

Letter of Enquiry

Dear Sir

Subject : - Enquiry to engage the agency to organizing Health Camps at Bahraich & Chandauli districts Uttar Pradesh under NBCFDC 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 invites proposals from eligible firms (hereinafter Bidders) for “Engage the agency to organizing Health Camp at Bahraich & Chandauli district Uttar Pradesh under NBCFDC Project” as per details are given below:

| S.No | Particular | Work Description | No. of Day | Total Amt. (Rs.) (Inclusive Taxes) |
|------|---|--|------------|------------------------------------|
| 1 | Organizing Health Camp at Bahraich district Uttar Pradesh | a) Manpower <ul style="list-style-type: none"> General Physician- 1, Eye Surgeon- 1, ENT/Dermatologist (as per Need)- 1, Lady Doctor-1 , Registration/ Coordinator - 2, Optometrist & Spectacles Technician- 3, Pharmacist- 1, BP Technician- 1, Sugar Technician- 1, ECG Technician- 1 | 01 Day | |
| 2 | Organizing Health Camp at Chandauli district Uttar Pradesh under NBCFDC Project | b) Provide Medicines c) Provide Spectacles(Upto 100) d) Sugar Check Kit(upto 60) e) Tent age (Payable only if not arranged by NBCFDC or its Partner) f) Miscellaneous | 01 Day | |

- i. Hard copy of the quotation should be made on your letterhead and shall submit to address given below latest by 13th March 2024 at 6:00 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 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 by the HLFPPT and the selected bidder.
- The bidder must have PAN (Permanent Account Number) & GSI Registration Certificate.



3. If any firm/Agency is registered with MSME, they are required to share the supportive document.
4. The quoted rates should be strictly as per details shared in this document, no deviation at later stage shall be entertained.
5. 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.
6. 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 HLPPT.
7. The deployed staff by the agency shall carry out day to day functioning in consultation and direction of HLPPT representative.
8. The staff should have experience to organizing Health Camp.
9. The agency shall be liable to make suitable arrangements in case of the absence of any personnel.
10. The agency personnel working should be polite, cordial, positive and efficient while performing the task.
11. Agency to ensure that medicine with minimum expiry of one year shall be disbursed at the time while organizing the camp.
12. Agency to ensure that branded equipment to be used for conducting the Check-up as mentioned in this document.
13. HLPPT 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. HLPPT 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 Health camp as per schedule and locations provided by the HLPPT representative.
16. HLPPT management reserves the right to change (*increase or reduce*) the numbers as per project requirement.
17. Health camp to be organized at Bahraich & Chandauli districts in the state of UP 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 HLPPT 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 HLPPT.

Thanking You.

Regards,

Beena Dewivedi
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