

Letter of Enquiry

Dear Sir

Subject : - Enquiry to engage the agency to provide Promotional (Thematic)Vans for SBCC on Nutritional Camp Awareness and spreading the messages under Private sector Integration-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 provide Promotional (Thematic)Vans for SBCC on Nutritional Camp Awareness and spreading the messages under Private sector Integration-Project.". The purpose is to engage people through informative msg there by inform and educate them about Nutritional camp being conducted in the area. The details are given below:

S.No	Particular	Specifications	No. of Cycle	Tentative No of Van	Rate Per Vehicle (per cycle) inclusive of all Taxes/Levies/Insurance/maintenance/Driver salary/Sound System /Fabrication/Fuel charges etc. (for running upto 1500 kms per month)	Charges per extra Km in excess of 1500 (Rs.) (Inclusive Taxes)
1	Mahindra Pickup/Tata Magic or any other vehicle matching the same criteria-Promotional (Thematic)Vans for SBCC on Nutritional Camp Awareness	a)Promotional (Thematic) Van to be used for awareness and spreading the message for SBCC on Nutrition b)One van per district will run for effective communication c)Location - UP, Rajasthan & UK d)Including PA System, Fabrication & Branding	01 Van Cycle of 24 Days in months	17 Vans		

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- i. Hard copy of the quotation should be made on your letterhead and shall submit to address given below latest by **26th 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 specification/details shared in this document, no deviation at later stage shall be entertained.
4. The agency to first get the branding & publicity material approved from HLFPPT representative.
5. The Agency will be responsible for compliance of all the applicable laws and obligations arising out from the action of providing the services.
6. The Agency shall undertake to indemnify the HLFPPT for any liability under any Law arising out while providing the service as per content.
7. The Promotional van will have to follow the location / route determined by HLFPPT.
8. Agency would act as custodian of all the items provided by HLFPPT in the vehicle to be used for Promotion (Thematic) Vans. In case of any loss/damage happens to the items HLFPPT reserves the right to recover the appropriate amount from the agency.
9. Fabrication and branding of Vehicle should be done as per artwork given by HLFPPT.
10. The Vehicle should be legally registered and should be legally allowed to ply in respective state i.e UP, Rajasthan and UK.
11. Any third party liabilities including any fines and penalty imposed by any department due to negligence of Driver or agency will be the responsibility of the Agency.
12. The agency should provide the fabrication, branding and fittings as per artwork provided by HLFPPT .
13. One driver and Sound System will be required for each vehicle.
14. The Promotional (Thematic)Van should be GPS enable with a provision of a high quality TV Screen for showing Video duly approved by HLFPPT Representative.
15. 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.
16. HLFPPT reserves the right to extend the dates for submission of any and all responses to this document.
17. The agency shall be able to do provide the Promotional (Thematic)Vans within 15 days from the date of issue Work order.
18. HLFPPT management reserves the right to change (*increase or reduce*) the numbers as per project requirement.

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19. The Promotional vans to be provided in the different district of the state of UP, Rajasthan & UK states as per details provided by HLFPPPT at the time of issuing work order to the selected agency. In case of delay/disruption of the activity implementation/execution, penalty as deemed fit will be levied.

20. **Compliance**

- Agency will ensure all legal compliance with respect to the following:-
 - a) Vehicle: Monthly compliance as per prevailing Motor Vehicle Act.
 - b) Vehicle should have all the supporting documents (Road Permits, Fitness Certificate, Road Taxes, pollution certificate etc.) for moving in the state of UP, Rajasthan & UK.
 - All drivers tools for the vehicle will be the responsibility of the agency.
 - All safety compliances as per government norms will be complied with
21. The agency will have to follow the scheduled plan as agreed upon, any deviation from it would not be entertained.
22. Agency will maintain the proper log book & record keeping and for making valid claims for payments
23. **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 HLFPPPT 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(On Completion of Work) .
- iii. All the payment will be released after submission of certified invoice and verification of the work from the authorized representative of HLFPPPT.

Thanking You.

Regards,



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