

Letter of Enquiry

Dear Sir

Subject : Enquiry to engage the agency to conduct Nutritional Camp 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 conduct Nutritional Camp under Private sector Integration-Project" as per details are given below:

S.No	Particular	Specifications	No. of Camp	Rate Per Camp (in Rs.) (Inclusive Taxes)	Total Amount (in Rs.) (Inclusive Taxes)
1	Engage the agency to conduct Nutritional Camp	a) Provide Basic Medicines b) Manpower (General Physician, Nutritionist, Nurse, Pharmacist, Lab Technician) c) Location - UP, Rajasthan UK	60 Camp		

1. Hard copy & Soft copy of the quotation should be made on your letterhead and shall submit to address given below latest by 12th May 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 qualifications 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.

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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.
7. The staff should have experience for conducting Nutritional Health Camp.
8. The agency shall be liable to make suitable arrangements in case of the absence of any personnel.
9. The agency personnel working should be polite, cordial, positive and efficient while performing the task.
10. Agency to ensure that medicine with minimum expiry of one year shall be disbursed at the time while organizing the camp.
11. Agency to ensure that branded equipment to be used for conducting the Check-up as mentioned in this document.
12. Agency to provide on spot Health Test report to the beneficiary with a copy to HLFPPT
13. 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.
14. HLFPPT reserves the right to extend the dates for submission of any and all responses to this document.
15. In the event of award of contract the agency shall be able to conduct the Nutritional Health camp within 15 days from the award of contract.
16. HLFPPT management reserves the right to change (*increase or reduce*) the numbers as per project requirement.
17. Health camp to be organized in the state of UP, Rajasthan & UK as per location and other directives shared at the time of issuing the work order to the selected agencies.
18. **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,



Beena Dewivedi

Hindustan Latex Family Planning Promotion Trust

(A trust promoted by HLL Lifecare Ltd.)

B-14A, 2nd Floor, Sector 62, Noida, UP 201301

Phn: 0120-4673600

Website: www.hlfppt.org

