HELPAGE INDIA

LETTER OF ENQUIRY / REQUEST FOR QUOTATION (RFQ)

Date: 3 November 2026

Subject: Request for Quotation for Renewal of Directors & Officers (D&O) Liability Insurance Policy

Greetings from HelpAge India!

HelpAge India is a leading non-profit organization dedicated to serving and improving the quality of life of older persons across India.

We invite you to submit your best quotation for the renewal of our **Directors & Officers (D&O) Liability Insurance Policy** as per the following details:

1. **Sum Insured:** Rs.5 Crore
2. **Total Members:** 22
3. **Terms & Conditions:** As per the expiring policy document.

Kindly submit your quotation on your company's official letterhead to **procurement@helpageindia.org** on or before **14 November 2026**.

Terms & Conditions

1. The quotation should clearly specify the basic premium, applicable GST and the total premium payable.
2. The quoted price must be inclusive of GST and all other applicable charges.
3. The quotation must be submitted exclusively by email to procurement@helpageindia.orgon or before 14th November 2026.
4. Vendors are required to submit copies of their GST Registration Certificate and PAN Card along with the quotation.
5. HelpAge India reserves the right to accept or reject any or all quotations without assigning any reason.
6. For any queries or clarifications, please contact the Procurement Department at 011-42030400.
7. Please do not CC your quotation to any other email address.
8. Quotations sent to any email address other than procurement@helpageindia.org will be summarily rejected.

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C-14, Qutab Institutional Area,
New Delhi – 110016.