



THE SINGARENI COLLIERIES COMPANY LIMITED
(A GOVERNMENT COMPANY)
PURCHASE DEPARTMENT, SINGARENI BHAVAN,
RED HILLS, PO: KHAIRTABAD, HYDERABAD – 500004
TELANGANA (STATE)
CIN:U10102TG1920SGC000571

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Company Web site: www.scclmines.com

SCCL GST No : 36AAACT8873F1Z1

NOTICE INVITING TENDERS (NIT)

ENQ.NO & DATE: HY120O0004 DT: 01.04.2020

DT: 06.04.2020

ENQ CLOSING DATE: 28.05.2020 ON OR BEFORE 3.00 PM

ENQ OPENING DATE: 28.05.2020 AFTER 3.00 PM

Sub: QUOTATIONS FOR SUPPLY OF CANON NPG-51 TONERS FOR MFP CANON 2525W
PRINTER– REG

MODE OF ENQUIRY : OPEN TENDER

NUMBER OF SOURCES : SINGLE

MODE OF TENDERING : TWO COVER

Item SINo	Item Code	Material Desc.	Quantity	Unit
1	1699000270	CANON IR2525W-NPG51 BK TONER	6	NOS

OFFERS FROM OEM & AUTHORISED DEALERS ONLY WILL BE ACCEPTED.

AUTHORISATION LETTERS TO BE SUBMITTED ALONG WITH OFFERS. Specific Authorisation from the manufacturer against the above tender indicating Tender Reference Number has to be enclosed, failing which the offer is liable for summary rejection.

NOTE: FIRMS ARE REQUESTED TO MENTION DELIVERY PERIOD, GUARANTEE PERIOD, MAKE, MODEL OF THE QUOTED ITEM. OFFERS WITHOUT ABOVE, WILL NOT BE CONSIDERED FOR FURTHER PROCESS.

Vendors who can supply within one week only should participate in the enquiry. You have to mention the delivery period HSN CODE TO BE MENTIONED MAKE TO BE MENTIONED.

1. Offers are invited from vendors located in Hyderabad/Secunderabad vendors only will be considered.
2. **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.
3. **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 an extra.
4. The bidders offered without any GST & other taxes, their landed cost will be arrived by taking maximum GST% quoted by other bidders.

DY.GM(E&M)/HYD

DGM(PURCHASE)HYD/HOD

A) GENERAL TERMS AND CONDITIONS

- a. Validity, delivery period, GST, Warranty / Guarantee to be mentioned.
- b. Tenders received after stipulated time and date will not be considered For whatsoever reasons thereof.
- c. Quotation must be on a paper identifying the firm with telephone number etc. They should be clear and free from corrections and erasing.
- d. 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.
- e. Rate should be quoted as per the sizes / units / makes / brands asked for Otherwise such offers will not be considered.
- f. The quantity shown in the enquiry is not firm and fixed. It may be increased /decreased.
- g. The material is to be supplied as per the tender enquiry and should be delivered at M/s Singareni Collieries Company Limited, Kothagudem and no transportation charges will be paid separately unless it is mentioned in the offer clearly. 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 receipt of material at Hyderabad.

Tax retention clause:

The supplier shall upload his Tax Invoice in the GSTN as per the provisions of the GST Act i.e., by 10th 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 of all formalities under GST by the supplier

n. Delivery of material should be immediate.

- B) NOTE: Firms owner or their representative will be allowed in the O/o. DGM(Purchase), Hyderabad after opening the tenders to know/note down the rates of other firms.**
- C) Firms are requested to submit authorization letter to their representatives to allow in to DGM(Purchase) Office & without authorization letter no entry will be there to any representative.**
- D) Also note that tender details (Rates, Brand & GST) will be informed orally & will not be allowed to see other tender documents.**
- E) SAMPLES WILL NOT BE PROVIDED**
- F) Materials or Items to be supplied within one week to 10 days after placement of order.
- G) Firms are requested to submit offers with sufficient knowledge of enquired items. If any doubt regarding enquired item, please ask before submitting offers only.

DY.GM(PURCHASE)HYD