

LETTER OF ENQUIRY

To

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 Ramagundam 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 Ramagundam district. The MMU delivers Out Patient Department (OPD) services including free medicines, health screenings and counselling to rural population in the targeted villages.

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 Ramagundam Project "as per details & specification mentioned below:

| S. No. | Particulars | Specifications | Name of District | No of vehicle | Rental Charges per Month(Inclusive of all taxes, Fuel, Maintenance, Fabrication & branding, Insurance (Yearly Basis), BMW, Parking services & all levies (For running upto 1500 kms Per month) + Supply of Small Equipment+ Supply of Consumables items + supply of printed Stationeries(As per Annexure - 2)& IEC Materials | Charges per extra Km in excess of 1500 kms. |
|--------|---|--|------------------|---------------|---|---|
| 1 | Rental Cost of Force Traveller 3350 or equivalent Vehicle (Wheel base more than 3000 mm and length More than 4500 mm | <ul style="list-style-type: none"> Force Traveller-3350 AC MMU or equivalent No. of days for operational of MMU- 26 Days in a month Vehicle/ MMU should not be older than one year as on date of start of contract/ Operation | Rama-Gundam | 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 12th February 2025.

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, Parking , all Levies etc. and Supply of Medical Items (One Time and replacement of defective equipments during the contract period), supply of Printed Stationery Items, supply of consumables items (As per project requirements and as per enclosed 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 Equipments /consumables/printed stationeries as per Annexure -2 and 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/Half Yearly/ Quarterly basis and the agency would be liable to provide the items 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 HLFPPT 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

Annexure – 2

2.1 EQUIPMENT LIST(ONE TIME) WITH SPECIFICATION

| S. No. | Name of Equipment | Specifications | 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 | Weighing 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 | HIB Meter | Accusure (SQL) | 1 | |
| 17 | Glucometer | Accusure (SQL) | 1 | |
| 18 | Fetal Doppler Machine | | 1 | |
| Total Amt. in Rs. (Inclusive of all taxes and other charges) | | | | |

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 | As per program requirement | 02 | |
| Total Amt. In Rs. (Inclusive of all taxes and other charges) | | | | |

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 HLFPPT.

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 (1ltr) | 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 (1ltr) | Ltr | 1 | |
| Total Amt. In Rs. (Inclusive of all taxes and other charges) | | | | |

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