

**LETTER OF ENQUIRY**

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**Subject: Enquiry for empanelment of the Agency for operationalization of 01 MMU including Driver, Fuel, Maintenance, Fabrication, branding, Insurance, transportation of vehicle at Dadri location under NTPC Dadri Project on monthly rental basis.**

Dear Sir,

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 of Health & Family Welfare (MoHFW). NTPC has awarded work order/contract to HLFPPT for operation of 01 Mobile Medical Unit (MMU) in the vicinity of NTPC Plant in Dadri district for a period of 03 years(25<sup>th</sup> July 2024 – 24<sup>th</sup> July 2027). The MMU delivers Out Patient Department (OPD) services including free medicines, health screenings and counselling to rural population in the targeted villages. The project also involves community mobilization, organizing thematic health camps, awareness camp, organizing community meetings, advocacy meetings, creating linkages with government and private healthcare facilities for higher level care, monitoring and evaluation.

HLFPPT invites quotation from Agencies (hereinafter Bidders) for “Rental charges for operationalization of 01 MMU including Driver, Fuel, Maintenance, Fabrication, branding, Insurance, transportation of vehicle at Dadri location under NTPC Dadri Project on monthly rental basis “as per details & specification mentioned below:

S. No.	Particulars	Specifications	Name of District	No of Vehicle	Rental Charges per vehicle inclusive of all taxes, Fuel, Maintenance, Driver, Fabrication & branding(One Time), Insurance(Yearly Basis), transportation of vehicles at Dadri location(One Time) , all levies (for running upto 1500 kms Per month)	Charges per extra Km in excess of 1500 kms.
1	Rental Cost of Force Traveller 3350	Force Traveller-3250 AC MMU	Dadri	01		

- i. Hard copy of the quotation should be made on your letterhead and shall submit to address given below latest by 28<sup>th</sup> June 2024 at 6:00 PM.



**HLFPPT**

Partners for Better Health

**Procurement & Commercial Division**

**Hindustan Latex Family Planning Promotion Trust (HLFPPT)**

**B-14A, Second Floor, Sector-62**

**Gautam Budh Nagar , Noida-201307**

**T: +0120-4673600**

**Terms & Condition:**

1. The rates quoted by the agency will be inclusive of all Taxes, fuel, maintenance, Driver, Fabrication & branding (One Time), insurance (Yearly Basis), transportation of vehicles at Dadri location (One Time) and all Levies etc.
2. The bidder must have PAN (Permanent Account Number) & GST Registration Certificate.
3. If any firm/Agency is registered with MSME, they are required to share the supportive document.
4. Fabrication and branding of Vehicle should be done as per details and specification provided by HLFPPT Representative.
5. The route plan will be provided by HLFPPT at the beginning of every month. In case of delay/breakdown of vehicle appropriate penalty will be levied as per the discretion of the Management.
6. Parking and garaging of the MMUs will be in the agency scope.
7. Any third party liabilities including any fines and penalty imposed by any department due to negligence of Driver will be the responsibility of the Agency.
8. Penalty clauses will apply as per organization's policy and the decision of the HLFPPT Management shall be final and binding in this regard.
9. Agency shall be responsible for general housekeeping & maintaining all systems including cleanliness of the vehicle and equipment.
10. HLFPPT also reserve the right to carryout inspection of the MMUs at any point of time during the period of contract.
11. HLFPPT Team and employees will regularly supervise the movement of vehicle to ensure the actual running of vehicle.
12. The Agency will maintain the proper log book & record keeping and for making valid claims for payments. Log book should be signed by the HLFPPT representative or employee.
13. The contract will be valid for the period of 3 year or completion of the project (whichever is earlier) from the date of starting of MMU operation in the field. The contract may be further extended based on Project requirement.



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14. HLFPPT reserves the right to cancel the contract based on performance without assigning any reason thereof.

**Payment & other Terms:**

1. Payment will be released within 45 days after the receiving of the original bill and log book copy duly verified by the HLFPPT authorized personnel.
2. TDS as applicable will be deducted as per Income Tax Act, 1961
3. Payment will be made through cheque / NEFT/ RTGS.
4. **Documents required to release the payment:**
  - a. Bill / Invoice mentioning Permanent Account Number of Income Tax Department
  - b. Documentary proof (Certified Log book for running of MMUs as per route plan provided by HLFPPT), etc.
  - c. Crossed / cancelled cheque of Bank Account for making payment through NEFT/RTGS.

Thanking You.

Regards,



**Procurement & Commercial Division**  
Hindustan Latex Family Planning Promotion Trust  
(A trust promoted by HLL Lifecare Ltd.)  
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