Life Insurance Corporation of India,
Divisional Office, O.S Department,
7th Floor, Jeevan Prakash Bldg.,
Relief Road, Ahmedabad.-380001
Tel.079 25511768, 25508800, 25508775
e-mail; os.ahmedabad@licindia.com

REF: ADO/OS/Stationery . **DT: 18/02/2026**

To, _____

Dear Sir,

Re:-Tender For Air Ticket Booking thro' Travel Agecy for eligible employees under Ahmedabad D.O.
Period From : 01/04/2026 to 31/03/2028

LIC OF INDIA invites sealed tenders from reputed and experienced travel agencies for providing air ticket booking services for our employees/officials for both domestic and international travel.

Scope of Work:

- Provide air ticket booking services for domestic destinations
- Offer competitive airfares and best possible routes
- Ensure timely delivery of tickets and travel documents
- Provide 24/7 emergency support for ticket booking and cancellation
- Comply with all applicable laws and regulations

Eligibility Criteria:

- The agency should be a registered entity with a valid GST registration
- Should have a minimum of 3 years of experience in the travel industry
- Should have an IATA accreditation
- Should have a minimum annual turnover of Rs.10 Lakhs in the last financial year

We invite Tenders from Open Market Vendors for Air Ticket Booking thro'Agency on our following Terms & Conditions. Vendors are requested to quote the rates in attached Financial Bid only and send amount of **Rs.236/-** (Rs. Two Hundred thirty-six only) **towards Tender Fee (Non Refundable**) by Banker's cheque/ Demand Draft in favour of "LIC OF INDIA" payable at "AHMEDABAD" and deposit this amount at our office during cash hours on or before last date.

Vendor have to pay Earnest Money Deposit **{EMD} Rs.5000/-**{Rs. Five thousand only} by Demand Draft/ Banker's Cheque in favour of **"LIC OF INDIA" payable at "AHMEDABAD"** and deposit this amount at our office during cash hours on or before last date. **Earnest Money Deposit {EMD} will not carry any interest**. If you are unable to deposit tender fee Rs.236/- and EMD Rs.5000/-in cash counter up to last date of submission of Tender. Please enclosed DD/Bankers cheque of same amount with Tender form and

same will be deposited by us at our cash counter on same day or next day of the opening of the Tender.

Sr.No.	Specification	Details of Specification
1.	Location	O.S.Deptt, Ahmedabad D.O.
2.	Tender Floating Date	23/02/2026
3.	Tender Fees(Non Refundable)	Rs.236/- (Rs.200 +18% GST)
4.	EMD	Rs.5000/-(Rupees Five thousand)
5.	Tender Fee & EMD Exemption	MSME , NSIC Vendors
6	Last Date & Time	17/03/2026 upto 4:30 p.m.

TERMS AND CONDITIONS

The rate quoted should be **RATE (Excluding GST) per PNR /per Sector inclusive** of all other charges .

1. **The agency should be a registered entity with a valid GST registration**
2. **- Should have a minimum of 3 years of experience in the travel industry**
3. **- Should have an IATA accreditation**
4. **- Should have a minimum annual turnover of ₹10 Lakhs in the last financial year**
5. Payment will be made by **NEFT** only on full execution of our order & **T.D.S. will be deducted as per rules**. You have to submit Bill in duplicate,
6. The rate contract will remain **in force up to 31.03.2028.** Once your rate has been approved and rate contract entered into then you are bound to book Air Ticket at the approved rate. We will not entertain any excuses like price rise .
7. **Rate contract can be extended for one year with same Rate, Terms and conditions with consent by both parties.**
8. **LIC of India may call for any clarification, explanation, signature , documentation etc. if required later on.**
9. **All matters are subject to Ahmedabad Jurisdiction.**
10. **Whenever require your Representative has to visit Our Office.**

Tender Submission:*

- Sealed tenders should be submitted to LIC OF INDIA, Ahmedabad D.O. At below Mentioned Address on or before Date :17/03/2026
- Tenders should be addressed to Lic Of India , O.S.Deptt., Ahmedabad D.O.,
- Tenders should be submitted in Two separate envelopes,:-

one for technical bid
Second for financial bid

Please also note that Cheque/DD of Tender Fee should not be inserted in envelop of Technical Bid/Financial Bid and should be inserted in main cover ONLY.

If you agree with all the above terms and conditions, kindly send us your competitive service fee rate for **Air Ticket Booking through Agency**

in attached Performa in sealed Envelope / Cover super scribing
"Tender for Air Ticket Booking through Agency"
& LAST DATE is Dt. 17 .03.2026"
(TO BE SEALED PROPOERLY i.e. NOT WITH ONLY STAPLES)

1. **Tender fee enclosed Yes/No**
2. **EMD enclosed Yes/No**

Addressed to…
L. I C OF INDIA, 7TH FLOOR,
OS DEPARTMENT, JEEVAN PRAKASH BLDG.,
TILAK ROAD, AHMEDABAD: 380001

So as to reach us latest by 17/03/2026 up to 4.30 P.M.

The Corporation reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.

Thanking you,

Yours faithfully,

MANAGER (O.S.)

Encl: (1) Technical Bid
(2)Financial Bid