

LETTER OF ENQUIRY

To

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Dear Sir,

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 Agency/ firms (hereinafter Bidders) for "For undertaking Civil works like Infrastructural Development/Repairing/ Maintenance works at Ambadola, Rayagada Odisha location under SBIF Maatrichhaya Project" as per proposed BOQ details given below:

Sr No.	Particulars	Description Of Works	UNIT	QTY.	Total Amount in Rs. (Inclusive of all Taxes and all other charges etc.)
CIVIL WORKS					
1	Patients Hall	Window & Door Jali Plaster & Repairing, White Washing, Tile Change	As per Visit the Site Office	As per Visit the Site Office	
2	Waiting Room	Roof Repairing, Roof Water Proofing, Roof Plaster, Water Tank place Repairing, Water Leakage Repairing, White Washing			
3	Water Tank	Water Tank Fitting, water Tank Lane Change Plaster Repairing and White Washing			
4	Iron Work	7 x 10 Feet Iron Work (Tin Shade)			
5	Labour Room	Wall Cracks Repairing and White washing, Washroom Flooring Change & Repairing and White Washing			
6	KMC Room	Plaster Repairing, Slippage Repairing, White			
7	OPD Room	Leakage Repairing, Room Water Proofing Chajja Repairing in all 04 Sides			
8	Washing Machine Room	Lenter & Wall Mounting, Flooring Tiles, Plaster and Plumbing Work, White Washing Space for Autoclave Machine			

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The Hard copy of the quotation shall be submit to address given below latest by the end of business hours on 23rd October 2024

Address for submission of Bids:

Procurement & Commercial Division
Hindustan Latex Family Planning Promotion Trust (HLFPPT)
B-14A, Second Floor, Sector-62
Gautam Budh Nagar , Noida-201307
T: +0120-4673600, 4673673

Terms & Conditions:

1. The offered Rates should be Inclusive of all taxes/Freight charges/ installation/ Infrastructural Development/Repairing/ Maintenance and all other charges etc.
2. The proposal should be valid for at least 06 months from the proposal submission date.
3. The agency would be required to visit the site office as per following address to understand the scope of work and any measuring purpose.

PHC- AMBADOLA,
CHC & BLOCK - Muniguda
Dist. - Rayagada, Odisha
Contact person and No.- Mr. Rajesh Behera(M.b-7678541791)

4. The supply/ installation/ Infrastructural Development/Repairing/ Maintenance of civil works mentioned in this document are one time.
5. The quoted rates and work should be strictly adhering to specification & other details mentioned in this document.
6. The selected agency must commence work within 10 days of receiving the work order, with detailed terms and conditions provided separately.
7. The agency shall be responsible for the conduct of their workers during the currency of contract.
8. The agency shall ensure materials strictly adhere to specified standards, offering a 12 months warranty on supplied and installed.
9. **The agency must to mention on envelope "Quotation for Infrastructural Development/ Repairing/ Maintenance works at Ambadola, Rayagada Odisha location under SBIF Maatrichhaya Project".**
10. The bidder must have PAN (Permanent Account Number) & GST Registration Certificate.
11. If any firm/ Agency is registered with MSME, they are required to share the supportive document.
12. Agency to provide an undertaking on Company letter head duly signed & stamped as Annexure-1(Enclosed).

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13. The agency shall ensure work completion within 02 months from the work order issuance strictly align with design and specification. For any delay the penalties will be imposed as per organization's policy and the decision of the HLFPPPT Management shall be final and binding in this regard.
14. HLFPPPT may inspect and penalize deficiencies upon completion.
15. The agency must replace any civil work items not meeting design specifications.
16. HLFPPPT 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.
17. The above mentioned job to be done according to the quantities, specifications, quality, schedule and locations approved and provided by HLFPPPT at the time of issuing Work order.
18. 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.
19. HLFPPPT reserves the right to extend the dates for submission of any and all responses to this document.
20. HLFPPPT reserves the right to reject conditional offers and expects compliance with all applicable laws.
21. **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.

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 date of supply, installation & submission of invoice.
- iii. All the payment will be released after submission of certified invoice and verification from the authorized representative of HLFPPPT.

Thanking You.

Regards,



Procurement & Commercial Division
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.hlfpppt.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 _____