

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 **Sivasagar District, Assam**.

In this regard, we invite your **competitive quotation** for the **supply, packing, branding and delivery of 405 disaster relief family kits**, as per the material details, specifications, brands and quantities mentioned below.

1. Material Requirement

Sl.	Item	Quantity per Kit	Unit	Brand / Specifications
1	Rice	5	Kilograms	Ratna variety
2	Wheat Flour (Atta)	5	Kilograms	Fortune
3	Masoor Dal	1	Kilogram	TATA Sampann
4	Matar	1	Kilogram	TATA Sampann
5	Cooking Oil-Mustard Bottle - 1 ltr	1	Litres	Fortune/Dhara
6	Salt	1	Kilogram	TATA salt
7	Haldi (Turmeric) Powder	200	Grams	JK
8	Puffed Rice	2	Kilogram	Local
9	Bath Soap (100gms)	4	Pcs	Lifebuoy
10	Detergent Soap (130gms)	4	Pcs	Rin
11	Mosquito Net	1	Pcs	Local Good Quality (washable and durable) 100% polyester/nylon; fine mesh; min. size 6.5 × 4.5 × 5 ft;
12	Mosquito Coil	1	Pkt	Mortein

13	Bed sheet (Double Bed size)	1	Pcs	Local 100% cotton/cotton blend; min. size 90 × 108 inches (225 × 275 cm); min. 100 GSM
14	Bleaching Powder	1	Kilogram	Bengal Chemical
15	Packing, Branding and Transport	1	Kit	Branding design will be provided by HelpAge India

Note: The vendor should clearly mention the **unit rate, quantity, applicable taxes and total cost per kit**, along with the total cost for 405 kits.

2. Delivery Location

Sivasagar DC Office compund, Sivasagar District, Assam
Approximately 362 kms from Guwahati.

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 and Bleaching Powder** must be placed inside the plastic bag and properly sealed.
3. The **cooking oil bottle and Bleaching Powder case 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 405 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@helppageindia.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