

LETTER OF ENQUIRY

Date: 4th Oct 2024

Dear Sir/Mam,

Hindustan Latex Family Planning Promotion Trust (HLFPPT) is a Trust promoted by HLL life care Ltd. (A Govt. of India enterprise). HLFPPT has been designated as a Non- Government Principal Recipient (NG-PR) for the Global Fund Grant Cycle 2024-27 with an objective to fight AIDS, Tuberculosis & Malaria. The project encompasses implementation & manages HIV/AIDS & TB.

HLFPPT invites quotations from Agencies/firms (hereinafter Bidders) for **“Empanelment the agency for Supplying Office Furniture to Various Location (PAN India) under SSHAKTI Project, The Global Fund Grant”** as per details & specification mentioned in below with terms & conditions:

Furniture Requirement for State Offices - The Global Fund							
Sr No	State	Office Location	Executive Chairs	Tables	Small Conference Table	Almirah	Visitor Chairs
1	Rajasthan	Jaipur	2	-	1	-	8
2	Jharkhand	Ranchi	2	2	1	1	7
3	Nagaland	Kohima	2	2	1	1	6
4	West Bengal	Kolkata	2	2	1	1	11
5	Himachal Pradesh	Shimla	2	2	1	1	5
6	Arunachal Pradesh	Itanagar	2	2	1	1	4
7	Meghalaya	Shillong	2	2	1	1	3
8	Odisha	Bhubaneswar	-	-	1	1	12
9	Sikkim	Gangtok	2	2	1	1	3
10	Tripura	Agartala	2	2	1	1	4
	Total		18	16	10	9	63

Specifications: -

- 1 Table - Office table 3ft X 2ft with pedestal
- 2 Almirah - 6 ft X 3ft X 1.5 ft
- 3 Conference Table - 6 ft X 3 ft

The Hard copy of the quotation should be submitted at the address given below by 10th October 2024 at close of business hour.

Administration

Hindustan Latex Family Planning Promotion Trust (HLFPPT)
B-14A, Second Floor, Sector-62
Gautam Budh Nagar , Noida-201307
Mobile-8601392548

A) Terms & Conditions

1. The selected bidder should get the prior approval of rates, quality, design and specification of the furniture.
2. The price should be inclusive of all the applicable taxes, other charges and Freight charges services.
3. The rate should be valid for one year from the award of the contract.
4. The company will be able to provide service & support on PAN India basis.
5. The quotation should be on the letter with signature and stamp.
6. The quotation should have the breakup of the cost.
7. HLPPT reserves the right to reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
8. 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.
9. HLPPT reserves the right to extend the dates for submission of any and all responses to this document.

B) Delivery

The selected agency would be required to deliver the above-mentioned items in a safe and timely manner as specified by the expected delivery date mentioned in the PO/WO. In case of delay, penalty will be levied.

C) 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 Purchase order.

D) Payment Terms

- a. TDS will be deducted as per applicable income tax law.
- b. The payment will be done through Local Cheque / NEFT/ RTGS, Payment will be made in 30 days from the date of supply & submission of invoice.
- c. All the payment will be released after submission of certified invoice and verification from the authorized representative of HLPPT.

Thanking you.

Best Regards,



Procurement & Commercial Division

Hindustan Latex Family Planning Promotion Trust (HLPPT)
Corporate Office- B-14 A, Second Floor, Sector 62, NOIDA, India

Office- +91 - 120-4231060/1

Website- www.hlppt.org