

Letter of Enquiry

Dear Sir,

Subject :- Enquiry to Engage the agency to conduct webinar on thematic areas under Private Sector Integration- BQL Project.

Hindustan Latex Family Planning Promotion Trust (HLFPPT) is a not-for-profit trust promoted by HLL Lifecare Limited, a Government of India enterprise under the Ministry Health & Family Welfare (MoHFW).

HLFPPT is inviting proposals from eligible firms (hereinafter Bidders) for “Engage the agency to conduct webinar on thematic areas under Private Sector Integration- BQL Project” as per details are given below:

S.No	Particulars	Description	Qty./ No. of Webinar	Rate per Webinar (Rs.) (Inclusive Taxes)	Total Amt. (Rs.) (Inclusive Taxes)
1	Webinar on Thematic Area	a) 10 Virtual sessions on Labour Room Strengthening b) Infection Control Family Planning c) PPH Management will be organized for Health Practitioners to provide a knowledge sharing Platform with the experts d) Location – UP, Rajasthan and UK	10 Webinar		

- i Hard copy of the quotation should be made on your letterhead and shall submit to address given below latest by 15th June 2023 at 5:00 PM.

Administration

Hindustan Latex Family Planning Promotion Trust (HLFPPT)

B-14A, Second Floor, Sector-62

Gautam Budh Nagar , Noida-201307

T: +0120-4673600

Terms & Conditions:

1. The Rate must be inclusive of all Taxes and other charges etc. No escalation in the prices will be allowed once the prices are fixed and agreed to by the HLFPPT and the selected bidder.
2. The bidder must have PAN (Permanent Account Number) & GST Registration Certificate.
3. The quoted rates should be strictly as per guideline shared in this document, no deviation at later stage shall be entertained.
4. The staff engaged by the service provider (agencies) shall be the responsibility of the agency and it shall be the duty of agency to pay their remuneration.
5. There will be no Employee or employer relation between the personnel engaged by the Agency and the said employee of the service provider will not have any right to claim any absorption at any cadre in HLFPPT.
6. The deployed staff by the agency shall carry out day to day functioning in consultation and direction of HLFPPT representative.

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7. The agency shall be liable to make suitable arrangements in case of the absence of any personnel.
8. The agency personnel working should be polite, cordial, positive and efficient while performing the task.
9. Agency to ensure that the staff conducting session should have experience in conducting such session (documentary evidence in this regard will be a plus point for selection).
10. The session to be conducted in Line to ICMR Guidelines and as per the discussion & approved topic/contents by the HLFPPT Representative.
11. HLFPPT reserves the right to extend the dates for submission of any and all responses to this document.
12. In the event of award of contract the agency shall be able to do start the session within 15 days from the date of issue of Work Order.
13. HLFPPT management reserves the right to change (*increase or reduce*) the numbers of session as per project requirement.
14. HLFPPT reserves the right to cancel this LOE any time or at any stage without any reason / notice to the vendor or change/add any terms and conditions of the LOE by issuing addenda/corrigenda and communicating the same to vendors through email.
15. The sessions are to be conducted as per the guideline, locations provided by HLFPPT at the time of issuing work order. In case of delay/disruption of the activity implementation/ execution, penalty as deemed fit will be levied.
16. **Documents required to release the payment:**
 - a. Bill / Invoice mentioning Permanent Account Number and GST Registration No.
 - b. Documentary proof of the deliverables as per Work order duly certified by authorized HLFPPT Representative.

Payment Terms

- i. TDS will be deducted as per applicable income tax law.
- ii. The payment will be done through Local Cheque / NEFT/ RTGS, Payment will be made in 45 days from the submission of invoice .
- iii. All the payment will be released after submission of certified invoice and verification of the work from the authorized representative of HLFPPT.

Thanking You.

Regards,



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Beena Dewivedi
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