

**LETTER OF ENQUIRY**

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**Subject: Enquiry for empanelment of the Agency for operationalization of 01 MMU on monthly rental basis including of all taxes, levies, Driver Salary, Fuel, Maintenance, Fabrication, branding, insurance ( Yearly), transportation of vehicle at Solapur location( One Time) & supply of small equipments, consumables , supply of printed stationery items and small activities under NTPC Solapur Project.**

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 Solapur district. 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 “Charges for operationalization of 01 MMU on monthly rental basis including of all taxes, levies, Driver Salary, Fuel, Maintenance, Fabrication, branding, insurance ( Yearly), transportation of vehicle at Solapur location( One Time) & supply of small equipments, consumables , printed stationery items and small activities under NTPC Solapur Projects “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, Insurance(Yearly Basis), transportation of vehicles at Solapur 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 or equivalent Vehicle ( Supply of Equipment, Printed Stationeries, Consumable and Field Activities)	<ul style="list-style-type: none"> <li>Force Traveller- 3350 AC MMU or equivalent</li> <li>No. of days for operational of MMU - 25 Days in a month</li> <li>Vehicle should not be older than 02 years as on date of start of contract</li> </ul>	Solapur	01		

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- i. **Hard copy of the quotation along with filled 'Annexure-1(Undertaking)' should be made on your letterhead which should be submit to address given below latest by 03<sup>rd</sup> October 2024.**

**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/Levies/Insurance( Yearly)/ maintenance Charges/ Driver Salary/ Branding/ Fabrication/ Transportation at Solapur location ( One Time)/Fuel Charges / all Levies etc. and Supply of Medical Items(One time and replacement of defective equipments during the contract period), Printed Stationery Items & consumable items( As per Project Requirements etc. as per Annexure - 2
2. The rate quoted by the agency will be valid for 01 year from the date of award of Contract
3. The bidder must have PAN (Permanent Account Number) & GST Registration Certificate.
4. If any firm/Agency is registered with MSME, they are required to share the supportive document.
5. Agency to provide an undertaking on Company letter head duly signed & stamped as **Annexure - 1(Enclosed)**.
6. Fabrication and branding of Vehicle should be done as per details and specification provided by HLPPT Representative.
7. Agency to provide the consumable/printing of stationery as per Annexure -2 items as per indent shared by HLPPT local Representative/ Program Manager from Corporate Office
8. The indent for printing of stationery items/ Consumables will be shared by HLPPT Program Manager on Monthly/ Quarterly/ Half early basis and the agency would be liable to provide the printing material at respective location within stipulated time frames. Any delay to this effect will impact penalty as deemed fit by HLPPT
9. The route plan will be provided by HLPPT 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.
10. Vehicle provide for MMU should be in good running condition and vehicle should be properly register with RTO as a commercial.
11. MMU should be air-conditioned vehicle & fabricated to function as MMU, internal cabin should provide adequate sitting arrangement for doctor & staff, patient Examination bed, Water Coolers, Cabinets for medicines, equipment's Etc.

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12. The MMU should be equipped with GPS tracking device. The selected agency would be required to create / provide online platform to track the location & movement of MMU.
13. Parking and garaging of the MMUs will be in the agency scope.
14. The driver should be cooperative and amicable in nature and should not have any past history of criminal records or Alcoholism or Drug addiction.

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15. 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.
16. Penalty clauses will apply as per organization's policy and the decision of the HLPFPT Management shall be final and binding in this regard.
17. The vendor to communicate HLPFPT in advance, if case any problem in vehicle is identified or vehicle is required to be taken for due services.
18. The agency to ensure that vehicle valid insurance and other statutory approvals are there in the vehicle during the currency of contract
19. Agency shall be responsible for general housekeeping & maintaining all systems including cleanliness of the vehicle and equipment.
20. HLPFPT also reserve the right to carryout inspection of the MMUs at any point of time during the period of contract.
21. HLPFPT reserves the right to accept/reject/select one or more than one agency and to annul the bidding process any or all bids at any time prior to award of contract without there by incurring any liability to the affected agency.
22. HLPFPT Team and employees will regularly supervise the movement of vehicle to ensure the actual running of vehicle.
23. HLPFPT reserves the right to award the work order to the second highest scoring agency in the event the first highest scoring agency backs out after final discussion.
24. The Agency will maintain the proper log book & record keeping and for making valid claims for payments. Log book should be signed by the HLPFPT representative or employee.
25. The contract will be valid for the period of 1 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.
26. HLPFPT reserves the right to cancel the contract based on performance without assigning any reason thereof.

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*Amber*

**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,



*Berna* *Janu*  
**Procurement & Commercial Division**  
Hindustan Latex Family Planning Promotion Trust  
(A trust promoted by HLL Lifecare Ltd.)  
B-14A, 2nd Floor, Sector 62, Noida, UP 201301  
Phn: 0120-4673600  
Website: [www.hlfppt.org](http://www.hlfppt.org)

## Annexure - 2

### 2.1 EQUIPMENT LIST WITH SPECIFICATION

S. No.	Name of Equipment	Specification	Required Qty.	Rate per unit in Rs. ( Inclusive Taxes)
1	Oxygen Cylinder	Oxygen Cylinders 08 - 10 Kg	1	
2	Oxygen Mask	Simple O2 Mask Covering nose and mouth	1	
3	Double Nasal Catheter	Having Two prong which go inside the nostrils	1	
4	Valve with Oxygen Flow Measuring capacity		1	
5	Ambubag	Normal Ambu Bag- Which is used in Hospital	1	
6	BP Monitor Diamond mercury free dial Type	Manual Mercury Free BP monitor	1	
7	Stethoscope( AVM Professional)	AVM Professional	1	
8	Glass Bottle Containing water column with entry & exit point so that O2 can be moisturized		1	
9	Weight Machine	Digital Adult	1	
10	Torch Led Nippo	Normal	1	
11	Hb Meter( Accusure SOL)	LCD Display	1	
12	Patient Carrying Stretcher	Foldable stretcher	1	
13	First Aid Box	General First AID with dressing material and medicine	1	
14	Food Suction Machine	Foot operated suction machine,	1	
15	Wash Bucket	30 L	1	
16	Rubber Sheet	Mackintosh sheet 5 * 3	1	
17	Bed Sheet	White Bedsheet	1	
18	BP Machine	Digital	1	
19	Stethoscope	Dr. Morpen	1	
20	Glucometer	Accusure (SOL)	1	

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## 2.2 Stationery items with Specifications:

S. No	Particular	Specifications	Approx. Quantity quarterly	Rate per Pcs (Rs.) Inclusive of all Taxes
1	OPD Slips	Paper 70 GSM, Colour - Single, Printing - Single Side with duplicate with carbon essence, Type - Hard Binding, No. of Pages -100, Sheet Size A4	100	
2	OPD Register	Paper 70 GSM, Colour - Single, Printing - Both side, Type - Hard Binding, No. of Pages -500, Sheet Size A3	02	
3	Medicine Stock register	Paper 70 GSM, Colour - Single, Printing - Both side, Type - Hard Binding, No. of Pages -200, Sheet Size A3	02	
4	Daily Drug Dispensing Register	Paper 70 GSM, Colour - Single, Printing - Both side, Type - Hard Binding, No. of Pages -200, Sheet Size A3	02	

Note :-

- Stationery items to be supplied at the respective location as per details mentioned above and as per requirement raised by Program Manager.
- The Number of OPDs Proposed per MMU per month is approx.. 1000- 1200
- The quantity may vary as per requirement
- Format of stationery item should be provided by HLPFPT.

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### 2.3 Reagents and consumables with Specifications

S.No	Particular	Unit	Approx. Quantity Half early	Rate per unit (Rs.) Inclusive of all Taxes
1	Blood Sugar Test Strips( Accusure-SOL ) 50 Pcs	Box	2	
2	Cotton Box- 500 Gm	Box	1	
3	Face Mask Packet (100 Pcs in one Pocket)	PKT	1	
4	Hand wash (1let)	Ltr	1	
5	Hand Gloves (100 pcs)	Box	1	
6	HB test Strips (50) (Accusure SOL) 50 PCS	Box	2	
7	Lancet (100pcs)	Pkt	2	
8	Paper Adhesive Tape	Box	1	
9	Creape Bandage	Pcs	1	
10	Sanitizer (1let)	Ltr	1	
11	Malaria Test Kit (50 pcs)	Box	1	
12	Dengue Test kit (50 pcs)	Box	1	
13	Typhoid Test kit (50 pcs)	Box	2	

**Note-**

- The above items to be supplied at the respective location as per details mentioned above and as per requirement raised by Program Manager
- *The Number of Consumable proposed per MMU is approx.*
- The quantity may vary as per requirement

*[Handwritten Signature]*