Indian agents of foreign suppliers.)

** Please specify the "Name of Authority" in place of "Authority Designated" wherever mentioned in the Agreement)



Annexure II - Covering Letter on the letter head of the Bidder

BID SUBMISSION FORM

To

Life Insurance Corporation of India,

Dear Sir,

After examining the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, pleased to offer to execute the Job and in conformity with, the said Bid Documents.

We confirm that this Bid is valid for a period of 180 days from the date of opening of Technical Bid, and it shall remain binding upon us and may be accepted by any time before the expiration of that period.

Until a final Agreement is prepared and executed, the Bid together with your written acceptance thereof in your notification of award shall constitute a binding Agreement between us.

We understand that Bid Document is not exhaustive and any action and activity not mentioned in Bid Documents may be inferred to be included to meet the intent of the Bid Documents shall be deemed to be mentioned in Bid Documents unless otherwise specifically excluded and we confirm to perform for fulfillment of Agreement and completeness of the Work in all respects within the time frame and agreed price.

We understand that you are not bound to accept the lowest priced or any Bid that you may receive.

We also confirm that as per the applicable law, we are authorized and competent to provide the service sought by the LIC in Bid documents.

SIGNATURE OF AUTHORISED PERSON WITH SEAL: _____

DATE : / /

Duly authorized to sign Bid for and on behalf of _____

(SIGNATURE OF WITNESS)

WITNESS NAME:

ADDRESS:

Annexure III (With Technical Bid)

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

Date :

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



Annexure IV (WITH TECHNICAL BID)

PROFORMA FOR LETTER OF AUTHORITY FOR ATTENDING OPENING OF TECHNICAL AND FINANCIAL BID

No. Date:

To,
The Life Insurance Corporation of India,

Dear Sir,

We _____ hereby authorize following representative(s) to attend technical Bid opening and financial Bid opening and for any other correspondence and communication against above Bidding Document:

1) Name & Designation _____ Signature _____

2) Name & Designation _____ Signature _____

We confirm that we shall be bound by all commitments made by aforementioned authorized representatives.

Yours faithfully,

Signature
Name & Designation
For and on behalf of

Note: This letter of authority should be on the letterhead of the Agency / Company and should be signed by a person competent and having the power of attorney to bind the Agency / Company.



Annexure V – MSME Questionnaire

- Whether your firm belong to the category of Micro, Small & Medium Enterprises as defined in the Micro, Small & Medium Enterprises Development Act, 2006 " If yes ,specify the category of Micro ,Small or medium Enterprises and whether the enterprise is in manufacturing or service industry.
- Whether registration by filing entrepreneurs memorandum part –II, with the respective District Industries Centre has been done OR is registered under Single Point Registration Scheme of NSIC? If yes then the Entrepreneur memorandum Number is to be mentioned and copy of Acknowledgement of Entrepreneurs memorandum –II and /or Single point registration certificate to be submitted.
- Whether the MSME is owned by SC/ST entrepreneurs and if so , attested true copies of **SC/ST Certificate issued by the District Authority** to be submitted.

Annexure VI

Thiruvananthapuram Division – comprising of Thiruvananthapuram & Kollam Districts **(Comprising 16 branches, 19 Satellite Offices)**

Branch Offices	Satellite Offices
CBO-I, Trivandrum	Peroorkada
CBO-II, Trivandrum	CLIA SO Kollam
CBO-III, Trivandrum	Kundara
CBO-IV, Trivandrum	Anchal
CBO-V, Trivandrum	Venjaramoodu
P&GS Unit, Trivandrum	Kazhakuttom
Attingal	CLIA SO Attingal
Kilimanoor	Varkala
Nedumangad	Kallambalam
Neyyattinkara	CLIA SO Neyyattinkara
Chathannur	Kattakkada
Karunagapally	Parassala
Kollam-I BO	Balaramapuram
Kollam-II BO	Kadakkal
Kottarakkara	Puthur
Punalur	Vithura
	Paravur
	Bharanikavu
	Chavara

Sign & Seal of Company/Agency/ Firm

Order of Arrangement of Documents with Technical Bid : -(Self Attested)

- Attested copy of Firm/ Agency /Company Registration
- Copy of Shop and Establishment Act wherever applicable
- Certified copy of the statement of Bank Account of the Firm/ Agency/ Company of last 3 months ie Oct 2024 to Dec 2024
- Attested copy of PAN/ GIR Number
- Attested Copy of last 3 years IT Returns filed by Firm /Company ie-;2021-22,2022-23, 2023-24
- Attested copy GST registration
- Part D of Technical Bid Application along with all annexures i.e. Annexure I to Annexure VI
- Certified copy of Profit and Loss Accounts of last three years ie 2021-22,2022-23, 2023-24
- Attested copies of Balance sheets of last 3 financial years.ie 2021-22,2022-23, 2023-24
- Copy of the terms and conditions at pages xx to xx in tender document with each page duly signed (with seal) by the Authorized signatory of the Firm / Agency/ Company in token of their acceptance.
- Separate sheet in reply to question no.9&10 of Technical Bid in the given format
- Integrity Pact as per format provided in **Annexure (I)**



TECHNICAL BID EVALUATION SCORING SHEET

SL NO	CRITERIA DESCRIPTION	MARKS
1	Travel agency should be based in Trivandrum preferably with presence throughout Kerala (Only in Trivandrum – 10 points; Trivandrum & other Major Cities of Kerala – 20 points)	5 to 20
2	Travel agency should have a valid GST and PAN number	5
3	Travel agency should be approved by IATA	10
4	Travel agency should be approved by Govt. of India – Ministry of Tourism	10
5	Travel agency should have valid ISO Certificate	5
6	If Travel agency has an average annual turnover of more than one crore from total business	10
7	If the travel agency is providing subsidiary services like booking of train /bus tickets, taxi services etc	5
8	Total years of experience (5 years – 10 points; 5 to 10 - 15 points; 10 & above – 20 points)	10 to 20
9	Client references (PSU / BANKS/Fls) (2 Nos. – 5 points; More than 2 Nos. – 10 points)	10
10	Special services (Airport assistance)	5
	Total Marks	100
	Minimum Marks required for Technical qualification	65

Note: The scoring criterion above must have documentary proof, wherever necessary, failing which, zero mark will be assigned to that criteria.

Date:

Place:

Signature of Bidder

Name



PART E - FINANCIAL BID

To be submitted in a sealed cover super-scribed as

“Tender for Empanelment of Agencies providing Air Ticketing Services “

S No	Nature of Work	Services Charges (Rs) (inclusive of all taxes except GST)
1	All Domestic Air Tickets – issue & delivery (Rate per ticket)	Rs -----(in numbers) Rs ----- (in words)
2	Airport Facilitation (Rate per Facility)	Rs -----(in numbers) Rs ----- (in words)

The above quoted rates should be inclusive of all taxes except GST. GST will be as per prevalent rates.

AUTHORISED SIGNATORY**NAME/DESIGNATION****SEAL OF THE FIRM/COMPANY**

Date:

FINANCIAL BID**Tender for Empanelment of Agencies providing service for TRAVEL BY ROAD**

Vehicle Type	04 Hrs/ 40Kms	08 Hrs/ 80 Kms	Extra Hour	Extra Km.	Driver Allowance	Railway Station Transfer	Airport Transfer

Authorised Signatory

Name / Designation

Seal of the Firm / Company

Date:

