

Letter of Enquiry

Dear Sir

Subject: Enquiry for Hiring an agency for organizing Specialized Health Camps under HCL Samuday 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 has been awarded to implement the project for operationalization of 04 Mobile Medical Unit (MMU) funded by HCL Foundation in Hardoi District (Uttar Pradesh). The objective of the project is to provide primary health care services to the underserved community in the Hardoi district through Mobile Medical Units.

HLFPPT invites proposals from eligible firms (hereinafter Bidders) for "Organizing Specialized Health Camps under HCL Samuday Project" as per details are given below:

S.No	Particular	Work Description	No. of Camp	Management Fees Per Camp (in Rs.) (Inclusive Taxes)	Total Amount (in Rs.) (Inclusive Taxes)
1	Hiring an agency for organizing Specialized Health Camps	a) Setup Cost, Refreshment, Collaterals Requirement may vary on camp to camp basis b) Location Hardoi, UP	50 Camps		

- i. Hard copy of the quotation should be made on your letterhead and shall submit to address given below latest by 11th April 2024 at 5:00 PM.

Procurement & Commercial Division
Hindustan Latex Family Planning Promotion Trust (HLFPPT)
 B-14A, Second Floor, Sector-62
 Gautam Budh Nagar , Noida-201307
 T: +0120-4673600

Terms & Conditions:

- The quoted rate should be valid for minimum 03 months from the submitted quotation.
- The quoted rates should be strictly as per details shared in this document, no deviation at later stage shall be entertained.

Beema

Hindustan Latex Family Planning Promotion Trust
(A trust Promoted by HLL Lifecare Ltd.)

Corporate Office: B-14A, 11nd Floor, Sector-62, NOIDA - 201307, Distt. Gautam Budh Nagar (U.P.)
 Tel.: 0120-4673673 Fax: 0120-4231065 E-mail: hr@hlfppt.org Website: www.hlfppt.org



3. The selected firm would be required to organize the health camp as per guidelines given by HLFPPPT representative. To organize such health camp and arranging the necessary infrastructure including human resource, the organizer will charge management fee.
4. **The agency must to mention on envelope "Sealed Quotation for organizing Specialized Health Camps under HCL Samuday Project" against LOE dated 05th April 2024.**
5. The bidder must have PAN (Permanent Account Number) & GST Registration Certificate.
6. If any firm/Agency is registered with MSME, they are required to share the supportive document.
7. HLFPPPT 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.
8. HLFPPPT reserves the right to extend the dates for submission of any and all responses to this document.
9. HLFPPPT management reserves the right to change (*increase or reduce*) the numbers of camps as per project requirement.
10. There will be no Employee or employer relation between the personnel engaged by the Agency & HLFPPPT. Any hired employee by service provider for organizing Health Camp will not have any right to claim any absorption at any cadre in HLFPPPT.
11. The deployed staff by the agency should have experience and shall carry out the task in consultation and direction of HLFPPPT representative.
12. The agency shall be liable to make suitable arrangements in case of the absence of any personnel.
13. The agency personnel working should be polite, cordial, positive and efficient while performing the task.
14. In the event of award of contract the agency should be able to organized Specialized Health Camps Health as per schedule provided by the HLFPPPT representative.
15. Health camp to be organized in the Hardoi district of U.P state as per location and other directives shared at the time of issuing the work order to the selected agencies.
16. The camp expenditure will be reimbursed on actuals along with the fixed management fee quoted by the agency.
17. **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.

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HLFPPT

Partners for Better Health

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 HLPPT.

Thanking You.

Regards,



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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.hfppt.org