

THE SINGARENI COLLIERIES COMPANY LIMITED
(A GOVERNMENT COMPANY)
PURCHASE DEPARTMENT, SINGARENI BHAVAN,
RED HILLS, PO: KHAIRTABAD, HYDERABAD – 500004
TELANGANA (STATE)
CIN:U10102TG1920SGC000571
TELEPHONE: 040-23316964 - EPABX: 040-23142 EXTN.224/225
TELE FAX: 040-23307653 ; e-mail ID: pd_hyd@scclmines.com.
Company Web site: www.scclmines.com
SCCL GST No : 36AAACT8873F1Z1
NOTICE INVITING TENDERS (NIT)

ENQ.NO & DATE: HY126O0007 DT: 06.04.2026.

DT: 06.04.2026.

**Sub: - Procurement of Canon Make Desktop Document Scanner for use at
O/o Director (Finance), Corporate – Reg.**

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ENQ CLOSING DATE: 13.04.2026 ON OR BEFORE 3.00PM
ENQ OPENING DATE: 13.04.2026 AFTER 3.00 PM

MODE OF ENQUIRY : OPEN TENDER
NUMBER OF SOURCES : SINGLE
MODE OF TENDERING : SINGLE COVER

Sl. No	Item Code	Material Description	Qty	Unit
1	1605160192	DESKTOP DOCUMENT SCANNER	1	NOS
Make: Canon, Model: Image Formula DR-C240				

Technical Specifications:

MODEL: CANON DR C240.

HIGH SPEED DUPLEX SCANNER.

SCAN SIZE: A4/LEGAL (LGL).

SCAN UPTO 45 PAGES FOR MINUTE (PP) BLACK & WHITE, COLOUR.

FEEDER COULD HOLD 60 PAGES.

WARRANTY: 3 YEARS ON SITE COMPREHENSIVE WARRANTY

OEM/AUTHORISED DEALERS SHOULD ONLY SUBMIT QUOTATIONS.
AUTHORIZATION CERTIFICATE SHOULD BE SUBMITTED ALONG WITH
QUOTATIONS.

Supply to Central Stores, Kothagudem & installation at O/o Director (Finance), Corporate,
Kothagudem.

Delivery Period: Materials or Items to be supplied within 2 to 4 weeks after placement of order.

Few firms are not supplying items/materials. Their offers will not be considered

Firms are requested to submit offers with sufficient knowledge of enquired items. If any
doubt regarding enquired item, please ask before submitting offers only.

NOTE: FIRMS ARE REQUESTED TO MENTION HSN CODE OFFERS WITHOUT
ABOVE, WILL NOT BE CONSIDERED FOR FURTHER PROCESS.

NOTE: Submit sealed covers. These covers to be submitted with Enquiry No, date & Address of
SCCL and Firms name.

- A. Offers are invited from vendors located in Hyderabad/ Secunderabad vendors only will be considered.
- B. OFFER VALIDITY: Bidder shall keep the offer valid for a period of 4 months from the date of opening of the tenders. The offer with less validity period than stipulated is liable for rejection.
- C. GST (GOODS AND SERVICE TAX) registration certificate to be submitted along with material HSN/SAC CODE. The applicability of GST & other taxes, if any, in % shall be clearly mentioned as extra.
- D. The bidders offered without any GST & other taxes, their landed cost will be arrived by taking maximum GST% quoted by other bidders.

A) GENERAL TERMS AND CONDITIONS

- a. Tenders received after stipulated time and date will not be considered For whatsoever reasons thereof.
- b. Quotation must be on a paper identifying the firm with telephone number etc. They should be clear and free from corrections and erasing.
- c. Rate quoted by you should be valid for 120 days from the date of opening of tenders and no revision of rates will be permitted during the above period.
- d. Rate should be quoted as per the sizes / units / makes / brands asked for otherwise such offers will not be considered.
- e. The quantity shown in the enquiry is not firm and fixed. It may be increased /decreased.
- f. The material is to be supplied as per the tender enquiry and should be delivered at **Central Stores, Kothagudem** no transportation charges will be paid separately unless it is mentioned in the offer clearly. Mention whether the offer is Ex-showroom, Ex-work or delivery at our office, Hyderabad.
- g. Samples of the items should be submitted in case, they are asked for in the enquiry
- h. Those who are having ready stocks, capable of supply of material as per the enquiry within the stipulated time only need to forward their offer.
- i. M/s. SCCL deserves the right to reject any/all the tender (s) or accept any offer or part thereof without giving any reasons. Its decision in this matter will be final and binding on all the tender/(s).
- j. Sealed tenders can be dropped in the tender box in the Company Purchase Office at Hyderabad or can be sent by post / courier before the due date and time. Fax quotations are not accepted
- k. M/s. SCCL will not, in any way, be responsible for any postal delay.
- l. Separate cover may be used for each quotation. Quotations of different enquiries put in single cover will not be considered.
- m. Payment will be made within 30 days after supply at **Central Stores, Kothagudem & installation at O/o Director (Finance), Corporate, Kothagudem.**
- n. YOU HAVE TO SUBMIT YOUR BANK DETAILS FOR RTGS/ONLINE PAYMENTS.

Tax retention clause:

- A) The supplier shall upload his Tax Invoice in the GSTN as per the provisions of the GST Act i.e., by 11th of the month subsequent to the month in which "Time of Supply" arises. In respect of orders where the entire order quantity is executed in phased manner through multiple invoices or where staggered payment is made, if the "Tax Invoice" is not uploaded within the time limits prescribed under GST Act, the tax amount will be withheld from the payment made against subsequent Invoice till such time the invoice is uploaded. The final payment is subject to compliance under GST Act by the supplier.
- B) From 01.11.2020 onwards all the vendors whose turnover is more than Rs.10 Crores or above in the financial years 2023-2024, 2024-2025 & 2025-2026 have to submit e-invoice with QR code printed on it. If the turnover is less than Rs.10 Crores than the firm has to declare that we are exempted from e-invoicing requirement. Therefore, the said e-invoicing provisions are not applicable to our company. Towards this, the firm is required to submit undertaking detailed in "ANNEXURE" along with Invoice.

C) BILLS WILL NOT BE ACCEPTED WITHOUT e-INVOICING IF THE AGGREGATE TURNOVER IN ANY OF THE THREE FINANCIAL YEARS 2023-2024, 2024-2025 & 2025-2026 EXCEEDS Rs.10 CRORES.

ANNEXURE

If turnover not exceeds Rs. 10 crores, firm has to submit following undertaking along with the bills.

PROFORMA			
Our turnover during the Financial years 2023-2024, 2024-2025 & 2025-2026 is less than the Rs.10 crores			
Name:		Designation:	Company Name:
GSTIN	E-invoicing applicability	SEZ Status (Yes/No)	
Any loss of ITC or discharge of interest and penalty arising to SCCL due to any misinformation from us, we are liable to reimburse the same to SCCL on the basis of this declaration.			
SIGNATURE OF OWNER WITH STAMP/SEAL.			

D) NOTE: FAX/MAIL QUOTATIONS ARE NOT ACCEPTABLE.

Section Officer, Hyderabad

AGM(E&M)/HYD