

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	Bhubaneshwar	-	-	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.

Procurement & Commercial Division

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 price should be inclusive of all the applicable taxes, other charges and Freight charges services.
2. The rate should be valid for one year from the award of the contract.
3. The company will be able to provide service & support on PAN India basis.
4. The quotation should be on the letter Head with signature and stamp.
5. The quotation should have the breakup of the cost.
6. 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.
7. 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.
8. 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 45 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

Undertaking to be submitted by Bidder/Vendor/Tenderer
(On Company Letter Head duly signed & stamped)

This has reference to the LOE no.-..... Dated.....In response to the LOE, we have submitted our bid on.....at your office/or through email. In connection with the above bids, we hereby declare as under:-

- i- That we are neither related to any of your Trustees, Officers and other employees nor do we have any financial, commercial or other interests with any of the above persons/organization employee in any capacity whatsoever.
- ii- We have no conflict of interest, which substantially affects fair competition. The prices quoted are competitive and without adopting any unfair/ unethical/ anti-competitive means. No attempt has been made or shall be made by us to induce any other bidder to submit or not to submit an offer to restrict competition.
- iii- That we have submitted the bids in the name of M/s and declare that no other bids have been submitted by us in the name of any other firms/companies/proprietors/individuals which comes under the same management and related parties.
- iv- We undertake that:
 - a. All information furnish by us in respect of fulfilment of eligibility criteria and qualification information of the Bid is complete, correct and true.
 - b. All copy of documents, credentials and documents submitted along with this Bid and genuine, authentic, true and valid.
- v- We undertakes that:-
 - a. We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
 - b. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India/Public Sector Undertaking/ any Regulatory Authorities/ Multilateral Funding agency in India for any kind of fraudulent activities.
- v. We hereby undertakes that If any information and document submitted is found to be false/incorrect or we violate any declaration at any stage of contract, HLPPT has right to cancel my/our Bid and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of all dues and banning of our firm etc.
- vi- We understand that HLPPT is not bound to accept any bid received against RFP and HLPPT has right to reject all or any bid without assigning any reason or giving any explanation whatsoever.

Name of the authorized Signatory _____

Signature & Company Seal/Stamp _____