

EXPRESSION OF INTEREST (EOI)

DOCUMENT FOR

“Empanelment of Agencies for Providing Manpower Services at Various Locations Across India”

EoI No: HLPPT/Agencies /Empanelment/2026 Dated 19.07.2026



**Hindustan Latex family Planning Promotion Trust
B-14A, 2nd floor, Sec-62,
Gautam Buddha Nagar, Noida, Uttar Pradesh – 201307**

EOI Ref. No. HLPPT/NOIDA/2026-27

Date: 19th July' 2026

Notice Inviting Expression of Interest (EOI)

"Empanelment of Agencies for Providing Manpower Services at Various Locations Across India"

HLFPPT is implementing various healthcare projects across India. For the smooth project operations and Empanelment of Agencies for **Providing Manpower Services at Various Locations Across India** effective implementations of these projects, HLPPT is looking for the empanelment of agencies

Sr. No.	Event/Activity	Details
1	EOI Ref. with date	EOI Ref. No. HLPPT/NOIDA/ 2026-27 Date: 19 th July '2026
2	EOI Release Date	19 th July '2026
3	Address for communication	Procurement & Commercial Division B-14A, 2nd Floor, Noida Sector-62 Gautam Buddha Nagar-201307 Uttar Pradesh
6	Email id	info@hlppt.org
7	Mode of Submission	Agency to submit EOI in hardcopy for Empanelment of Agencies for Providing Manpower Services at Various Locations Across India"
8	Last Date & Time for submission of EOI	5 th August '2026 latest by 6.00PM

Disclaimer:

This Expression of Interest (EOI) document contains statements derived from information believed to be true and reliable as of the date of acquisition. The EOI document does not constitute a recommendation, offer, or invitation to enter into a contract, agreement, or any other arrangement regarding the services/supply. The provision of the services and supply is subject to adherence to the selection process. No contractual obligation shall arise from the EOI process unless and until a formal contract is signed and executed by duly authorized officers of organization and the participants. The purpose of this EOI is to furnish the interested agencies/ firms with information to aid in the formulation of their proposals. This EOI does not assert to contain all the information that each Agency/firms may require. Organization makes no representation, warranty, and assumes no liability under any law, statute, rules, or regulations for the accuracy, reliability, or completeness of this EOI. Organization may, at its absolute discretion and without any obligation to do so, update, amend, or supplement the information in this EOI.

Issuing Authority

SECTION-1 INSTRUCTIONS TO APPLICANTS (ITA)

1. INTRODUCTION

Hindustan Latex Family Planning Promotion Trust (HLFPPT) is a national not-for-profit health services organization, working on the entire spectrum of RMNCH+A (Reproductive, Maternal, Newborn, Child & Adolescent Healthcare), HIV Prevention & Control and Primary Healthcare. HLFPPT has been serving communities across India with health solutions and contributing towards Health System Strengthening through direct program implementations, technical assistance, capacity building and operating Mobile Medical Clinic, Ambulances. Skill development program (Under various govt. schemes), Rehabilitation program such as old age Home, Home for physically disabled, Home for Orphans etc. in different states of India with an objective to make available quality health services.

2. SCOPE OF EOI

HLFPPT invites Expressions of Interest from eligible, experienced and financially sound agencies/s for the **“Empanelment of Agencies for Providing Manpower Services at Various Locations Across India”** for its ongoing and upcoming projects.

Note: Interested agencies/firms may apply for categories based on their eligibility and expertise and are required to submit supporting documents as evidence of their relevant work experience.

Sr. No.	Particulars	Description of works
1	Agencies for Providing Manpower Services at Various Locations Across India”	• All activities relating to payroll management and all statutory/compliance requirement such as PF and ESI relating to deployment of the resources shall remain the responsibility at various locations across India • Agency for handling all human resources (HR) related issues at various locations across India

Note: Selection of agencies for supply/services shall be decided based on their eligibility, market potential and requirement of HLFPPT. A separate Request for RFQs and financial bids will be requested from the empaneled agencies as and when required.

3. Submission of Applicant Information

Interested agencies shall submit complete information along with documentary evidence in support of the following.

Sl. No	Particulars	Applicant Details	Documents submitted (Yes) Or (No)
1	Company Background Documents Enclosed		
	Name of the Company		
	Year of Incorporation		
	Year of Establishment		
	Number of years' experience in the relevant field		
	Type of the Company (Govt./PSU/Pub. Ltd, /Pvt Ltd./Section 8 company/ /LLP/Partner/Proprietor/Society/Trust/NGO etc		
2	Address Details		
	Corporate Office (HQ)		
	Local Office in Delhi/NCR		
	GST Registration Number & Date of Registration		
	PAN Card Number		
	MSME Certificate		
3	Authorized Contact Person (Authorization letter to be enclosed)		
	Name		
	Designation		
	Telephone/Mobile Number		
	Email		

4	Financial Detail		
	Turnover in last three years.		
	Documents required for Turnover- CA Certified Turnover Certificate with UDIN /Audited Financials		
	2022-23		
	2023-24		
	2024-25		

4. ELIGIBILITY CRITERIA AND OTHER TERMS & CONDITIONS

S. No.	Qualification Criteria	Documentary Evidence
a.	The applicant should be a registered legal identity under companies /any other applicable act in India. Consortium or Joint Venture strictly not allowed. Certificate of incorporation to be submitted	Registration certificate
b.	Valid PAN	PAN Copy
c.	Valid GST Registration	GST Certificate
d.	Organization Profile	Document of Organization Profile
e.	Last three Years turnover Details (2022-23, 2023-24, 2024-25)	Audited Financial Statements/Turnover Certificate from CA with UDIN
f.	The applicant required to submit Audited Balance Sheet for the last three financial years (2022-23, 2023-24, 2024-25) and duly certified by a Chartered Accountant for assessment of Financial Standing.	Audited Financial Statements
g.	The agencies should have relevant experience in supply or for providing services for the category they are applying. Copies of Work order and client testimonials to be submitted.	Work Orders/ Client Certificates/ Completion Certificates and client testimonials

General terms

a.	While the Expression of Interest has been prepared in good faith, HLPPT does not make any commitment or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statement or omission herein, or the accuracy, completeness or reliability of information contained herein, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this request, even if any loss or damage is caused by any act or omission on its part.
b.	The process of inviting EOI is for ascertaining various options available to HLPPT. After evaluation / examination of the offers, HLPPT may at its sole discretion decide further course of action.
c.	EOI participants are requested to keep the information and details strictly confidential.
g.	HLPPT reserves the right to reject any or all the Expressions of Interest without assigning any reason thereof.
h.	HLPPT reserves the right to deal with the proposal in any manner without assigning any reasons for the same. The decision of HLPPT in this regard shall be final.

i.	HLFPPT shall not be responsible for any failure, malfunction while downloading the documents by the Applicant.
j.	This EOI for Empanelment does not constitute an offer and is issued with no guarantee for any definite volume of work or any particular service at any time or throughout the period of empanelment, as the job will be allocated against HLPPT's requirement on project basis to the empanelled agencies.
k.	HLFPPT reserves the right to modify, expand, restrict, scrap, re-float or cancel the EOI at any stage without assigning any reasons. Application for EOI received after the stipulated time period for empanelment will not be considered

1. GENERAL INSTRUCTIONS TO APPLICANTS

- EOI documents can be downloaded from the HLPPT website www.hlppt.org
- The EOI and its corrigendum/extension will also be published in our company website
- The EOI along with all documents are to be submitted in the hard copy as per address mentioned above. EOI/proposals shall be accepted only as per the timeline mentioned in the EOI Document. Late EOI will not be accepted.
- **Preparation of Proposal**
 - Applicant should take into account any corrigendum published on the EOI document before submitting their proposals.
 - Before the deadline for submission of proposals, HLPPT may modify the EOI document by issuing addenda.
 - Any addendum thus issued shall be a part of the EOI documents which will be published in the HLPPT website. HLPPT will not be responsible for the prospective applicants not viewing the website in time.
 - If the addendum thus published does involves major changes in the scope of work, HLPPT may at his own discretion, extend the deadline for submission of proposals for a suitable period to enable prospective applicants to take reasonable time for EOI preparation taking into account the addendum published.
 - The interested agency/firm to go through the EOI document carefully to understand the documents required to be submitted as part of the proposal. Please note the number of covers in which the EOI documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the proposal.

- For any queries, issues or Clarifications relating to the published EOI, applicants are requested to contact at

info@hlfppt.org

- Any queries relating to the EOI document and the terms and conditions contained therein should be addressed to Procurement & Commercial Division of HLPPT. Address for communication and place of opening of EOI:

**Procurement & Commercial Department HLPPT
B-14A, 2nd Floor, Sector-62, Noida**

- If the EOI opening date happens to be on a holiday or non-working day due to any other valid reason, the EOI opening process will be done on the next working day at same time and place.
- HLPPT shall not be responsible for any failure, malfunction or breakdown of the electronic system while downloading or uploading the documents by the Applicant.
- A firm shall submit only one proposal. The participant (either as a firm or as an individual or as a partner of a firm) who submits or participates in more than one proposal will cause all the proposals in which the Applicant has participated to be disqualified.

2. CLARIFICATION OF EOI

- To assist in the examination, evaluation, and comparison of proposals, HLPPT may ask the applicant for required clarification on the information submitted with the proposal. The request for clarification and the response shall be in writing or by e- mail.
- No Applicant shall contact the HLPPT employee on any matter relating to the submitted proposal from the time of the EOI opening to the time the contract is awarded. If the applicant wishes to bring additional information to the notice, they shall do so in writing through email.

3. ARBITRATION

All disputes and differences, whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this EOI or breach thereof shall be settled at Noida, UP (India) in accordance with the Indian Arbitration Act-1996. The CEO of HLPPT or his authorized representative will be the sole Arbitrator in case of dispute. The award in pursuance thereof shall be binding on all parties. The arbitrator shall give reasoned award.