

**LETTER OF ENQUIRY**

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**Subject: Enquiry for empanelment of the Agency for operationalization of 01 MMU including Fabrication, branding, Insurance (yearly), transportation of vehicle (One Time), maintenance under NUPPL (Jharkhand) Project on monthly rental basis.**

Dear Sir,

Hindustan Latex family Planning and Promotion Trust (HLFPPT) is a trust promoted by HLL Life care Ltd. (A Govt. of India enterprise) having its corporate office at Noida Sec 62, U.P. It is implementing various Health related projects across Pan India.

HLFPPT is inviting proposals from Agencies (hereinafter Bidders) for "Charges for operationalization of 01 MMU on monthly rental basis including Fabrication, branding, Insurance (yearly), transportation of vehicle (One Time), maintenance & Fuel charges (As per actual) under NUPPL (Jharkhand) Project "as per details & specification mentioned below:

S. No.	Particulars	Specification	Name of District	No of Vehicle	Rental Charges Per Vehicle Per Month ( Inclusive of all taxes, Fabrication & branding(One Time), Insurance(Yearly Basis), Transportation of vehicle, all levies (for running upto 1500 kms )+ Fuel as per actual	Charges per extra Km in excess of 1500 kms.
1	Rental Cost of Force Motor/Winger MMU on rental basis(Including Fabrication & branding( As pre Annexure - 2, Insurance (yearly), transportation of vehicle (One Time), maintenance) + <u>Fuel charges</u> ( As per actual)	Force Motor/ Winger 3350 Force ' Tampu Travel'	Dumka	01		

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- 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> November 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, Maintenance, Fabrication & branding (One Time) , insurance( Yearly Basis), transportation of vehicle and all Levies etc. + Fuel as per actual.
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. Agency to provide an undertaking on Company letter head duly signed & stamped as **Annexure - 1(Enclosed)**.
5. Fabrication and branding ( As per approved artwork)of Vehicle should be done as per coordination with HLFPPPT Representative. The List of items for Fabrication as per details mentioned at Annexure - 2
6. The route plan will be provided by HLFPPPT 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.
7. Penalty clauses will apply as per organization's policy and the decision of the HLFPPPT Management shall be final and binding in this regard.
8. HLFPPPT also reserve the right to carryout inspection of the MMUs at any point of time during the period of contract.
9. HLFPPPT Team and employees will regularly supervise the movement of vehicle to ensure the actual running of vehicle.
10. The Agency will maintain the proper log book & record keeping and for making valid claims for payments. Log book should be signed by the HLFPPPT representative or employee.
11. 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.
12. HLFPPPT reserves the right to cancel the contract based on performance without assigning any reason thereof.

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#### 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 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.)  
B-14A, 2nd Floor, Sector 62, Noida, UP 201301  
Phn: 0120-4673600  
Website: [www.hlfppt.org](http://www.hlfppt.org)



LIST OF ITEMS FOR FABRICATION	
S.No	Particulars
1	Pillow with Case, Blanket Sheet, Towel
2	Emesis Bag, Bed Pan, Urinal, Glass
3	Flash Light
4	Fire Extinguisher dry Powder Type
5	Insulated Guantlets
6	Safety Pins
7	Bandages Sheet
8	Burn Sheet
9	Drinking Water