

Date: 31<sup>st</sup> October 2025

**LETTER OF ENQUIRY**

Dear Sir,

**Subject: Enquiry for Hiring an agency to develop E- Document Management System under Corporate & respective projects.**

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 has been implementing and operating of various projects reproductive health programs across India.

HLFPPT invites proposals from Agencies (hereinafter Bidders) for **"Hiring an agency to develop E- Document Management System under Corporate & respective projects"** as specification and detailed terms & conditions mentioned hereunder:

S.No	Particulars	Description	Qty.	Price in Rs.	GST in percentage	Total amt. in Rs. ( Inclusive of all Taxes and other charges etc.)
1	Develop a customized Digital Solution which will enable organizations to manage office documents digitally , Streamline file approval and control user access based on projects, donors and organizational Hierarchy	<ul style="list-style-type: none"> <li>• Digitalize all office documents with structured and searchable Storage</li> <li>• Provide access control based on projects, donors, departments and user roles</li> <li>• Enable version control, secure sharing and documents history tracking</li> <li>• Implement a file approval workflow before external sharing</li> <li>• Allow users to assign document- level access with defined duration.</li> <li>• Ensure enterprise-grade data security and audit trails.</li> </ul> <p>Other details as per enclosed ( Scope of work- Annexure - 2)</p>	01			

*Beema*

- i. The Hard copy of the quotation should be made on Letter Head and shall submit to address given below latest by 07<sup>th</sup> November 2025.

**Address for submission of Quotations:**

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 Rate should be inclusive of all Taxes and other charges etc. No escalation in the prices will be allowed once the prices are fixed and agreed to by the HLFPPT and the selected bidder.
2. The bidder must have PAN (Permanent Account Number) & GST Registration Certificate.
3. The quoted rates should be strictly as per specification/ description shared in this document, no deviation at later stage shall be entertained.
4. The selected agency to develop E- Document Management System as per Annexure – 2( Scope of work) for various projects on the fixed cost.
5. In case of any failure in developed E- Document Management System, agency has to fix issue within agreed SLA.
6. HLFPPT 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. HLFPPT 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. HLFPPT reserves the right to extend the dates for submission of any and all responses to this document.
9. In the event of award of contract the agency shall be able to develop E- Document Management System within 30 Days' time from the award of contract.
10. The agency shall be responsible for maintaining the integrity, availability, and confidentiality of the stored data.
11. The data stored in the system must comply with all applicable data protection and privacy regulations, ensuring that personally indefinable information (PII) and sensitive data are handled with the utmost care and in accordance with relevant legal requirements.
12. HLFPPT management reserves the right to change (*increase or reduce*) the numbers as per project requirement.
13. Work to be done according to the Scope of work( Annexure – 2), quantities and details provided by HLFPPT at the beginning of work order. In case of delay/disruption of the activity implementation/ execution, penalty will be levied.
14. Agency to provide an undertaking on Company letter head duly signed & stamped as **Annexure – 1(Enclosed)**.
15. **Documents required to release the payment:**
  - a. Bill / Invoice mentioning Permanent Account Number and GST Registration No.
  - b. Documentary proof of the work completion as per Work order.

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**Payment and other 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 on monthly basis.
- 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*  
**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.hlppt.org](http://www.hlppt.org)