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Date: 12.02.2020

LETTER OF ENQUIRY

Hindustan Latex Family Planning Promotion Trust (HLFPPT) is a not-for-profit trust. It is promoted by HLL Lifecare Limited, a Government of India enterprise under the Ministry Health & Family Welfare (MoHFW). Our Head Office is at B-14A, Second Floor, Sector-62, District Gautam Budh Nagar, Noida - 201307 (UP). Our Kerala office is at TC 19/1901 Kesavan Nair Road, Poojappura P.O, Trivandrum 695012, Kerala (Ph- 0471-2340585).

HLFPPT is inviting Item Rate Quotations from qualified firms/individuals (hereinafter agency) for **“conducting musical events”** for 11 care homes in 5 districts in Kerala. Interested agencies/individuals are requested to respond to this Letter of Enquiry (LoE) with detailed Quotation in the specified format.

LoE No.	Name of work & Location	Completion of Work and Delivery of Goods	Date of issue of Letter of Enquiry	Last date of receiving Quotation at HLFPPT Trivandrum Office
HLFPPT/CSR/SJ D- MT/2020	Conducting Musical Events in 11 homes in 5 districts	Within 7 days from the date of award of Work Order	12.02.2020	17.02.2020 at 17.30 Hrs.

1. Scope of Procurement

The detailed description of Procurement is given below:

- Selected individual/ agency are supposed to conduct 2 programs per month per home (monthly 22 programs in 11 homes).
- The selected individual/ agency is responsible to provide minimum orchestra support and audio system for each program.
- Program schedule

Sl. No	Name of District	Number Homes	Number of programs per home per month	No. of programs/per month/district
1	Trivandrum	3	2 Programs	6
2	Ernakulam	2	2 Programs	4
3	Thrissur and Malappuram	3	2 Programs	6
4	Kozhikkode	3	2 Programs	6
	Total Programs	11		22

2. Please Note:

- i. Please quote strictly as per Scope of Procurement mentioned in the letter of enquiry
- ii. The vendor should provide list of orchestra and audio systems made available for each program.
- iii. Hard copy of the quotation should be made on your letterhead as per the format (Annexure-1)
- iv. Your quotation should mention
 - a. Payment terms
 - b. Taxes, if any
 - c. PAN
 - d. GST Number
- v. This quotation should be valid for minimum 45 days from the date of issue

Prospective agencies/individuals are advised to fill, sign, seal and submit hard copies of the quotation in ONE envelope superscripted “**Conducting Musical Events**” to our representative or courier the same on or before last date of receiving the quotation to:

Hindustan Latex Family Planning Promotion Trust (HLFPPT)
(A Trust Promoted by HLL Lifecare Ltd.)
TC 19/1901, Kesavan Nair Road, Poojappura P.O
Trivandrum 695012, Kerala
Ph – 0471 2340585 W: www.hlfppt.org
Ph- 0471-2300958, M: +91 9447750252: E: vimalr@hlfppt.org

3. Award of Work Order

HLFPPT shall notify the successful Agency/individual by issuing a ‘Work Order’ (WO) that its quotation has been accepted.

4. Release of Work order

- i. The successful Agency shall receive Work Order within 7 days after final negotiation.
- ii. Acceptance of the Work Order shall be reckoned as intimation to conduct the program. No separate intimation shall be issued by HLFPPT to the Agency for the program.

5. Payment Terms

- i. TDS will be deducted as per applicable income tax law and State Sales Tax Law.
- ii. All the payments will be released only after verification of invoice and attendance received and confirmation by HLFPPPT's Team.
- iii. Payment will be released through Cheque/NEFT/RTGS.

6. Queries

For any queries regarding this procurement, please visit our Trivandrum Office (Address: Hindustan Latex Family Planning Promotion Trust (HLFPPT) TC 19/1901 Kesavan Nair Road, Poojappura P.O, Trivandrum 695012, Kerala (Ph- 0471-2340585) or speak with our State Program Manager. For any queries/ area visit, please contact: Mr. Vimal Ravi (Mobile: 94477 50252) on any working day after the LoE issue date mentioned above.

(Signature)

(ON THE LETTER HEAD OF AGENCY)

Ref: Letter of Enquiry for "Lab and Diagnostic Equipment's" in District Trivandrum, Kerala.

To,

The State Program Manager

Hindustan Latex Family Planning Promotion Trust

TC 19/1901 Kesavan Nair Road,

Poojappura P.O, Trivandrum 695012, Kerala

E: vimalr@hlfppt.org M: 94477 50252

(Ph- 0471-2340585)

Date:

Annexure 1: Quotation for Conducting Musical Event

Sl. No.	Particulars	Specifications	Number of programs/month	Cost per program including all taxes
1.	Musical Event Experts	Number of singers per program	22 programs in 5 districts per month	
2.	Orchestra	List out the instruments		
3.	Audio system	List out the sound systems		
	Taxes (if any)			
	Grand Total (Inclusive of all Taxes)			
	Amount in Words Rs.			

Terms and Conditions

- i. No other charges will be applicable in addition to the above quoted rate

Signature of Authorized Signatory with Seal

Date: _____

Annexure 2 Application Form

Sl. No	Particulars	
1	Name of Firm/ Individual	
2	Type of Firm/ Individual	Freelancer or Registered Firm
3	If registered (Specify the details) enclose the copy of incorporation details	
4	Pan Number (copy to be enclosed)	
5	GST Number (copy to be enclosed)	
6	Year of experience on same filed	
7	Profile of the signers/ experts	
8	Bank details (copy to be enclosed)	
9	Any other relevant information	

Signature of Authorized Signatory with Seal

Date: _____