

LETTER OF ENQUIRY

To,
The Vendor

Subject: Request for Quotation for Supply, Packing and Delivery of Disaster Relief Family Kits – Dry Ration & Hygiene Materials

Dear Vendor,

HelpAge India is a national Not for Profit organisation working across India to improve the quality of life of disadvantaged older persons through healthcare, livelihood, age care, disaster response and advocacy initiatives.

As part of our disaster response initiative, HelpAge India is planning to provide **disaster relief family kits comprising dry ration and hygiene materials** to families affected by the recent floods in **Palghar District, Maharashtra**.

In this regard, we invite your **competitive quotation** for the **supply, packing, branding and delivery of 400 disaster relief family kits**, as per the material details, specifications, brands and quantities mentioned below.

1. Material Requirement

Sl. No.	Item	Quantity per Kit	Unit	Brand / Specification
1	Rice	7	Kg	Rice(Kolam type) – good quality
2	Wheat Flour	5	Kg	Fortune/Ashirvaad/ Shakti Bhog
3	Toor Dal	2	Kg	Tata Sampann/Fortune/Equivalent brands
4	Chana	1	Kg	Tata Sampann/Fortune/Equivalent brands
5	Refined Soybean Oil	1	Litre	Fortune/Dhara/Equivalent brand – bottle packing
6	Soya Chunk (Soyabean Badi)	1	Kg	Nutrela / Fortune
7	Salt	1	Kg	Tata/Ashirvaad
8	Sugar	2	Kg	Madhur/Fortun/Uttam/Equivalent brands
9	Bath Soap	4	Pcs	Lifebuoy / Lux /Equivalent brands– 100 gm each
10	Detergent Soap	4	Pcs	Rin / Tide – 100 gm each
11	Dabur Lal Dant Manjan – Ayurvedic Tooth Powder	1	Pc	Dabur – 150 gm
12	Packing & Branding	400	Kits	Branding design will be provided by HelpAge India

13	Freight / Delivery Charges 400	Kits	Delivery at specified location
14	GST / Other Taxes, if any —	—	To be mentioned separately

Note: The vendor should clearly mention the **unit rate, quantity, applicable taxes and total cost per kit**, along with the total cost for 400 kits.

2. Delivery Location

Bordi Gram Panchayat, Dahanu Taluka, Palghar District, Maharashtra
Approximately 140 km from Mumbai.

3. Delivery Schedule

Delivery is required **within 5–7 days from the date of placement of the Purchase Order / Work Order.**

4. Packing & Branding Instructions

1. Each family kit must be packed in **one strong and durable plastic bag**, suitable for carrying the total weight of all items included in the kit.
2. All dry ration and hygiene items, **except the cooking oil bottle**, must be placed inside the plastic bag and properly sealed.
3. The **cooking oil bottle must be handed over separately with each respective kit** and must not be placed inside the plastic bag, to avoid leakage or damage to other materials.
4. Each kit must be **complete as per the approved material list before sealing.**
5. The packing should facilitate easy handling, transportation and distribution to the flood-affected families.
6. **Branding artwork/design will be provided by HelpAge India.**
7. The vendor shall ensure that all food items are supplied in **original, sealed manufacturer packaging** and have adequate remaining shelf life at the time of delivery.

5. Quotation Requirements

The quotation should clearly indicate:

- Rate per item / unit
- Cost of packing and branding
- Freight / transportation charges
- GST and other applicable taxes
- **Total cost per family kit**
- **Total cost for 400 family kits**
- Delivery timeline
- Payment terms
- Validity of quotation

6. Payment Terms

Payment terms may be proposed by the vendor and should be clearly specified in the quotation. **Advance payment, if requested, shall be subject to HelpAge India's approval and applicable procurement terms.**

7. Documents Required

The vendor is requested to submit the following documents along with the quotation:

1. Proof of registration of the establishment/entity, such as Individual/HUF/Partnership Firm/Company incorporated under applicable Indian laws.
2. Valid **PAN Card**.
3. Valid **GST Registration Certificate**.
4. Proof of experience in bulk supply of similar items, if available.
5. Bank details / cancelled cheque, if required for vendor registration.

8. Submission of Quotation

Interested vendors are requested to submit their **sealed/official quotation by email** to:

Procurement@helpageindia.org

The quotation should be addressed to:

HelpAge India Procurement Committee

Please **do not mark the quotation to any other individual email ID**.

The quotation must be submitted **by 22 August 2026 (Saturday)**, considering the urgent nature of the disaster response.

Your timely support and cooperation will help HelpAge India facilitate the prompt delivery of essential food and hygiene supplies to vulnerable families affected by the floods.

Thank you for your support and cooperation.

For HelpAge India