

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 “Rate for supply and installation of Infrastructure Development assets at Ambadola, Rayagada Odisha location under SBIF Maatrichhaya Project” as per details given below:

Sr No.	Particulars	Qty.	Rate in Rs. (Inclusive Taxes of all taxes)	Total Amt. in Rs. (Inclusive Taxes)
INFRASTRUCTURE DEVELOPMENT ASSETS				
1	Ceiling Fan	01		
2	Table(4x2 feet)	01		
3	Wooden Amirah(6x3 Feet)	01		
4	Fire Cylinder Refill	01		
5	Water Purifier (Aquaguard, 06 Ltr Capacity	01		
6	Steel Stool(Non Revolving, 18 Inch Height)	10		
7	Table (5x3) With Pedestal	01		

The Hard copy of the quotation shall submit to address given below latest by the end of business hours on 16th 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

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Terms & Conditions:

1. The offered Rates should be Inclusive of all taxes, freight, installation (If applicable as per items) and all other charges etc.
2. The proposal should be valid for at least 06 months from the proposal submission date.
3. The supply and installation of Infrastructure Development Assets as mentioned in this document are one time.
4. The quoted rates should be strictly adhering to specification & other details mentioned in this document (LOE).
5. The selected agency must commence work within 5-10 days of receiving the Purchase order, with detailed terms and conditions provided separately.
6. Agency will provide the above mentioned items according to the specifications and as per details mentioned in Purchase Order.
7. Agency should be ready to replace without any extra cost in case there is any non-functional/ defect items observed at the time of receiving items.
8. The Agency should provide the warranty of above mentioned items as per norms
9. **The agency must to mention on envelope "Sealed Quotation for supply and installation of Infrastructure Development assets 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).
13. 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.
14. Supply to be done according to the quantities, specifications, quality, schedule and locations approved and provided by HLFPPPT at the time of issuing Purchase order.
15. 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.
16. HLFPPPT reserves the right to extend the dates for submission of any and all responses to this document.
17. HLFPPPT reserves the right to reject conditional offers and expects compliance with all applicable laws.
19. **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.

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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 HLPPT.

Thanking You.
Regards,



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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.hlfppt.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 _____