

Date: 05<sup>th</sup> January 2026

**LETTER OF ENQUIRY**

Dear Sir,

**Subject: Enquiry for hiring an agency to ensure all statutory compliances alongwith fitness certificates for Mobile Medical Units (MMUs) for NTEP under The Global Fund - SSHAKTI Project.**

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 Health & Family Welfare (MoHFW). HLFPPT has been designated as a Non- Principal Recipient (NG-PR) for the Global Fund Grant Cycle 2024-27 with an objective to fight AIDS, Tuberculosis & Malaria. The project encompasses implementation & manages HIV/AIDS & TB.

HLFPPT invites proposals from eligible firms (hereinafter Bidders) for "Hiring an agency to ensure all Statutory compliances along with fitness certificates for Mobile Medical Units (MMUs) for NTEP under The Global Fund - SSHAKTI Project" as per details are given below:

S.No.	Particular	Specifications	Qty. ( No. Of MMU)	Charges Per MMU(Rs.) (Inclusive of all Taxes)	GST in Percentage	Total Amount (Rs. ) (Inclusive Taxes)
1	Hire an agency to ensure all documentary compliance requirements and providing fitness certificates for Mobile Medical Units ( MMUs) for NTEP	Agency need to ensure the fulfil statutory compliance and providing fitness Certificate of the 16 Nos. of the refurbished MMUs under NTEP as per Scope of Work	16 MMUs			

- i. The Hard copy of the quotation should be made on Letter Head and shall submit to address given Below latest by 12<sup>nd</sup> January 2026.

**ADDRESS FOR SUBMISSION OF QUOTATIONS:**

**PROCUREMENT & COMMERCIAL DIVISION**  
Hindustan Latex Family Planning Promotion Trust (HLFPPT)  
B-14A, Second Floor, Sector-62  
Gautam Budh Nagar , Noida-201307  
T: +0120-4673600 4673673

**Terms & Conditions:-**

**1. PRICES:-**

- 1.1 The offered amount should be inclusive of all taxes and other charges etc. No escalation in the prices will be allowed once the prices are fixed and agreed to by the HLFPPT and the selected bidder.
- 1.2 The rate quoted by the agency will be valid up to 3 months from the date of submitted quotation.
- 1.3 The quoted rates should be strictly as per Scope of work shared in this document, no deviation at later stage shall be entertained.
- 1.4 The agency to quote rate considering the availability of MMUs at different locations as mentioned in scope of works.

Hindustan Latex Family Planning Promotion Trust  
(A trust Promoted by HLL Lifecare Ltd.)

Corporate Office: B-14A, II<sup>nd</sup> Floor, Sector-62, NOIDA - 201307, Distt. Gautam Budh Nagar (U.P.)  
Tel.: 0120-4673600 | E-mail: info@hlfpppt.org | Website: www.hlfpppt.org

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## 2. SCOPE OF WORK

The selected agency will be responsible for providing statutory compliance and fitness of the Mobile Medical Unit (MMU) as specified below:

### Details of the 16 MMUs for Statutory Needs

SI	State Name	Location of MMU	Vehicle No.	Registration Date	Fitness	Tax	Insurance
1	Bihar	TBDC, Agamkua, Patna	UP53DT7304	26-Mar-18	21-Mar-20	30-Apr-18	07-May-25
2	Bihar	TBDC, Agamkuan, Patna	DL1LAA4211	09-Feb-17	08-Feb-19	31-Jan-19	01-Jul-23
3	Chhattisgarh	Raipur	UP53DT7306	26-Mar-18	23-Mar-20	30-Apr-18	02-Jun-25
4	Chhattisgarh	Raipur	DL1LAA4234	09-Feb-17	08-Feb-19	31-Jan-19	02-Jun-25
5	Chhattisgarh	Korba	UP53DT7305	09-Feb-17	08-Feb-19	31-Jan-19	02-Jun-25
6	Chhattisgarh	Durg	UP53DT7253	09-Feb-17	08-Feb-19	31-Jan-19	10-Dec-25
7	Maharashtra	STDC Nagpur	UP53DT7238	23-Jan-18	21-Jan-20	31-Jan-18	31-Mar-23
8	Maharashtra	Pune	DL1LAA3119	23-Jan-18	21-Jan-20	31-Jan-18	21-Jan-19
9	Maharashtra	Pune	DL1LAA3113	08-Feb-17	07-Feb-19	31-Jan-20	10-Jan-18
10	Maharashtra	Pune	DL1LAA1006	08-Feb-17	07-Feb-19	31-Jan-20	10-Jan-18
11	Maharashtra	STDC Nagpur	UP53DT7243	09-Feb-17	08-Feb-19	21-Jan-19	31-Mar-23
12	Maharashtra	Mumbai	UPS3DT7213	09-Feb-17	08-Feb-19	31-Jan-19	08-Dec-25
13	Rajasthan	Pratapgarh	UP53DT7241	08-Feb-17	07-Feb-19	31-Jan-22	22-Apr-23
14	Rajasthan	Barmer	UP53DT7212	02-Apr-18	27-Mar-20	31-May-18	07-Jul-22
15	Rajasthan	Bikaner	UP53DT7250	09-Feb-25	08-Feb-25	31-Jan-22	22-Apr-23
16	Rajasthan	Nagaur	UP53DT7309	09-Feb-17	08-Feb-19	31-Jan-22	22-Apr-23

### 2.1 Fulfilment of Statutory Compliance and Documentation

The agency shall ensure that all vehicles comply with applicable statutory and regulatory requirements. The agency will maintain records and provide verified documentation.

#### 2.1.1 Registration and Legal Documentation

The agency shall be responsible for updating and regularizing all expired or lapsed statutory documents for the MMU. This includes:

- Registration Certificate (RC):** Obtain renewal, correction, or duplicate RC as needed to ensure legal registration of the vehicle.
- Pollution Under Control (PUC) Certificate:** Arrange emission testing at authorized centres and secure a valid PUC certificate in compliance with environmental regulations.
- Insurance Policy:** Ensure that the vehicle has active and valid insurance coverage, including third-party liability, and arrange for renewal if required.
- Road Tax Payment:** Verify any pending dues and facilitate payment of road tax to regularize the vehicle for legal operation on roads.
- Fitness Certificate (FC):** Conduct vehicle fitness inspection and obtain RTO clearance certifying the vehicle is safe and roadworthy.

The agency shall be solely responsible for ensuring that each MMU passes the statutory fitness at its own cost and shall submit the valid Fitness Certificate at the time of final handover.

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**HLFPPT**

Partners for Better Health

### **2.1.2 Compliance Maintenance**

The agency shall ensure continuous statutory compliance for each MMU through the following activities:

- a) **Compliance Checklist Maintenance:** Develop and maintain a comprehensive compliance checklist for each MMU, capturing all statutory documents and renewal dates.
- b) **Validity Monitoring:** Regularly review and ensure that all documents including RC, Fitness Certificate, PUC, Insurance, and Road Tax remain current and valid at all times.
- c) **Document Submission:** Provide updated copies of all statutory documents to the HLFPPT representative and any other relevant authorities, as required for verification and record-keeping.

### **3. DELIVERABLES**

**3.1 Updated and valid statutory documents for each MMU :** The agency will be responsible for ensuring that all mandatory compliance documents such as vehicle registration, fitness certificate, road tax, pollution under control (PUC), insurance, and any other statutory clearances are valid and up to date. These must be submitted in original or certified copies before handover.

### **4. TIMELINE:**

**4.1 Total Duration:** 45 days from the issuance of work order

For any delay for non-adherence to the agreed timeline and agreed scope of work without valid reasons, penalty clause (as outlined in point 5) will apply. However, if a justification is submitted and accepted as valid by HLFPPT, the penalty may be waived.

### **5. PENALTY**

In the event of delay, deficiency in services, or non-compliance with the agreed scope of work, penalties shall be levied as follows:

#### **5.1 Delay in Completion:**

A penalty of 0.5% of the total PO value per week or part thereof shall be imposed for delays beyond the stipulated timeline for completion of assigned tasks, subject to a maximum of 8% of the work order value.

#### **5.2 Non-compliance with Quality Standards:**

If any repaired MMU is found non-compliant with the statutory requirements as outlined, a flat penalty of 2% of the work order value shall be levied for each such unit.

#### **5.3 Cumulative Cap on Penalty:**

The total penalties imposed under this clause shall not exceed 10% of the total work order value under any circumstances.

### **6. OTHER TERMS & CONDITIONS:**

6.1 The bidder must have PAN (Permanent Account Number) & GST Registration Certificate.

6.2 If any firm/ Agency is registered with MSME, they are required to share the supportive document.

6.3 The selected agency to make ensure that to provide all documentary compliance & fitness certificates for Mobile Medical Units as per scope of work.

6.4 HLFPPT reserves the right to reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

6.5 HLFPPT reserves the right to cancel this LOE any time or at any stage without any reason / notice to the vendor or change/add any terms and conditions of the LOE by issuing addenda corrigendum and communicating the same to vendors through email.

6.6 HLFPPT reserves the right to extend the dates for submission of any and all responses to this document.

6.7 HLFPPT management reserves the right to change (*increase or reduce*) the numbers/ units as per project requirement.

6.8 Agency to provide an undertaking on Company letter head duly signed & stamped as Annexure-1(Enclosed).

6.9 All the disputes and differences between the agency & HLFPPT arising out of the award of contract shall be subject to the jurisdiction of the competent courts in Noida (Uttar Pradesh) only.

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**7. PAYMENT TERMS:**

7.1 TDS will be deducted as per applicable income tax law.

7.2 Payment will be released through Cheque/NEFT/RTGS as per details given below:

**7.2.1 Fulfilment of Statutory Compliance and Documentation – 100% of Contract Value:**

- a) **Compliance Verification Payment (80%)**
  - 70% of the contract value will be released upon submission and acceptance of statutory compliance for all MMUs.
  - Certificates must include roadworthiness, pollution, fitness, and other applicable regulatory approvals.
- b) **Final Documentation & Reporting Payment (30%)**
  - 20% of the contract value will be released after submission of:
    - Original invoices, Original copy of statutory certificates and fitness certificates of all vehicles, Acceptance/verification certificate issued by the designated authority
- c) **Document required for releasing the payment:**
  - Copy of Tax Invoice
  - The Agency must have PAN (Permanent Account Number) and registered with the GSTIN, Company registration certificate etc.
  - Document proof of the deliverables as per Work Order.
  - Crossed/ cancelled cheque of Bank Account for making payment through NEFT/RTGS.

Thanking You.

Regards,



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Procurement and 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)