

**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, Fuel, Maintenance, Fabrication, branding, insurance ( Yearly), BMW services & supply of small equipments, consumables , printed stationery items and IEC Material under NTPC Barh 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 Barh 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.

HLFPPT invites quotation from Agencies (hereinafter Bidders) for **“Charges for operationalization of 01 MMU on monthly rental basis including of all taxes, levies, Fuel Charges, Maintenance, Fabrication, branding, insurance (Yearly), BMW services & supply of small equipments, consumables , supply of printed stationery items and IEC Material under NTPC Barh Project ”**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, Fabrication & branding, Insurance (Yearly Basis), BMW services & 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 small Equipment, Consumables, printed Stationeries and IEC Material)	<ul style="list-style-type: none"> <li>• Force Traveller-3350 AC MMU or equivalent</li> <li>• No. of days for operational of MMU - 26 Days in a month</li> <li>• Vehicle/ MMU should not be older than one year as on date of start of contract</li> </ul>	BARH	01		

- 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 20<sup>th</sup> February 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, Insurance (Yearly), maintenance Charges, Branding & Fabrication, Fuel Charges , BMW services and all Levies etc. and Supply of Medical Items( One Time and replacement of defective equipments during the contract period), Printed Stationery Items, consumable( As per project requirements) as per Annexure - 2 and IEC material etc.
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 HLFPPT Representative.
7. Agency to provide the Medical Equipment /consumable/printing of stationeries as per Annexure -2 items as per indent shared by HLFPPT local Representative/ Program Manager from Corporate Office
8. The indent for printing of stationery items/ consumables will be shared by HLFPPT 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 HLFPPT.
9. 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.
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.
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. Penalty clauses will apply as per organization's policy and the decision of the HLFPPT Management shall be final and binding in this regard.

15. The vendor to communicate HLFPPPT in advance, if case any problem in vehicle is identified or vehicle is required to be taken for due services.
16. The agency to ensure that vehicle valid insurance and other statutory approvals are there in the vehicle during the currency of contract
17. Agency shall be responsible for general housekeeping & maintaining all systems including cleanliness of the vehicle and equipment.
18. HLFPPPT also reserve the right to carryout inspection of the MMUs at any point of time during the period of contract.
19. HLFPPPT 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.
20. HLFPPPT Team and employees will regularly supervise the movement of vehicle to ensure the actual running of vehicle.
21. HLFPPPT 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.
22. 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.
23. 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.
24. HLFPPPT 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 HLFPPPT authorized personnel.
2. TDS as applicable will deduced 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 HLFPPPT), 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.hlfpppt.org](http://www.hlfpppt.org)

## Annexure - 2

### 2.1 EQUIPMENT LIST WITH SPECIFICATION

S. No.	Name of Equipment		Required Qty.	Rate per unit in Rs. ( Inclusive Taxes)
1	Oxygen Cylinder	B Type 8-10 Kg	1	
2	Oxygen Mask	Simple O2 Mask Covering Nose & Mouth	1	
3	Double Nasal Catheter	Having two Prongs which go inside the nostrils	1	
4	Valve with Oxygen Flow Measuring capacity		1	
5	Ambubag	Normal Ambubag which is used in Hospital	1	
6	Stethoscope( AVM Professional)	AVM Professional	2	
7	Glass Bottle Containing Water Column with Entry & Exit Point so that O2 can be moisturized		1	
8	Weight Machine	Digital	1	
9	Patient Carrying Stretcher	Foldable Stretcher	1	
10	First Aid Box	General First Aid with dressing material & Medicine	1	
11	Food Suction Machine	Foot Operated suction Machine	1	
12	Wash Bucket	30 L	1	
13	Rubber Sheet	Mackintosh Sheet 5*3	1	
14	Bed Sheet	White Bed Sheet	1	
15	BP Machine	Digital	1	
16	HB Meter	Accusure ( SQL)	1	
17	Glucometer	Accusure ( SQL)	1	
18	Fetal Doppler Machine		1	

## 2.2 Stationery items for quarterly 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	
5	ANC/PNC Register	100 Pages Sizes 13*17, 80 Laser Paper	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 HLPPT.

### 2.3 Consumables with Specifications for 06 months

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)	Box	2	
7	Lancet (100pcs)	Pkt	2	
8	Paper Adhesive Tape	Box	1	
9	Creape Bandage	Pcs	1	
10	Sanitizer (1let)	Ltr	1	

**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